

Welcome to the 2024-25 school year!

North Kirkwood Middle School “Need to Know” Document



11287 Manchester Road, Kirkwood, MO 63122

Phone: (314) 213-6170

Fax: (314) 213-6177

[North Kirkwood Middle School Website](#)

WHO SHOULD I CALL?

Principal: Dana Liberton dana.liberton@kirkwoodschoools.org	(314)213-6100 ext. 7301
7th grade Assistant Principal: Jordan Hohm jordan.hohm@kirkwoodschoools.org	(314)213-6100 ext. 7303
8th grade Assistant Principal: Jen Hoell jennifer.hoell@kirkwoodschoools.org	(314)213-6100 ext. 7303
Main Office Admin. Assist.: Melissa Dillon melissa.dillon@kirkwoodschoools.org	(314)213-6100 ext. 7301 Fax: (314)213-6177
Main Office Admin. Assist./Attendance: Stef Watkins stef.watkins@kirkwoodschoools.org	(314)213-6100 ext. 7020 Fax: (314)213-6177
Assist. Principal Admin. Assistant/Registrar: Alyssa Eddings alyssa.eddings@kirkwoodschoools.org	314)213-6100 ext. 7303 Fax: (314)213-6165
Counseling Center Admin. Assist.: Sarah Grus sarah.grus@kirkwoodschoools.org	(314)213-6100 ext. 7041
Counselor, Grade 6: Michelle Fink michelle.fink@kirkwoodschoools.org	(314)213-6100 ext. 7040
Counselor, Grade 7: Lisa Owens lisa.owens@kirkwoodschoools.org	(314)213-6100 ext. 7042
Counselor, Grade 8: Justin Jansen justin.jansen@kirkwoodschoools.org	(314)213-6100 ext. 7043
Educational Support Counselor: Craig Walseth craig.walseth@kirkwoodschoools.org	(314)213-6100 ext. 7045
Nurse: MaryAnn Liebrock maryann.liebrock@kirkwoodschoools.org	(314)213-6100 ext. 7030
Cafe: (314)213-6100 ext. 7305	
First Student Transit: Local Bus Service	(314)965-6130
VICC Transportation Office	(314)721-8657
Missouri Central: VTS Bus Service	(314)535-7525

The best way to reach a teacher or staff member is by emailing them:

firstname.lastname@kirkwoodschoools.org

You can also call the main office at (314)213-6100.

North Kirkwood Middle School Mission

North Kirkwood Middle School is a learning community where students are inspired to demonstrate kindness, compassion, and empathy as they generate original ideas and solve authentic problems to better their world. This work is rooted in a commitment to personal well-being and the mastery of essential academic skills.

Kirkwood School District Vision

Every student – engaged, empowered and ready for success.

North's 24-25 Goals, aligned to the KSD Strategic Plan

- Ensure instructional practices are student-centered and responsive, yielding positive outcomes for all students
- Improve and implement policies, practices, and procedures to reflect a focus on equity, diversity, and inclusion
- Ensure and expand access to education; programs and opportunities to intentionally foster equitable readiness for all students
- Foster a climate of belonging and a culture of dignity across all Kirkwood Schools
- Establish processes and procedures to ensure each student, parent, guardian, and community member is welcomed, understood, and valued

The Kirkwood School District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, national origin, age, disability, or sex including pregnancy, sexual orientation, and gender identity and other characteristics protected by law. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For student issues, please contact Matt Bailey at 314-213-6106. For employee issues, please contact Howard Fields by calling 314-213-6103.

NKMS TEAMS & STAFF

6 EAST

Ann Brobbel
Jessica Langford
Jenny Jacquin
Darion Williams
Amy Ulrich

ELA
Math
Science
Social Studies
Resource Teacher

8 EAST

Tricia Owens
Taylor Lemmon
Emily Goodman
Heidi Gioia
Joey Bogdajewicz

ELA
Math
Science
Social Studies
Resource Teacher

6 WEST

Maura Rooney
Michelle Tomlin
Jess Stemmermann
Daniel Livingstone
Catherine Stuckenschneider

ELA
Math
Science
Social Studies
Resource Teacher

8 WEST

Grace Dobson
Tammy Dowell
Jonathan Hastings
Kimberly Martin
Cecilia Title

ELA
Math
Science
Social Studies
Resource Teacher

6 CENTRAL

Kelly Anzalone
Ali Scott-Wright

ELA/Social Studies
Math/Science

7 EAST

Stephanie Lancaster
Brady Arnold
Lisa Ziegler
Mark Decker
Mary Nardi

ELA
Math
Science
Social Studies
Resource Teacher

7 WEST

Karen Ambuehl
Sarah Wurth
Jason Moore
Jen Siegel
Cecilia Title

ELA
Math
Science
Social Studies
Resource Teacher

SPECIAL SCHOOL DISTRICT

Kelly Brown
Sarah Giger
Cindy Clote
Christie Spellmeyer
Leah Dunn
Tanner Glaub
Susan Long
Kyna McCoy
Allison Witt
Jeremiah Enloe
Kim Nix
Michael Harris
Wesley Ragland
Karen Mogannam
Emma Pallega
Caroline Wilson
Emily Meuth

