

SECURITY

The security and safety of your children is our number one concern. To that end, the Nipher staff remains vigilant about security measures. We will lock all doors to our building after 8:45 a.m. with the exception of the **west door**, which leads directly into our student center (adjacent to the main office). We ask all visitors to sign in and out in the office and require all visitors to wear nametags while in our building.

Plans have been prepared for any type of emergency situation, depending on the specifics of the incident. For example, Nipher may be required to evacuate, lock down or initiate a shelter-in-place response, according to the nature of the emergency. In those situations, we would be following the directions of our public safety officials.

If you have not already filled out an emergency information sheet, it is imperative that you do so. In the event of a disaster, only those persons listed on the sheet will be eligible to pick up your child from school when public officials give permission to do so. The process will also require the adults picking up the child to provide us with proper identification, either a driver's license or a state identification card. **We will not release any children to anyone who is not properly identified.** Nipher also has a specific plan for pickup and will provide you with needed information upon your arrival. Our procedure is well planned and focused on the safety of your children.

Currently, if it is necessary for us to evacuate our building, the students will be taken to Concordia Lutheran School, just northwest of Nipher on Kirkwood Road. The following resources will provide information and instructions about the particular situation, our plans, and pick-up instructions: local news channels, our web site (www.kirkwood.k12.mo.us) and the school phone numbers.

Nipher Middle School: 314-213-6180 Ext. 8301 or 8303

Concordia Lutheran School: 314-822-7772



COATS AND BACKPACKS

For security reasons, Nipher 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 8:20 am. Students refusing to follow this rule will be subject to disciplinary action.

DRESS AND APPEARANCE

The Board of Education expects students dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the guidelines detailed in JFCA-AP. These guidelines appear in the next section of the handbook.

NON-EDUCATIONAL ITEMS

Students are not to bring, buy, sell, or trade non-educational items at school. Certain items, such as pagers, cell phones and laser pens, may be confiscated and returned at a later time.

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.

PINK SLIPS

Pink slips are passes used to admit students to class when they are late. Students should ask for a pink slip from the teacher who detained them in order to be admitted into their next class. Pink slips should be secured by students when they leave class to visit other school areas i.e., library, restrooms, lockers, counseling office, or clinic.

LOST AND FOUND

All lost and found items are placed in the Lost & Found box located in basement stairwell. Any item that is not picked up within a reasonable amount of time will be appropriately discarded.

TELEPHONE

Use of the office telephone should be reserved for emergencies.

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. Lock 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.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept covered and handled carefully. Students will be charged fines for lost or damaged schoolbooks.

INSURANCE

The Kirkwood R-7 School District does not carry insurance coverage for students. However, insurance is available for any student who desires it. It covers students at school as well as going to and from school and can be purchased at the beginning of the school year. Application forms are available upon request from the office.

SURVEY GUIDELINES

Periodically, students are asked to complete surveys about curriculum, instructional activities, opinions on a variety of topics, personal likes/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.

KIRKWOOD SCHOOL DISTRICT R-7 NOTIFICATION OF 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, or other media outlets may visit schools to cover stories as part of the local news or as features that highlight school activities and special events. In addition, the district's Office of Public Information also produces several publications that feature photographs and interviews with students and staff.

