



*Student/Parent*  
*Campus & District*  
*2018 – 2019 Handbook*

Name: \_\_\_\_\_

**Manor Middle School**  
**“Manor Means Success”**  
**1700 South WS Young Drive**  
**Killeen, Texas 76543**  
**(254)336-1310**

*Principal*  
**Rhea Bell**

*Assistant Principals*  
**Nicola Gardere**  
**Sharita Herrera**

*Campus Instructional Specialist*  
**Zendria Anderson**

*Counselors*  
**Deborah Fay**  
**Maria Jackson**

*Campus Instructional Technologist*  
**Eric Garland**

*Librarian*  
**Alice Anderson**

*Nurse*  
**Margaret Gary**



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**2018 - 2019 STUDENT HANDBOOK AND DISTRICT INFORMATION**

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## **PRINCIPAL'S MESSAGE**

Welcome to the 2018 – 2019 school year. We hope that you have a memorable and successful school year! Please utilize your student handbook to assist you with organization and planning purposes. We are glad that you are a part of the Manor family for the 2018 – 2019 school year!

Mrs. Rhea Bell  
Principal

## **DISTRICT'S MISSION STATEMENT**

Teach so that students learn to their maximum potential.

## **MANOR'S MISSION STATEMENT**

Manor Middle School will provide a quality education for all students, enabling them to achieve their maximum potential to become productive citizens in society.

## **MANOR'S VISION STATEMENT**

Every student, every day has the opportunity to achieve their fullest potential through a variety of well-rounded educational, social, and academic programs that provide opportunities to develop into productive members of our society.

## **MANOR'S THEME**

**“Rigorous Achievement, Measurable Success”**



## *Home-School Compact 2018-2019; Manor MS.*

**Vision Statement:** Every student, every day has the opportunity to achieve their fullest potential through a variety of well-rounded academic, social and emotional opportunities, which allow them to develop into productive members of our society.

**Mission Statement:** The mission of Manor Middle School is to build students up to be determined, innovative and actively involved leaders in the community who understand their purpose.

**Motto:** #DIALUP (Determined, Innovative, Active, Leaders, Understanding, Purpose)

**Core Beliefs:** The core beliefs of MMS are:

- All students are capable of learning at higher levels.
- All students deserve a high quality educational experience.
- We, as the staff, as lifelong learners and must model and share our love of learning with all students.
- We are a big family at MMS. Everyone here is important and brings their personal gifts to enrich our school community.

### **School Staff Commitments**

To prepare highly rigorous lessons, with embedded supports, so that all students may learn to their maximum potential.

- Create lessons that differentiate instruction using best practice, including chunking lessons using the GRR framework.
- Follow all grading policies as set forth by the district.
- Allow re-do's or test corrections for students to embrace learning.
- Embrace our work on Literacy by utilizing the Allington 6 in lesson planning.

To communicate in a way that honors the parent/family/school relationship.

- Be available to parents at Meet the Teacher night.
- Conduct conferences when requested.
- Return contacts no later than 48 hours, preferably within 24 hours, of receipt.
- Contact parents when concerns arise in the classroom.
- Provide a safe, orderly and educational rigorous learning environment.

### **Parent Commitments**

To support the school's mission regarding academic engagement and communication for the benefit of the student:

- I will respond to communications from the school.
- I will contact the school should a need arise. We want to help in any way we can.
- I will keep all communication numbers and email addresses updated in the e-school system for school personnel.
- I will provide support and quiet time for homework each night, as well as reading at home each evening.

### **Student Commitments**

I will own my actions and learning each day. I know I must recognize that I control my behaviors and classroom decisions.

- I will encourage my parents to support me at school.
- I will tell my parents about school each day.
- I will follow school rules and expectations for my behavior and academics.
- I will do my very best, both academically and behaviorally, every day.
- I will set goals for myself and put a plan into place to meet my goals.
- I will ask for help when I need it (parents, teachers, friends, administrators).