Empower Room
School Psychologist
S/L Pathologist
S/L Pathologist
Occupational Ther.
Adapted PE
Physical Therapist
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Music Therapist
Social Worker
ALC Teacher
Area Coordinator

7/8 CENTRAL

Matt Good
Alyssa Baumann
Jim Cibulka
Ben Waldron
Joey Bogdajewicz

ELA
Math
Science
Social Studies
Resource Teacher

NKMS TEAMS & STAFF

ELL

Azniv Tcherkezian ELL Teacher

ENCORE

Logan Bosquet French
Justine Ulrich Art
Katherine Wager Spanish/Literacy
Emily Cooper Spanish/Literacy
Leah Luciano Choir Director
Kevin Manwaring Engineering
Marco Mariscal German
Steve Schene Drama

WELLNESS

Dan Hohenstein PE/Wellness
Kristin Siebert PE/Wellness
Tim Timlin PE/Wellness
Beth Venturella PE/Wellness
Marvin Williams PE/Wellness

INSTRUCTIONAL SPECIALISTS & INTERVENTIONISTS

Sarah Boyd Math Spec.
Denise Ford SOAR/SS Teacher
Katie Hingle Reading Spec.
Emilie Lytton Social Worker
Christina Nicoletti Math Spec.
Lynn Orton-Gaines Reading Spec.
Lauren Bellamy Compass

INSTRUMENTAL MUSIC

Nick Calza Band Director
Eric Chrostoski Asst. Band Dir.
Sarah Klevorn Orchestra Dir.

DAYTIME CUSTODIAL STAFF

Lisa Butler Head Custodian
Michael Schweigler Custodian

LIBRARY MEDIA CENTER

Dan Borgmann Tech. Specialist
Brandy Fink Librarian
Pamela Sigsby Library Asst.

CLASSROOM ASST./BUILDING SUBS

Kate Barton Classroom Asst.
Roger Stream Classroom Asst.
Georgina Avila Classroom Asst.
Molly Hicks Classroom Asst.
Leslie Mallory Classroom Asst.
Austin Phillips Classroom Asst.
TBD Classroom Asst.
Jennifer Meister Building Sub
Rachel Yamnitz Building Sub

MAIN OFFICE

Dana Liberton Principal
Melissa Dillon Admin. Assistant
Stefanie Watkins Admin. Assistant
Mary Ann Liebrock Nurse
Mike Riley Resource Officer

ASSISTANT PRINCIPAL'S OFFICE

Jordan Hohm Assistant Principal
Jen Hoell Assistant Principal
Alyssa Eddings Admin. Assistant

COUNSELOR CENTER

Michelle Fink Counselor (6)
Lisa Owens Counselor (7)
Justin Jansen Counselor (8)
Sarah Grus Counseling Asst
Craig Walseth Counselor (ESC)



2024-2025 SCHOOL CALENDAR

August 5-9	New Teacher Orientation
August 12 & 19	Teacher Work Days
August 13	District Workshop (Opening Day)
August 14-16	Staff Development Day - No School for Students
August 20	First Day of School for K-12 Students
September 2	Labor Day Holiday - District Closed
October 11	No School for Students
October 17	End of First Quarter
October 18	Teacher Work Day - No School for Students
October 21	Records Day - No School for Students
November 5	Staff Development/Election Day - No School for Students
November 27	No School for Students
November 28-29	Thanksgiving Recess - District Closed
December 20	End of First Semester
December 23-January 1	Winter Recess - District Closed
January 2	Records Day - No School for Students
January 3	Staff Development Day - No School for Students
January 6	School Resumes
January 20	Martin Luther King Day - District Closed
February 14	Staff Development Day - No School for Students
February 17	Presidents Day - District Closed
March 7	End of Third Quarter
March 14	Staff Development Day - No School for Students
March 17-21	Spring Recess - District Closed
March 24	No School for Students
March 25	School Resumes
April 8	Staff Development/Election Day - No School for Students
April 18	Teacher Work Day - No School for Students
May 22	Last Day of School for Students - Early Release
May 23	Teacher Work Day
May 26	Memorial Day - District Closed
June 19	Juneteenth - District Closed

AUGUST 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

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22	23	24	25	26	27	28
29	30					

OCTOBER 2024

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20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

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23	24	25	26	27	28	

MARCH 2025

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23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- First Day of School
- No School
- Last Day of School

NKMS ORIENTATION

WHERE? North Kirkwood Middle School Gym

WHEN? August 7th, 2024; drop-in anytime from 10AM-6PM

WHAT WILL STUDENTS DO AT ORIENTATION?

- Pick up their schedules - they can walk their schedule and find their classes.
- Pick up their iPads and sign technology insurance form and agreement.
- Receive their locker assignment and combination - they can practice opening the locker, put their supplies in their lockers and decorate!
- Have their school picture taken by Wagner Portrait Group.
- Check out the spiritwear available to purchase and/or order.
- Tryouts for A Christmas Carol Musical in room 52.

