

***Our Mission***

*Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.*

***Our Vision***

*Working together, we will ensure all students are prepared for success – now and in the future.*

# NORTH KIRKWOOD Middle School



National Blue Ribbon School  
Missouri Gold Star School

# 2020-21 Family Handbook

11287 Manchester Road – Phone: 314.213.6170

Kirkwood MO 63122 – Fax: 314.213.6177

[North Kirkwood Middle Website](#)

# Table of Contents

|  |                    |
|--|--------------------|
| North Kirkwood Mission and School Goals  | Page 4             |
| Welcome From Building Administrators   | Page 5             |
| <b>NEW for 2020-21 – Back2School</b>   | Page 6             |
| Guide for Addressing Concerns  | Page 7             |
| District Administrative Staff  | Page 7             |
| North Kirkwood Primary Contacts  | Page 8             |
| North Kirkwood Staff   | Page 9             |
| District Calendar  | Page 10            |
| North Kirkwood Daily Schedules   | Page 11            |
| North Kirkwood Early Dismissal Schedule  | Page 11            |
| <b>NEW for 2020-21 – 1<sup>st</sup> Quarter Daily Online Learning Schedule</b> | Page 11            |
| North Kirkwood Rotation Schedule   | Page 12            |
| North Kirkwood Snow Schedule   | Page 13            |
| North Kirkwood School Calendar   | Page 13            |
| <b>ABC's of North Kirkwood</b>   | <b>Pages 15 to</b> |
| Assemblies   | Page 15            |
| Attendance   | Page 15            |
| Early Dismissals   | Page 15            |
| Scheduled Dismissal or Absence   | Page 15            |
| Reporting an Illness or Absence  | Page 15            |
| Sign in Procedures   | Page 15            |
| Sign Out Procedures  | Page 16            |
| Morning Tardy Procedures   | Page 16            |
| Excessive Absences From School   | Page 16            |
| Homebound Instruction  | Page 16            |
| Tardiness to Class During School Day   | Page 16            |
| Tardiness to School  | Page 16            |
| Awards   | Page 17            |
| Braggin' Bulldog Luncheon  | Page 17            |
| Gold N   | Page 17            |
| Positive Referrals   | Page 17            |
| Student of the Week  | Page 17            |
| Before- & After-School Pick-Up Procedures                                      | Page 17            |
| Behavioral Expectations  | Page 17            |
| Bus Code   | Page 17            |
| Cafeteria Code   | Page 18            |
| Classroom Code   | Page 18            |
| Computer Lab Code  | Page 18            |
| Hallway Code:  | Page 18            |
| Locker Room Code   | Page 18            |
| Mobile Cart Code   | Page 18            |
| Recess Code  | Page 19            |
| Restroom Code  | Page 19            |
| Universal Codes  | Page 19            |
| Behavioral Expectations – Electronics and Non-Educational Items                | Page 19            |
| Bus Expectations   | Page 19            |
| Communications Between Home and School   | Page 20            |
| <i><b>Download KSD App from Apple Store or Google Play</b></i>                 |                    |
| Schoolology – Learning Management System                                       | Page 20            |
| Infinite Campus  | Page 20            |
| My School Bucks  | Page 21            |
| First View   | Page 21            |
| KSD Mass Notification System   | Page 21            |
| KSD Website – School & District Information                                    | Page 21            |
| PeachJar Flyer Distribution  | Page 21            |
| Social Media – Twitter & Facebook  | Page 21            |
| Copyright  | Page 21            |
| Counseling Services  | Page 22            |
| Educational Support Counselor Services   | Page 22            |
| School Social Workers  | Page 22            |
| Curriculum   | Page 23            |
| Core   | Page 23            |
| Exploratory and Wellness Programs  | Page 23            |
| Curriculum Grade 6   | Page 23            |
| Curriculum Grade 7   | Page 24            |

## Table of Contents (Continued)

|  |         |
|--|---------|
| Curriculum Grade 8                                   | Page 25 |
| Discipline   | Page 26 |
| Lunch Detentions                                     | Page 26 |
| North Intervention Center (N.I.C.)                   | Page 26 |
| Out-of-School Suspension                             | Page 26 |
| Dress Standards - Clothing                           | Page 27 |
| Electronic Devices (cell phones, iPods, iPads, etc.) | Page 27 |
| Field Trips  | Page 28 |
| Food Services  | Page 28 |
| Parents and Lunch                                    | Page 28 |
| Premium Meal Option                                  | Page 28 |
| Fruits and Vegetables                                | Page 28 |
| Grains and Proteins                                  | Page 28 |
| Lower Sodium   | Page 28 |
| Reduced Fats   | Page 29 |
| Menus by Age Groups and Nutritional Information      | Page 29 |
| Meal Price Increase for 2020-21                      | Page 29 |
| Meal Prices 2020-21                                  | Page 29 |
| Meal Payment Process                                 | Page 29 |
| Health and Safety                                    | Page 30 |
| Free and Reduced Lunches                             | Page 30 |
| Grading Practices                                    | Page 30 |
| Definitions  | Page 31 |
| Electronic Courses                                   | Page 31 |
| Middle School Teaming                                | Page 31 |
| Parent Internet Viewer                               | Page 31 |
| Report Cards, Progress Reports & Conferences         | Page 31 |
| Vocabulary   | Page 32 |
| Hall Passes  | Page 33 |
| Health Services                                      | Page 33 |
| Allergies  | Page 34 |
| Communicable Diseases                                | Page 34 |
| Hearing Tests  | Page 34 |
| Immunizations  | Page 34 |
| Medications  | Page 34 |
| Missouri Department of Health Regulations            | Page 34 |
| Vision Tests   | Page 35 |
| High School Credit                                   | Page 35 |
| Homework Practices                                   | Page 36 |
| Homebound Instruction                                | Page 36 |
| Making Up Missing Work                               | Page 36 |
| Suspension Homework                                  | Page 36 |
| iPads  | Page 36 |
| At-Home Use  | Page 37 |
| At-School Use  | Page 37 |
| Infraction Discipline Procedure                      | Page 37 |
| Insurance  | Page 37 |
| Safety   | Page 38 |
| Insurance Payment                                    | Page 38 |
| Library Services                                     | Page 38 |
| Lost and Found                                       | Page 38 |
| Media Coverage                                       | Page 39 |
| Parent Custodial Issues                              | Page 39 |
| Parent Teacher Conferences                           | Page 39 |
| Parent Teacher Organization (PTO)                    | Page 39 |
| Residency  | Page 40 |
| Reviewing Your Child's Records                       | Page 40 |
| School Closings, Delayed Opening, & Early Dismissal  | Page 41 |
| School Safety  | Page 42 |
| Coats and Backpacks                                  | Page 42 |
| Emergency Contacts                                   | Page 42 |
| Emergency Situations and Drills                      | Page 42 |
| Letter from Director of Security and Security        | Page 42 |
| Lockers  | Page 43 |
| Searches by School Administrators                    | Page 43 |
| Weapons in School                                    | Page 43 |

## Table of Contents (Continued)

|  |         |
|--|---------|
| Science, Technology, Engineering, Art, and Math (STEAM)      | Page 44 |
| Social Media and Cell Phones                                 | Page 44 |
| Special School District                                      | Page 44 |
| Standardized Assessments (MAP – Missouri Assessment Program) | Page 45 |
| Student Activities   | Page 45 |
| Intramurals, Clubs, & After-School Activities                | Page 45 |
| Activity Bus Information                                     | Page 46 |
| Intramurals Schedule   | Page 46 |
| Pursuit Week   | Page 46 |
| Turkey Trot  | Page 49 |
| SOAR (Specialized Opportunities for Advanced Readiness)      | Page 49 |
| Student Council  | Page 49 |
| Student Support  | Page 49 |
| MTSS Teams   | Page 49 |
| Survey Guidelines  | Page 50 |
| Telephones   | Page 50 |
| Textbooks  | Page 50 |
| Visitors to North Middle                                     | Page 50 |
| Volunteers and Chaperones                                    | Page 51 |

### North Middle School Mission

Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.

### North Kirkwood Middle School Goals

Every North Kirkwood Middle School student will be proficient or advanced Readers, Writers, Communicators, Problem Solvers and Critical Thinkers.

Every North Kirkwood Middle School student and staff member will increase his or her understanding of and exhibit responsibility for his or her learning, character, respect and relationships to create a safe environment conducive to an equitable education for all.

*The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to, or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matthew Bailey, Assistant Superintendent Data, Intervention & Supports, at 314.213.6106. For employee issues, contact Dr. Howard Fields, Assistant Superintendent of Human Resources, by calling 314.213.6103.*



## North Kirkwood Middle School

Dr. Timothy Cochran, Principal

Dr. Dana Liberton, Assistant Principal

August 2020

Dear Students, Parents and Guardians:

Welcome to the 2020-2021 school year at North Kirkwood Middle School.

The NKMS faculty and staff is dedicated to developing a safe learning environment with a focus on challenging every child to succeed and grow both educationally and developmentally. At North Kirkwood Middle School, we believe in fostering the whole child with endeavors like Service Learning, and we strive to instill responsibility in our students, which we call the "R-4". Our pledge is that we are "responsible for our learning, character, respect, and relationships."

This handbook has been compiled to help you understand the many processes, procedures and policies at NKMS and the Kirkwood School District. We hope this will aid you in having a successful year. Please do not hesitate to call us when we can be of assistance.

A handwritten signature in black ink, appearing to read 'Tim Cochran'.

Tim Cochran, Principal

314.213.6100 extension 7 3 0 1

A handwritten signature in black ink, appearing to read 'Dana Liberton'.

Dana Liberton, Assistant Principal

314.213.6100 extension 7 3 0 3

Celebrating 150 Years of Excellence in Education

11127 Manchester Rd. - Kirkwood MO 63122 - Phone: 314.213.6170 - Fax: 314.213.6177 - [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org)

# **NEW FOR 2020-21**

**[www.Kirkwoodschoools.org/back2school](http://www.Kirkwoodschoools.org/back2school)**

**Please visit the link above or click on a specific topic below to learn more about our 2020-21 school year.**

**[Attention to Social-Emotional Wellness](#)**

**[All Students Online Learning](#)**

**[Schoolology – Kirkwood’s LMS](#)**

**[Resources](#)**

**[Supporting Students with Special Needs](#)**

**[REACH – SOAR – Gifted](#)**

**[COVID Announcements](#)**

**[Planning for Positive Cases – Decision Tree and Communication](#)**

**[Health and Safety Measures](#)**

**[Board of Education Meeting Regarding Back to School](#)**

**[KSD Family Webinars](#)**

**[Athletics & Activities](#)**

**[Additional Information and Frequently Asked Questions](#)**

**[How Can Families Help?](#)**

**[Health Advisory Group](#)**

# Guide for Addressing Concerns

## Classroom Concern:

- Contact Teacher; if not resolved...
- ...Contact School Principal; if not resolved...
- ...Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

## School Concern:

- Contact School Principal; if not resolved...
- ...Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

## District Concern:

- Contact District Administrator; if not resolved...
- ...Contact Superintendent of Schools; if not resolved...
- ...Contact a School Board Member.

## School Board Concern:

- Contact a School Board Member.

If you cannot determine who to call, contact the District office at 314.213.6100

## District Administrative Staff

Administrative Service Center, 11289 Manchester Road

### **Superintendent:**

Dr. David Ulrich 314.213.6100 extension 7 8 0 1

### **Assistant Superintendent Data, Intervention, and Supports:**

Dr. Matthew Bailey 314.213.6100 extension 7 8 1 9

### **Assistant Superintendent Curriculum & Instruction:**

Dr. Bryan Painter 314.213.6100 extension 7 8 1 1

### **Assistant Superintendent Human Resources**

Dr. Howard Fields 314.213.6100 extension 7 8 0 4

### **Chief Financial Officer:**

Mike Romay 314.213.6100 extension 7 8 2 5

### **Chief Communications Officer:**

Ginger Cayce 314.213.6100 extension 7 8 5 1

### **Executive Director Equity, Wellness & Inclusion:**

Dr. Shonda Ambers-Phillips 314.213.6100 extension 7 8 1 3

### **Director Instruction & Professional Learning:**

Liz Grana 314.213.6100 extension 7 8 2 3

# NKMS Primary Contacts

|  |                                |
|--|--------------------------------|
| <b>Principal:</b> Tim Cochran<br><a href="#">Email Tim Cochran</a>                         | 314.213.6100 extension 7 3 0 1 |
| <b>Assistant Principal:</b> Dana Liberton<br><a href="#">Email Dana Liberton</a>           | 314.213.6100 extension 7 3 0 3 |
| <b>School Secretary II:</b> Angie Pillman<br><a href="#">Email Angie Pillman</a>           | 314.213.6100 extension 7 3 0 1 |
| <b>School Secretary I:</b> Melissa Dillon<br><a href="#">Email Melissa Dillon</a>          | 314.213.6100 extension 7 0 2 0 |
| <b>School Secretary I:</b> Carolyn Pierce<br><a href="#">Email Carolyn Pierce</a>          | 314.213.6100 extension 7 3 0 3 |
| <b>School Secretary:</b> Sarah Grus<br><a href="#">Email Sarah Grus</a>                    | 314.213.6100 extension 7 0 4 1 |
| <b>Counselor Grade 6:</b> Lisa Owens<br><a href="#">Email Lisa Owens</a>                   | 314.213.6100 extension 7 0 4 2 |
| <b>Counselor Grade 7:</b> Justin Jansen<br><a href="#">Email Justin Jansen</a>             | 314.213.6100 extension 7 0 4 3 |
| <b>Counselor Grade 8:</b> Michelle Fink<br><a href="#">Email Michelle Fink</a>             | 314.213.6100 extension 7 0 4 0 |
| <b>Educational Support Counselor:</b> Craig Walseth<br><a href="#">Email Craig Walseth</a> | 314.213.6100 extension 7 0 4 5 |
| <b>Clinic:</b> MaryAnn Liebrock<br><a href="#">Email MaryAnn Liebrock</a>                  | 314.213.6100 extension 7 0 3 0 |
| <b>Café:</b> Kim Deutschmann<br><a href="#">Email Kim Deutschmann</a>                      | 314.213.6100 extension 7 3 5 0 |
| <b>First Student Transit:</b> Local bus service  | 314.965.6130                   |
| <b>VICC Transportation Office:</b>   | 314.721.8657                   |
| <b>Missouri Central:</b> VTS bus service   | 314.535.7525                   |



# NKMS Staff 2020-2021

**ALL TEACHERS' AND STAFF MEMBERS' EMAILS AND PHONE NUMBERS  
ARE LOCATED ONLINE AT**

<http://www.kirkwoodschoools.org/directory>

# KIRKWOOD SCHOOL DISTRICT 2020 – 2021 SCHOOL CALENDAR

Beginning with 2020-21 Calendar  
Middle school days extended by 5 minutes  
High school days extended by 7 minutes

Elementary: 8:40 a.m. to 3:45 p.m.  
Middle School: 8:00 a.m. to 3:00 p.m.  
High School 7:45 a.m. to 2:42 p.m.