To the best of my ability, I will carry through on the commitments set forth in this document.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# GENERAL SCHOOL INFORMATION

## TELEPHONE DIRECTORY

Main Office .....	336 - 1310
Assistant Principals Office.....	336 - 1312
Attendance Office.....	336 - 1324
Guidance Office.....	336 - 1321
Clinic.....	336 - 1318

Below you will find a listing of some of the personnel who can help you:

Boys Athletics Coordinator:	Sam Walker
Girls Athletics Coordinator	Tiffany Savage
AVID Coordinator:	Takia Dill
Sp.Ed. Diagnostician:	Tonya Miller
At-Risk & Section 504:	Assistant Principals/Counselors
Community in Schools:	Virgie Reed
Kitchen Manager:	Niki Lawrence
Principal's Secretary:	Teri Anne Cox
Assistant Principals' Secretary:	Stacey Brizuela
Attendance Secretary:	Melvia Norwood
Counselors' Secretary:	Tara Austin
Receptionist:	Nekisha Carter

## HOURS OF OPERATION

The office at Manor Middle School is opened from 7:30 a.m. to 4:00 p.m. We will provide supervision for students during these hours. All doors, except the main front entrance door, remain locked after the late bell in the morning. The front door is locked promptly at 4 p.m. Students who remain after school for extra-curricular activities (athletics, fine arts, clubs, tutoring, detention, etc...) must remain in the area that has been designated for the event under the direct supervision of the activity sponsor/teacher at all times. Pick up times and locations should be coordinated between the activity sponsor/teacher, parent and student. **Students who are not participating in after school events may not remain on school property after normal business hours.**

# CAMPUS INFORMATION AND GUIDELINES

## ASSEMBLY EXPECTATIONS

Students are expected to be on their best behavior during all campus assemblies, which will be held in either the gym or in the cafeteria. Students will be escorted to the assemblies and must remain with their class/teacher. Disciplinary actions may be taken for inappropriate behavior.

## ATTENDANCE

**Attendance is taken each period and absences are counted each period!** Parents/guardians must call 336 – 1324 to alert the school that their child will be absent. **In order to comply with state law, a written note explaining the reason for the absence must be sent in to the school within five (5) school days.** Students that are checked out of school after 3:20 will be counted absent for the last period of the school day.

If a student is absent from class, please send one of the following documents within five (5) school days of student returning to school:

1. A note from a doctor or dentist or other professional.
2. A parent note. **Ten (10) parent notes for absences will be accepted.** After that, a doctor's note will be required for all absences, or they will be counted as unexcused. According to state law, students will lose credit if they have more that the allowed number of unexcused absences.
3. Absence notes are to be turned in to the Main Office.

The first bell rings at 7:55 a.m. and First Period begins promptly at 8:05 a.m. If a student arrives after 8:05 a.m., please come into the office and sign-in your child.

If you have to pick your child up early from school:

1. Be sure to come into the office and sign out your child.
2. If you are unable to come to the school to pick up your child, please make sure that the person you are sending to pick up your child is documented on your child's demographic/emergency contact list.
3. Students will not be called to the office prior to parent arrival.

## AFTER SCHOOL ACTIVITIES

Students attending after school activities must have their ride pick them up no later than 15 minutes after the activity ends. If students are still at school beyond the 15 minute pick-up time, they may be banned from attending future after-school activities. Students must also wear their school id card and follow the rules and expectations of the campus and Student Code of Conduct

## **AFTER SCHOOL SAFETY**

Manor Middle School is committed to your child's safety while on campus.

When school is dismissed, students must leave campus by 3:50 p.m. unless they are involved in a specific, school-related activity that extends beyond the regular school day.

### Permissible Activities following 3:50 p.m.:

1. Tutoring
2. Extracurricular (clubs, athletics, etc.) with sponsor present
3. Boys and Girls Club

When these activities are complete, students will walk home, report to the side entrance near the tennis courts or front of the school for immediate parent pick-up\*\*, or sign-in at Boys/Girls Club.

### **Important Note -After 3:50 p.m.:**

- Students who are not in one of the permissible activities, but still on campus after 3:50 p.m. may receive disciplinary action.

We appreciate your support as we work together to ensure the safety of all students at Manor Middle School. **If** you have any questions regarding this safety policy, please contact the school principal, Ms. Jennifer Washington, at (254) 336-1310.

## **BACKPACKS**

Backpacks/book bags are to be kept in the student's locker during the school day. These should not be taken into the classrooms. **Any bag large enough to hold a textbook is considered a book bag.**

## **BICYCLE/SKATEBOARD/ROLLER BLADE/SCOOTER RULES**

Students who ride bicycles to school do so at their own risk. In order to maintain a safe environment on campus, students must adhere to campus expectations. When they get to school and leave at the end of the day, they must **WALK** their bikes on/off campus. Encourage your student to **LOCK** their bike to the rack immediately upon arrival to school! **The school is not responsible for lost or stolen bicycles, missing or damaged bicycle parts.** Skateboards, roller blades and scooters are not permitted on campus and will be confiscated.