WHAT WILL PARENTS/CAREGIVERS DO AT ORIENTATION?

- Turn in your child's updated immunization record (if needed).
- Order/buy NKMS Spiritwear - cash or check for on sight purchases.
- Sign up to volunteer. Opportunities available at the PTO table.
- Visit the computer kiosk to: purchase a yearbook, order spiritwear, pay the KSD activity fee (\$20). *A flyer will also be available with web addresses to complete these forms at home.*

WHAT IF YOU'RE UNABLE TO ATTEND ORIENTATION?

- Come by NKMS main office after August 7th, between 8:00 & 3:00 (office will be closed August 13th for district wide meetings) to pick up your schedule and flyer with purchase information, find your classes and locker.
- Have your school picture taken on August 29th during Picture Day.

[School Supply Lists](#)

[Infinite Campus Parent Portal](#)

ARRIVING AT SCHOOL

- Families are encouraged to carpool, walk, or bike to school if possible. Bikes can be locked at a designated rack near each entrance/exit. Car riders should remain in cars (parked in the lot); walkers and bike riders will line up near the door. Please be cautious of students in the parking lot. Of course, if you have students in multiple grade levels or if one of the parking lots is most convenient for you, feel free to choose the best lot for you.

At 7:45, the doors will open. If a student needs breakfast*, they should go to the cafeteria and eat before going to their locker and their first class of the day.

**Breakfast is optional for all students and served from 7:45-7:55am. To order a breakfast, your child must have money in their [MySchoolBucks](#) account. To add funds to your student's account click on the "Meals" button on your homepage. On the next page you will be prompted to select a payment amount or you can add your own amount in the Other field. If you haven't done so yet, you will need to add a credit card to your account. Click continue to visit the review page and then click "Fund Now" to complete your purchase.*

DESIGNATED PARKING LOTS:

We highly encourage families to use the following designated parking lots. If you have students in multiple grade levels, please choose the most convenient parking lot to use.

- 6th grade - Manchester Lot
 - 7th grade - Mid-Meadows Lot
 - 8th grade - Ruth Lot
- See next page for map.*

