

THE
STUDENT GUIDE
TO
NIPHER
MIDDLE SCHOOL



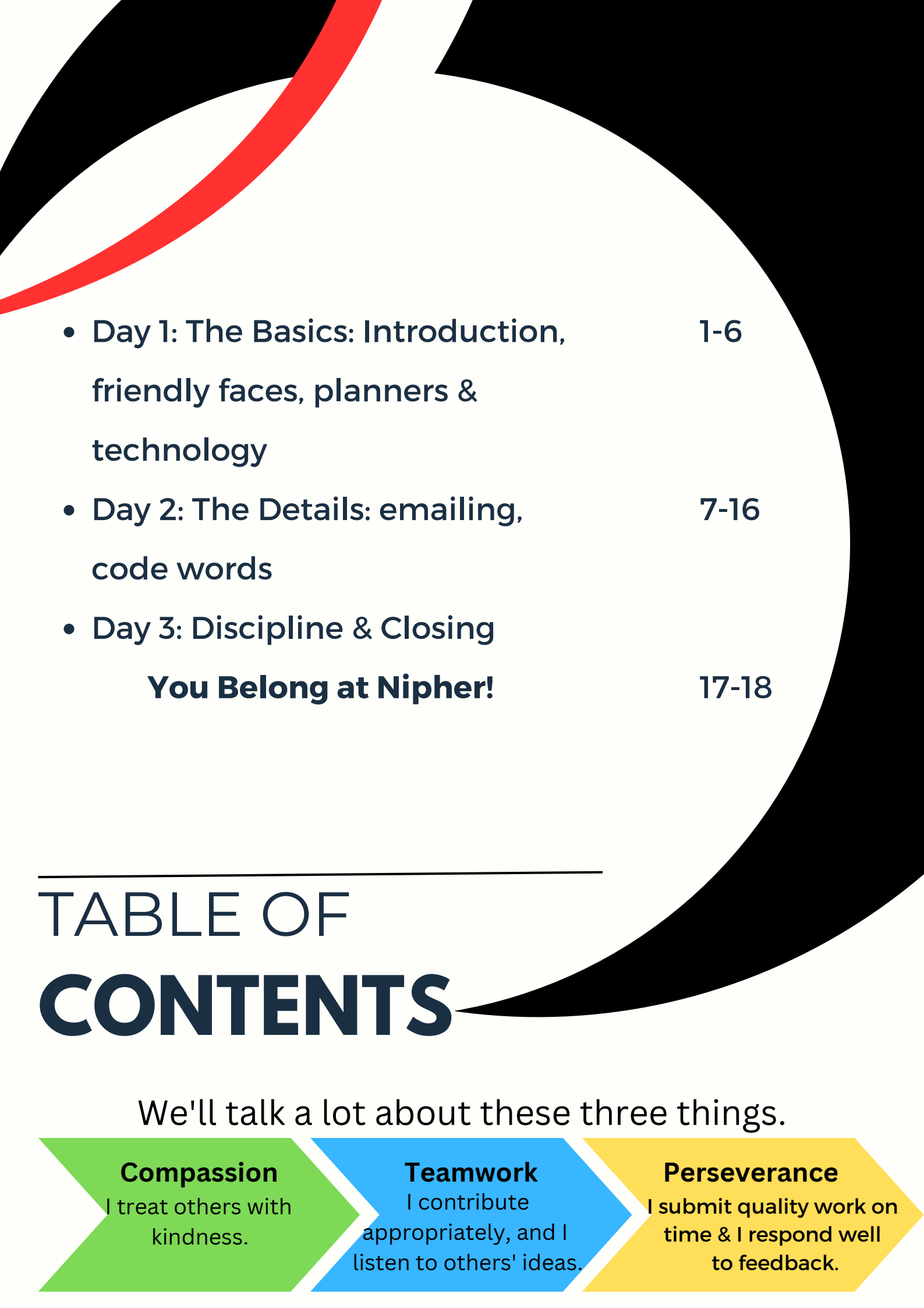
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You Belong at Nipher! 17-18

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We'll talk a lot about these three things.

Compassion

I treat others with kindness.

Teamwork

I contribute appropriately, and I listen to others' ideas.

Perseverance

I submit quality work on time & I respond well to feedback.