## **CAFETERIA**

Students are expected to be **RESPECTFUL** at all times, use inside voices while in the cafeteria, and clean up behind themselves.

**All** students enrolled at Manor during the 2018 – 2019 School Year will receive **FREE** breakfast *and* lunch. Because of the Healthy Hunger-Free Kids Act of 2010 and the Community Eligibility Provision (CEP), Manor is able to serve free meals to all students. You **do not** need to fill out a free/reduce lunch application.

### **Benefits:**

- ✓ No lunch money needed
- ✓ Free meals for all enrolled students
- ✓ Kids who eat better learn better

However, students will have to pay for additional available items such as chips, ice cream, etc.

Please contact The School Nutrition Department at (254) 336 – 0775 with any questions.

## **CELL PHONES/ELECTRONIC DEVICES**

The district has implemented BYOD (Bring Your Own Device) cell phones/smart phones can be a convenient means of communication. However, students are not permitted to use cell phones during the school day unless prior permission is given by a staff member. Cell phones must be turned off prior to entering the building. Students who have their cell phones and/or electronic devices out/turned on during school hours will have them confiscated. All items confiscated will be located in the Assistant Principal Office and may be returned to the student at the end of the school day. Repeated violations will result in the item having to be picked up by a parent/guardian.

## **CHANGE OF ADDRESS**

If your address or telephone number should change, please report the change to the Counselor's Office in person. The district requires an accurate address for state accounting purposes.

## **CLEARING THE BUILDING**

All students should clear the building within 5 minutes after the last bell unless attending an approved after school activity. When completing an after-school activity, you must promptly exit the building.

## **CLINIC PROCEDURES**

Clinic staff provides first aid and treatment for students that are injured or become sick at school. All students visiting the clinic must have a clinic pass. If a student is not feeling well he/she must report to class first for attendance purposes. At that time, the teacher may issue a pass for the student to go to the clinic. **No over the counter medications are available in the clinic.**

## **CLOSED CAMPUS**

We are a closed campus. Students are not allowed to leave the campus once they arrive on campus. Students leaving campus must be checked out through the front office by an adult listed on their demographic or emergency contact information. Students leaving campus without permission will be subject to disciplinary action. Also, deliveries for students are NOT allowed on the MMS campus.

## **CLUBS**

There are a variety of clubs that students can participate in at Manor Middle School. To ensure school connectedness, students are encouraged to be a member of a club. This information is available through the main office.

## COMPUTER USAGE

Computers are valuable educational resources that must be used appropriately in order to maintain their usefulness and accessibility for everyone. All students are expected to abide by KISD Student Acceptable Use Policy, which may be found in the Student Code of Conduct.

Inappropriate use of the computer includes but is not limited to the following:

- Using another's network account
- Bypassing security to access blocked sites
- Sharing student account with another student
- Viewing pornographic, degrading or violent material

Disciplinary action will be taken for students who violate KISD Student Acceptable Use Policy or use the computers inappropriately. Consequence may result in the student's internet or network access being shut down for a minimum amount of time and repeated offense will result in computer privileges being suspended for the remainder of the semester or school year.

## COUNSELORS

The school counselors are available to assist students with a wide range of social, behavior and academic concerns. The counselors may also make information available about community resources to assist students with their concerns, when appropriate. If a student wishes to meet with a counselor, he or she must request a pass from the teacher to go to the Guidance's Office to check availability or to schedule an appointment.

## DISCIPLINE

All discipline decisions will be imposed in accordance to the Killeen Independent School District's Student Code of Conduct. A copy of this booklet can be requested from the campus. The KISD Student Code of Conduct may also be found on line at [www.killeenisd.org](http://www.killeenisd.org) under Students and Parents Link.

## DRUG TESTING

Students in grades 7-12 who participate in the activities listed below are subject to random drug testing. Students will be tested only if their parents/guardians, and the student, have agreed by signing a consent form. A new consent form will be required at the beginning of each school year. ***If the parent/guardian and/or student do not sign the consent form agreeing to be tested, the student will not be allowed to participate in any of the listed activities.*** Only random drug testing will be used. At unannounced times throughout the school year, students in the listed activities will be randomly selected to provide a urine sample that will be tested for the presence of drugs. Students are not directly observed when they are giving urine samples. Samples are given in closed restroom

stalls. Drug testing is conducted by a certified, licensed organization contracted by KISD. The first positive drug test will result in a 35 school day suspension from practice and participation in performances or competitions in any of the activities listed. A second positive test will result in a student being suspended from all listed activities for the remainder of his/her enrollment in the district. There is an exception for middle school students who have only one positive test while in grades 7 and 8. That one positive will not be counted against them when they enter high school. Further information about the KISD random drug testing program may be found in KISD policy FNF (LOCAL).