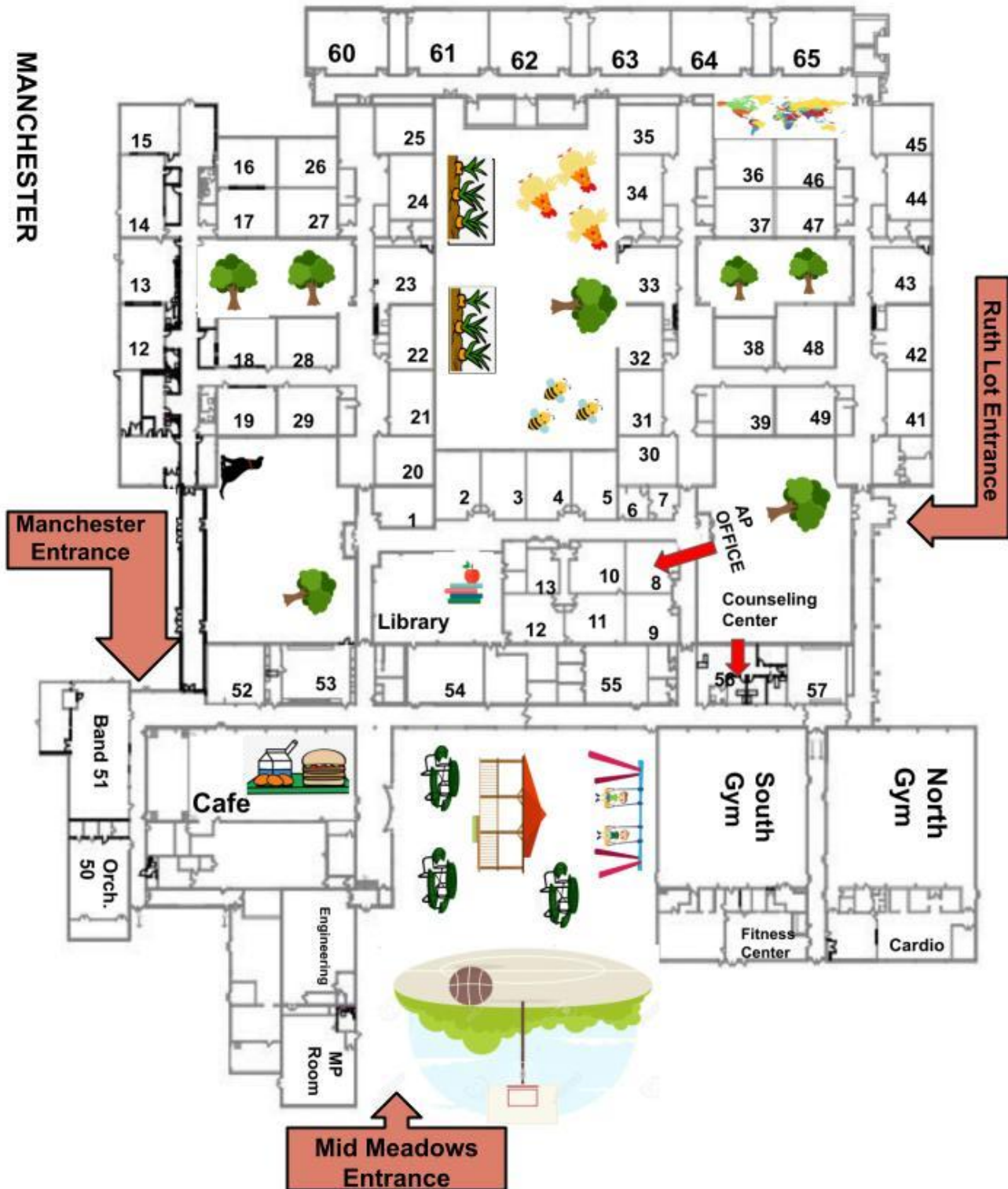
DISMISSAL

- After school, parents/caregivers are encouraged to find a parking spot in the grade level assigned lot (see above) and wait outside your car for your child.
- At 2:55, bus riders will be released. Everyone else is dismissed at 3:00. Please be patient. With the routine we have in place, everyone should be out of the parking lots by 3:10.
- Parking is limited.** We encourage families to plan carpooling with others if at all possible. Students are also encouraged to ride their bikes and to lock them at a designated rack near each entrance/exit.

DESIGNATED PARKING LOTS:

Please be cautious of students in the parking lot!

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ATTENDANCE

If a student will be absent for any reason, parents/caregivers are asked to contact the school on the day of the absence before 8:00am and provide a reason. Call the attendance line at (314) 213-6170, ext. 7020 or email stef.watkins@kirkwoodschools.org.

Any student who has been ill should not return to school until their temperature or other symptoms have subsided for 24 hours. Parents/caregivers are asked to call in or email each day your child will not be attending school. Students must be at school to attend any after-school activity or ceremony.

SIGNING IN

All students who arrive after 8:00am should report to the main office to sign-in where they will receive an e-hallpass and be expected to go directly to their locker and then to class. Students will be marked tardy unless a parent/caregiver calls, emails or the student has a valid doctor's note to excuse their tardy.

SIGNING OUT

Parents/caregivers must sign their student out in the main office. Students cannot leave without a parent/caregiver present in the office. Students returning to school after an appointment are to sign-back-in with the main office where they will receive an e-hallpass admitting them back to class. 2:45pm is the latest a student can be signed out. Please plan accordingly as the front lot gets busy with buses at dismissal.

PLANNED DISMISSAL/ABSENCE

If a student will miss school due to a pre-planned trip or appointment, parents/caregivers are asked to contact Stef Watkins and the student's teachers in advance. If a student needs to be picked up early, parents/caregivers can call the attendance line at (314) 213-6170, ext. 7020 or email stef.watkins@kirkwoodschools.org to communicate when they need to pick up their student.

EXCESSIVE ABSENCES

As a school, we realize that some absences are unavoidable. It becomes very difficult for a child to master a subject and to succeed in school when they are excessively absent. Missouri law mandates that we report excessive absences to the Family Court. Communication between school and home is very important for the success of our students. The following procedures are in place in order to assist in providing each child with the best opportunity to be successful.

- If the student's attendance does not improve, we will be obligated to file a report with either the city or county Family Court.
- The attendance secretary may request a doctor's note for each absence due to medical reasons beyond 10 days.
- If the student continues to have excessive absences, a counselor or principal will contact a parent/caregiver via telephone.
- When a child's absences exceed 10 days, for any reason during the school year, a second letter will be sent home.
- When a child is absent more than five days, for any reason during the school year, a letter will be sent home making families aware of the exact number of days the child has been absent from school

INSTRUCTIONAL TIME

See this guidance from the state of Missouri re: instructional time in each subject area.

Instructional Time for Junior High or Middle School Students

A junior high/middle school student receives regular instruction in English language arts, mathematics, science, social studies, career education, health, and physical education and has access to art and music plus four (4) exploratory classes. Students in grades 7-8 will have regular instruction in *United States* and *Missouri Constitutions* and American History and Institutions.

Subject Area	Number of Minutes	Notes
English Language Arts Mathematics Science Social Studies	Minimum 50 minutes per day per content area, recommended	No later than seventh grade, regular instruction in the <i>United States</i> and <i>Missouri Constitutions</i> and American History and Institutions will be provided (as required by <u>Section 170.011, RSMo</u>).
Physical Education	3,000 minutes per year, recommended	
Comprehensive Health & Safety	1,500 minutes per year, recommended	
Art Music	Minimum of 1,500 minutes per year, recommended	Scheduled and taught so that students have access to instruction
Exploratory Courses	1,500 minutes per year, recommended	4 options available – minutes not specified

Table 2

TARDIES

TARDINESS TO SCHOOL

All students are to be in their assigned classrooms ready to work by 8:00 a.m. Any student who is at school, but not present in the classroom at this time is tardy. If the student arrives to school after 8:00 a.m., they must sign in at the main office and will receive an e-hallpass to class. When a student is tardy to school five or more times in a quarter, they will conference with an administrator. Disciplinary consequences may be assigned, depending on circumstances.

