

THE
STUDENT GUIDE
TO
**NORTH KIRKWOOD
MIDDLE SCHOOL**



2025-26

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We'll talk a lot about these three things.

Character

who you truly are

Learning

your habits, skills,
and knowledge

Community

the people and
the place of
NKMS

WHAT IS THE POINT OF MIDDLE SCHOOL?

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

Here's what we believe here at North:

- It's our job to make school fit you.
- It's our job to equip you with really important skills, knowledge, and habits that will serve you for the rest of your life.
- We want to make it really easy for you to get involved and find your people.

Everything we do here is to get those things done. Let's dig in to what it is that we do here at North.



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

You can always start with one of your teachers. They will either be able to answer your question or point you in the right direction.

Sometimes you might need to talk with an administrator or counselor; their contact information is below. You can email them anytime, catch them in the hallway or stop by their office.



Sixth Grade

Principal: Dana Liberton (dana.liberton@kirkwoodschoools.org)

Counselor: Justin Jansen (justin.jansen@kirkwoodschoools.org)

Seventh Grade

Assistant Principal: Jordan Hohm (jordan.hohm@kirkwoodschoools.org)

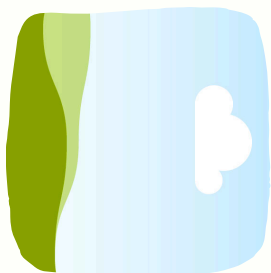
Counselor: Michelle Fink (michelle.fink@kirkwoodschoools.org)



Eighth Grade

Assistant Principal: Jen Hoell (jennifer.hoell@kirkwoodschoools.org)

Counselor: Lisa Owens (lisa.owens@kirkwoodschoools.org)



If you or someone you know is in a mental health crisis, you can call or text 988 anytime.

EXPECTATIONS AROUND THE SCHOOL

THE BASICS

In class

- Be on time.
- Come to class prepared.
- Clean up after yourself.

In the cafeteria

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

In the hallway

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

To and from school

- Be safe.
- Be kind.



How does coming to class prepared impact your learning?

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

What is the purpose of these hallway expectations?

What is one example from your own experience of someone being safe/kind or unsafe/unkind on the way to and from school?

A note on safety and getting to school:

Crossing guards are at the intersection of Geyer and Manchester and in front of the school every morning and afternoon. You must walk your bikes or scooters as you cross the street. Once you are on campus, do not ride a bike, scooter, or skateboard.

EXPECTATIONS AROUND THE SCHOOL

Take a guess to fill in the blank...

- Before you are dismissed to leave your classroom, your work space must be _____.
- The transition period between classes is _____ minutes long.
- When we are in the hallway, we:
 - Walk with a _____.
 - Walk to the _____.
 - Keep _____ to ourselves.
 - Control our _____.
- List three things you need to bring with you to every class:
 - _____
 - _____
 - _____
- When you enter the classroom, greet your teacher and other classmates and look for the _____ or beginning activity.

e-hallpass

In order to leave your classroom during class time to go to the bathroom, your locker, or fill up your water bottle, you'll need to fill out an eHallpass. You have a limit of two passes per day. Take care of everything during your transitions between classes and be mindful of when you need to leave. When you are out of the room, you are missing instruction and your teacher and peers are missing your perspective!

TO-DO

DURING THE TRANSITION BETWEEN CLASSES

- Fill up your water bottle.
- Get things from your locker.
- Go to the bathroom.
- Chat with friends.

ALL ABOUT LUNCH

1. You can bring your own lunch or buy one here. One body, one seat. No sharing seats.
2. Today, your teacher will walk your class down for lunch. You'll sit with your Homeroom to get to know each other, and to learn the expectations at lunch. This process will continue for a couple weeks until the grade level has it down.
3. Then, for the rest of the year, when you arrive to the cafeteria, you'll have a couple options:
 - a. If you brought a lunch and want to eat outside, go straight outside.
 - b. If you brought a lunch and want to eat inside, head into the cafeteria and sit at any of the twenty tables.
 - c. If you are buying a lunch, head into the cafeteria and sit at any of the twenty tables.
4. We have recess every day as part of lunch. Get outside, get some Vitamin D, play, chat, unplug, and socialize. Lunch is a relaxing, fun period in the middle of your day.
5. Always clean up all of your trash.
6. When the whistle blows, it's time to stop playing, return the equipment, and head to your next class.