**\*Middle School Activities in the Test Group: All extra-curricular activities to include Athletics, Band, Cheerleading, Choir, Pep Squad, Academic UIL, and/or others.**

## **EMERGENCY DRILLS**

Emergency drills will be held at unannounced periods throughout the year. A set of instructions for the drills will be posted on the wall in each classroom. Students should acquaint themselves with these instructions and know what action to take in the event of a drill/emergency.

## **ENTERING THE BUILDING**

In the morning, all students will enter the building through the PE Hallway doors. On inclement weather days, parents must do this quickly to avoid traffic back flow.

## **EXTRA-CURRICULAR ACTIVITIES**

Students who pass all classes are eligible to participate in extra-curricular activities. If a student is not in school on the day of any type of extra-curricular activity because of illness, they will not be permitted to participate in any activity that day or night. In order to protect everyone's health and well-being, no exception to this policy will be allowed.

Students who participate in these activities are representatives of MMS and will be held to a high standard of behavior while serving in that role. Misbehavior of any type may result in disciplinary action taken by the extra-curricular sponsor and/or the school administrator.

## **GRADING POLICY**

1. Teachers should have a sufficient quantity and variety of assessments during the grading period to accurately reflect academic achievement. Teachers will record a minimum of nine formative and three summative grades per nine-weeks grading period.
2. Grades shall be posted/recorded in a timely manner no later than five instructional days from date received with exception given for projects.
3. Grades shall be based on individual student mastery of standards (Texas Essential Knowledge and Skills) and the district curriculum. Grades should reflect a student's academic achievement for the grading period, semester, or course.



4. Grades must reflect accommodations and instructional modifications as specified by appropriate campus committees such as: ARD, 504, LPAC, etc.
5. Grades of "0" assigned for work not completed (other than those due to absence) may be changed upon the completion and submission of such assignments by the student. The teacher will have discretion over the grade assigned within the parameters of the campus or department grading procedures. Students with grades of "0" for missing work may be assigned mandatory tutorial session(s) until the assignments are completed.
6. A student shall be permitted one opportunity to redo any assignment or retake any test for which the student received a failing grade. The student or parent must request the additional opportunity within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.
7. Nine-week and semester grades should be an accurate reflection of the student's academic performance/achievement. Final grades should be consistent with performance on formative/summative assessments. Each assignment shall carry a grade weight of not more than 1.0.
8. Nine-week (6<sup>th</sup> – 8<sup>th</sup> grades) and semester examinations (8<sup>th</sup> grade) should be cumulative and assess the material taught for that semester.
9. Nine week grades are determined by the following percentages:

<b>Assignment Type</b>	<b>Regular Course</b>	<b>Pre-AP/G/T Courses</b>	<b>High School Credit Courses</b>
Formative	45%	40%	40%
Summative	55%	60%	60%

**Definitions:**

**Formative:** an assessment for learning that occurs during the learning process and provides information to both teachers and students that enable them to make adjustments to increase student achievement. Examples may include: homework, class work, quizzes, labs, draft essays, etc.

**Summative:** an assessment of learning that occurs after instruction to determine what students know, understand and can do at one point in time. Examples may include: unit exams, major projects, final essays, lab practicum, and nine-week exams.

<b>Semester Grade Determination</b>	<b><u>6-7th Grade</u></b>	<b><u>8th Grade</u></b>
First Nine-Weeks Average	50%	45%
Second Nine-Weeks Average	50%	45%
Semester Exam (8th Grade Students)		10%

(English, Math, Science, and Social Studies)

For students taking a high school course: If a final course grade is equal to or greater than 70% on a scale of 100 for a two-semester course, a student will be awarded 1 full credit for the course.

If a final course grade is less than 70% on a scale of 100 for a two-semester course, a student will be awarded proportional credit (.5) if either semester has an average equal to or greater than 70%. If both semesters are less than 70%, no credit will be awarded.

Date: July 2010  
October 2010  
May 2012  
January 2013  
August 2014  
August 2014  
July 2015

Board Policy EIA (LOCAL)  
Middle School Course Book D-3  
Adopted 1-16-13  
Contact Person: Assistant  
Superintendent

## **HALL EXPECTATIONS AND TARDY SWEEPS**

Students should walk to the right in halls, moving without stopping, keeping their hands, feet and objects to themselves, using inside voices, and cooperating with staff members. Students who are not at their assigned locations must have a signed pass. Hallway sweeps will be conducted to ensure that all students arrive to class on time. Students caught in a hall sweep without an acceptable pass will be issued a tardy violation which can result in further disciplinary actions.