WHAT IS THE POINT OF **MIDDLE SCHOOL?**

Middle school is a three-year period of your life where you do a lot of changing and growing. You become more independent. You have more responsibilities. You'll get to know yourself more -- what you are passionate about, what you enjoy doing, and who you are. You'll learn how to critically think, how to communicate well, and how to work through conflict. We hope every moment of these three years is awesome, but there will probably be some hard things too. Fortunately, you are surrounded by other kids who are going through the same things and adults who are trained to help you navigate them. Lean on each other, be kind, and make great memories along the way.

Here's what we believe at Nipher:

- It's our job to make school fit you, not make you fit school.
- It's our job to equip you with really important skills, knowledge, and habits that will serve you for the rest of your life.
- We want to make it really easy for you to get involved and connect with others.

So, pretty much everything we do here is to get those things done. Let's dig in to what it is that we do here at Nipher.



WHO SHOULD I TALK TO IF I HAVE A QUESTION OR CONCERN?

You can always start with one of your teachers. They will either be able to answer your question or point you in the right direction. Sometimes you might need to talk with an administrator or counselor; their contact information is below. You can email them anytime, or catch them in the hallway or at lunch or stop by their office.

Sixth Grade



Assistant Principal

Dr. Kelly Dickinson (kelly.dickinson@kirkwoodschoools.org)

Counselor

Mr. Nelson Taylor (nelson.taylor@kirkwoodschoools.org)

Seventh Grade

Assistant Principal

Mr. Nathan Alwood (nathan.alwood@kirkwoodschoools.org)

Counselor

Mrs. Lauren Wallace (lauren.wallace@kirkwoodschoools.org)



Eighth Grade

Principal

Dr. Laura Havener (laura.havener@kirkwoodschoools.org)

Counselor

Mrs. Carmon Griffin (carmon.griffin@kirkwoodschoools.org)



THE BASICS

In class

- Be on time.
- Come to class prepared.
- Follow the expectations.

In the cafeteria

- Enter and take a seat. (6)
- Line up when called. (6)
- Unplug and socialize.
- Clean up after yourself.

In the hallway

- Walk to the right.
- Walk with a purpose.
- Keep hands to yourself.
- Control your volume.

To and from school

- Be safe.
- Be kind.



How does coming to class prepared impact your learning?

Who does it impact if you leave your trash on the table or on the ground outside?

What is the purpose of these hallway expectations?

TUESDAY, AUGUST 22

Let's fill in the blanks.

- Before you are dismissed to leave your classroom, your work space must be _____.
- The transition period between classes is _____ minutes long.
- When we are in the hallway, we:
 - Walk with a _____.
 - Walk to the _____.
 - Keep _____ to ourselves.
 - Control our _____.
- List three things you need to bring with you to every class:
 - _____
 - _____
 - _____
- When you enter the classroom, greet your teacher and other classmates, write the assignment in your _____, and look for the _____ or beginning activity.
- The name of our electronic pass system is _____, and our teachers will show us how to use it.

TO-DO

DURING THE TRANSITION BETWEEN CLASSES

- ☐ Fill up your water bottle.
- ☐ Walk with a purpose.
- ☐ Go to the bathroom.
- ☐ Chat with friends.

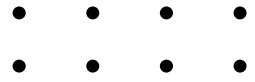
ALL ABOUT LUNCH

1. You can bring your own lunch or buy one here.
2. All Grades:
 - a. 6th- Today, your teacher will walk your class down for lunch. You'll sit with your class to get to know each other, and to learn the expectations at lunch. Every day, wait for your table # to be called before you get in line for lunch.
 - b. 7th & 8th- When you get to the cafeteria, find a space to sit or get in line for lunch.
3. Then, for the rest of the year, when you get to the cafeteria, you'll have a couple options:
 - a. If you brought a lunch and want to eat outside, go straight outside.
 - b. If you brought a lunch and want to eat inside, head into the cafeteria and sit at any of the tables.
 - c. If you are buying a lunch:
 - i. 6th- Head into the cafeteria and sit at any of the tables. Wait to be dismissed to the line by table #.
 - ii. 7th & 8th- head to one of the 2 lines and wait patiently.
4. We have recess every day as part of lunch. Get outside, get some Vitamin D, play, chat, unplug, and socialize. Lunch is a relaxing, fun period in the middle of your day.
5. Always clean up all of your trash
6. Return playground balls to the bin at the end of lunch.

TUESDAY, AUGUST 22

PLANNERS

23-
24



This year, all students will be given a planner. The expectation is that, each class period, the planner is used at the beginning of class to record the assignment for the day.