Email

Where you find important messages from teachers or classmates

TECHNOLOGY



Schoology

Where your teachers load assignments and directions



Notability

Where you import your assignments in order to complete them



The Portal

Where you can access various school apps and websites



Infinite Campus

Where you can check attendance, grades, and missing assignments

iPad Agreement

1. Respect yourself.

- I will show respect for myself through my actions.
- I will select online names that are appropriate.
- I will demonstrate respect for myself and for others when posting information and images online, including personal information about my life, experiences or relationships.
- I will not communicate using obscene language or images.

2. Protect yourself.

- I will ensure that the information, images and materials I post online will not put me at risk.
- I will not publish my personal details, contact information or a schedule of my activities.
- I will not share passwords for my computer or online services with anyone except for my parents, teachers, school technology staff, and administrators.
- I will report any attacks or inappropriate behavior directed at me.

3. Respect others.

- I will show respect to others.
- I will not use electronic media to bully or harass other people.
- I will show respect for others through my choice of websites and will not visit sites that are inappropriate or degrading to any persons or groups.
- I will not take or share pictures of others without their permission.
- I will not access other people's private spaces or areas.

4. Protect others.

- I will protect others by reporting abuse.
- I will not forward inappropriate materials or communications.
- I will not visit sites that are inappropriate or degrading to any persons or group.
- I will protect others' learning space by muting the sound on my devices in the classroom, library, or offices unless directed to do otherwise by a teacher.

5. Respect property.

- I understand that I am responsible for the device assigned to me/my child, and that I am expected to return the device, its power adapter, extension cord, and protective case upon request, in the same condition it was received.
- I understand that the device assigned to me is owned by the Kirkwood School District and may be taken, repurposed, or altered by District employees at any time.
- If my device is found to have insufficient storage space for school needs, I will delete any non-educational content to make space for necessary contents or applications.

6. Protect property.

- I will not modify the device or its accessories in any way that will permanently alter the device physically or electronically.
- I will keep the District asset tags / barcodes in place.
- I understand that if the device is damaged, I must report it immediately to a District employee.
- I will not attempt to repair the device, as only employees of the Kirkwood School District are allowed to do so.
- If the power adapter or extension cord is lost or damaged, I will notify a District technology specialist immediately.
- I will only use the power adapter intended for the device, because a different power adapter could damage the device.
- I will not loan the device to others or borrow a device from another student.
- I will return the device and accessories to the District upon request and/or when I am no longer enrolled in the District.

7. Respect ideas.

- I will request permission to use resources or content produced by others.
- I will suitably cite any and all use of content not produced by me, including website, books, media, etc.
- I will research the accuracy of information I find online.

8. Protect ideas.

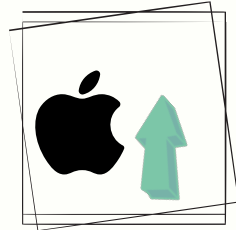
- If I purchase music or other media, I will refrain from distributing these in a manner that violates their licenses.
- I will act with integrity.

THE IPAD

If your iPad or keyboard are not functioning properly or have broken, email Mr. Borgmann at (dan.borgmann@kirkwoodschoools.org) or ask your teacher if they can call him. He will help!

"APPLES UP!"

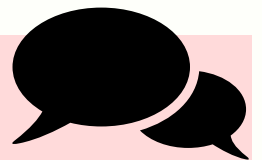
There are times when a teacher may need to direct everyone's attention to something or transition the class to a new activity. When a teacher says, "Apples up!," stop what you are doing on your iPad, close the case, and place it face down on your desk or table.