Hallway expectations:

- a) Walk on the right side; no running
- b) Use inside voices; no yelling or screaming
- c) No visible electronics
- d) Walk directly to your destination; be on time
- e) Show respects to others; keep hands, feet and objects to yourself

## **HALL PASSES**

Hall passes **MUST** be carried any time a student leaves the classroom or office. The teacher may write out a pass or use the hall pass logs located in the back of the Student/Parent Handbook.

## **LIBRARY**

The librarian is available to help from 7:30 to 4:00, most days. The library is open, most days, thirty minutes before and after school and during lunch for students to check in/out books. Students are responsible for the care of books they check out, as well as for paying fines and/or paying for lost books before being allowed to check out another library book. **Overdue fees are \$.05/day per book with a two day grace period.**

## **LOCKS & LOCKERS**

Students will be assigned a lock & locker. **Students are not allowed to share their locker with anyone else.** Students should not share their combination with anyone else. Their lock should be locked at all times when they are not using it. At no time should a locker be left unsecured; all unsecured lockers will be zipped tied for security purposes.

The locker remains the property of the school district, and the administration reserves the right to cut off any private lock that is put on a locker without the permission of school personnel. The lock is the property of KISD, and a **lost lock must be replaced at a cost to the student of \$7.50.**

## **LOST AND FOUND**

The lost and found is located in the commons area. Items of great value are taken to the Assistant Principal Office. The student, not the school, is responsible for his/her belongings.

## **MOMENT OF SILENCE AND PLEDGES (U.S. AND TEXAS FLAGS)**

Section 25.082 of the Texas Education Code mandates that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day at each school in the district; and (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. A student may be excused from the pledge of allegiance (**but not from observing the moment of silence**) if the student's parent or guardian provides a written request.

## **MORNING PROCEDURE**

In the mornings, students will enter the building at 7:35 a.m. through the doors by the PE Hallway and proceed to the cafeteria for breakfast or to the gym to wait for classes to start. No one will be allowed to gather outside of the building for safety reasons; students may not enter the building before 7:35 a.m.

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership is by invitation only and is an honor, not a right. Membership may be extended to any 7<sup>th</sup> or 8<sup>th</sup> grade student enrolled at MMS no later than the third week of the fall semester. The criteria for invitation are as follows:

1. Eligibility is based on outstanding scholarship with a cumulative middle school scholastic average of 11.0 in standard curriculum and being enrolled in the maximum number of classes offered at MMS.
2. The student must also receive an above-average rating on an evaluation form filled out by the faculty. The areas to be evaluated are citizenship, service, character, and leadership.
3. Selection is based on grades, prospective member evaluation forms, unanimous vote of faculty advisory and any other means deemed necessary by the faculty advisory committee.

Students may not have served time in ISS, been suspended from school, or have been truant from school. This may result in possible dismissal from NJHS as deemed necessary by the advisor. See the sponsor if you have any further questions. NJHS inductions are scheduled in the spring of each school year.

## **PERSONAL PROPERTY**

The school is not responsible for lost or stolen items. Students are highly encouraged to leave valuables at home. Students who find valuable items should immediately turn them into the assistant principal office. All other found items are to be taken to the Lost and Found. Items not claimed will be donated to a charitable organization at the end of each term. Students who have lost items should file a report in the assistant principal office. The administration strongly discourages students from bringing items to school that disrupt the educational process. Students in possession of these items may face disciplinary action.

## **REPORT CARDS, PROGRESS REPORTS AND GRADES**

Students are required to pass all core subject areas and maintain an overall 70 average. Progress reports and report cards will be distributed according to the District schedule (progress reports every 4.5 weeks and report cards every 9 weeks). Teachers may choose to send a progress report home when a student's average falls below an acceptable level. It is the student's responsibility to take the progress report or report card to their parents without delay.

## **SECURITY: Campus badges**

**Students arriving late to school or leaving early, MUST sign in/out in the Main Office.** For the protection of the students, parents, and staff at MMS, it is required that ALL non-staff entering the building check in the main office and obtain a visitor's badge. A photo ID is required to exchange for the MMS badge. This will be returned when the MMS badge is returned and the visitor leaves the building.