|                                |   |
|--------------------------------|---|
| August 10 – 14                 | New Teacher Workshop                                    |
| August 17, 19, 20              | Teacher Work Days                                       |
| August 18                      | District Opening Day Workshop                           |
| August 24                      | First Day of School for Middle and High School Students |
| August 24, 25                  | Elementary Teacher Work Days                            |
| August 26                      | First Day of School for Elementary Students             |
| <b>September 7</b>             | <b>Labor Day Holiday – DISTRICT CLOSED</b>              |
| September 25                   | Staff Development Day – Early Dismissal                 |
| October 16                     | End of First Quarter                                    |
| October 19                     | Parent-Teacher Conferences – No School for Students     |
| October 20                     | Records Day – No School for Students                    |
| November 3                     | Election Day – No School for Students                   |
| November 13                    | Staff Development Day – Early Dismissal                 |
| November 25                    | No School for Students                                  |
| <b>November 26 – 27</b>        | <b>Thanksgiving Recess – DISTRICT CLOSED</b>            |
| December 22                    | End of First Semester                                   |
| <b>December 23 – January 4</b> | <b>Winter Recess – DISTRICT CLOSED</b>                  |
| January 5                      | Records Day – No School for Students                    |
| January 6                      | School Resumes  |
| January 15                     | Staff Development Day – Early Dismissal                 |
| <b>January 18</b>              | <b>Martin Luther King Day – DISTRICT CLOSED</b>         |
| February 12                    | Staff Development Day – No School for Students          |
| <b>February 15</b>             | <b>Presidents Day – DISTRICT CLOSED</b>                 |
| March 12                       | End of Third Quarter                                    |
| <b>March 22 – 26</b>           | <b>Spring Recess – DISTRICT CLOSED</b>                  |
| March 29                       | No School for Students                                  |
| March 30                       | School Resumes  |
| April 6                        | School Board Election                                   |
| April 15                       | Staff Development Day – No School for Students          |
| April 16                       | Parent-Teacher Conferences – No School for Students     |
| May 7                          | Staff Development Day – Early Dismissal                 |
| May 27                         | Last Day of School for Students – Early Dismissal       |
| May 28                         | Teacher Work Day  |
| <b>May 31</b>                  | <b>Memorial Day – DISTRICT CLOSED</b>                   |

*Calendar dates are subject to change. Please check your school's web site for specific calendar information.  
Schools may conduct conferences on additional days and or during evening hours*

# NKMS Daily Schedule 2020-21

|                                       |           |
|---------------------------------------|-----------|
| Breakfast Program Begins              | 7:40 a.m. |
| Students Dismissed from Early Arrival | 7:55 a.m. |
| School Begins                         | 8:00 a.m. |
| School Ends                           | 3:00 p.m. |
| Buses Leave                           | 3:10 p.m. |
| Activity Dismissal Bell               | 4:00 p.m. |
| Activity Bus Leaves                   | 4:05 p.m. |

**NOTE:** Activity bus available on Tuesdays, Wednesdays, and Thursdays for students who qualify for bus transportation.

## **STUDENT ARRIVAL TO SCHOOL**

Supervision for students begins at 7:35 a.m. Doors will be locked before this time. Parents should drop off their NKMS student after 7:35 a.m. Before 7:50 a.m., students must report to the following areas:

Grade 6 report to Cafeteria, recess area; Grade 7 report to North Gym, basketball courts; Grade 8 report to South Gym, archery range

## **EARLY DISMISSAL - STAFF DEVELOPMENT DAYS**

There will be four staff development days resulting in early dismissal. School will dismiss at 11:25 a.m. on these days and lunch will not be served. The dates are September 25, November 13, January 15, and May 7.

Two all-day staff development days are scheduled when there will be no school for students. The dates are: February 12 and April 15.

## **NEW – 1<sup>st</sup> Quarter 2020-21 Daily Online Learning Schedule**

***Please visit [Kirkwood Back2School](#) to view our online schedule for the first quarter of the 2020-21 school year. When in-person learning resumes, the schedules listed in this handbook will be used.***

# NKMS Rotation Schedule 2020-21

## By Grade and Day

**Grade 6 ONLY – At quarter, rotation 2 begins on October 21, 2020; rotation 3 on January 6, 2021; rotation 4 on March 15, 2021**

**Grade 6: Monday, Tuesday, Friday** *(early arrivals report to the recess area or café)*

Home Room runs 8:00 a.m. to 8:13 a.m.; Period 1 runs 8:17 a.m. to 9:07 a.m.; Period 2 runs 9:11 a.m. to 10:01 a.m.; Period 3 runs 10:05 a.m. to 10:55 a.m.; Period 4 runs 10:59 a.m. to 11:49 a.m.; Lunch runs 11:49 a.m. to 12:18 p.m.; Period 5 runs 12:22 p.m. to 1:12 p.m.; Period 6 runs 1:16 p.m. to 2:06 p.m.; Period 7 runs 1:35 p.m. to 3:00 p.m.

**Grade 6: Wednesday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:32 a.m.; Period 1 runs 8:36 a.m. to 10:01 a.m.; Period 3 runs 10:05 to 11:30 a.m.; Lunch runs 11:30 a.m. to 12:01 a.m.; Period 5 runs 12:06 p.m. to 1:31 p.m.; Period 7 runs 1:30 p.m. to 2:55 p.m.

**Grade 6: Thursday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:27 a.m.; Grade Level Meeting runs 8:31 a.m. to 9:11 a.m.; Period 2 runs 9:15 a.m. to 10:40 a.m.; Period 4 runs 10:44 to 12:09 p.m.; Lunch runs 12:11 p.m. to 12:41 p.m.; Period 6 runs 12:46 p.m. to 2:11 p.m.; Intervention Time runs 2:15 p.m. to 3:00 p.m.

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**Grade 7: Monday, Tuesday, Friday** *(early arrivals report to the recess area or café)*

Home Room runs 8:00 a.m. to 8:13; Period 1 runs 8:17 a.m. to 9:07 a.m.; Period 2 runs 9:11 a.m. to 10:01 a.m.; Period 3 runs 10:05 a.m. to 10:55 a.m.; Lunch runs 10:55 a.m. to 11:24 a.m.; Period 4 runs 11:28 a.m. to 12:18 p.m.; Period 5 runs 12:22 p.m. to 1:12 p.m.; Period 6 runs 1:16 p.m. to 2:06 p.m.; Period 7 runs 2:10 p.m. to 3:00 p.m.

**Grade 7: Wednesday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:32 a.m.; Period 1 runs 8:36 a.m. to 10:01 a.m.; Period 3 runs 10:04 a.m. to 10:50 a.m.; Lunch runs 10:50 a.m. to 11:19 a.m.; Period 3 (cont'd.) runs 11:23 a.m. to 12:02 a.m.; Period 5 runs 12:06 p.m. to 1:31 p.m.; Period 7 runs 1:35 p.m. to 3:00 p.m.

**Grade 7: Thursday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:27 a.m.; Grade Level Meeting runs 8:31 a.m. to 9:11 a.m.; Period 2 runs 9:15 a.m. to 10:40 a.m.; Period 4 runs 10:44 a.m. to 11:24 a.m.; Lunch runs 11:24 a.m. to 11:53 a.m.; Period 4 (cont'd.) runs 11:57 a.m. to 12:42 p.m.; Period 6 runs 12:46 p.m. to 2:11 p.m.; Intervention Time runs 2:15 p.m. to 3:00 p.m.

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**Grade 8: Monday, Tuesday, Friday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:13 a.m.; Period 1 runs 8:17 a.m. to 9:07 a.m.; Period 2 runs 9:11 a.m. to 10:01 a.m.; Period 3 runs 10:05 a.m. to 10:55 a.m.; Period 4 runs 10:58 a.m. to 11:48 a.m.; Period 5 (cont'd.) runs 11:51 a.m. to 12:41 p.m.; Lunch runs 12:41 p.m. to 1:10 p.m.; Period 6 runs 1:15 p.m. to 2:05 p.m.; Period 7 runs 2:10 p.m. to 3:00 p.m.

**Grade 8: Wednesday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:32 a.m.; Period 1 runs 8:36 a.m. to 10:01 a.m.; Period 3 runs 10:05 a.m. to 11:30 a.m.; Period 5 runs 11:33 a.m. to 12:13 p.m.; Lunch runs 12:13 p.m. to 12:42 p.m.; Period 5 (cont'd.) runs 12:46 p.m. to 1:31 p.m.; Period 7 runs 1:33 p.m. to 3:00 p.m.

**Grade 8: Thursday** *(early arrivals report to the recess area or café)*

Homeroom runs 8:00 a.m. to 8:27 a.m.; Grade Level Meeting runs 8:31 a.m. to 9:11 a.m.; Period 2 runs 9:15 a.m. to 10:40 a.m.; Period 4 runs 10:44 a.m. to 12:09 p.m.; Period 6 runs 12:13 p.m. to 12:48 p.m.; Lunch runs 12:48 p.m. to 1:17 p.m.; Period 6 (cont'd.) runs 1:21 p.m. to 2:11 p.m.; Intervention Time runs 2:15 p.m. to 3:00 p.m.

# NKMS Snow Schedule 2020-2120

If the district institutes a snow schedule due to inclement weather, school will begin one hour later than normal. If the snow day falls on a non-block day (Monday, Tuesday or Friday), students will attend all classes for an abbreviated amount of time. If the snow day falls on a block day (Wednesday or Thursday), students will attend their scheduled block classes for an abbreviated amount of time.

## NKMS School Calendar 2020-2021

### AUGUST

August 5: Orientation in school cafeteria, 10:00 a.m. to 7:00 p.m.  
August 9: District opening day (morning)  
August 15: First day of school  
August 21: Grade 6 Parents Curriculum Night 6:30 p.m. to 8:00 p.m.  
August 28: Picture Day  
August 28: Grades 7 and 8 Parent Curriculum Night 5:30 p.m. to 6:30 p.m.

### SEPTEMBER

September 2: District Closed - Labor Day  
September 4: PTO meeting in school library at 7:00 p.m.  
September 10: Dewey's Dine Out  
September 14: Greentree Parade (festival is September 13 thru September 15)  
September 20: No School – Staff Development Day  
September 24 - 26: Grade 6 Adventure  
September 27: Grade 6 Harvest Dance, 1:30 p.m. to 2:55 p.m.  
September 27: Grades 7 and 8 Harvest Dance, 6:30 p.m. to 8:30 p.m.  
September 27: Picture Retake Day

### OCTOBER

October 3: Introducing KHS Night for grades 7 and 8 at KHS at 6:30 p.m.  
October 3 - 5: Fall Play in school cafeteria at 7:00 p.m.  
October 4: Junior Achievement Career Fair  
October 11: End of First Quarter  
October 14: No School – Records Day  
October 15: No School – Parent-Teacher Conferences 12:00 p.m. to 7:30 p.m.  
October 16: Parent-Teacher Conferences 4:30 p.m. to 8:00 p.m.  
October 16: Duffy's Dine Out

### NOVEMBER

November 6 - 8: Book Fair  
November 6: PTO Meeting in school library at 7:00 p.m.  
November 7: Turkey Trot at 2:00 p.m. (No after-school activities)  
November 8: 11:25 a.m. dismissal, professional development  
November 8: MVP Lunch  
November 9: PTO Trivia Night at 7:00 p.m.  
November 12 - 13: Junior Achievement Experience  
November 16: Talent Show  
November 18: Amigo's Dine Out  
November 23: Robotics Competition  
November 27: No School  
November 28-29: District Closed - Thanksgiving Recess

### DECEMBER

December 7: 11:25 a.m. dismissal, professional development  
December 11: Vocal Concert in cafeteria at 6:30 p.m.

December 14: Robotics Competition  
 December 17: Band Concert at KHS at 6:30 p.m.  
 December 19: Orchestra Concert at KHS at 6:30 p.m.  
 December 19: Which Wich Dine Out  
 December 20: End of First Semester  
 December 23 - 31: District Closed – Winter Recess

**JANUARY**

January 1 - 2: District Closed - Winter Recess  
 January 3: No School – Records Day  
 January 6: School Resumes  
 January 17: Early Dismissal at 11:25 a.m. – Staff Development Day  
 January 20: District Closed - Martin Luther King Day  
 January 24: Grade 8 parent night at KHS at 6:30 p.m.  
 January 30: PTO Meeting at 7:00 p.m. in library

**FEBRUARY**

February 5: Parent-Teacher Conferences, 4:30 p.m. to 8:00 p.m. (No after-school activities)  
 February 7: Winter Dance at 6:30 p.m. to 8:30 p.m. in cafeteria  
 February 13: Parent-Teacher Conferences, 4:30 p.m. to 8:00 p.m. (No after-school activities)  
 February 14: No School – Staff Development Day  
 February 17: District Closed - Presidents' Day  
 February 19: Grade 5 Parent Meeting at 6:30 p.m.  
 February 26: Festival of Strings, 6:30 p.m. at KHS  
 February 27: Festival of Bands, 6:30 p.m. at KHS  
 February 27 - 29: Spring Play in Cafeteria at 6:30 p.m.

**MARCH**

March 1: 11:25 a.m. dismissal, professional development  
 March 1: MVP Lunch at 12:30 p.m. in South Gym  
 March 2: 1:30 a.m. dismissal, staff development  
 March 6: End of Third Quarter  
 March 11 - 15: Pursuit Week (March 11 thru 15)  
 March 15: Students vs. Staff Basketball Game at 2:00 p.m. in south gym  
 March 16 - 20: District Closed - Spring Recess March 18 thru 25  
 March 23: No School  
 March 24: School to Resume

**APRIL**

April 1: PTO Meeting at 7:00 p.m. in library  
 April 2: STEAMFest Project Drop Off at Kirkwood High Science Building at 4:00 p.m. to 6:00 p.m.  
 April 3: STEAMFest Project Drop Off at Kirkwood High Science Building at 4:00 p.m. to 6:00 p.m.  
 April 4: STEAMFest Fair at Kirkwood High Science Building at 1:00 p.m. to 3:00 p.m.  
 April 7: School Board Election  
 April 10: Blood Drive at 10:00 a.m. to 6:00 p.m.  
 April 16: Early Dismissal at 11:25 a.m. – Staff Development Day  
 April 17: No School – Parent-Teacher Conferences  
 April 22: Night of Percussion, 7:00 p.m. in Keating Theater at KHS  
 April 23: Orchestra Concert at 6:30 p.m. at KHS

**MAY**

May 1: Early Dismissal at 11:25 a.m. – Staff Development Day  
 May 8: Grade 7 Wellness Day  
 May 8: Grade 8 Picture day at 2:30 p.m.  
 May 8: Grade 8 Dance at 7:00 p.m. to 9:00 p.m. in cafeteria  
 May 12: NKMS Band Concert at 6:30 p.m. in Keating Center at KHS  
 May 13: Choir Concert in cafeteria at 6:30 p.m.  
 May 14: Movin' In The Middle  
 May 19: Grade 8 Celebration at 7:00 p.m. at KHS Holley Gym  
 May 20: Six Flags  
 May 21: Early dismissal at 11:25 a.m. - Last Day of School  
 May 23: Teacher work day

# The ABC's of NKMS

## SECTION A

### ASSEMBLIES

Assemblies will be held at various times throughout the school year. The purpose of assemblies is to give students an opportunity to perform as well as see the talents of their peers. Some assemblies will feature groups from outside our school. Appropriate behavior is expected. Student attendance at assemblies is viewed as a privilege.