General iPad expectations:

- **Your iPad is a tool, not a toy.**
 - What does this mean?
- Charge your iPad every night so you are prepared for the next day.
- Use your iPad at appropriate times.
 - No iPads during announcements. The announcements are created by other students to loop everyone into things happening at school -- and you miss that if you are on your device.
 - During WIN reading time, iPads may be used for reading only. If you are playing games or on YouTube during this time, you will lose access to your iPad during WIN reading time.
- Do not take or send photos or videos of other people (staff or students) without their clear consent.
- Be careful with your iPad. Don't leave it unattended or drop it on the floor or desk. iPad insurance does not cover recklessness or intentional damage.

Discuss



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

CHARACTER, LEARNING, COMMUNITY: THE CLC

We are all responsible for our
Character, Learning, and Community.

Let's get clear about the meaning of each of these things.

Character

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.

What does it look like to be responsible for your own character?
How might you support others in taking responsibility for their own character?

Learning

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.

If one of your friends is not demonstrating good character, what is your role if you are truly a friend?

Community

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.

ALL ABOUT CHARACTER

Make each other's days better

"How you treat other people is a direct reflection of your character, not theirs." Let's be a school community full of people who actively make each other's days better.

Discuss

Who is a student or staff member who makes your days better? How do they do it?

Look at the part that says "Integrity means..."

Who do you know that lives with integrity?

What is something you appreciate about them?



Integrity

Academic integrity means doing your own work and doing high quality work that you're proud of. Copying someone else's work, sharing a doc with answers, or trying to pass off someone else's thinking as your own is not honest and doesn't help you in your learning, and there are consequences in schools for academic dishonesty.

Integrity means:

- you do what you say you'll do
- you are responsible for your actions -- the good and the bad
- you are reliable and trustworthy
- you choose what is right over what is fast or easy

Being a person of integrity is a big part of developing good, strong character. When you are able to do the right thing in small situations, it means you are able to do the right thing in bigger situations.

Meet Mr. Schweigler, North's new head custodian!

Mr. Schweigler is heading into his 5th year at NKMS and his first year as head custodian! He went to Westchester, Keysor, NKMS and graduated from KHS in 2011. In his spare time, he likes to camp, mountain bike, and vacation in Florida. If you see him around, say "hi!"

Favorites

Song: "In Bloom" by Nirvana

Snack: Kit-Kats

Drink: Baja Blast Mountain Dew

Vacation spot: Miami, FL

St. Louis restaurant: Napoli in Town and Country



Cleaning up after yourself

In a community of almost 800 people, things could get incredibly dirty incredibly fast. We have the BEST custodians. Their job is general maintenance, and our school covers 23 acres. That's a lot of ground to cover. We need to do our part not to make extra work for them and if we identify something we can do to take work off their plates (grab trash, even if it's not yours), as a community, that's what we do for each other. What should cleaning up after yourself look like in these school spaces?

Cafeteria

Classroom

Hallway

Recess Area

Gym

ALL ABOUT CHARACTER

Lost and found

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

Which of these quotes speaks to you?

"I try to do the right thing at the right time. They may just be little things, but usually they make all the difference."

Kareem Abdul-Jabbar

"The greatness of a person is not in how much wealth they acquire, but in their integrity and their ability to affect those around them positively."

Bob Marley

"Real integrity is doing the right thing, knowing that nobody is going to know whether you did it or not."

Oprah Winfrey

"Be more concerned with your character than with your reputation, because your character is what you really are, while your reputation is merely what others think you are."

John Wooden

North Kirkwood Middle School's Staff

We have almost 100 adults who work at NKMS! We are everywhere -- if you need anything, just find one of us. We've got you!

A couple notes:

1. Whether an adult is your teacher or not, it is important to listen when they speak to you. We take our goal of providing a really high-quality learning environment for you and everyone else really seriously, so there may be a time where a staff member that is not your direct teacher needs to remind you of the school's expectations or ask for your help with something. In those moments, honor what that staff member is asking of you and think about your individual role in the learning community.
2. If you have a conflict with someone or are struggling with a particular issue, find one of those 100 adults or fill out the Let Us Know form on your iPad home screen.. We'll help you out and point you in the right direction.