## **SHOT RECORDS**

You will not be able to attend school without a current shot record. Students who become non-compliant during the school year will not be allowed to attend school until the required immunizations have been administered and proof has been given to the school nurse.

## **STAFF CONTACT**

Staff members can be contacted by phone or email. The main campus phone number is 254-336-1310. You may also email the staff member by following the following steps: Go to the district website ([www.killeenisd.org](http://www.killeenisd.org)); click on schools then Manor. This will bring you to the campus webpage. Now click on Staff Director/Websites. Once you locate the staff, click on the individual's email and a message page will open.

## **STUDENT DRESS CODE**

Students are expected to be dressed and groomed in a clean and neat manner and not pose a health or safety hazard to themselves or others. The approved KISD Dress Code is printed in the Student Code of Conduct booklet. A copy of this booklet can be obtained from the Assistant Principal's Office or on line at [www.killeenisd.org](http://www.killeenisd.org) under Student and Parents Link.

## **STUDENT/PARENT HANDBOOK**

Each student will be issued a student planner at the beginning of the school year. Students are required to use it in all their classes; it will also be used as a hall pass. If a planner is lost, a **replacement planner** may be purchased for **\$3.00** through the school library.

## **TELEPHONE**

The telephone in the main office is for business and **emergency use only**. Secretaries will not permit students to make social telephone calls during school hours. Students are permitted to use the telephone during non-instructional times (before/after school or during lunch period). If a student is ill, parents will be contacted by the school nurse. It is the student and parent's responsibility to arrange transportation for after school activities prior to the day of the activity.

## **TEXTBOOKS**

Students will be issued textbooks directly from the school and are responsible for covering all of them immediately. Students/parents are responsible for any lost or damaged textbooks. If textbooks are lost, they must be paid for before replacements are issued.

## **TRANSFER OF STUDENT RECORDS**

Students moving to another school or school district should notify the school office by sending a note or telephoning as soon as possible. Records for in-district transfers will be sent through school mail or faxed. Records for out-of-district transfers will be sent upon request from the new school district or may be picked up in the school office to be hand carried. The District forwards student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

## **TUTORING**

Tutoring opportunities will be available to students both before and after school. Students are encouraged to do their best academically, but if they find themselves falling behind, it is their responsibility to attend tutoring. If your child is required to attend after school tutoring, please coordinate the tutorial and pick-up times with your child and/or your child's teacher(s) in advance. If your child is failing a class, mandatory tutoring will be offered to assist with the student's academic progress.

### Campus Tutoring Schedule:

Mondays – Science; Tuesdays – History; Wednesdays – English Language Arts;  
Thursdays – Math; and Fridays – Electives

## **VOLUNTEERS**

Volunteers are a welcomed and needed addition to our campus. Anyone interested in volunteering time and talents must complete an on-line volunteer application annually. The application can be found on the district's website: [www.killeenisd.org](http://www.killeenisd.org) (under Parent Links click "Volunteer Application" tab. If the applicant encounter problems using the website link, please contact the campus volunteer coordinator. A background check must be completed - and applicant must be approved - prior to volunteering on campus or at any school activity.

## **WITHDRAWAL PROCEDURES**

*If you are moving, please inform the Guidance Office as soon as possible (preferably one week in advance of your student's last day).* To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to the student's last day of attendance. This process begins in the Guidance Office with a general withdrawal form given to students and parents at the time of withdrawal; this document is usually sufficient for enrollment in another school. Copies of additional documents such as special education or gifted education records will be provided with a 48-hour notice. Students moving during the summer must contact MMS and complete a withdrawal form to insure that records are forwarded to the correct new campus.