### ATTENDANCE

#### **Early Dismissal:**

If it is necessary to be excused early from school, a student must bring a note signed by a parent or legal guardian to the main office before school. An early dismissal pass will be given. All students must sign out at the office when leaving the building.

#### **Scheduled Dismissal or Absence:**

If a student brings a valid note for early dismissal, it should be taken to the main office or attendance office before school so a yellow slip can be issued noting the time of dismissal. The student will give the pass to the teacher at the beginning of the period in which the student is to be dismissed.

Students planning to be absent for more than 3 days may procure some assignments in advance of the absence. It is important to note that students are responsible for completing all assignments missed due to an absence. If a student informs you of an upcoming absence, please be sure to inform Carolyn Pierce at extension 7303.

#### **Reporting An Illness Or Absence:**

If a student is ill and cannot attend school, parents should notify the attendance office, 314.213.6100 extension 7 3 0 3, by 7:45 a.m.. Any student who has been ill should not come back to school until their temperature has been normal and or diarrhea or vomiting has ceased for at least 24 hours. **Please call in daily if your child will not be attending school.**

Students who are injured or become ill at school must report to a teacher and get a pink slip to see the school nurse. A parent, guardian, or contact person will be notified before an ill or injured student is sent home.

#### **Sign In Procedures:**

All students who arrive late to school (after 8:10 AM) should report to the main office to sign-in. The students will receive a yellow slip from a secretary and be expected to go directly to their locker and then to class.

If a pink pass is received, that means the student did not sign in at one of the offices (he/she was in a different area of the building). In this case, it is your responsibility to call Carolyn at extension 7303 to verify the student's presence.

Students returning to school after an appointment are to sign-back-in with the main office where they will receive a yellow pass admitting them back to class.

**Sign Out Procedures:**

**Parents/Guardians must sign out their child in the main office.**

**Morning Tardy Procedures:**

1. All students are to be in their assigned classrooms ready to work by 8:00 AM. Any student not present at this time is tardy.
2. A warning bell will ring at 7:55.
3. Students arriving after 8:00 but prior to 8:10 should be admitted to class, and teachers should mark the student "tardy" in Infinite Campus.
4. After 8:10 AM, students are not to be admitted to first period class without a yellow slip from the office.

Please note:

1. After the third unexcused tardy to school in a quarter, the attendance office will assign a lunch detention for each subsequent tardy for the remainder of the quarter.
2. Chronic tardies may result in a Power Hour, a referral to the administration, NIC, Social Worker and possibly a referral to the Department of Family Services.
3. Office-assigned Power Hours are generally assigned for the day after the tardy so parents can be notified.

**Excessive Absences From School:**

When a child has exceeded five absences for any reason during a given quarter, a letter will be sent home making families aware of the exact number of days the child has been absent from school. At this time, the school's Educational Support Counselor, [Craig Walseth](#) (phone: 314.213.6100 extension 7 0 4 5), will become involved with the family.

**Homebound Instruction:**

Students who are absent from school for extended periods of time or who have intermittent absences due to illness or disability may be eligible for homebound instruction. Up to five hours per week of homebound instruction can be provided to each student. Applications for homebound instruction can be secured from the guidance counselor or in the office of Special Services. Applications must be approved by the student's physician and the Missouri Department of Elementary and Secondary Education before homebound instruction can begin.

**Tardiness To Class During The School Day:**

**Students are expected to be in all their classes on time.** Teachers and staff sending students late to their next class should provide the students with a pass. Students who are late to class without a pass will be admitted to class and counted as tardy.

**Consequences (per quarter):**

1. Offense 1 through 3: Teacher discretion (may include a detention).
2. Offenses 4 through 5: A detention will be assigned by the teacher (lunch or after school). The teacher will call home for any detention assigned.
3. Additional Offenses: Referral written to administrators; a phone call to parent, detentions, and or ISS.

**Tardiness To School:**

All students are to be in their assigned classrooms ready to work by 8:00 a.m. Any student not present at this time is tardy. After 8:10 a.m., students should sign in at one of the offices to receive a yellow pass.

**If a student is tardy more than three times in a quarter, (lunch or after-school) detention will be assigned for each subsequent tardy.** Unexcused late arrivals of more than 30 minutes may



automatically result in after-school detentions in order to make up the instructional time lost from tardiness.

If a student is assigned an after-school detention, parents will be notified.

## **AWARDS**

### **Braggin' Bulldog Luncheon:**

Dr. Cochran and Dr. Liberton will host a quarterly Braggin' Bulldog Luncheon. Each staff member has the opportunity to select one student who exhibits responsibility for their learning, character, respect, and relationships.

### **Gold N Award:**

This scholastic award is given to all NKMS grade 8 students who have earned an average rubric score of 3.4 or above. The score is calculated after the third quarter of grade 8. Gold N recipients are honored at a celebration.

### **Positive Referrals:**

When a student is seen going above and beyond in any of the R-4 traits, a staff member has the opportunity to write a Positive Referral. The referral is read on the morning announcements, the student receives a copy of the referral, and his or her name is placed on a Bulldog Paw Print to be displayed on the main hallway bulletin board.

### **Student of the Week:**

On a weekly basis students from each team, Encore, and Wellness departments are selected to be "Student of the Week." The selection is based on good citizenship and academic performance. Along with other recognition, students have a certificate posted on the main bulletin board.

# **SECTION B**

## **BEFORE- AND AFTER-SCHOOL PICK-UP PROCEDURE**

All buses utilize the main lot on Manchester Road. Parents may park and wait before or after school for students in any of the lots. Please park rather than idle in a fire or drive-thru lane.

## **BEHAVIORAL EXPECTATIONS**

### **At NKMS we are Responsible 4:**

**Character:** Ask for help appropriately; **Be** patient; **Choose** a positive attitude; **Do** the right thing (even when no one is looking) .

**Learning:** **Always** be on time; **Bring** your supplies; **Complete** all work on time; **Do** your best.

**Relationships:** **Accept** everyone for who they are; **Be** a good person; **Care** for and encourage each other; **Drop** gossip and name calling.

**Respect:** **Apologize** when needed; **Be** thoughtful with words and actions; **Control** your volume and tone; **Decide** to follow adult directions the first time.

### **Bus Code:**

1. **Character:** Keep the bus clean; remain seated; report problems to an adult.
2. **Learning:** Listen and follow directions given by the driver; be on time; take all personal items with you.

3. Relationships: Allow the bus driver to focus on the road; use positive comments to others; share seats.
4. Respect: Be polite; enter and exit the bus promptly; respect others' property and keep your hands and feet to yourself.
5. Voice Range: Normal conversation

**Cafeteria Code:**

1. Character: Only use YOUR account number; pay for all items; clean your area and remember to recycle.
2. Learning: Listen to directions; practice good manners and keep hands, feet ,and food to yourself.
3. Relationships: Welcome everyone to your table.
4. Respect: Wait for your table to be called; wait your turn inline; say "please" and "thank you"
5. Voice Range: Normal conversation.

**Classroom Code:**

1. Character: Do your best; keep your community clean.
2. Learning: Focus on the lesson; have all necessary materials.
3. Relationships: Pull your weight.
4. Respect: Listen to comments and questions; speak at appropriate times.
5. Voice Range: Normal conversation, at appropriate times.

**Computer Lab Code:**

1. Character: Raise your hand; do your own work; exercise patience with technology.
2. Learning: Have necessary materials; follow directions and stay on task; save early, save often.
3. Relationships: Offer help to classmates; keep your hands and feet to yourself.
4. Respect: Take care with all technology tools; speak only at appropriate times; when finished, clear desktop and push in chairs.
5. Voice Range: Normal conversation.

**Hallway Code:**

1. Character: Set a good example for others; be responsible even if no one is looking.
2. Learning: Have what you need for your next class; walk with a purpose.
3. Relationships: Keep your hands and feet to yourself.
4. Respect: Stay to the right and yield to traffic; say "hello" to people who greet you.
5. Voice Range: Normal conversation.

**Locker Room Code:**

1. Character: Have a positive attitude; as a witness reject bullying; report problems to an adult.
2. Learning: Exit locker room within five minutes; be prepared – hair or bangs back, gum out, no jewelry, appropriate dress and shoes (tied).
3. Relationships: Maintain privacy; use positive comments only; help classmates; accept differences in others.
4. Respect: Self; others; property; lock up ALL belongings to keep rows clear.
5. Voice Range: Normal conversation.

**Mobile Cart Code:**

1. Character: Do your own work; exercise patience with technology; report any damage or misuse.
2. Learning: Stay on task; save early, save often.
3. Relationships: Offer help to classmates; keep your hands and feet to yourself.
4. Respect: Take care with all technology tools; only use your assigned device; when finished, clear desktop, store device, and plug in.
5. Voice Range: Normal conversation.

**Recess Code:**

1. Character: Return all equipment to the bag; keep food and drinks inside the cafeteria.
2. Learning: Play by the rules; try new activities.
3. Relationships: Include everyone in the activities; be kind to others; keep your hands and feet to yourself.
4. Respect: Use appropriate language; report misbehavior or unsafe play to an adult.
5. Voice Range: Outside.

**Restroom Code:**

1. Character: Wait your turn; flush; wash your hands.
2. Learning: Use during passing time; return to class promptly.
3. Relationships: Keep your hands and feet to yourself; maintain privacy; report problems to an adult.
4. Respect: Keep walls and stalls clean; use soap dispensers, water, toilets, and sinks appropriately.
5. Voice Range: Normal conversation.

**Universal Codes :**

THINK before you speak. . .

1. Is it true?
2. Is it helpful?
3. Is it inspiring?
4. Is it necessary?
5. Is it kind?

**BEHAVIORAL EXPECTATIONS - ELECTRONICS & NON-EDUCATIONAL ITEMS**

Students are not to bring, buy, sell, or trade non-educational items at school. Items such as iPods, cell phones, electronic games, and laser pens will be confiscated and may be picked up from the office at the end of the school day. Cell phones should be turned off and locked in student lockers from 8:00 a.m. to 3:00 p.m. each day.

Consequences of 1<sup>st</sup> Offense: Warning.

Additional Offenses: Referral to administrator; more severe consequences may be assigned.

**BUS EXPECTATIONS**

Some bus basics include:

1. Only students who live 1.5 miles or more away from school or in an area that is designated a hazardous route qualify for free transportation to and from school.
2. Students who do not qualify for bus transportation are NOT permitted to ride the bus to a friend's house.
3. Any student who misses the bus should come to the office and a call will be made to the parent to arrange transportation home.

North Kirkwood Middle School supports bus safety and wishes to assist students as they make positive choices before and after school. It is our opinion that time spent in transit should be viewed as an extension of the school day and we try to support children and drivers in their safe transportation. In accordance with this belief, it is important that students face logical consequences for inappropriate choices made while riding the bus. Students who make poor choices deserve the opportunity to learn from their mistakes, but it is our responsibility to ensure safe transportation for all students.

Students who receive [referrals for bus behavior](#) will typically face the following consequences:

**1<sup>st</sup> referral (Strike One)**

Situation is discussed with the student and parent is contacted.

### **2<sup>nd</sup> referral (Strike Two)**

Situation is discussed with the student and parent is contacted. The student will spend recess time thinking through a plan to ensure appropriate bus behavior and may receive an assigned seat near the driver.

### **3<sup>rd</sup> referral (Strike Three)**

Situation is discussed with the student and parent is contacted. The student may receive a one- to five-day suspension from riding the bus. The parent or guardian will be responsible for student transportation to and from school during this suspension period.

**Please note:** Serious bus behaviors may result in additional consequences at school. For example, if a student is fighting on the bus, a disciplinary action may be prescribed in accordance with the Student Discipline (located under [JG-R1](#) of school district policies).

## **SECTION C**

### **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

The backpack serves as a valuable method of communication, coupled with electronic communication (Schoolology, emails, websites), phone calls, and personal visits. To save paper and assist with communication and organization, we have shifted to paperless communication with most documents initiated at the school or district level. Literally hundreds of notices, assignments, and flyers could travel in your child's backpack each year – most of which are now available for parents in the district and Keysor "Peach Jar" which can be found on the school website.

The Kirkwood School District strives to provide the best technology and communication paths between our students, teachers, families, and the District. The following is a list of platforms we are using in the 2020-21 school year to improve communication and student learning.

The KSD App organizes all communication resources in one convenient location. The App provides calendars of school and district events, staff contact information, links to communication tools listed here, and media streaming from Facebook and Twitter. **Download the KSD App from the Apple Store or the Google Play Store.**



#### **Schoolology – (skoo-luh-jee) Learning Management System**

Schoolology allows our students, teachers, and families to connect with each other using a secure platform. As part of our effort to streamline communication for families, Schoolology will be the go-to source for learning. Schoolology allows users to create, manage, and share resources. It replaces eBackpack.



#### **Infinite Campus – Student Information System**

Our middle schools and high school use Infinite Campus for online grade reports.



### **My School Bucks – Online Payment System**

Set up and pay for student meal programs, iPad or laptop insurance, activity fees and various other related purchases with My School Bucks.



### **First View – Bus Transportation Monitoring System**

Know the location of your student’s bus, estimated arrival times at your student’s stop and the bus’s arrival or departure from school with First View.



### **KSD Mass Notification System**

The District and schools may utilize auto calls, emails, text messages, e-newsletters, and mailed postcards to communicate with families and the community.



### **KSD Website – School and District Information ([www.kirkwoodschooldistrict.org](http://www.kirkwoodschooldistrict.org))**

Visit the KSD website for calendars of school and district events, general school and district information, cancellation information, emergency information, student handbooks, family resources, staff contact information, Board policies and protocols, school district boundaries and maps, etc.



### **PeachJar – Flyer Distribution**

This is an electronic flyer communication and a delivery tool. It allows schools and community organizations to save paper and reduce copy costs by thousands of dollars. It also reduces the number of flyers sent home in students’ backpacks. All flyers from community organizations will be posted on your school website and sent directly to your email. To view school-approved flyers, simply click the PeachJar button on your school’s website homepage.

To ensure smooth delivery of this communication, add [school@peachjar.com](mailto:school@peachjar.com) (or your district’s selected “from email address”) to your email contacts. When you receive your first e-flyer be sure to check “always display images”.

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. You may also unsubscribe from PeachJar emails. Unsubscribing means you may miss out on important information about school events and opportunities for your child.