How we treat each other

You can't be best friends with everyone, but you can:

- ✓ notice everyone
- ✓ be friendly to everyone
- ✓ make room for everyone
- ✓ root for everyone
- ✓ empathize with everyone

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

AND/
OR

Say something directly

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

What would you say or do in that situation?

Tag someone in

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

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

E-mail

Find them and talk to them in person

Fill out the "Let us know!" form on my iPad

Discuss

What are the characteristics of a "trusted adult"?

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

Check it out

1. Hit the home button on your iPad.
2. Look for an icon called "Let us know!"
3. Open it. This is a form for you to report bullying or harassment. We make our school community strong by making sure it is a safe place for every single kid.
4. There are also posters around school with a QR code that will take you to this form.

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

Ability/disability
Body type or size
Gender identity and/or pronouns
Race
Sensitive family situations

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Learning

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.

What actions might you take if you were showing responsibility for your own individual learning?

What actions might you take if you and your classmates took responsibility for the whole learning environment?

Community

Community: the people and the place of NKMS

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ALL ABOUT **LEARNING**

Attendance

Students are expected to attend school every day that school is in session. We miss you when you are absent, and you miss valuable learning experiences and time in the school community when you aren't here. School attendance is required by the state of Missouri.

Doors open at 7:45am. Please aim to arrive at school as close to 7:45 as possible. When you get here, head to your locker, drop off your backpack, phone, and AirPods, and head to your first class of the day.

Sometimes, it is unavoidable to miss school. If you will be absent, your parent or guardian needs to let the main office secretary know -- that's Mrs. Watkins. You should email your teachers and communicate your absence, also. Remember to follow the guide above for emailing your teachers. When you miss school, it is your responsibility to complete any and all assignments you miss while out. If you miss several days, you may be assigned or choose to attend after-school Homework Hour or Math Help to make up your assignments.

If you are out sick, please bring a doctor's note so your absences can be marked 'excused.'

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

Bottom line: We need you at school! Our community is better with you in it.

Tardies

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

If you are tardy to school or class five times in a quarter, that's a problem. Your counselor or administrator will have a conversation with you to determine why you have been tardy. A lunch detention will be assigned. We'll loop in your parents or guardians and together we'll come up with a plan to get you to class on time. After that conversation, at ten tardies and every five after that, after-school detention will be assigned.

ALL ABOUT LEARNING

Backpacks, Binders and Lockers

Backpacks go in lockers from 8-3.

Binders travel with you to every class!

If you ever need help with your locker, ask a teacher or administrator -- they have keys and can save the day!

Keep your lockers locked throughout the day -- do not jam your locker with anything to try to keep them open at all times. This makes your locker unsafe to store your things in, and could damage the locker itself.

Never share your locker combination and don't put your things in other people's lockers. Lockers are school property and can be inspected from time to time.



This kind of binder is super easy to hold everything you need and to carry to every class! If you need help purchasing one, talk to your counselor.

Phones, Smartwatches, and AirPods

Did you know phones are **designed** to get you addicted? It is not your fault that you want to get on your phone so much -- the creators of smart phones and social media apps know how to get you hooked, and they work really hard to keep you connected 24/7 (and many of them don't even allow their own kids to have phones or social media...scan the QR code in the corner if you want to read a little more about that.) Phones are an attention zapper and move us away from our purpose of ensuring that you are getting the best education possible while you are here. Additionally, phones often (not always!) have an isolating effect, and we want your time here spent with your friends and classmates and engaged in the things happening around you, rather than looking at a screen.

All of that is why we take phones seriously at NKMS -- phones must be turned off and in your locker from the time you enter the building to the time you leave the building. (If you choose to stay after for an after-school activity, you are choosing one more hour without your phone.) If you have your phone out of your locker during the day, a staff member will ask you for it and take it to the office. It will be kept safely in the main office until dismissal. The first time your phone is taken, you can get it back at the end of the day. After the first time it is taken, your parent or guardian must pick it up for you. **Due to a new Missouri law, smartwatches must be in your locker from arrival to dismissal.**

AirPods and other bluetooth headphones give you an 'out' from engaging in your learning. When you have AirPods in, your classmates and teachers have to repeat themselves multiple times and you are prevented from getting everything you can out of your class time. AirPods and other bluetooth headphones need to go in your locker throughout the day. We follow the same procedure as we do for cell phones. Bring corded headphones or use a pair of ours.