TARDINESS TO CLASS DURING THE SCHOOL DAY

Students are expected to be in all their classes on time. Teachers/staff sending students late to their next class should provide the students with an e-hallpass. Students who are a few minutes late to class without an e-hallpass will be admitted to class and counted as tardy. Students who are significantly late to class or skip class will be admitted to class but referred to the office immediately.

Consequences (per quarter):

- 5th tardy: Conference with administrator or counselor; parent/caregiver contact; consequence may be assigned
- 10th tardy: Discipline referral entered; detention assigned
- Additional tardies will result in additional consequences including detentions and/or ISS.

DAILY SCHEDULE

The building opens at 7:45. Please see the note on page 8 about arrival.

Bus-riders are dismissed at 2:55. All other students are dismissed at 3:00.

6th Grade	7th Grade		8th Grade
Monday, Tuesday, and Friday	Monday, Tuesday, and Friday		Monday, Tuesday, and Friday
First hour: 8:00 - 8:55	First hour: 8:00 - 8:50		First hour: 8:00 - 8:50
Second hour: 9:00 - 9:50	Second hour: 8:55 - 9:50		Second hour: 8:55 - 9:45
Third hour: 9:55 - 10:45	Third hour: 9:55 - 10:45		Third hour: 9:50 - 10:45
Fourth hour: 10:50 - 11:40	Lunch: 10:45 - 11:15		Fourth hour: 10:50 - 11:40
Fifth hour: 11:45 - 12:35	Fourth hour: 11:15 - 12:10		Lunch: 11:40 - 12:10
Lunch: 12:35 - 1:05	Fifth hour: 12:15 - 1:05		Fifth hour: 12:10 - 1:05
Sixth hour: 1:05 - 2:00	Sixth hour: 1:10 - 2:00		Sixth hour: 1:10 - 2:00
Seventh hour: 2:05 - 3:00	Seventh hour: 2:05 - 3:00		Seventh hour: 2:05 - 3:00
Wednesday	Wednesday		Wednesday
Homeroom: 8:00 - 8:25	Homeroom: 8:00 - 8:25		Homeroom: 8:00 - 8:25
First hour: 8:30 - 9:55	First hour: 8:30 - 9:55		First hour: 8:30 - 9:55
Third hour: 10:00 - 11:25	If third hour is ELA/Math:	If third hour is Science/SS:	Third hour: 10:00 - 11:25
Fifth hour: 11:30 - 12:15	Third hour: 10:00 - 10:30	Third hour: 10:00 - 11:00	Lunch: 11:30 - 12:00
Lunch: 12:15 - 12:45	Lunch: 10:30 - 11:00	Lunch: 11:00 - 11:30	Fifth hour: 12:00 - 1:30
Fifth hour, continued: 12:45 - 1:30	Third hour: 11:00 - 12:00	Third hour: 11:30 - 12:00	Seventh hour: 1:35 - 3:00
Seventh hour: 1:35 - 3:00	Fifth hour: 12:05 - 1:30		Thursday
Thursday	Seventh hour: 1:35 - 3:00		Homeroom: 8:00 - 8:25
Homeroom: 8:00 - 8:25	Thursday		Second hour: 8:30 - 9:55
Second hour: 8:30 - 9:55	Homeroom: 8:00 - 8:25		Fourth hour: 10:00 - 11:25
Fourth hour: 10:00 - 11:25	Second hour: 8:30 - 9:55		Lunch: 11:30 - 12:00
Sixth hour: 11:30 - 12:15	If fourth hour is ELA/Math:	If fourth hour is Science/SS:	Sixth hour: 12:00 - 1:30
Lunch: 12:15 - 12:45	Fourth hour: 10:00 - 10:30	Fourth hour: 10:00 - 11:00	WIN hour (Intervention/Extension): 1:35 - 3:00
Sixth hour, continued: 12:45 - 1:30	Lunch: 10:30 - 11:00	Lunch: 11:00 - 11:30	
WIN hour (Intervention/Extension): 1:35 - 3:00	Fourth hour: 11:00 - 12:00	Fourth hour: 11:30 - 12:00	
	Sixth hour: 12:05 - 1:30		
	WIN hour (Intervention/Extension): 1:35 - 3:00		

AWARDS

We have the **greatest** kids around! There are a number of ways that students are positively recognized.

Braggin' Bulldog Award:

This is a big deal! Each quarter, staff members have the opportunity to nominate one student who shows up every day and shows responsibility for their Character, Learning and Community. We celebrate those students in a variety of ways – sometimes an ice cream social, sometimes a special luncheon. If your child is chosen, you'll receive an email with a certificate and the message from the staff member.

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 showing responsibility for their Character, Learning or Community, a staff member can write a Positive Referral. The student receives a copy of the referral (and so do parents/caregivers!) along with a coupon for a treat.

BEHAVIORAL EXPECTATIONS

At NKMS we are all about Character, Learning, and Community – the CLC.