### **Social Media – Twitter and Facebook**

Social media is used for sharing information about school and district events, community activities, and schedule and time changes. Social media may also be used as a communication tool in a crisis situation, because posts appear immediately. The district Facebook page is [www.facebook.com/kirkwoodschooldistrict](http://www.facebook.com/kirkwoodschooldistrict). Follow us on [twitter@kwoodschoools](https://twitter.com/kwoodschoools).

For more information, please contact KSD Community Relations and Development at [news@kirkwoodschoools.org](mailto:news@kirkwoodschoools.org).

### **COPYRIGHT**

What do students need to know to protect themselves from copyright violations?

### **Did you know?**

1. Computer software violations are a **felony**.
2. Compiling video clips from several different videos is a violation of copyright guidelines.
3. Information found on the Internet is copyrighted unless accompanied by a message explicitly permitting duplication.

### **Steps to Take to Copyright Compliance**

1. Plan projects in advance of the deadline allowing time to request permission from copyright holders. Ask your teacher or library media specialist for a sample letter requesting permission from the copyright holder.
2. Do **not** assume you may use any and all material without asking for permission.
3. There are guidelines for print, audiovisual, video, multimedia, music, and others. Students are permitted to use limited amounts of material without permission.

### **COUNSELING SERVICES**

North Kirkwood Middle School counselors are assigned to each grade and meet weekly with the team faculty members. Counselors help all students in their academic and social development, while providing important information to students, parents, and teachers regarding early adolescence. The counselors help teachers plan special activities in the classroom, lead discussion groups, give tests, and explain test results to parents and or students. They are also available to assist students with any problems or questions they may have. Students may stop at the counseling office before school, after school, between classes, or during class with teacher permission. Contact educational support counselor [Craig Walseth](#) by email or at 314.213.6100 extension 7 0 4 5 for more information.

Main Office: 314.213.6170

Lisa Owens, Guidance Counselor, extension 7 0 4 2 (Grade 6)

Justin Jansen, Guidance Counselor, extension 7 0 4 3 (Grade 7)

Michelle Fink, Guidance Counselor, extension 7 0 4 0 (Grade 8)

### **Educational Support Counselor Services:**

An Educational Support Counselor (ESC) supports our school's Counseling Department. The ESC's role is to assist the school counselor in providing emotional and behavioral support to students. The ESC is a Licensed Professional Counselor provided through a partnership between the Kirkwood School District and the BJC Behavioral Health Services. Services include anger management training, social skills education, small group facilitation, one-on-one therapeutic support, resource referral, home-based services, and case management. ESC services are designed to be short-term support interventions; however, if on-going services or additional resources are recommended, you will be contacted.

Should a student, parent, teacher, staff member, or administrator identify a significant concern about a student's emotional status, please follow these procedures:

1. Contact the school counselor to assess the need for an ESC referral.
2. The school counselor will determine if the need warrants more significant intervention.
3. The school counselor will initiate referral to the ESC.

The ESC will maintain an active caseload that will be shared with the administrator and counselor on a regular basis. The administration will be notified of all referrals made to the ESC program.

### **School Social Workers:**

School Social Workers are trained mental health professionals who work within the school setting to strengthen the social and emotional wellbeing of all students in order to enhance academic and personal goals.

Specialized services provided by the school social workers include:

1. Brief student counseling

2. Provide crisis intervention and trauma-informed intervention
3. Home visits
4. Parent education
5. Case management
6. Identify, refer to and use community resources
7. Collaboration with other school professionals
8. Collaboration with community agencies and organizations
9. Advocacy for students and parents
10. Assisting parents and students in accessing and utilizing school and community resources
11. KSD NOW and other district-wide programming.

### **CURRICULUM – CORE**

Our core curriculum provides students with the skills and concepts they need to be successful in every content area. The core curriculum includes English Language Arts (ELA), social studies, mathematics, and science. All students participate in this core program.

All students will register for seven classes. On Monday, Tuesday, and Friday, they will attend periods 1 to 7 for 50 minutes each. On Wednesday, they will attend periods 1, 3, 5, and 7 for 85 minutes each. On Thursday, they will attend periods Grade Level Meetings time (40 min.), periods 2, 4, 6, and Intervention (45 minutes).

Intervention Time: 45 minutes for each student to have individualized needs met including remediation, enrichment, group sessions, retakes, etc.

Grade Level Meetings: 40 minutes set aside for all students to be in the grade level hallway completing activities beyond the scope of their typical classes including benchmark assessments, service learning, speakers, etc.

Students begin in Homeroom every day. (Grades 6 and 7 with 1st hour; Grade 8 with 3rd hour)

### **CURRICULUM – ENCORE AND WELLNESS PROGRAMS**

Encore activities provide an opportunity for students to investigate a variety of activities in the aesthetic arts, practical arts, and modern languages. The sequence involves experiences in these areas with the eventual opportunity for some student selection of electives. The Wellness program is a combined curricular offering of health, physical education, and fitness. No schedule changes will be permitted beyond ten days into the semester.

### **CURRICULUM – GRADE 6**

**Core Classes:** English Language Arts (ELA), Mathematics, Science, Social Studies, Literacy

**Encore:** Encore classes are one quarter each. Most students will enroll in four offerings from: Art, Drama, Engineering and Technology, General Music, or World Language

**Wellness:** Health (25% of the year) and Physical Education and Fitness (75% of the year)

**Special Program:** Instrumental Music (Band and Orchestra) and SOAR Gifted program (in conjunction with Social Studies)

#### **Grade 6 Schedule – Monday, Tuesday, Friday**

|                          |           |
|--------------------------|-----------|
| 8:00 a.m. to 8:13 a.m.   | Home Room |
| 8:17 a.m. to 9:07 a.m.   | Period 1  |
| 9:11 a.m. to 10:01 a.m.  | Period 2  |
| 10:05 a.m. to 10:55 a.m. | Period 3  |
| 10:59 a.m. to 11:49 a.m. | Period 4  |
| 11:49 p.m. to 12:18 p.m. | LUNCH     |

|                         |          |
|-------------------------|----------|
| 12:22 p.m. to 1:12 p.m. | Period 5 |
| 1:16 p.m. to 2:06 p.m.  | Period 6 |
| 2:10 p.m. to 3:00 p.m.  | Period 7 |

**Grade 6 Schedule – Wednesday**

|                          |           |
|--------------------------|-----------|
| 8:00 a.m. to 8:32 a.m.   | Home Room |
| 8:36 a.m. to 10:01 a.m.  | Period 1  |
| 10:05 a.m. to 11:30 a.m. | Period 3  |
| 11:30 a.m. to 12:01 p.m. | LUNCH     |
| 12:06 p.m. to 1:31 p.m.  | Period 5  |
| 1:35 p.m. to 3:00 p.m.   | Period 7  |

**Grade 6 Schedule – Thursday**

|                          |                     |
|--------------------------|---------------------|
| 8:00 a.m. to 8:27 a.m.   | Home Room           |
| 8:31 a.m. to 9:11 a.m.   | Grade Level Meeting |
| 9:15 a.m. to 10:40 a.m.  | Period 2            |
| 10:44 a.m. to 12:09 p.m. | Period 4            |
| 12:11 p.m. to 12:41 p.m. | LUNCH               |
| 12:46 p.m. to 2:11 p.m.  | Period 6            |
| 2:15 p.m. to 3:00 p.m.   | Intervention Time   |

*Early Arrivals report to Basketball Courts-north gym*

**CURRICULUM – GRADE 7**

**Core Classes:** English Language Arts (ELA), Mathematics, Science, Social Studies

**Encore:** Students attend a semester of selected courses: Art, Choir, Drama, Engineering and Technology, French, German, or Spanish

**Reading Extension Classes:** Debate, Ecology, Economics, Great Outdoors, Guitar, Journalism, Music, Reading Zone, Tech Time, or Zoology

**Wellness:** Health (25% of the year) and Physical Education and Fitness (75% of the year)

**Special Program:** Instrumental Music (Band and Orchestra) and SOAR Gifted program (in conjunction with Social Studies)

**Grade 7 Schedule – Monday, Tuesday, Friday**

|                          |           |
|--------------------------|-----------|
| 8:00 a.m. to 8:13 a.m.   | Home Room |
| 8:17 a.m. to 9:07 a.m.   | Period 1  |
| 9:11 a.m. to 10:01 a.m.  | Period 2  |
| 10:05 a.m. to 10:55 a.m. | Period 3  |
| 10:55 a.m. to 11:24 a.m. | LUNCH     |
| 11:28 a.m. to 12:18 a.m. | Period 4  |
| 12:22 p.m. to 1:12 p.m.  | Period 5  |
| 1:16 p.m. to 2:06 p.m.   | Period 6  |
| 2:10 p.m. to 3:00 p.m.   | Period 7  |

**Grade 7 Schedule – Wednesday**

|                          |                    |
|--------------------------|--------------------|
| 8:00 a.m. to 8:32 a.m.   | Home Room          |
| 8:36 a.m. to 10:01 a.m.  | Period 1           |
| 10:04 a.m. to 10:50 a.m. | Period 3           |
| 10:50 a.m. to 11:19 a.m. | LUNCH              |
| 11:23 a.m. to 12:02 p.m. | Period 3 (cont'd.) |
| 12:06 p.m. to 1:31 p.m.  | Period 5           |



1:35 p.m. to 3:00 p.m. Period 7

**Grade 7 Schedule – Thursday**

8:00 a.m. to 8:27 a.m. Home Room  
8:31 a.m. to 9:11 a.m. Grade Level Meeting  
9:15 a.m. to 10:40 a.m. Period 2  
10:44 a.m. to 11:24 a.m. Period 4  
11:24 a.m. to 11:53 a.m. LUNCH  
11:57 a.m. to 12:42 p.m. Period 4 (cont'd.)  
12:46 p.m. to 2:11 p.m. Period 6  
2:15 p.m. to 3:00 p.m. Intervention Time

*Early Arrivals report to Archery Range-south gym*

**CURRICULUM – GRADE 8**

**Core Classes:** English Language Arts (E L A), Integrated Math (Grade 8 math standards = ½ high school elective credit), Algebra 1 (all of the high school algebra curriculum = 1 high school math credit), Science, Social Studies

**World Language Classes:** (Meets daily all year) French, German, Spanish

Students who complete a World Language class during their grade 8 year and attain a proficient grade will earn high school credit for this class

**Encore - Reading Extension Classes:** (Meets daily for a semester). Art, Choir, Debate, Drama, Ecology, Economics, Engineering and Technology, Great Outdoors, Journalism, News Crew, Reading Zone, Guitar, Tech Time, Yearbook and Zoology

**Wellness:** Health (25% of the year) and Physical Education and Fitness (75% of the year)

**Special Program:** Instrumental Music (Band and Orchestra) and SOAR Gifted program (in conjunction with Social Studies)

**Grade 8 Schedule – Monday, Tuesday, Friday**

8:00 a.m. to 8:13 a.m. Home Room  
8:17 a.m. to 9:07 a.m. Period 1  
9:11 a.m. to 10:01 a.m. Period 2  
10:05 a.m. to 10:55 a.m. Period 3  
10:58 a.m. to 11:48 a.m. Period 4  
11:51 a.m. to 12:41 p.m. Period 5  
12:41 p.m. to 1:10 p.m. LUNCH  
1:15 p.m. to 2:05 p.m. Period 6  
2:10 p.m. to 3:00 p.m. Period 7

**Grade 8 Schedule – Wednesday**

8:00 a.m. to 8:32 a.m. Home Room  
8:36 a.m. to 10:01 a.m. Period 1  
10:05 a.m. to 11:30 a.m. Period 3  
11:33 a.m. to 12:13 p.m. Period 5  
12:13 p.m. to 12:42 p.m. LUNCH  
12:46 p.m. to 1:31 p.m. Period 5 (cont'd.)  
1:33 p.m. to 3:00 p.m. Period 7

**Grade 8 Schedule – Thursday**

8:00 a.m. to 8:27 a.m. Home Room  
8:31 a.m. to 9:11 a.m. Grade Level Meetings  
9:15 a.m. to 10:40 a.m. Period 2  
10:44 a.m. to 12:09 p.m. Period 4

|                          |                    |
|--------------------------|--------------------|
| 12:13 p.m. to 12:48 p.m. | Period 6           |
| 12:48 p.m. to 1:17 p.m.  | LUNCH              |
| 1:21 p.m. to 2:11 p.m.   | Period 6 (cont'd.) |
| 2:15 p.m. to 3:00 p.m.   | Intervention       |

*Early Arrivals report to Basketball Courts - North Gym*

## SECTION D

### **DISCIPLINE - DETENTIONS**

The principal and staff recognize that a modified approach may be necessary due to legal restrictions, age, disability, understanding, and maturity level of students. All misconduct is assigned a disciplinary classification (minor to major). For severe infractions, the principal may by-pass initial steps and impose a stronger consequence. The following list of consequences represents guidelines for various infractions. The administrator may assign more severe consequences if, in his or her judgment, they are warranted.

[District Board policy JG-R1](#) Discipline Reporting and Records, designates those specific actions committed by students, which must be reported to teachers, administrators, and or law enforcement officials as well as those actions which must be documented in a student's discipline record.

#### **Lunch Detention - Power Hour:**

Students who violate school rules which are categorized as minor will generally be expected to serve lunch detention or Power Hour. Students serving lunch detentions will get their lunches from the cafeteria and then eat in a classroom or other designated area with an adult. Power Hour will be held in the N.I.C. room from 3:10 p.m. to 4:00 p.m. There will be bus transportation home for all students who qualify to ride the buses.

#### **North Intervention Center (N.I.C.):**

N.I.C. is for students serving in-school suspension for moderately severe to severe discipline infractions (generally major or repeated minor infractions). Students may be assigned N.I.C. for up to ten days by NKMS administrators. The purpose of N.I.C. is to allow students to remain in school and to complete assignments but to isolate them from their peers. Generally, students are able to meet with their grade level counselor or the ESC for an extended session while in N.I.C. They also receive one-on-one help from teacher assistants throughout the day. Students will receive credit for work completed in I.S.S. Hours for N.I.C. are the same as regular school hours. Students may ride the bus when they are assigned N.I.C. **Students in N.I.C. cannot participate in any after-school activity on the dates that N.I.C. is assigned.**

#### **The following procedures are to be followed for students that are in N.I.C.:**

1. Teachers will provide daily assignments.
2. Any teacher may request a student to attend his or her class if missing the period will be detrimental.
3. On a daily basis, teachers are to meet with students assigned to N.I.C.
4. Students may have additional days in N.I.C. if academic work is not completed in a satisfactory manner.
5. An exit conference with a counselor, principal, team, or the N.I.C. supervisor will be conducted for students serving multiple days.

#### **Out Of School Suspension (O.S.S.):**

Students may be suspended from school for serious or chronic infractions (major). Suspensions of up to ten days will be assigned by the principal or assistant principal. Recommendations for suspensions over ten days or expulsion will require a hearing with the superintendent or assistant superintendent. **During the time of a suspension, the student is not permitted on the campus of North Middle.**

Upon return from suspensions, students will start their day in the Counseling Center to meet with the Educational Support Counselor or in N.I.C. in an effort to ease the transition back to North and to be certain school work is completed for a successful transition. Unfinished work may result in N.I.C. being assigned.