ALL ABOUT LEARNING

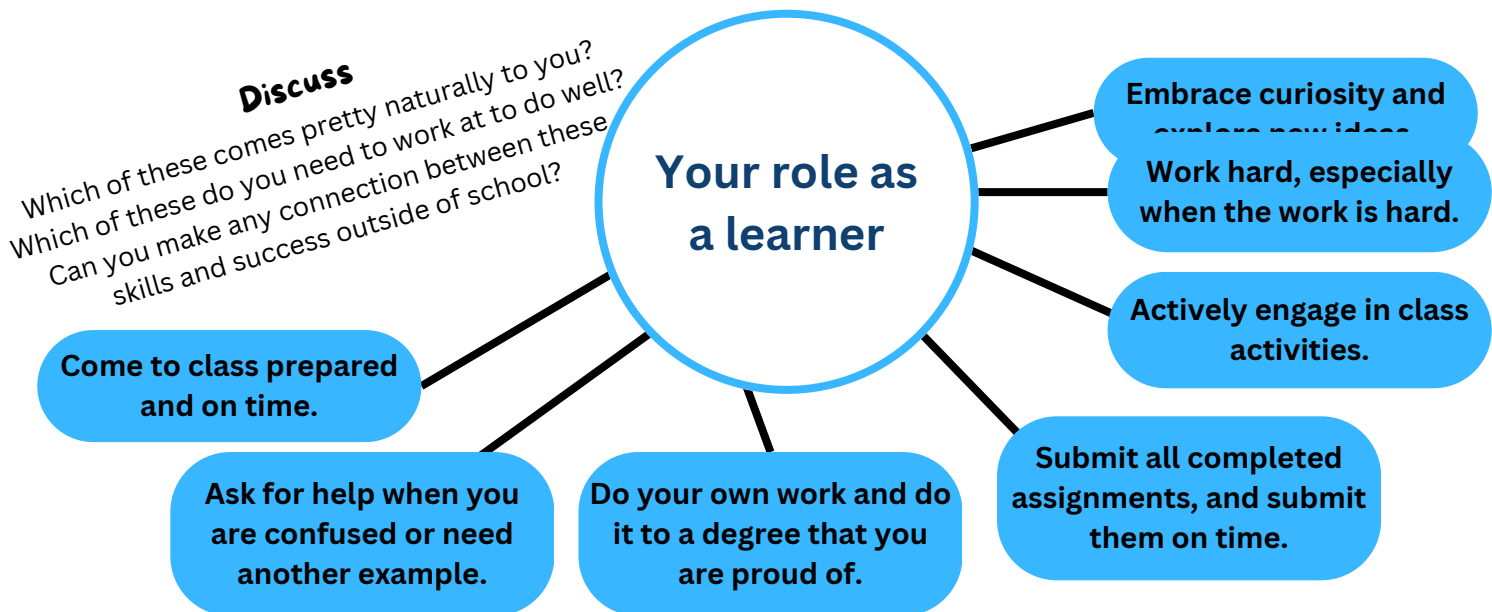
WIN Hour

WIN (What I Need) Hour is on Thursdays from 1:35-3:00.

We begin WIN hour with announcements, then do 15-20 minutes of independent reading, then 15 minutes of IXL math practice, and end WIN hour with time for intervention, extension, and study hall. At the beginning of each WIN hour, check eHallpass for any appointment passes for teachers.

After reading and IXL, but before beginning your work, do the following:

1. Check Infinite Campus for any missing assignments. Click "Grades," then select "Current Term" and "Missing" to see your current missing work.
2. Check your planner and Schoology for current or upcoming assignments.
3. Check email for any messages from your teachers.
4. Make a plan for how you will use the rest of WIN hour well. Ask your teacher if you need help prioritizing what to do first.
5. Get to work. Use this time wisely!