TO DO THIS WEEK						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

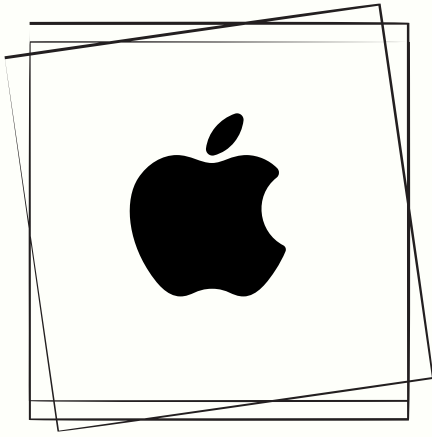
Typography: Arne Jacobsen

Here are 3 things you could record in your planner:

- The _____ for the day.
- The homework being assigned.
- The due _____ for the homework.

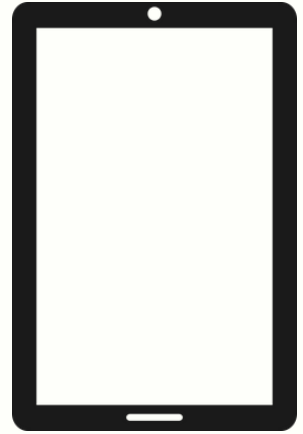
What is one more item you could use your planner for?

TUESDAY, AUGUST 22



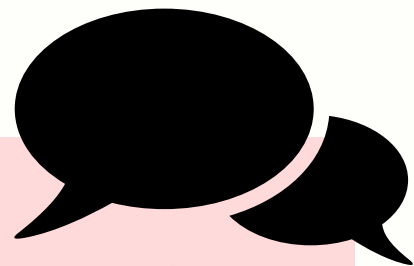
"APPLES UP!"

There are times when a teacher may need to direct everyone's attention to something or transition the class to a new activity. When a teacher says, "Apples up!," stop what you are doing on your iPad, close the case, and place it face down on your desk or table. (kickstand-side up)



Draw a quick sketch of your iPad in the "Apples Up" position.

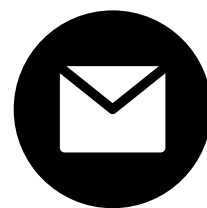
Discuss



1. What's your system for remembering to charge your iPad every night?
 - How do you set a reminder on your phone or iPad? Is it part of your routine when getting ready to go to sleep?
2. Why is it important to bring a fully charged iPad every day?

WED/THURS, AUGUST 23/24

How to write an email to a teacher



1 - Recipient

This is where you include the email address of the person you want to send a message to. Spelling is key -- type the name of the person you are emailing and click their name. You can have more than one recipient.

2 - Subject

This should be short: 2-6 words that summarize the email you are writing. This is like the title of a story or article.

Examples:

- My missing assignment
- A homework question
- My upcoming absence

3 - Purpose

This is the bulk of the email. Write a short greeting and give the reason for your email. Include any necessary details.

Example:

Hi, Mr. Jones. I am writing to let you know that I will not be in class on Wednesday because I have a doctor's appointment. Please let me know what I need to do so I can take care of it.

4 - Closing

Close the email with a simple thanks or goodbye.

Examples:

- Thank you for your help.
- See you in class!
- Have a great rest of your day.

5 - Signature

Be sure to sign your email with your name.

The diagram shows an email interface with the following elements:

- 1** Recipients
- 2** Subject
- 3** Body (greeting)
- 4** Body (details)
- 5** Signature

The signature block contains the text: The Knight, Mascot Nipher Middle School 314-213-6180

The interface also includes a formatting toolbar with options for font style (Sans Serif), font size (11), bold (B), italic (I), underline (U), and text color (A). The bottom bar features a Send button, a text color selector, and icons for attachments, links, emojis, and other functions.

Now let's practice!

Send your homeroom teacher(s) an email using this format, letting them know that you have received your iPad and iPad case and include _____.

WED/THURS, AUGUST 23/24

Draw a quick sketch of your trusted adult (see below). Label it with their name.

What to do when someone's behavior is unsafe or unkind...

AND/
OR

Say something directly

What's a situation where you would feel comfortable stepping in and speaking up?

What would you say or do in that situation?

Tag someone in

Who is a *trusted adult* that you could report something to in case you needed to?

How would you most likely report a situation to them? (circle one)

E-mail

Find them and talk to them in person

Discuss

What are the characteristics of a "trusted adult"?