### **DRESS STANDARDS – CLOTHING**

The Board of Education has established the following policy Administrative Procedure (JFCA-AP[1]) on dress and grooming.

The Board of Education expects student dress and appearance to be within the guidelines below so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district

Student's dress and appearance will be the responsibility of the individual and parents or guardians, within the following guidelines:

1. Students' dress and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures of the school day.
2. Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
3. Dress code expectations and communication of these expectations will be addressed within school handbooks.
4. Class activities that present a concern for student safety may require the student to adjust hair and or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Expectations are made for religious purposes.

When a student's dress or appearance does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

(The reader is encouraged to review policies and or forms for related information in this administrative area.)

## **SECTION E**

### **ELECTRONIC DEVICES (cell phones, iPods, iPads, AirPods, etc.)**

These are personal devices such as phones, iPods, electronic games, laser pens, etc. Personal electronic devices that are brought to school must remain turned off and locked in the student's locker during the school day from 8:00 a.m. to 3:00 p.m. Students who choose to bring these items to school are doing so at their own risk. NKMS will not be responsible for the loss of these items. Electronic devices not locked in lockers will be confiscated and may be picked up from the office at the end of the school day.

Consequences for confiscated items are as follows:

1. First offense: Warning
  2. Offenses two through five: Detention
  3. Additional offenses – referral to administrator more severe consequences may be assigned
- If you must reach your child during the day, please call the main office at 314.213.6180.

# SECTION F

## **FIELD TRIPS**

Grade level, team, or class trips are occasionally conducted. The purpose of field trips is to extend students' learning outside the classroom. When students leave the NKMS campus for field trips, appropriate behavior is expected. If a student is displaying behavior concerns prior to a field trip, he or she may be restricted from attending the field trip.

Parents or guardians wishing to [volunteer to accompany students should visit the district website for requirements.](#)

## **FOOD SERVICE**

Chartwells School Dining Services manages the food service department at Kirkwood School District and follows the USDA regulations for school food service. Following is an overview of what your student can expect to see in their school cafeteria.

### **Parents and Lunch**

We invite you to eat with your child in the cafeteria. If you want to order a school lunch for yourself, please inform the office by 9 a.m. If you choose to bring in lunch from an outside vendor, please only plan to bring lunch for you and your child. Concerns have been expressed from parents, teachers, and students regarding hurt feelings when students are asked to bring a friend, but others are not included. Students are NOT permitted to order food from outside vendor. Consequences will be assigned to the student if they fail to adhere to this policy. We appreciate your cooperation in helping make our dining experience stress free!

**We will continue to offer premium meal options at the high school and middle school.** Premium meal options will provide the students more variety and flavors using whole muscle meats and fresh seasonal sides such as watermelon, pineapple, and specialty salads. Students eligible for free and reduced meals can select a premium meal at no additional cost. The premium meal pricing is reflected with the Tier 1 and Tier 2 Lunch options.

### **Fruits and Vegetables**

A large variety of nutrient-dense vegetables, including dark green, red-orange, starchy and legumes and fresh, frozen, and canned fruits will be offered. Students are required to take one half-cup of fruit or vegetable for their meal to be considered a full meal. Colorful fruits and vegetables provide essential vitamins and minerals important for growth and development during childhood. Garden bars are offered at all schools. Local produce is included during our harvest season.

### **Grains and Proteins**

Menus will offer specific amounts of whole grains and proteins. This is intended to make sure students are receiving age-appropriate, nutritionally-adequate meals that provide the right amount of energy from healthful food sources. Everything we offer contains at least 50% of whole grains (items like whole grain pizza crust, rolls, muffins, pancakes, waffles and low-sugar cereal.)

### **Lower Sodium**

We will continue to work with food manufacturers to lower sodium in products. Chartwells chefs and registered dietitians have modified and developed creative new recipes using non-salt seasonings, herbs and tasty fresh foods.

## Reduced Fats

Unhealthy fats such as saturated and trans fat can lead to heart disease and high cholesterol, as well as other chronic diseases. Only food products and ingredients that contain zero grams of trans fat per serving will be offered. No foods are fried.

## Menus by Age Groups and Nutritional Information

Grade groups for menu planning are aimed at ensuring students receive age-appropriate portions and nutrients. Calorie requirements are aligned with these grade groups. Menus are available online at <http://kirkwoodschoools.nutrislice.com/>. The online menu is interactive and allows you to filter out menu items containing the eight most common food allergens and provides nutritional information including carb counts. Download the Nutrislice App to check the menu from your mobile device!

## Meal Price Increase for 2020-21

Food prices have risen dramatically and may continue to do so over the next several years partly due to increasing transportation costs and the continued rollout of the new meal legislative requirements. Meal prices are determined by Kirkwood School District leadership and attempt to balance the food service budget in order to break even and to comply with USDA meal pricing requirements.

### 2020-2021 School Year Meal Prices:

|                           |        |                           |        |
|---------------------------|--------|---------------------------|--------|
| Elementary Breakfast:     | \$2.30 | Elementary Lunch:         | \$3.00 |
| Secondary Breakfast:      | \$2.30 | Secondary Lunch:          | \$3.20 |
| Secondary Tier 1 Lunch:   | \$3.70 | Secondary Tier 2 Lunch:   | \$4.20 |
| High School Breakfast:    | \$2.30 | High School Lunch:        | \$3.20 |
| High School Tier 1 Lunch: | \$3.70 | High School Tier 2 Lunch: | \$4.20 |
| Adult Breakfast:          | \$3.05 | Adult Lunch:              | \$4.00 |
| Adult Tier 1 Lunch:       | \$4.50 | Adult Tier 2 Lunch:       | \$5.00 |

## Meal Payment Process

The Food Service Department uses the WebSmartt system. This program tracks student payment and sales information for the current year. The Parent or Guardian may see one week of their student's meal account online in the SchoolBucks program, which can be accessed through the District's website, or contact the school Cafeteria Unit Lead to obtain information regarding their student's account.

1. All lines are cashless (except for the high school). Prepayments are to be placed in the school office or café lock box by **9:00 a.m.** **Payments received after 9:00 a.m. will be processed on the next day's business and funds will not be available until the next day.**
2. Checks should be made payable to: **KIRKWOOD SCHOOL DISTRICT** with the school name, student's name, account number and amount enclosed in a prepayment envelope.
3. Cash should be placed in a prepayment envelope with the student's name, ID number and amount.
4. Prepayments can be made online: [www.myschoolbucks.com](http://www.myschoolbucks.com), the site may be accessed through the Kirkwood School District website, <http://.kirkwoodschoools.org>. Parents, guardians, and employees are able to add money to student meal accounts online (electronically) through the MySchoolBucks system.
5. We have contracted with Pulaski Bank to handle the electronic transactions. The browser requirements for running this system on your computer are as follows:
  - a) For PCs: Internet Explorer 6.0 or above or Mozilla Firefox 1.0 or above
  - b) For Mac's: Safari version 2.0
  - c) The online. Payment solution is provided by Pulaski on their secure servers with 128 bit SSL encryption
6. Payments may be made by credit card or debit card.

7. Payments made by 9:00 a.m. should be available for the current day's use.
8. Prepayment deposits are recommended weekly or monthly to avoid negative account balances.
9. Student negative account balance emails will be sent home weekly to elementary students. **District policy allows no more than five meal charges of \$15.25 (elementary), and \$16.00 (middle). High school student's food service accounts are not allowed to be charged, therefore cannot go into the negative. High school students have the option to pay in cash during meal services.**
10. To prevent fraudulent use of student accounts, a picture of each student will be displayed when their PIN number is entered.
11. Refunds of more than \$20.00 are automatically mailed to students graduating or leaving the district. You may contact our office for more information. Remaining balances left in meal accounts at the end of the school year will rollover to the following school year.

### **Health and Safety**

Health and safety are of paramount importance. We have a comprehensive Pandemic Management Policy in place to ensure we effectively manage the spread of illnesses such as COVID-19, and we continue to closely monitor guidance provided by the CDC, WHO and other health authorities. We have put in place a variety of best practice measures, including:

1. Advising all managers to be alert to signs of illness within their teams and reinforce "if you are ill, stay at Home" message
2. Updating on-site signage with hygiene posters and hand-washing policies
3. Retraining teams to refresh knowledge and practices on hand washing and hygiene etiquette
4. Reinforcing cleaning, sanitizing, and disinfecting protocols at all sites
5. Ensuring adequate supplies of sanitizers and disinfectants
6. Reinforcing Food Safety Management System-HACCP standards for food preparation and service
7. Recognizing work and serving areas to allow for social distancing

Both Chartwells and Kirkwood School District are dedicated to providing quality nutritious meals that students will enjoy and choose to eat. We hope you will encourage your students to try new fruits and vegetables and you will join us for a meal at school. If you have questions or concerns, please feel free to contact us at 314-213-6100, extension 1 3 5 0 or via email at [rachel.scheffing@kirkwoodschoools.org](mailto:rachel.scheffing@kirkwoodschoools.org)

### **Free and Reduced Lunch**

Students approved last school year for the free and reduced meal program last school year will remain approved through **Thursday, September 28, 2020**. The parent or guardian of students eligible for free meals through Direct Certification must complete a [new application](#) if a letter dated July 1, 2020 or later has not been received confirming eligibility.

*If you have not received an eligibility letter for the current school year, you must complete the application to avoid being removed from the program.* Please complete the new application and return it to the school as soon as possible to avoid being removed from the program.

## **SECTION G**

### **GRADING PRACTICES**

Throughout the quarter students will receive extensive feedback regarding their progress toward attaining essential skills in each content area using a Standards Based Grading System. At the conclusion of each quarter, the rubric scores become summative (final); until then, they are formative (informational and in-progress). Only Average Rubric Scores will be posted.

**Definitions:****3.4 to 4.0**

Student meets and frequently surpasses defined standards and expectations illustrated by higher level thinking, in-depth inferences, and applications.

**2.7 to 3.399**

The student meets defined standards and expectations.

**2.0 to 2.699**

The student is nearing defined standards and expectations, but not demonstrating secure performance with standards and expectations.

**1.0 to 1.999**

The student struggles to meet the defined standards and expectations.

**Below 1.0**

The student has demonstrated little measurable competence.

**Blank**

The teacher does not have enough evidence to make an accurate assessment of the student's competence.

**Electronic Courses:**

Electronic courses must be dropped or changed within the first ten days of the course. After ten days, students will be required to complete the course.

**Middle School Teaming:**

We are organized with interdisciplinary teams on each grade level. Through teaming, we attempt to organize our students and teachers to create a cooperative and balanced learning environment. There are several advantages:

1. A more enriched curriculum through ongoing sharing of ideas.
2. Better insight into students – multiple options on a student's strengths and challenges.
3. The opportunity to build on the expertise of individual teachers.
4. Flexibility of "team time" for unique learning opportunities.
5. Availability to meet with parents – each team has a team meeting three days a week.
6. Development of a smaller community within the larger school community.
7. Unity and friendship among the teachers provides positive role models for the students.
8. Strong team spirit is established increasing students' enthusiasm for school in general.

**Parent Internet Viewer:**

Parents can obtain access to updated student grades online. This is a great tool to keep track of your child's progress throughout the school year. It is a "live" system, so the moment grades are updated they are available to parents and students. Parents can customize account settings to make the system tailored to your family's needs.

A username and password will be provided to each parent and student at the beginning of the year. If you misplace your password or have difficulty navigating the system, please contact Melissa Dillon at extension 7 0 2 0. Students may also access grades by typing "ICS" into their iPad's browser. Login is the Student ID number. Password is the student's eight-digit birthday (01052002).

**Report Cards, Progress Reports, And Conferences:**

Teachers should keep their gradebook updated **weekly** with communication of student progress. Summative grade cards will be available online at the conclusion of each quarter and can be printed

upon request. Throughout the quarter, parents and students have access to an online grade viewer. (Refer to see previous segment titled Parent Viewer.) The tentative dates for report cards, progress reports and parent conferences are listed below.

**1<sup>st</sup> QUARTER:**

October 15: Grading window opens at 8:00 a.m.  
October 16: 1<sup>st</sup> Quarter ends  
October 19: Records Day; auto post at noon  
October 20 & 21: Verify grades  
October 22: Grade reports Live to parents at 3:00 p.m.

**2<sup>nd</sup> QUARTER:**

December 21: Grading window opens at 8:00 a.m.  
December 22: 2<sup>nd</sup> Quarter ends  
January 5: Records day; auto post at noon  
January 6: Verify grades  
January 7: Grade reports live to parents at 3:00 p.m.

**3<sup>rd</sup> QUARTER:**

March 1: Grading window opens at 8:00 a.m.  
March 12: 3<sup>rd</sup> Quarter ends  
March 16: Auto post at 3:00 p.m.  
March 17: Verify grades  
March 18: Grade reports live to parents at 3:00 p.m.

**4<sup>th</sup> QUARTER:**

May 24: Grading window opens at 8:00 a.m.  
May 27: 4<sup>th</sup> Quarter ends; auto post at 3:00 p.m.  
May 28: Verify grades by 1:00 p.m.; grade reports live to parents at 3:00 p.m.

**Vocabulary:**

The following glossary is offered to clarify the meaning and use of some current language and “buzz” words:

**Assessments** are the means of measuring or evaluating student attainment of content standards or GLE’s. Assessments will vary and can include tests and quizzes, projects, classroom performance, teacher observation (of a student correctly applying the learning). Assessments are organized around standards, can be scored according to standards, and can be recorded in grade books by standard.

**Behaviors that Affect Learning** are three attributes or standards that Kirkwood middle school teachers have identified as impacting learning in all content areas and deserving of feedback. The “Behaviors that Affect Learning” are Situational Awareness, Perseverance, and Self-Regulation.

**Grade Level Expectations (GLE’s)** are published by the Missouri Department of Elementary and Secondary Education for most content areas and comprise the basis on which MAP tests, and End-Of-Course tests are designed. GLE’s are the expected skills, processes, and knowledge students are to demonstrate.

**Reporting Criteria** are those standards selected by teachers to be printed on the report card and for which a rubric score would denote student performance on the standard. The reporting criteria are detailed with rubric language published in a book so performance levels (1-4 rubric scores) can be understood when recorded on the report card. (To date, we have reporting criteria and rubrics but have not published reporting criteria on a new report card.)



**Rubrics** serve two purposes. First, a well-developed rubric describes (in words) the level of performance that is expected in order for a student to have met the learning expectation. The rubric also describes performance that surpasses the expectation and performance that does not meet the expectation. Secondly, rubrics provide a numerical value to be entered into the grade book representing the student's performance compared to the standard or expectation. The values can be 0, 1, 1.5, 2, 2.5, 3, 3.5, 4. To meet the grade level expectation, the expected performance is a score of 3.