What if I finish early in class?

Sometimes you might finish an assignment early. Always check with your teacher first, but here are some ideas for things to do if you finish early:

IXL - extra practice (every student does at least 30 minutes each week)

Read a book - our library is full of awesome books and Mrs. Fink can hook you up

Identify something you could do to help your teacher

Check missing assignments

Duolingo, Geoguessr, Vocabulary practice

ALL ABOUT LEARNING

Missing Work

If you need an extension on an assignment, talk with your teacher before it is due to arrange for extra time. If the due date has passed on an assignment, it will be marked "Missing". Parents and guardians receive a report of missing assignments every Tuesday afternoon. If you consistently have several missing assignments, you will be assigned a time to make them up -- likely during lunch or after school.

Standards-Based Grades

In each of your classes, your teachers set clear goals about what skills you need to be able to do and what knowledge you need to learn. Those goals are based on something called "standards," created by the state of Missouri. In your classes, you'll earn scores of 1-4. Please reference the chart below to help you understand what each score means. Note: a "3" means that you are meeting the grade level expectation set forth by the state of Missouri. Standards-based grading is why we don't do things like 'extra credit' or 'participation grades' and it's also why we do re-takes -- because it is all about what you know and are able to do.

4
Advanced understanding of the standard

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



3
Meets the standard

This is the goal!

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



2
Approaches the standard

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



1
Does not yet meet the standard

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



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If NKMS was the best community that it could ever be, what would it look like? Sound like? Feel like?

ALL ABOUT COMMUNITY



Food and drinks in class

Hydration is key for your health and for your brain. Water is allowed and encouraged in classrooms, and there are water bottle fillers throughout the school. Other drinks like soda or sports drinks are allowed at lunch -- store them in your locker until then. We do not eat, drink, or pass out food in the hallways, and we don't eat snacks in class unless it is a designated snack time. This cuts down on messes that lead to pests like bugs and rodents and cuts down on unnecessary work for our custodians.

Recess and lunch

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

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

1. All sports are non-contact and inclusive. That means that we welcome and include anyone who wants to play, and there's no tackling, pushing, or hitting.
2. Take care of swings, tables, and recess equipment.
3. Do not throw food at people, at the building, or into the grass. Food you do not want can go in the bowl in the cafeteria to be given to other people or the chickens. They're always hungry!
4. Throw away all trash, and recycle all recyclables before going to play.
5. When the whistle blows, it's time to stop playing, return the equipment, and head to your next class.

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

School Safety

We keep each other safe.

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

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

**LET'S KEEP
EACH OTHER
SAFE**

Dress Code

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

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

- No inappropriate messages: nothing about alcohol, drugs, profanity, violence or sexually inappropriate content. This keeps school safe for everyone.
- Hoodies are awesome. Just keep the hood down. This is a 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.

After-school activities and intramurals

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. To attend an after-school activity, use the QR code on the announcements or the link in the Student One Stop Shop to sign up by 1pm. You can find the activity calendar on NKMS' website (www.kirkwoodschoools.org/nkms) 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 help sessions to help you stay on top of your work.
- You can create clubs, too! Find kids who want to join and an adult to sponsor. If you can't find a sponsor but want to start a club, talk with your counselor. Some of our most popular clubs have been student-created!