# APPENDIX

# *Manor Middle School 2018-2019 Bell Schedule*

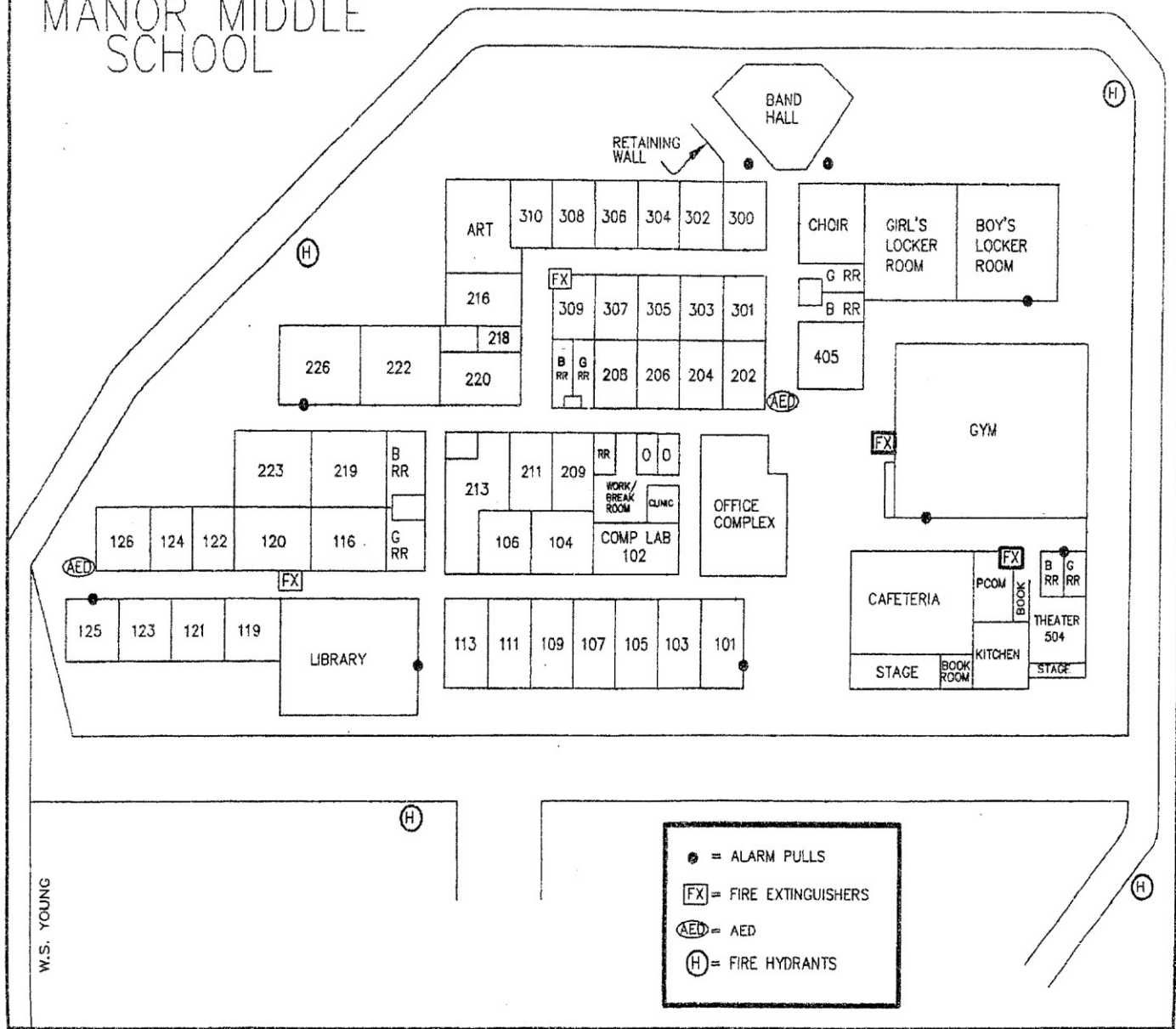
<b>REGULAR SCHEDULE</b>			
Period	6th grade	7th grade	8th grade
Entry Bell	7:55	7:55	7:55
1st	8:05 – 8:54	8:05 – 8:54	8:05 – 8:54
2nd	8:58 – 9:47	8:58 – 9:47	8:58 – 9:47
3rd	9:51 – 10:40	9:51 – 10:40	9:51 – 10:40
4th	10:44 – 11:33	10:44 – 11:33	10:44 – 11:33
5th	<b>11:33 – 12:08 Lunch</b>	11:37 – 12:26	11:37 – 12:26
6th	12:12 – 1:01	<b>12: 26 – 1:01 Lunch</b>	12:30 – 1:19
7th	1:05 – 1:54	1:05 – 1:54	<b>1:19 – 1:54 Lunch</b>
8th	1:58 – 2:47	1:58 – 2:47	1:58 – 2:47
9th	2:51 – 3:40	2:51 – 3:40	2:51 – 3:40