**Standards** are based on state and national definitions of high achievement and the attainment of knowledge, skills, and processes students need to be successful in a global world. Standards reflect rigorous performance expectations and specific content "chunks" around which curriculum is organized for teaching, learning, and assessing mastery. The term "standards-based grading" refers to the practice of breaking content into identifiable, rigorous benchmarks (standards) and tracking student learning within a standard to measure whether students have attained mastery on a piece of the larger identified content (i.e., math standards might include "basic facts", "problem solving", etc.).

**Standards-Based Report Card** is a quarterly communication tool for students and parents. The report card reflects rubric scores for specific content standards in each class.

## SECTION H

### HALL PASSES

Pink slips serve as hall passes at North Kirkwood Middle School and are given to a student who is going to another school area (library, restroom, locker, etc.) during regular class time. They are also completed by staff members to allow students to be admitted to class late. Yellow slips are issued by the Main Office and Attendance Office ONLY.

### HEALTH SERVICES

The North Kirkwood School Clinic is located in the main office and is staffed from 7:45 a.m. to 3:00 p.m. Monday and Friday; 7:45 a.m. to 4:00 p.m. Tuesday, Wednesday and Thursday. To report to the clinic, a student must obtain a pass from his or her teacher. In rare cases the nurse may inform the student's teacher not to send the child to the office unless there is an emergency; instead the nurse will go to the student's classroom when called by the teacher.

The school nurse is responsible for the following:

1. Verifying that students are properly immunized.
2. Providing emergency care in cases of accidents or illness.
3. Promoting a healthy physical and emotional environment for educational growth.
4. Conducting regular hearing, vision, and height screenings for all students, making referrals for follow-up care when necessary.
5. Acting as a resource for the classroom, for staff, for the MTTTS Team, and for parents and students with particular health needs.
6. Supervising the administration of medication and or medical treatments.
7. Monitoring attendance and clinic visits daily in order to assure the safety of students and to be aware of pattern of communicable illnesses within the school population.

You can assist the school nurse by:

1. Keeping student home if they are running a fever of 100 degrees or more, vomiting, and or seem too sick to benefit from school programs.
2. Sharing medical information that might affect your child's performance at school in any way.
3. Notifying nurse of immunization boosters and the results of physical and dental exams.
4. Notifying grade level secretary of any changes in the information on the student's emergency contact list.
5. Completing the online annual update of student medical information.

**Allergies:**

If your child has allergies, please provide a list of all allergies (and any special instructions on how to handle an allergic reaction) to your child's teacher and or school nurse.

**Communicable Diseases:**

If your child is exposed to or contracts a communicable disease, please report this information to the school nurse. We are required to notify all families when a child contracts a communicable disease, such as chicken pox, measles, etc. (Your child's name will be kept confidential.)

In some cases, you will need to provide written verification from your child's pediatrician stating that the condition is no longer contagious and that it is safe for your child to attend school.

**Hearing Tests:**

The hearing of students in grades K, 1, 3, 5, 7, 9 and 11 plus all new students, is screened annually by the Special School District. If teachers or parents make referrals during the year, the school nurse will screen them. Parents will be notified if follow-up is recommended.

**Immunizations:**

It is the policy of the Kirkwood School District that all students attending the district schools shall be immunized in accordance with law. Students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization and provide proper documentation of exemption.

A student is exempted from obtaining immunizations if the district has on file the completed original forms necessary to prove that the student will not be immunized for religious or medical reasons. To protect inadequately vaccinated individuals and the entire community, unimmunized students could be excluded from school during disease outbreaks.

Medical Immunization Exemption - An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. The original of MO Department of Health and Senior Services form Imm.P.12 must be on file at school with the immunization record.

Religious Immunization Exemption - An exemption for religious reasons requires written certification that immunization of the student violates his or her religious beliefs. Religious exemption cards must be obtained from the MO Department of Health and Senior Services. The original Form Imm.P.11A card, as is required by law, will be retained in the student's school health record.

**Medications:**

All medications (including over-the-counter medicine) should be kept in the Clinic to be supervised by the nurse. Medications should be in the original pharmacy RX bottle. Over-the-counter medicine should be in the original container. They are to be brought to the Clinic with a note or consent form. The consent form should be signed and dated by the student's parent or legal guardian.

**Missouri Department of Health Regulations:**

These guidelines are based on MO Department of Health's Prevention and Control of Communicable Disease. Students with the following symptoms will be excluded from school.

1. Chicken Pox: Until all blisters have scabbed, usually five to seven days after rash begins.
2. Conjunctivitis (Pink Eye):

- a. *Purulent Conjunctivitis* (redness of eyes and or eyelids with thick white or yellow discharge and eye pain) Exclude until appropriate prescribed treatment has initiated, or discharge has stopped, unless a doctor has diagnosed it as non-infectious.
- b. *Non-Purulent Conjunctivitis* (redness of eyes with clear, watery discharge. No pain or fever or eyelid redness) No exclusion necessary.
3. Diarrhea-Free of diarrhea for 24 hours.
4. Fifth Disease (Parvovirus) No exclusion necessary. When rash appears, it is no longer contagious.
5. Hand, Foot, and Mouth Disease: Until fever is gone and child is well enough to participate in school.
6. Head Lice: If live lice are present, exclude until first treatment has been completed and no live lice are seen. School nurse will assess student upon return to school.
7. Impetigo: If impetigo is confirmed by a healthcare provider, exclude until 24 hours after prescribed treatment is completed. Lesions on exposed skin should be covered with water-tight dressing.
8. Mononucleosis: No exclusion necessary. Student may return upon feeling well enough to participate in school.
9. Ringworm: Until treatment has been started. If the lesion cannot be covered, or the lesion is on the scalp, until 24 hours after starting treatment.
10. Scabies: Until 24 hours after treatment begins.
11. Strep Throat or Scarlet Fever: Until 24 hours on prescribed antibiotic treatment begins and student is fever free.
12. Vomiting: Vomiting two or more times in the previous 24 hours, unless determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

**Vision Tests:**

The school nurse may administer a vision test for students in grades K, 1, 3, 5, 7, 9 and 11 and new students. Parents are informed if follow-up is recommended.

**HIGH SCHOOL CREDIT**

Students who successfully complete Algebra 1 and or a full year of a course in one of the world language classes will be eligible to receive high school credit for their academic work. Students will receive a grade for these courses, and the academic letter grade will be a part of their high school GPA. Students completing a full year in Integrated Math will receive .5 elective credit that factors into the student’s GPA. High school grading and GPA equivalent is as follows:

- Grade of A = GPA 4
- Grade of A minus = GPA 4
- Grade of B+ = GPA 3.5
- Grade of B = GPA 3
- Grade of B minus = GPA 3
- Grade of C+ = GPA 2.5
- Grade of C = GPA 2
- Grade of C minus = GPA 2
- Grade of D+ = GPA 1.5
- Grade of D = GPA 1
- Grade of D minus = GPA 1
- Grade of F = GPA 0

**HOMEWORK PRACTICES**

At North Kirkwood Middle School, work done at home is an important part of a student's educational development. The purpose of assignments includes: extending the practice of skills, reviewing material, extending the classroom learning, or completing a project. You should expect your child to devote an average of one hour per night on work completed at home. This may vary during the course of the year depending on special projects or assignments. Teachers will provide you with more specific guidelines as they relate to the expectations of their classes.

If your child is constantly spending more than one hour, please reach out to a team teacher. We are committed to helping students have balance in their lives.

The purpose of assignments includes: providing teachers with evidence of student learning, extending the practice of skills, reviewing material, extending the classroom learning, or completing a project. Students should understand and be able to explain the purpose for the assigned homework. Homework, especially for practice and formative assessment, may not be recorded for a grade.

We believe that learning is important and should continue after school hours. Regular homework is a means to reinforce, encourage, and extend the learning experience. If a student has been absent from school, he or she will need to talk to their teachers in order to make up work. Teachers may be e-mailed at any time with questions.

Work done at home may be treated in a variety of ways:

1. Homework may be given for practice
2. Homework may be checked for quality
3. Homework may be used to determine the degree of understanding of skills and concepts
4. Homework may be given to prepare the students for the next class discussion

Parents can help by providing an adequate place to study, assisting with assignment completion, and monitoring quality control.

#### **Homebound Instruction:**

Students who are absent from school for extended periods of time or who have intermittent absences due to illness or disability may be eligible for homebound instruction. Up to five hours per week of homebound instruction can be provided to each student. Applications for homebound instruction can be secured from the guidance counselor or in the office of Special Services. Applications must be approved by the student's physician and the Missouri Department of Elementary and Secondary Education before homebound instruction can begin.

#### **Making up Missing Work:**

Students who are absent from school must check with their teachers for make-up assignments. Most can be accessed via Schoology. Students who are ill for more than three days should contact the teachers or office for missed assignments. Assignments can be picked up at the main office after 3:15 p.m.. Students are encouraged to call other students on their team to keep current when it is necessary to miss fewer than three days.

#### **Suspension Homework:**

Students on suspension are expected to complete all assigned work. It is the responsibility of the parent or guardian to make arrangements to receive assignments for students when placed on suspension. The office and the student's teachers will work with the parent to make the necessary arrangements. Students who return to school after a suspension without complete work may be assigned to in-school suspension until work is complete and the student is prepared for class.

## **SECTION I**

#### **iPADS**

Kirkwood School District is excited to issue NKMS students an iPad, heavy-duty case with keyboard, cord, and charger for their use during the school year. This is seen as a tremendous opportunity to personalize learning for students and help develop future-ready skills.

iPads are to be brought to school every day fully charged. Students are responsible for tracking its whereabouts. iPads are to be kept covered and handled carefully. Students will be charged fines for lost or damaged iPads, cases, cords, and chargers. **Note: If the case is removed or badly damaged, insurance will NOT cover the cost of repairs.**

#### **At-Home Use:**

Because of the internet filter on student iPads, all students must follow these procedures prior to working on their iPad at home:

1. Power iPad completely off
2. Turn iPad on, and connect to your home wireless network
3. Look for the icon labeled “**Home Login**” on your device and touch it
4. Touching “Home Login” should bring up a login screen
5. Login using your Student Number as your username and student’s full eight-digit birthday as your password.
6. If successful, the NKMS home page should load
7. You can now work on your iPad

**NOTE: This must be done every single day prior to students beginning to work. Otherwise, there is a chance that any student work might be lost.**

#### **At-School Use:**

1. Always turn your iPad off then back on once you arrive at school to make sure your connection is fresh. (You do not need to use the “Home Login” procedure at school.)
2. When going to each class, flip your WiFi off then back on to make sure you are connected to that classroom’s access point.
3. Try to limit the number of photos you have on your device - it takes space up and prevents updates from happening.
4. Please make sure if you bring your charger to school that your charger is labeled so nobody can mistake it for theirs.
5. Make sure you report any issues with your iPads to your teacher or your building technology specialist.

#### **Infraction Discipline Procedure:**

1. Not charged or forgotten – determined by each teacher.
2. Using the iPad at inappropriate times (in class or hallway) – determined by each teacher; repeated violation will result in an office referral.
3. Leaving the iPad unattended – returned in exchange for power hour (teachers may assign; notify office).
4. Downloading unapproved and or inappropriate apps – notify administration.
5. Inappropriate content – notify administration.
6. Damage to iPad – notify administration.

Students are to use network for school projects only; students may not use the district network for any other purpose (downloads, games, etc.). Student work is mostly saved via iPads – flash drives are also acceptable.

#### **Insurance:**

The Kirkwood School District will provide iPads to students as tools for learning on and off campus. The use of district-issued iPads while on and off campus is subject to all restrictions and guidelines contained in District Policies EHB and JG and student behavior guides. Parents must complete and sign an [Agreement for Student Use form](#) and students must sign the [Kirkwood Digital Citizenship Contract](#) along with a parent or guardian before an iPad can be taken home. The district reserves the right to withdraw or limit use or possession of the iPad at its discretion.

**Safety:**

All NKMS students use technology (laptops, iPads, Activboards, etc.) on a regular basis. To ensure academic success in the electronic age, NKMS students are provided with the most modern technological equipment available (Macbooks, iPads, Activboards, Activotes, etc.) in their classrooms. Technology is used as a tool for inquiry, research, development, and publication

Please remind your child that downloading apps is a process that only occurs at school through the proper procedures. We ask that students take care of the equipment they are issued and use it in a responsible manner. Students who do not comply with the technology expectations may lose the privilege of using the equipment. For a nominal fee, [iPad insurance](#) is available through the Kirkwood School District.

**Insurance Payment:**

The Kirkwood School District expanded the use of [www.myschoolbucks.com](http://www.myschoolbucks.com), which was used for online lunch payments, to include iPad and laptop insurance fees, activity fees, etc.

The site may be accessed through the Kirkwood School District website, <http://.kirkwoodschoools.org>. If you currently have a My School Bucks account, you can login and access the school store on the top of the page. If you do not have a My School Bucks account, you may create a free account.

To pay for iPad or laptop insurance, lunch fees, and activity fees through your My School Bucks account:

1. Log in to [www.myschoolbucks.com](http://www.myschoolbucks.com), or create a free account.
2. Click School Store at the top of the page and select Browse All Items
3. Choose the Store item and add it to your cart.
4. Check out!

Parents can also download the MySchoolBucks app to set up an account and make payments. Those who prepare to not use our online payment option can pay via cash or check, working directly with the school office.

**LIBRARY SERVICES**

All students are encouraged to use the library between 8:00 a.m. and 3:00 p.m. When not accompanied by a teacher, each student must have a pink slip or pass. Books may be checked out for a two-week period. Magazines and certain encyclopedias may be checked out overnight. Students have a responsibility to return materials when they are due.

Borrowing materials from the library is a privilege, and the prompt return of library materials is necessary so that all students may have equal access. There are no daily overdue fines, but students may not check out new books or magazines if they have overdue books. Replacement fees are charged for lost materials. Fees for lost books will be the original purchase price rounded up to the nearest dollar. The price will be rounded up to account for processing costs. Fees charged for lost magazines will be \$4.00. When the original purchase price is not available, patrons will be charged a minimum of \$12.00 for hardbacks and \$5.00 for paperbacks. Consequences may be required for students who do not pay for lost or damaged books.

**LOST AND FOUND**

**Please mark coats, lunch boxes, etc., with your child's name.** The Lost and Found is located in the cafeteria. Some objects of value may also be kept in the office. Students who have lost something should check with their teacher, the Lost and Found, and the office as soon as possible. Any student finding an object of value should turn it in to the office immediately. Students are encouraged to check often when missing an item. Any item that is not picked up within a reasonable amount of time will be appropriately discarded.

# SECTION M

## MEDIA COVERAGE

Because of its excellent reputation and innovative programs, the Kirkwood School District is often the focus of media attention. Throughout the school year reporters for television, radio, newspapers, and other media outlets may visit any of our schools. They will cover stories as part of the local news or as features that highlight school activities and special events. In addition, the District's Community Affairs Office produces several publications featuring photographs and interviews with students and staff. If you do not want your child to be included in media publications, please make sure to alert the school office.