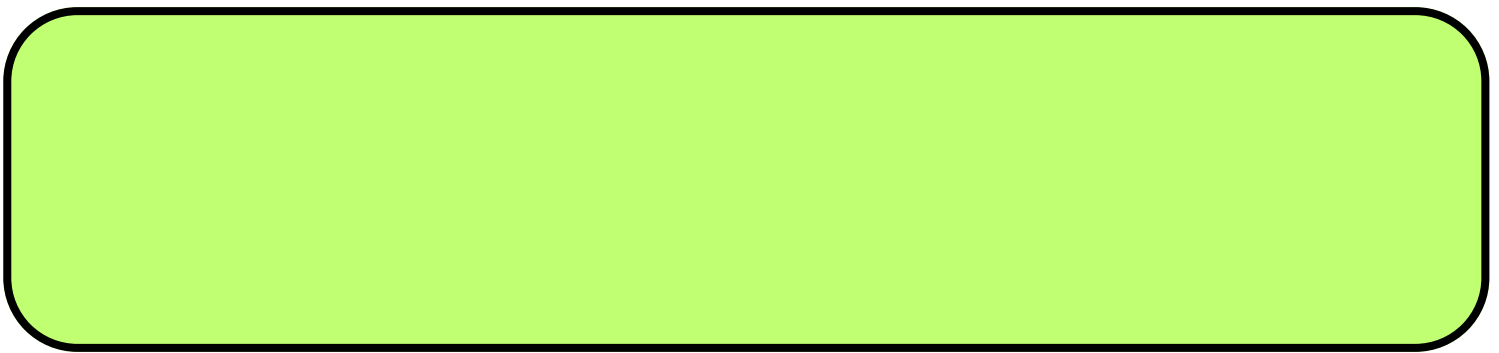
Please note: Students who are assigned in-school suspension are not allowed to stay after school for any activity that day.

MAKE IT CLC

When we individually and collectively take ownership of our character, learning and community, we all win.

List three to five adjectives in the box below describing a school where each adult and student takes responsibility for their character, learning, and community.

What would it be like?



Once per quarter, we hold a CLC Rally to celebrate the incredible ways you show responsibility (individually and collectively) for your Character, Learning, and Community. Let's make it a great school year!

Important Information About Consequences at NKMS

We all make mistakes and mess up. When we do, it is important that we repair harm and learn to do better.

If your choices hurt people, disrupt learning, or damage the school community, it is important that you take accountability and make things right. We use some of these consequences below to set aside time to do that.

Lunch Detentions are assigned for more minor situations – missing work, disruptions in class, or tardies. If you are assigned a lunch detention, you'll take your lunch to your assigned location and eat quietly. You may work on missing work or read. If you order lunch, head straight to front of the line. The lunch supervisor will get you through the line quickly so you can make it to your assigned location. Lunch detention is a way of keeping small things small. Note: If you are late or disruptive in lunch detention, your administrator will follow up and additional consequences will be assigned.

After-school detention is assigned for more significant situations – big disruptions in class, academic dishonesty, repeated horseplay or unsafe behavior in the hallway. If you are assigned an after-school detention, report to the **Room 1** by 3:05 with your iPad, charger, and work to do. Note: If you are late or disruptive in after-school detention, an administrator will meet with you and assign further consequences.

In-school Suspension is for very significant situations – verbal aggression, harassment or bullying, refusing to follow school guidelines, or other choices that impact the community in a negative way. Administrators assign students to ISS and will communicate with parents and students about the requirements of ISS if it is necessary. Students whose behavior results in ISS are not allowed to participate in after-school activities on the days they are assigned ISS.

KIRKWOOD SCHOOL DISTRICT'S DISCIPLINE POLICIES

WHAT YOU SHOULD KNOW

Let's create a school that everyone wants to attend.

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

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

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

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

- Lunch Detention
 - 30 minutes, during lunch
- After-School Detention
 - 60 minutes, after school
- In-school suspension
 - 1-10 days
- Out of school suspension

WHAT'S NEVER ALLOWED AT SCHOOL

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

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

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

We keep each other safe.

How to write an email to a teacher



1 - Recipient

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

2 - Subject

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

Examples:

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

3 - Purpose

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

Example:

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

4 - Closing

Close the email with a simple thanks or goodbye.

Examples:

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

5 - Signature

Be sure to sign your email with your name.

New Message

To **1**

Subject **2**

3 **4**

..

The Bulldog
Mascot, North Kirkwood Middle School
(314) 213-6170, ext. 7303 **5**

Now let's practice!

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

Trebucho... **B** **I** **U** **A**

Send **A** **U** **↻** **😊** **🔒** **✍️** **🔄**