Who is one of your trusted adults at Nipher? Who is one of your trusted adults at home or in the community?

What's 'off limits'? What is never a joke?

Ability/disability
Body type or size
Gender identity or pronouns
Race
Family
Religion

NIPHER CODE

SCHOOL-WIDE CLASSROOM EXPECTATIONS

Perseverance

I submit quality
work on time,
and I respond
well to feedback.

Compassion

I treat others with
kindness.

Teamwork

I contribute
appropriately,
and I listen to
others' ideas.



WED/THURS, AUGUST 23/24

ALL ABOUT **COMPASSION**

Make each other's days better

"How you treat other people is a direct reflection of your character, not theirs."

Let's be a school community full of people who actively make each other's days better.

Discuss

Teachers, share about a student or colleague who makes your days better. What do they do?

Students, share about a classmate or teacher who makes your days better. What do they do?

Put your name here. Then, make a word web describing the things that make **your** day better.

iPad

Some things to remember when it comes to good character and your iPad:

- Do not take or send photos or videos of other people (staff or students) without their explicit consent.
- Be careful with your iPad. Don't leave it unattended or drop it on the floor or desk.
- Remember, this is not your iPad. This is school property. As such, it is for school use only. (no games, no non-school searches, no texting, no face time)

Lost and found

If you lose something, check the bin outside the cafeteria and then check the offices. Do not take anything that isn't yours from the Lost and Found.

ALL ABOUT PERSEVERANCE

Attendance

Students are expected to attend school every day school is in session. We miss you when you are absent, and you miss valuable learning experiences and time in the school community. Also, school attendance is required by the state of Missouri.

Doors open at 7:45am. Please aim to arrive at school as close to 7:45 as possible. When you get here, buy your breakfast (if applicable) in the first floor south hallway and head straight to your first class of the day. Put away your earbuds/AirPods and phone so you are ready for the day.

Sometimes, it is unavoidable to miss school. If you will be absent, your parent or guardian needs to let the main office secretary know. Just call the attendance line at 314-213-6180. You should email your teachers and communicate your absence, also. Remember to follow the guide above for emailing your teachers. When you miss school, it is your responsibility to complete any and all assignments you miss while out. If you miss several days, you may be assigned or choose to attend after-school Power Hour to make up your assignments.

If a student misses 5+ days in a school year, a letter is sent home notifying parents of the attendance policies in Missouri. If a student continues to miss school, administrators, counselors, and potentially the City or County Juvenile Court, will step in and help.

Bottom line: we need you at school! We are not as good when you aren't here.

Discuss



What's a strategy for getting to class on time?

Tardies

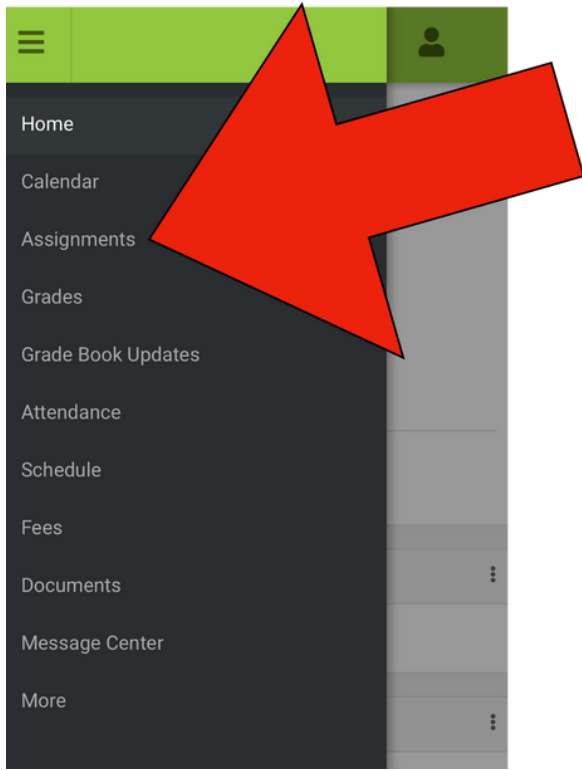
It's important for you to be in class on time. This eliminates interruptions to the class and values everyone's learning time. Punctuality is a good habit to build now and for the future.

If you are tardy to school or class five times in a quarter, your counselor or administrator will have a conversation with you to determine why you have been tardy. We'll loop in your parents or guardians and together we'll come up with a plan to get you to class on time. After that conversation, if you continue to be tardy, lunch detentions and after-school detentions will be assigned.