# SECTION P

## PARENT CUSTODIAL ISSUES

We cannot deny a parent access to his or her child unless we have a copy of a current court order. It is essential for a custodial parent to notify the principal when there are legal restrictions regarding releasing the child to the non-custodial parent. This information must be on file in the office to guarantee guidelines are followed correctly. Please contact the principal if you have any questions.

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school to discuss their child's progress. You will have the opportunity to review progress through parent-teacher conferences and written evaluations. Additional dialogue is always welcome.

Online appointments can be made via links to be sent out by teacher team closer to the day of the conference. Each reservation provides a five-minute conference per teacher. If more time is needed, parents are asked to make a separate appointment on an alternate day.

|              |   |
|--------------|---|
| October 14:  | Parent conferences, 4:30 p.m. to 8:00 p.m.  |
| October 20:  | Parent conferences, 12:00 p.m. to 7:30 p.m. |
| February 3:  | Parent conferences, 4:30 p.m. to 8:00 p.m.  |
| February 11: | Parent conferences, 4:30 p.m. to 8:00 p.m.  |

## PARENT TEACHER ORGANIZATION (PTO)

All parents or guardians are invited to participate in our active Parent Teacher Organization (PTO). All of our initiatives and events are carried out by volunteer teams who typically work with only one crew. Our officers & chairs meet only four times a year to oversee all of the amazing work being done by the various teams.

September 16 in NKMS library at 7:00 p.m.  
November 4 in NKMS library at 7:00 p.m.  
January 27 in NKMS library at 7:00 p.m.  
March 31 in NKMS library at 7:00 p.m.

Here are some of the ways we enhance the NKMS experience:

1. Host parent socials, including Trivia Night
2. Host orientations
3. Host parent education events
4. Plan and implement dances
5. Plan and implement graduation celebrations
6. Provide funding for field trips
7. Provide scholarships for teachers' classrooms

# SECTION R

## **RESIDENCY**

In order to enroll in the Kirkwood School District, a student, the parent, legal guardian, military guardian, person acting as a parent, or the student must provide proof of legal residency in the district or request a waiver of proof of residency and must complete all admission requirements as determined by Board policies, regulations, and procedures.

**One document from each List A and List B are required.** Electronic documents are permissible if they are current and contain the information required for the district to verify proof of residence (date, name, address, applicable signatures, etc.). The district has the right to request additional proof at any time or to employ other means to verify residency. Under Missouri law, misrepresenting residency is a criminal offense. If a family's residency status is found to be inaccurately represented or changes without notification to the district, the district may act to recover the cost of services provided.

### **List A documents (submit one)**

1. Deed or Closing Statement
2. Mortgage statement dated within 30 days of the date of submission
3. Unexpired lease or rental agreement signed by landlord and tenant including the address, apartment number, and date of rental

### **List B documents (submit one)**

1. Utility bill (water, gas, sewer, trash, or electric) dated within 30 days of the date of submission for verification and including the name, service, and mailing address
2. Real estate tax receipt dated within one year of the date of submission
3. Personal property tax receipt dated within one year of the date of submission
4. Occupancy Permit listing all the occupants of the residence

Parents may enroll their children before actually moving into the district, but they must apply in writing to the [Executive Director of Equity, Wellness, and Inclusion](#).

When there is sufficient reason to suspect the legitimacy of residency, the Executive Director of Equity, Wellness, and Inclusion will be notified.

State law requires that a student live in the district attendance area where he or she attends school. The students must live with a parent or legal guardian. Proof of residency may be asked for at the time of enrollment and throughout the school year. **Please notify the NKMS office if you move or are planning to move outside the district.** Students who live in the city of St. Louis are enrolled through the VICC office. Their direct phone number is 314.721.8657. Students who reside in the Normandy and Riverview Gardens attendance area and our city of St. Louis students can gain information through our [Student Services Office](#), at 314.213.6100 extension 7 8 1 4.

## **REVIEWING YOUR CHILD'S RECORDS**

As a parent, you have every right to review the records that the school keeps on your child. Please notify either your child's teacher or the school office if you are interested in reviewing your child's records. We collect the records and set an appointment time for you to come in to review them. If you wish, copies of the records may be made for you, but the originals cannot leave the school.



# SECTION S

## **SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS**

Families will receive a phone call from the District (using our Blackboard robocall system) announcing the decision to cancel school. Successful delivery is dependent on accurate contact information for each student. Should your contact information change, please notify your child's school immediately.

The notification to cancel or delay school will also be posted on the [Kirkwood School District website](#), [District Facebook page](#), and Tweeted on the District's twitter handle which is @kwoodschoos.

Individuals who have downloaded the Kirkwood School District app will receive a push notification. You can download this free app in the [Apps on Google Play store](#), or the [iTunes App store](#).

Circumstances which affect our schedule, inclement weather, or building conditions will be announced on the following local radio and television stations:

**AM Radio:** KMOX 1120

**Television:** KTVI Channel 2 (Fox), KMOV Channel 4 (CBS), KSDK Channel 5 (NBC), KTVI Channel 2 (Fox), and KPLR Channel 11 (CW)

No announcement means schools operate on regular schedules.

### **PLAN 1 - SNOW DAY: Schools are closed all day**

Closed: All elementary schools, all middle schools, high school, and Kirkwood Early Childhood Center

1. Buses do not run
2. Before- and after-school activities are canceled
3. Teachers, teacher assistants, nurses, and food service personnel DO NOT REPORT
4. Administrators, office staff, custodial, and maintenance personnel REPORT AS SOON AS POSSIBLE unless otherwise notified

### **PLAN 2 - SNOW SCHEDULE: Schools start two hours later than regular time**

A two-hour delayed opening allows for snow removal and traffic clearance after evening snowfall or during relatively light storms. In the event of a two-hour delay, there will be no a.m. Adventure Club. There will be no elementary instrumental music program at North Kirkwood Middle School.

Buses run two hours later in the morning. The pick-up time will be two hours after the regularly scheduled pick-up time. School start times will be two hours after the regular start times:

- |                                      |            |
|--------------------------------------|------------|
| 1. Kirkwood High School              | 9:45 a.m.  |
| 2. North Kirkwood Middle School      | 10:00 a.m. |
| 3. Nipher Middle School              | 10:00 a.m. |
| 4. Keysor Elementary                 | 10:40 a.m. |
| 5. North Glendale Elementary         | 10:40 a.m. |
| 6. Robinson Elementary               | 10:40 a.m. |
| 7. Tillman Elementary                | 10:40 a.m. |
| 8. Westchester                       | 10:40 a.m. |
| 9. Kirkwood Early Childhood Center   | 10:00 a.m. |
| 10. Half-day preschool will begin at | 10:00 a.m. |

Annually on the Friday before Labor Day, a test emergency notification will be conducted to test the system.

## **SCHOOL SAFETY**

### **Coats and Backpacks:**

For security reasons, NKMS students are not allowed to wear large coats in the classroom or bring backpacks into the classroom. Students are required to place coats and backpacks in their lockers prior to going to class at 8:00 a.m.

### **Emergency Contacts:**

If your child is ill or hurt during school hours and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified before the student is released.

**Please make sure the school has up-to-date contacts and emergency pickup information for your child or children at all times.** It is essential that you notify the school of any changes regarding phone numbers of parents or guardians and emergency contacts. Adults picking up children should bring a photo ID with them to the NKMS main office.

### **Emergency Situations And Drills:**

Students will participate in regular fire, tornado, earthquake, and [ALICE Intruder](#) drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. In the event of an actual emergency situation, you may understandably want to pick up your child from school. Be sure to check the local news and radio stations, or our district website [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org) for emergency information. NOTE: Emergency information will NOT be shared via Facebook or Twitter because not all families use those social media tools.

It is the Kirkwood School District's goal to notify parents of an incident or crisis as quickly as possible. We strive to provide the most accurate and timely information. We ask that you remember that all of the KSD staff members care about your children. We know you are worried and anxious. We want to provide you with information without creating undue alarm or anxiety.

When an incident occurs at any of our schools, district personnel work to assist the school and the police as well as communicate with families. The District will use auto call, email, the web and social media sites to convey information. Social media sites are instantaneous, whereas an auto call or an email has a longer notification process.

We must communicate what we know – when we know it – without jeopardizing the safety of the people within the school. Please remember communication in a crisis is difficult. We will do our very best to be fast and accurate, knowing the possibility of human error exists.

### **PLEASE READ THE FOLLOWING FROM OUR DIRECTOR OF SAFETY AND SECURITY:**

*Dear Parents of KSD and Families,*

*Communication is key to keeping our schools safe and is important at all stages of a safety incident. It is so important when our students see, hear, or interact with other students about something that concerns them (at school, or over social media) that the student reports it to a trusted adult. These adults could be teachers, school staff members, principals, police officers or you, their parents.*

*Often major incidents can be avoided if critical information is provided. That information is anything referencing the potential for violence, a threat to school safety, or acts that could result in serious physical or mental harm.*

*To our parents we ask that if you are made aware of a safety or security concern, either through your student sharing or some other means, that you make the first step of reporting that concern to either school administrators, teachers or the appropriate law enforcement agency. Our KSD staff is trained to respond to safety concerns promptly and will involve law enforcement as needed. In event of an emergency, our school district has safety measures in place, including but not limited to:*

1. *Locked vestibules, doors, and perimeter safety*
2. *Lockdown, evacuation plans, and reunification*
3. *Visitor management policies and systems*
4. *Security cameras in strategic places*
5. *Coordination with emergency responders*
6. *Communication via text, email, and voice call with families and community members*

*We encourage you to take a few minutes to discuss our safety plans with your students and remind them of the importance of sharing any and all safety concerns with you, school staff members, or through other channels:*

1. *Courage 2 report 1-866-748-7047 tip line*
2. *Local Law Enforcement 911*
3. *Report to school resource officer*

*We thank you for your support and partnership as we work together in making the Kirkwood School District and Community safe and a positive learning environment for every one of our students.*

*Sincerely,  
Martise Scott  
Director of Safety and Security  
Kirkwood School District R-VII  
Office 314.213.6100 extension 1 4 0 0  
[martise.scott@kirkwoodschoools.org](mailto:martise.scott@kirkwoodschoools.org)*

#### **Lockers:**

Each student is assigned a locker. This is a space loaned to students by the school and subject to inspection if the need arises. Students are reminded to use only the locker assigned to them and to keep it locked at all times. **Locker combinations are not to be given to any other person.**

**Protect your property!** Print your name in ink on all property for which you are responsible. Do not bring items of value or large sums of money (in excess of \$20) to school. The school does not assume responsibility for lost or stolen items. Valuable items are to be left at home.

#### **Searches By School Administrators:**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

#### **Weapons in School:**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used to attack or defend against an opponent, adversary or victim or any instrument or device used to inflict physical injury or harm to

another person. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year and will be referred to the appropriate legal authorities. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

### **SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH (STEAM-Fest)**

All NKMS students are encouraged to participate in the district STEAM Fest, typically held in late March or early April. Students may make a collection, experiment, report, or project that uses science, technology, engineering, or math. Planning meetings led by the district science facilitator will occur in the fall – more information will be provided prior to these meetings. Check our [STEAM-Fest website](#) often for updates.

### **SOCIAL MEDIA AND CELL PHONES**

Generally speaking, communication between and among students that takes place outside of school is not of concern to Kirkwood staff unless it is brought to our attention because there is a disruption to the learning environment and or to our students. If there are conflicts or disruptions brought to our attention, these will be addressed through our discipline guidelines. Common reasons for our involvement include name calling, bullying, and threats. Here are some examples to further clarify how our discipline guidelines and school procedures can intersect with student cell phones and internet activities:

#### **Social Media:**

Example #1: A conflict at school that begins with comments written on the internet will be evaluated according to our discipline guidelines. If the comments reflect name calling, bullying, or threats we will address these as if they happened at school or were written on a piece of paper.

Example #2: If students have identified themselves as Kirkwood School District students on social media sites, and it is brought to our attention that they have made comments which do not reflect our behavior expectations, the student may be investigated and or disciplined pursuant to our discipline guidelines.

#### **Cell Phones:**

Example #3: A phone that rings in class (call or text) can be taken by staff because we have explicitly asked that cell phones not disrupt the learning environment. **(At NKMS all cell phones must remain in the locker from 8:05 a.m. to 3:00 p.m.)** Phones that are taken will be returned at the end of the day unless the phone is being held as evidence, or this is a repeated offense, which may require parent involvement.

Example #4: If, while responding to a disciplinary concern, there becomes a reasonable suspicion resulting in an investigation of student belongings (backpack, pockets), we may also search the calls, photos, and text records of a phone if the phone records relate to the disciplinary investigation.

Example #5: If a phone has been lost and is then found, we will read information in the phone in order to learn the identity of the owner.

We want parents and students to be fully informed that internet communication and cell phones will remain private until something causes us to have an interest in them and then we will review them in the same way we would review any other item thought to be posing a threat or disruption.

### **SPECIAL SCHOOL DISTRICT**

Students who have been identified as having disabilities that interfere with their learning receive services from staff members of the St. Louis County Special School District. The special educational services provided are determined through an Individualized Education Program (IEP) process. Services provided

at NKMS include specialized services, in-class support, learning center instruction, occupational therapy, physical therapy, adaptive physical education, and speech, language, and hearing support.

### **STANDARDIZED ASSESSMENTS**

North Kirkwood students participate in standardized testing in accordance with the [Missouri Assessment Program \(MAP\)](#). This testing gives our students the opportunity to show how much they know. KSD's MAP testing window for 2021 is April 5 to May 28.

### **STUDENT ACTIVITIES – INTRAMURALS, CLUBS, AND AFTER-SCHOOL ACTIVITIES**

The Student Activities program represents a key component of the middle school curriculum. Activities focus on the development of social and physical skills and provide a wide range of activities that are based upon the interests and physical needs of middle school students.

**All students who plan to stay for an after-school activity will need to pay a one-time “Activity Fee” of \$20.** The activity fee is \$10 for students who qualify for free or reduced-price meals. To pay fees online, please access the [Infinite Campus](#) portal.

Activities are held **Tuesday, Wednesday, and Thursday from 3:10 p.m. to 4:00 p.m.** Bus transportation is provided to students eligible for regular bus services. After school activities would normally begin Tuesday, September 8, 2020. *(When in-person learning resumes, a new start date will be communicated to students and families.)* In order for any student to attend an after-school activity, he or she must obtain a pass from a TEAM teacher. Passes will only be written for intramurals and clubs if academic work is complete and classroom behavior has been appropriate. This is at the discretion of the team.

**Please visit our [website](#) to stay informed regarding the NKMS after-school and evening activities.** A sample of these activities include the following:

1. **Intramurals:** movement activities *(When in-person learning resumes, a new dates will be communicated to students and families.)*
2. **Club:** activities such as Art Club, after-school choirs, Chicken Club, Book Clubs, and plays.
3. **Academic Supports:** Math Lab and Literacy Lab

Math Lab and Literacy Lab are staffed by certified teachers in our building and are designed to offer students assistance with academics in all content areas.