Character: who you truly are

Character is made up of your values, beliefs, and behaviors. It includes qualities like honesty, kindness, respect, responsibility, and fairness. Developing good character helps you make wise choices, treat others well, and become a trustworthy person.

Learning: your habits, skills, and knowledge

Learning is about being organized, managing your time well, and setting goals while also tracking your progress toward those goals. It's about paying attention in class, asking questions when you need help, studying, and not giving up when things get tough. Developing good learning habits helps you become a more focused and successful learner.

Community: the people and the place of NKMS

Being responsible for your community means treating people well, contributing to your classes, and taking care of the building. It means that we look out for each other, we have fun together, we keep each other safe, and we protect the physical and emotional well-being of all community members.

Behavior Strands - Report Card

On your student's report card, you'll see scores for each of the behavior strands listed below. Please see the indicators under each strand. These are the qualities looked for when scoring.

Character and Compassion			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated character and compassion in a variety of situations.	Student sometimes demonstrates character and compassion in a variety of situations.	Student often demonstrates character and compassion in a variety of situations.	Student almost always demonstrates character and compassion in a variety of situations.
Possible Indicators of Character and Compassion: <ul style="list-style-type: none"> • Student treats others with kindness • Student volunteers to help others • Student seeks to understand other perspectives • Student demonstrates care for classroom and district property 			

Learning and Perseverance			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated being able to work through challenges to accomplish a goal or take responsibility for learning.	Student sometimes demonstrates being able to work through challenges to accomplish a goal and/or take responsibility for learning.	Student often demonstrates being able to work through challenges to accomplish a goal and takes responsibility for learning.	Student almost always demonstrates being able to work through challenges to accomplish a goal and takes responsibility for learning.
Possible Indicators of Learning and Perseverance : <ul style="list-style-type: none"> • Student submits quality work on-time • Student responds well to feedback and uses it to improve • Student arrives on-time and prepared for class • Student accepts challenging work and strives to learn from it 			

Community and Teamwork			
Beginning	Approaching	Meeting	Extending
Student has not yet demonstrated being able to work in a group setting or build connections with others.	Student sometimes demonstrates being able to work in a group setting and build connections with others	Student often demonstrates being able to work in a group setting and build connections with others	Student almost always demonstrates being able to work in a group setting and build connections with others
Possible Indicators of Teamwork and Relationships <ul style="list-style-type: none"> • Student makes an effort to build connections • Student listens to others' ideas and praises others' contributions • Student contributes appropriately during lessons/activities 			

BEHAVIORAL EXPECTATIONS – ELECTRONICS & NON-EDUCATIONAL ITEMS

Cell phones must be off and stored in a student's locker from arrival to dismissal. They may not be used throughout the day. Infractions will result in cell phones being confiscated and stored in the office. Parents/caregivers may be asked to retrieve the cell phone. If a student needs to get ahold of their parent/caregiver, we have phones in each office. Students are not to bring, buy, sell, or trade non-educational items at school. Items such as iPods, cell phones, and electronic games in use will be confiscated and may be picked up from the office at the end of the school day.

Please note: No AirPods or other Bluetooth headphones – only corded headphones will be allowed. This ensures that headphones are being used for the right tool and helps to eliminate distractions.

COUNSELING SERVICES

North Kirkwood Middle School's **incredible** 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/caregivers, and teachers regarding early adolescence. They are 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.

Counseling Center Admin. Assist.: Sarah Grus
sarah.grus@kirkwoodschoools.org

(314)213-6100 ext. 7041

Counselor, Grade 6: Michelle Fink
michelle.fink@kirkwoodschoools.org

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Counselor, Grade 7: Lisa Owens
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(314)213-6100 ext. 7042

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DISCIPLINE

It takes all of us to make North the best we can be! Our goal when a student falls short of following expectations is to teach them how to make amends, restore relationships, and get back on track. It takes the whole team – students, parents/caregivers, and school staff – to be the best North.

Early offenses for minor infractions will be handled at the teacher's discretion and could include:

- A conference with the student
- A call to the student's guardians
- A referral to the school counselors
- A referral to the school principals for further consequences (see below)

Major behavioral issues will be reported directly to the building principals. This includes fighting, drug or alcohol use, vandalism, sexual harassment, verbal abuse, and bullying/harassment. Consequences are aligned to the district's handbook and could include:

- A conference with the student
- A call to the student's guardians
- A referral to the school counselors
- Loss of privileges
- In or out of school suspensions

DRESS STANDARDS – CLOTHING

Dress Code

Our first priorities at North are safety and academics. It is not our goal to enforce a strict dress code as we understand that a student's dress is often part of proclaiming his/her identity, but it is our duty to eliminate inappropriate clothing.

- No inappropriate messages: nothing about alcohol, drugs, profanity, violence or sexually inappropriate content. This keeps school safe for everyone.
- Hoodies are awesome. Just keep the hood down. This is related to school safety -- we need to know who everyone is, and hoods make it hard to do that.
- Clothes need to cover undergarments. Shirts and shorts need to be of a reasonable length.