ALL ABOUT PERSEVERANCE

Missing Work

Each Thursday at 4:00pm, a missing assignment email will be sent out of Infinite Campus (IC) and will go home to your parent/guardian. Please be sure you are checking IC yourself on a regular basis to see that all of your assignments are turned in. If you have submitted an assignment late through Schoology, it is good practice to email your teacher to let them know to look for it. Include the name of the assignment in your email.



Try it out...

Check for missing assignments

Standards-Based Grades

Standards-based grading is a way to track your mastery of specific skills. Your goal is always a '3.'

Anything over a '3' is exceeding the expectations. Please refer to the graphic on the right for a clearer picture of what each measure/number means.

4
Advanced understanding of the standard

You add your own ideas, perspective, and style into what you do. You are confident and are reaching for the next level of proficiency. You make deep, creative connections and apply your learning to things outside this classroom.



3
Meets the standard

This is the goal!

You consistently meet the on-grade-level expectation and are ready to move on.



2
Approaches the standard

You can meet the on-grade-level expectation in familiar tasks and situations. You know what you need to do, but need some extra help to make it happen.



1
Does not yet meet the standard

You know what the on-grade-level expectation is but might be confused and are probably frustrated. Or, you miss opportunities to demonstrate what you can do because you might be distracted, not participating, or absent.



WED/THURS, AUGUST 23/24

ALL ABOUT **TEAMWORK**

Backpacks & School Supplies

Carrying your backpack is a great way to ensure you have all of your supplies for each of your classes at your fingertips. In case you need help deciding what to bring to school, there is a grade-level supply list available in the office. It is easy, though, to ask your teachers. They will help you with what you will need for their class.



Talk to a counselor if you would like help getting school supplies.

Phones and AirPods

Did you know phones are **designed** to grab your attention? It is not your fault that you want to get on your phone so much -- the creators of smart phones and social media apps know how to get you interested, and they work really hard to keep you connected 24/7. Phones are an attention zapper and move us away from our purpose of ensuring that you are getting the best education possible while you are here. Additionally, phones often (not always!) have an isolating effect, and we want your time here spent with your friends and classmates and engaged in the things happening around you, rather than looking at a screen.

All of that is why we take phones seriously at Nipher -- Phones must be turned off, and in your backpack or pocket (waistband). We have a "bell-to-bell no cell" policy from 8:00am to 3:00pm. If you are using your phone at school: the first and second times per quarter you are warned by a teacher and the infractions are recorded. The third through fifth times, the teacher will email home and assign you a lunch detention. On the 6th+ infraction, you will be referred to the office.

AirPods and other bluetooth headphones give you an 'out' to engaging in your learning. When you have AirPods in, your classmates and teachers have to repeat themselves multiple times and they prevent you from getting everything you can out of your class time. So, AirPods and other bluetooth headphones need to go in your backpack or pocket throughout the day. AirPods are included in our cell phone policy. Bring corded headphones for your iPad or use a pair of ours.

WED/THURS, AUGUST 23/24

ALL ABOUT TEAMWORK

Food and drinks in class

Hydration is key for your health and for your brain. Water is allowed and encouraged in classrooms, and there are water bottle fillers throughout the school. Other drinks like soda or sports drinks are allowed at lunch -- store them in your backpack until then.

We do not eat, drink, or pass out food in the hallways, and we don't eat snacks in class unless it is a designated snack time. This cuts down on messes that lead to pests like bugs and rodents and cuts down on unnecessary work for our custodians.

Dress Code

For many people, clothes are an expression of identity, creativity, or personality. We encourage you to wear what is comfortable for you to learn in.

You are part of a learning community at Nipher. To make sure we are taking care of the whole community, we have a few simple rules for dress code:

- No inappropriate messages: nothing about alcohol, drugs, profanity, violence or sexually inappropriate content. This keeps school safe for everyone.
- Hoodies and hats are awesome. Just remember that teachers may ask you to remove hoodies during class- especially if there is a lab or activity that requires it for safety purposes.
- Clothes need to cover undergarments.

Recess and lunch

Fresh air, sunshine, and physical activity are really good for all of us.