4. **School Dances** – Dances are for NKMS students only and all school rules and consequences apply. School dances are run by our PTO, and they are always interested in more parent volunteers.
  - a. **Harvest Dance:** Canceled for 2020-21
  - b. **Winter Dance:** February 5 in the North Kirkwood Cafeteria  
6:30 p.m. - 8:30 p.m. – all grades
  - c. **Grade 8 Dance:** May 7 in the North Kirkwood Cafeteria  
7:00 p.m. - 9:00 p.m.

*Special Note: Students who spend the day in North Intervention Center are not permitted to stay after school for any activity on that day.*

*Special Note: Students serving an out-of-school suspension are prohibited from attending all activities during the suspension.*

*Special Note: Students receiving disciplinary referrals resulting in North Intervention Center or out-of-school suspension within 30 days of dances or fieldtrips may be prohibited from attending the upcoming events.*

### **Activity Bus Information:**

The after-school activity bus is a service offered to NKMS students who are eligible to ride a school bus and participate in after-school clubs, intramurals, detentions, or other approved activities. The activity bus will be offered beginning after Labor Day, and will operate on a regular schedule (Tuesday, Wednesday, and Thursday) each week. Students will be informed of cancellations as soon as possible so they can ride their regular bus home or make other necessary arrangements. The VICC and Kirkwood Activity busses typically depart North Kirkwood between 4:05 p.m. and 4:10 p.m.

Students who ride the activity bus will meet IN THE CAFETERIA at 4:00 p.m. to sign up for the bus. After that time, students will board the bus. Since there is only ONE activity bus for resident students, the bus will not stop at all stops that are designated during their regular route. Check with North Kirkwood's main office at 314.213.6100 extension 7 3 0 3 for route stop details.

### **Intramurals Schedule:**

***When in-person learning resumes, a new dates will be communicated to students and families. What follows is a list of previous offerings.***

- Lacrosse
- Running Club
- Ultimate Frisbee
- Wrestling
- Flag Football
- Volleyball
- Floor Hockey
- Basketball Grade 6 & 7
- Basketball Grade 8 Boys
- Basketball Grade 8 Girls
- Dance
- Soccer
- Track
- Softball

### **Pursuit Week – April 9 through 14**

#### **Previous offerings have included:**

**Around the World in 80 Ways** : Interested in traveling to new places and learning about different cultures? How about planning your own trip? If you have a love for travel and seeing new cultures, this is for you. Come travel and learn with us as you prepare yourself for future adventures. Use your imagination, explore, and learn how to travel without breaking the bank.

**Beyond Stranger Things** : Why are we intrigued by strange and unexplained phenomena? What can we learn about ourselves and our culture through this fascination? If you like stranger things (and not just the Netflix series), this might be the pursuit for you. We will spend a week exploring the unknown, decoding the mysterious, and examining things that make us go *hmmm...*

**Billion Dollar Industry** : Only a small percentage of athletes make it to the pros, but in this Billion Dollar Industry, there is enough room for everyone to pursue a dream in sports. In this pursuit, you'll research what goes into adding a business the size of a pro team to a city. You will create a business

plan, a marketing plan, and a sales pitch. You will read, write, and present on the business side of the industry rather than the players on the field.

**Cooking with Fire** : How has cooking with fire shaped human development? Outdoor cooking is a universal part of the human experience. It turns out that we can tell a lot about people by what and how they eat. In this pursuit we will explore the history, science, and culture of cooking with fire. You will learn various styles and methods of outdoor cooking in a safe hands-on atmosphere. Come with us and learn the secret origins and skills of great BBQ.

**Crime Lab Chemistry** : What does it take to solve the crime of the century? Investigate the methods used to solve a crime including fingerprinting, impression evidence, DNA analysis, handwriting analysis, and chromatography. Then apply your knowledge to solve a crime and to “break out” of a sticky situation. You will use clues and deductive reasoning to solve mysteries both big and small!

**Faster, Higher, Stronger** : How have sports had a positive and or negative impact on our global society? In what ways have sports broken down barriers between groups of people, cultures, or societies? Students will investigate and analyze the positive impact sports have had on a global society through literacy, problem solving, critical thinking, and civil discourse.

**Games People Play** : Do you love playing board games? Join us for this pursuit of play where we examine what makes a game great. We'll look into the strategy and design behind the most popular board games. We'll learn about new games from around the world and across the centuries. Let your creative juices flow by designing your own game.

**Genetics: Who do you think you are?** : Investigate your past with tools from the present. This pursuit will use current technologies to assist you as you learn more about genetics, ancestry, medical dispositions and more.

**Hooray for Hollywood: A Look at Classic Films** : What makes a movie a classic? Why do some movies stay popular while others fade over time? How do movies both reflect and respond to culture? Students will be able to engage in a critical discussion of a work of art (movie), research related topics in order to enhance their understanding, and critically and creatively write responses to movies.

**I Talk With My Hands: Sign Language** : Everyone deserves a voice - an opportunity to communicate with others - but what if your hands were your voice? What if your stories, ideas, opinions, and questions all came through your hands? In this pursuit, you will have the chance to dive into the world of American Sign Language. Learn to sign a song, order food at a restaurant, have a friendly conversation, translate for a person with a hearing impairment. The possibilities are limitless!

**In the Eye of the Storm** : Tornadoes, hurricanes, forest fires, oh my! Tsunamis, flooding, blizzards... How does weather impact lives around the globe? How can we change our ways to have a positive impact on the weather? How can we survive these extreme weather events? Speak to a local meteorologist, visit a survival supply company, tour the National Oceanic and Atmospheric Administration, and research all things related to weather in this pursuit.

**LOL** : Ever wonder what makes some jokes funny and others not? Ever wonder why we laugh when we're embarrassed? Ever wonder why kids laugh more than adults? Did you know that scientists say you can live a longer, healthier, and happier life if you're full of laughter? During this week, we will explore how to encourage ourselves and others to laugh and enjoy the true benefits of LAUGHING OUT LOUD!!!

**Motion and Light** : Are you interested in improving your photography skills while also learning about the process of creating an effective image? This pursuit will walk you through the history of image making, and it will teach you about the different approaches photographers take in the field. Bring your creative eye and prepare to capture life through different "lenses." Note: You do not need to bring your own camera, but we encourage you to bring one if you have one.

**Music in America** : Do you pop in your ear buds the moment you leave school? How does your favorite song make you feel? Explore the artists YOU love, both current and past, and learn how they influence our lives. You'll probably discover we are connected through music more than you realize.

**NKMS Shark Tank** : It's trendy to launch a start-up these days, but it also takes a lot of hard work. We will be developing business plans, elevator pitches, and working with mentors to see what it takes to turn an idea into a success. All of these will lead up to pitching your idea to a panel of "Sharks" at our very own NKMS Shark Tank.

**Project Runway** : How will your generation be defined through fashion? What do your fashion choices say about you? How do the fashion choices we make reflect our personalities and our outlooks on the world? Come try on some new fashion ideas as we explore what makes fashion pop across time and cultures. We will be designing, styling, and creating fashion for our time.

**Pursuit of Happiness** : How much control do you have over your own happiness? We will explore "happy" things like art, play, laughter, pets, food, exercise, and the Seeds of Happiness to name a few. On our field trip to the Botanical Garden, we will hear a speaker describe the impact of nature on happiness. During the week, we will reflect and journal about our discoveries. Students will produce the "keys" to their own happiness.

**Science and Art of Bees** : How might a study of bees lead to a more artful existence? Investigate the science and art of bees and beekeeping. Discover the roles of butterflies, plants, and bees in our natural world with hands-on science and art activities while exploring bees' habitats. Join the colony as we construct and decorate a beehive, enjoy honey tasting, share the buzz on bees with elementary kids, and prepare our school grounds for the coming bee season!

**Science Fiction: Fact, Fantasy, and the Future** : What will life in the future look like? Space travel like *Star Wars*? Bringing back the dinosaurs *Jurassic Park* style? Are these science fiction, fantasy, or fact? Can we farm on Mars? Is *Dr. Who* even possible? Using movies, stories, cartoons, and a visit to the Science Center we will look at these kinds of questions as well as creating our own ideas of the future -- designing habitats, entertainment, fashion, or stories can be just a few of the choices. What will the future look like? It is up to YOU!

**SCUBA Divers to the Rescue** : How can learning to scuba dive lead to a deeper understanding of the ocean and its importance? In this pursuit you will learn how to scuba dive. We will spend our time in the classroom learning about the science and theory behind diving and the remainder of the time in the KHS swimming pool learning the practical side of diving.

**Social Justice** : Have you been inspired by movements and people who have taken active measures to make the world a better place? Are there worldly causes that will allow us to create equity for all? This pursuit week will allow us to investigate how people embody the changes they want to see in the world. As a member of this pursuit group, you will also help put together a social justice museum that will take place right here at North.

**Space: The Final Frontier** : How can exploring space impact human beings? Have you ever wondered what it would really take to get Mars? Is it possible to live there? How does the International Space Station work? Join us as we explore our solar system and universe. We will go to the St. Louis Science Center, visit the McDonnell Douglas Planetarium, and spend time in the Stellarium Dome at NKMS. You will also get an opportunity to explore and research a space topic of your choice. The week is filled with hands-on activities, crafts, videos, and discussions.

**The Write Moves** : If you are a student who would love the time to write creatively without limitations, this is the pursuit for you! From poetry and plays to journalism and jingles, you will be given a chance to connect with your inner author! We will take an in-depth look at different writing genres and practice a



variety of writing techniques. By working in a true writer's workshop environment, you will grow as readers, thinkers, and, of course, WRITERS!

**Turkey Trot :** The North Kirkwood Turkey Trot will be held on Thursday, November 7 from 2:00 p.m. to 2:55 p.m. This is a beloved annual tradition and a chance for our students to promote fitness and spirit by walking or running through our beautiful community. Students will have the option of walking or competing in a one-mile course around the NKMS campus. Teachers will be accompanying children on both the run and the walk. All students will be participating in the Turkey Trot.

### **SOAR (Specialized Opportunities for Advanced Readiness)**

The SOAR program is designed to provide supplementary enrichment for the state curriculum. Students must qualify for this program by meeting standards established by the State Department of Education and the Kirkwood School District. At NKMS all students will attend SOAR during Social Studies (the SOAR teacher will deliver the content for both courses).

### **STUDENT COUNCIL**

Student Council will be called upon to offer student voice in school-wide decisions, as well as leading the student body in special events such as the Student vs. Staff games and Character Education lessons. Approximately 25 students in grades 7 and 8 will be chosen to represent their peers.

### **STUDENT SUPPORT**

#### **MTSS Teams: *(Multi-Tiered Systems of Support)***

Effective supports and interventions must be readily available as soon as teachers become aware that an individual student is experiencing difficulty meeting or is greatly exceeding grade-level academic and behavioral expectations. In order to respond quickly, our schools have established school-based MTSS Problem Solving Teams. These teams utilize a structured problem-solving process to MTSS classroom teachers design – as well as implement and evaluate the effectiveness of intervention strategies when typical classroom strategies have not been successful. MTSS Problem Solving Teams convene at both the grade level for general intervention planning (e.g. grade-level planning of differentiated instruction, learning supports, social skill lessons) and at the building level for more focused individualized intervention planning.

When the identified concerns are significant or the response to general intervention is inadequate, the building-level MTSS team will convene. The building-level MTSS team is facilitated by a building administrator, school counselor, and school psychologist. It is comprised of classroom and instructional support specialists that may include:

1. Nurses
2. Literacy, resource, and gifted teachers
3. Educational support counselors
4. Occupational, physical, or speech language therapists
5. Directors of learning and innovation

These specialists have been trained in problem-solving and intervention strategies specific to academic and social, emotional, and behavioral needs. Parents are welcome to participate in the Building MTSS Team process for their child and are always informed of the plans designed by the MTSS team.

The Building MTSS team's role is to conduct individualized problem-solving, research-based intervention planning, implementation support, data collection, and monitoring of the student's response to interventions (Rtl). Intervention plans often include small, flexible instructional groups which target essential skills and frequent curriculum-based progress monitoring.

School-based specialists may include:

1. Occupational, physical, or speech language therapists

2. School psychologists
3. Special educators

The specialists may conduct in-class observations, collect progress monitoring data, help implement in-class interventions, or provide short-term instruction. Building MTSS teams use progress monitoring data to determine when more or less intense interventions are required in order to support the learning needs of the student. Parents are apprised of their child's progress regularly and are notified whenever a referral for formal evaluation needs to be considered.

### **SURVEY GUIDELINES**

Periodically, students are asked to complete surveys about curriculum, instructional activities, opinions on a variety of topics, personal likes and dislikes, personal preferences and activities, etc. Most of these surveys are written and used by the school district to evaluate matters significant to our program. Sometimes we are asked to administer surveys for other reasons such as a grant-funded program or someone's graduate research. The Kirkwood R-7 School District understands that some parents take objection to surveys which ask students to respond to questions of a personal nature. For this reason, we will notify parents in advance and request permission before any survey is administered which asks for personal information. Further, we will limit all requests to only those surveys we deem worthy of the time required for completion.

## **SECTION T**

### **TELEPHONE**

Students may ask permission to use an office or classroom phone during the school day for essential calls. **Student cell phones should be turned off and locked in student lockers from 7:50 a.m. to 3:00 p.m. each day.**

### **TEXTBOOKS**

The majority of textbooks are now electronic, but often hard copies of textbooks are available upon request. Textbooks are the property of the school and are to be returned to the teacher by whom they are issued. Teachers will identify the condition of the books when issued to the students and when the books are returned. Any new damage will be reported, and damaged books are to be paid for by the student. If a student loses a book, another book is to be issued. If the original book is not returned before the school year concludes, the student must pay the replacement cost.

## **SECTION V**

### **VISITORS TO NORTH KIRKWOOD MIDDLE SCHOOL**

The Kirkwood School District uses the Raptor Visitor Management System in all our schools to strengthen our program of campus security for students and faculty. Part of keeping students and faculty safe is knowing who is always in our buildings, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a more secure environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date,

and the purpose of his or her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety and security of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

### **VOLUNTEERS AND CHAPERONES**

Kirkwood School District requires volunteers who may work with children without a KSD staff member present to participate in a registration process that will include a background check. [Visit our district website for complete details and forms.](#)

While volunteering in a classroom, we suggest:

1. Remember all information concerning students is strictly confidential and should not be shared with others.
2. Notify the teacher if a student tells you information that could affect his or her health or well-being.
3. Avoid interrupting teachers while they are teaching. Questions should be addressed during teacher plan time if possible.
4. Let the teacher handle discipline issues and communicate any behavior problems with the teacher.
5. Leave pre-school children at home so you can spend quality time with your child.
6. Ask any staff member for help.
7. Refrain from political or religious preferences.
8. Absolutely no drugs, alcohol or tobacco are allowed on school property.

You may wish to explore other volunteer opportunities with the NKMS PTO, or as a community mentor or an OASIS Tutor. More details are available through our main office. Call 213.6170 for more information.