We have agreed to the following sequence of events should students not comply with the above requests:

1. The staff member will give a student a choice: fix the problem with their own clothing or fix the problem with clothing provided by the counselors.
2. If the issue is not remedied or there is a second infraction, parents/caregivers will receive a phone call from the staff member for alternate clothing to be brought to school.
3. Continued infractions will result in a referral to the office for disciplinary measures.

GRADING PRACTICES

A quick note – if you don't understand standards-based grading, you aren't alone. Ask other parents/caregivers or your student's teacher. 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.

Parent Internet Viewer – use this often!

Parents/caregivers and students have the ability to view student grades and assignment information online. We provide this access through an **Infinite Campus (IC)** feature of our teachers' online gradebooks. This secured access requires an Internet connection, and a confidential username and password that are issued to parents/caregivers by the school office. If you are unable to access report cards via Infinite Campus, please complete the request form to receive paper copies in the mail.

Parents/caregivers are to be verbally notified by team/teacher prior to posting quarterly grades if:

1. A student is consistently receiving rubric scores of a 2 or below.
2. A student's performance has dropped by more than one numeric rubric score since the previous grading period (ie. from 4's to 3's).

Rubric Average	Definition
3.4 – 4.0	The student meets and frequently surpasses defined standards and expectations illustrated by higher level thinking, in-depth inferences and applications.
2.7 – 3.3	The student meets defined standards and expectations.
2.0 – 2.6	The student is nearing defined standards and expectations, but not demonstrating secure performance with standards and expectations.
1.0 – 1.9	The student struggles to meet defined standards and expectations.
Below 1.0	The student has demonstrated little measurable competence.
0	The teacher does not have enough evidence to make an accurate assessment of the student's competence.

2024-25 GRADE REPORT SCHEDULE

October 23	1st quarter report cards on Infinite Campus
January 8	2nd quarter report cards on Infinite Campus
March 14	3rd quarter report cards on Infinite Campus
May 27	4th quarter report cards on Infinite Campus

HOMEWORK

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 consistently spending more than one hour each night, 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 emailed at any time with questions.

Making up missing work when absent

It is the responsibility of the student to check-in with their teachers for make-up assignments when they are absent. Most assignments 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.

Completing work during a suspension

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.

LIBRARY SERVICES

We have an incredible school library! All students are encouraged to use the library between 7:45 a.m. and 3:00 p.m. When not accompanied by a teacher, each student must use an eHallpass. 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 books 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, however, students may not check out new books or magazines if they have overdue books. Books may be renewed if no other students have requested a hold.

E-mails are automatically sent to students and families every week to let you know if there are any overdue items. Replacement fees are charged when materials are lost or damaged. There may be consequences for students who do not pay for lost or damaged books.

In order to establish consistency in the district and to maintain and update the condition of our collection, the following is required:

1. Fees for lost books will be the original purchase price rounded up to the nearest dollar. Fees charged for lost magazines will be \$4.00.
2. When the original price is not available, patrons will be charged a minimum of \$12.00 for hardbacks and \$5.00 for paperbacks.

Fees may be paid in cash or by check made out to KSD.

LOST AND FOUND

It is very helpful if you mark coats, lunch boxes, etc., with your child's name – that way, we can return a lost item directly to your child. 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 into 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.

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.

LUNCHES

Our providers at Chartwells have been working hard remodeling the physical kitchen space as well as increasing the options available for purchase! See prices below for the 2024-25 school year.

- Breakfast \$2.60
- Lunch Base \$3.60
- Lunch Tier 1 \$4.10
- Lunch Tier 2 \$4.60
- Reduced price: \$.30-\$.40



Snacks:	Price:	Beverages:	Price:
Assorted Cookies (1.5oz)	\$0.70	Assorted Milk	\$ 0.70
Assorted Cereal	\$1.20	100% Juice 4oz	\$ 0.70
Assorted Muffins (2oz)	\$1.20	Izze Sparkling Juice	\$ 1.80
Assorted Pop-Tarts	\$1.20	Capri Sun 100% Juice	\$ 1.20
Fruit Snacks	\$1.10	100% Juice 10oz	\$ 1.60
Assorted Chips - (Reduced Fat or Baked)	\$1.30	100% Fruit Juice Slushies	\$ 1.75
Sides (Breads, Fruits & Vegetables)	\$1.00		
Yogurt Cup (4oz)	\$1.20		
Bagel with cream cheese	\$1.20		
String Cheese	\$1.20		
Mini Rice Krispy Treats	\$0.25		
Rice Krispy Treats (1.41oz)	\$1.50		
A la Carte Entrée Base- (Sono, Tomato, Grilled Express, On the Go)	\$2.85		
A la Carte Entrée Tier 1-(Upgraded Grilled Express, Create)	\$3.30		
A la Carte Entrée Tier 2- (Asian Nation)	\$3.55		

NURSES OFFICE

All medication must be kept in the nurse's office.

- This includes all over the counter medications, such as Tylenol, Ibuprofen, Advil, etc.
- Students needing to take medication at school must have a form on file in the nurse's office.
- Inhalers may be carried by the student. Documentation must be provided to our school nurse.

TOO SICK FOR SCHOOL?