That's why we build in recess every day for every kid. Some things to remember to keep recess safe and fun for everyone in the community:

1. All sports are non-contact and inclusive. That means that we welcome and include anyone who wants to play, and there's no tackling, pushing, or hitting.
2. Take care of tables, and recess equipment.
3. Do not throw food at people, at the building, or into the grass. Food you do not want can go in the bowl in the cafeteria to be given to other people.
4. Throw away all trash and push in your chair before going to play.

If you don't follow these expectations that make recess fun and safe for everyone, you will be sent inside for recess and/or assigned lunch detention to do some reflecting and changing of your behavior before joining everyone again.

Have fun out there!

WED/THURS, AUGUST 23/24

ALL ABOUT TEAMWORK

School Safety

We keep each other safe.

Here are a few things that we do to keep each other safe.

1. Never open an external door for anyone, even if you know them or think you do. Everyone needs to check-in in the main office, and there are signs on each door letting people know that.
2. Never prop open an external door with a brick, rock, or stick. If you see a door propped, remove the item.
3. If you see or hear about someone being unsafe, let a trusted adult know right away.

LET'S KEEP
EACH OTHER
SAFE

When do after-
school activities
begin?

After-school activities and intramurals

Nipher Middle School's Activity Program offers a variety of activities each semester to students of all grade levels. Activities take place after school at 3:00 p.m. on Tuesdays, Wednesdays, and Thursdays. Activities are available to all students after they pay their \$20 activity fee (this is a one-time fee that covers the entire school year). The activity fee is \$10 for students who qualify for free or reduced price meals.

Students MUST sign up for ALL activities electronically (you will receive an email with a Sign-Up-Genius each morning) before lunch is over on the day of the activity in order to stay and participate. Students are expected to report directly to the cafeteria at 3:00 p.m. (upon their dismissal from class). Students are to depart promptly from school grounds or wait at the bus loading area when the activity concludes and the bell rings close at 3:55 p.m. Each after-school activity will be announced during morning announcements at at least one day in advance, but you can also find a listing of after-school activities on the Nipher Middle School web site.

Rude, Mean, Bullying, Harassment

Compassion means that you are kind to others. If you cannot say something nice, it is the best policy to not say anything at all. Being mean, rude, bullying or harassing will not be tolerated during the school day and during after-school activities. If someone is mistreating you, please email or see your counselor or administrator. We want EVERYONE to feel safe and welcome here at Nipher.

NIPHER CODE

When we individually and collectively take ownership of showing compassion, perseverance, and teamwork we all win.

List three to five adjectives in the box below describing a school where each adult and student takes responsibility for showing compassion, perseverance, and teamwork.

What would it be like?



We celebrate students in a variety of ways:

- Weekly, we have code ticket drawings both on team and school-wide through the office. Prizes are given for showing compassion, teamwork, and perseverance.
- Teams will celebrate students of the week for those demonstrating our 3 code words.
- Students with no tardies to class will be celebrated quarterly.

Let's make it a great school year!

What are some ways that students can celebrate other students?

Friday, August 25

KIRKWOOD SCHOOL DISTRICT'S DISCIPLINE POLICIES

WHAT YOU SHOULD KNOW

Let's think about creating a school that everyone would want to attend.

School rules exist to make school a safe, fun, and productive place for everyone.

Here are some of the things that Kirkwood School District has in its discipline policy. These things result in disciplinary consequences.

Disrupting school
Cheating or plagiarizing
Damaging property
Stealing or possessing stolen things
Horseplaying
Encouraging people to fight or fighting
Harassing, bullying, or intimidating people
Being verbally aggressive
Being insubordinate or refusing to follow directions
Misusing technology or internet network

When you mess up, it is always our goal to help you make it right. Here are some of the consequences that might be assigned while you make it right.

- Lunch Detention
 - 30 minutes, during lunch
- Detention
 - 60 minutes, after school
- Nipher Restorative Center
 - In-school suspension
 - 1-10 days
- Out of school suspension

WHAT'S NEVER ALLOWED AT SCHOOL

We keep us safe.

These things are never allowed at school and will result in serious discipline action, including suspension or expulsion and/or police involvement:

- weapons of any kind
- vapes, tobacco, alcohol, or other drugs
- fighting
- threatening to harm others

In order to keep everyone safe, it is important that if you see or hear something, say something to a school staff member or parent or guardian. You can always send an email or come to any office.

Friday, August 25

YOU BELONG AT NIPHER!

List three things you can do to help make it a great year.
Discuss these items with a partner.

Draw a picture of how people feel when they truly belong.
Let's help everyone feel positive.

What questions do you still have? Share them with your teacher.