If you respond YES to any of the following questions, please stay home and contact the school (314-213-6170, ext. 7020) immediately:

1. Do you have a new fever (100.4° F or higher) or a sense of having a fever?
2. Do you have a new cough that you cannot attribute to another health condition?
3. Do you have new shortness of breath that you cannot attribute to another health condition? Have you lost any sense of smell or taste?
4. Do you have a new sore throat that you cannot attribute to another health condition?
5. Do you have new muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

PARENT/CAREGIVER CONFERENCES

Communication between a student's home and school is critical to student success. We continue to seek better and more meaningful ways of connecting with families. These important conferences will focus entirely on your child and allow parents/caregivers and teachers time to talk with and learn from each other.

Parents/caregivers are encouraged to contact the school at any time to discuss their child's progress. You will have the opportunity to review progress through conferences and report cards, but additional dialogue is always welcome. Informal conferences are encouraged; we ask that arrangements be made between the teacher and parent/caregiver to find a mutually suitable time. 2024-25 conference dates are below:

October 18:	Conferences available by appointment
October 21:	Virtual conferences 3:30 PM - 7:30 PM
October 23:	In-person conferences 4:00 PM - 7:45 PM
February 11:	In-person conferences 4:00 PM - 8:00 PM
February 12:	Virtual conferences 4:00 PM - 7:45 PM

Registration for conferences will happen on MyConferenceTime – links will be sent out via the weekly Wednesday newsletter.

PARENT TEACHER ORGANIZATION (PTO)

Our PTO is very active and incredibly supportive. They celebrate and support our teachers and they make school events happen that otherwise wouldn't be possible. All parents or guardians are invited to attend and are encouraged to participate in our active Parent-Teacher Organization. Meetings will be held in the North Kirkwood Middle School Library.

2024-25 PTO Meetings

Wednesday, September 18 at 6:30 p.m.

Wednesday, November 20 at 6:30 p.m.

Wednesday, February 5 at 6:30 p.m.

Wednesday, April 23 at 6:30 p.m.

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

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

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 @kwoodschoools.

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.

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS CONT'D

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: North Kirkwood Middle School will begin school at 10:00 a.m.

SCHOOLGY

We understand it can be difficult to find information about school, and nobody wants to juggle four or five resources to get what you need. Schoology will become your best source of information about learning – and allow families to view your child's work and see feedback being provided by teachers. Not all student learning will flow through Schoology, but you'll have access to digital work, your child's assignment calendar, and classroom notifications. Families will even be able to message directly with teachers within your Schoology account.

Have your Parent Access code and ready to get started? Parents and guardians can Activate their Schoology **online by clicking here.**

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 www.myschoolbucks.com portal.

After-School Activities

Activity days and times are Tuesday, Wednesday, and Thursday from 3:10-4:00. Bus transportation is provided to students eligible for regular bus services. After school activities begin Tuesday, September 3.

Each morning, students will have access to a QR code that will take them to a sign-up form for activities. This is also available on their “one stop shop” on their iPad. Students must sign-up by 1pm in order to attend an after-school activity. Your student can find the activity calendar on NKMS' website (nkms.kirkwoodschoools.org/activities) to plan ahead.

Some examples of activities we will offer this year: Intramurals like basketball, volleyball, and soccer, Art Club, Books and Board Games Club, and academic labs to help your students stay on top of their work.

Students can create clubs, too! They just need to find other kids who want to join and an adult to sponsor. If they can't find a sponsor but want to start a club, they should talk with their counselor. Many of our most popular clubs have been student-created!

Students can attend one or all of the days an activity is offered. With only a few exceptions (like 8th grade basketball or a closed team like Robotics), all activities are open to any student.

The activities calendar is published on our website and is highlighted in every Wednesday newsletter.

STUDENT ACTIVITIES CONTINUED

Homework Help: Offered every Wednesday and Thursday for students who need help and/or time to complete work.

6th Grade Math Homework Club: Offered on Tuesdays for students who need help on 6th grade math homework only.

Math Help: Offered on Wednesdays throughout the school year.

After-School Detention: After-school detention that can be assigned for missing work, tardies, or behavior. Students will often have an assignment to reflect on the infraction that resulted in a detention. This runs on Tuesday, Wednesday, and Thursday.

School Socials: 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. **Winter Social:** January 24 in the North Kirkwood Cafeteria
1:45 PM – 3:00 PM – 6th Grade
6:30 PM – 8:00 PM – 7th/8th Grade
- b. **8th Grade Social:** May 9 in the North Kirkwood Cafeteria
6:30 p.m. – 8:30 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.*
- *Students serving an out-of-school suspension are prohibited from attending all activities during the suspension.*
- *Students receiving disciplinary referrals resulting in North Intervention Center or out-of-school suspension within 30 days of dances or field trips may be prohibited from attending the upcoming events.*

Things to look forward to in first semester:

- Wrestling Club in September, which culminates in the North v. Nipher Wrestling Meet at KHS!
- Running Club in late October and early November. This leads up to the Turkey Trot!
- Volleyball in late November and December. This culminates with the 8th grade North v. Nipher volleyball games!