<b>EARLY OUT SCHEDULE (Breakfast Served @ 7:25)</b>			
Period	6th grade	7th grade	8th grade
Entry Bell	7:55	7:55	7:55
1st	8:05 – 8:40	8:05 – 8:40	8:05 – 8:40
2nd	8:44 – 9:19	8:44 – 9:19	8:44 – 9:19
3rd	9:23 – 9:58	9:23 – 9:58	9:23 – 9:58
4th	10:02 – 10:37	10:02 – 10:37	10:02 – 10:37
5th	<b>10:41 - 11:11 Lunch</b>	10:41 - 11:16	10:41 – 11:16
6th	11:13 – 11:50	<b>11:20 – 11:50 Lunch</b>	11:20 – 11:50
7th	11:54 – 12:29	11:54 – 12:29	<b>11:59 – 12:29 Lunch</b>
8th	12:33 – 1:05	12:33 – 1:05	12:33 – 1:05
9th	1:09 – 1:40	1:09 – 1:40	1:09 – 1:40

<b>ACTIVITY / ASSEMBLY SCHEDULE (Breakfast Served @ 7:35)</b>			
Period	6th grade	7th grade	8th grade
Entry Bell	7:55	7:55	7:55
1st	8:05 – 8:47	8:05 – 8:47	8:05 – 8:47
2nd	8:51 – 9:33	8:51 – 9:33	8:51 – 9:33
3rd	9:37 – 10:21	9:37 – 10:21	9:37 – 10:21
4th	10:25 – 11:09	10:25 – 11:09	10:25 – 11:09
5th	<b>11:13 - 11:48 Lunch</b>	11:13 – 11:55	11:13- 11:55
6th	11:52 – 12:34	<b>11:59 – 12:34 Lunch</b>	11:59 – 12:41
7th	12:38 – 1:20	12:38 – 1:20	<b>12:45 – 1:20 Lunch</b>
8th	1:24 – 2:06	1:24 – 2:06	1:24 – 2:06
9th	2:10 – 2:52*	2:10 – 2:52*	2:10 – 2:52*
<b>ACTIVITY</b>		<b>2:56 – 3:40</b>	
<b>* HOLD ALL STUDENTS TILL NOTIFIED</b>			



# MANOR MIDDLE SCHOOL



# 2018 – 2019 School Supply List

6 <sup>th</sup> Graders*		7 <sup>th</sup> Graders*		8 <sup>th</sup> Graders*	
1	Glue/Glue Sticks	1	Glue/Glue Sticks	1	Glue/Glue Sticks
1	Scissors	1	Scissors	1	Scissors
2 ea.	Zipper bag/must fit in binder	2 ea.	Zipper bag/must fit in binder	2 ea.	Zipper bag/must fit in binder
3- 5 pkgs.	White filler paper (appr. 500 sheets)	3- 5 pkgs.	White filler paper (appr. 500 sheets)	3- 5 pkgs.	White filler paper (appr. 500 sheets)
1	Graph paper	1 pkg.	Graph paper	1 pkg.	Graph paper
24	#2 pencils	24 pkg.	#2 pencils with erasers	24 pkg.	#2 pencils with erasers
1 ea.	Pencil sharpener with cover	1 ea.	Pencil sharpener with cover	1 ea.	Pencil sharpener with cover
1 pkg.	Pencil erasers	2 pkg.	Pens (Blue or Black Ink)	2 pkg.	Pens (Blue or Black Ink)
2 pkg.	Pens (Blue or Black Ink)	1 pkg.	Highlighters (2)	1 pkg.	Highlighters (2)
1 pkg.	Highlighters (2)	1 ea.	Combination lock**	1 ea.	Combination lock**
1 ea.	Combination lock**	1 pkg.	Map/Colored Pencils	1 pkg.	Map/Colored Pencils
1 pkg.	Map/Colored Pencils	2 sets	Pocket dividers	2 sets	Pocket dividers
2 sets	Pocket dividers	1 pkg.	3x5 lined note cards	2 ea.	Spiral Notebook
2 boxes	Facial tissue	1 ea.	Ruler, small metric/standard	8 ea.	Pocket folders with brads
1 ea.	Ruler, small metric/standard	2 pkg.	Red pens	1 pkg.	3x5 lined note cards
2 ea.	Glue sticks	1 pkg.	Dry erase markers with eraser	1 pkg.	Dry erase markers
10 ea.	Pocket folders with brads	1 pkg.	Crayola markers (16 set)		
5 ea.	One-subject spiral notebook	3 ea.	Spiral Notebook		
1 ea.	Composition Notebook	3 ea.	Composition Notebook		

**Book bag should not exceed 10" in width it must be small enough to fit into the wall lockers.** Book bags are not allowed in the classroom.

\*A two inch binder will be provided by Manor Middle School to start the school year. Additional supplies may be required by individual teachers throughout the year. Not all supplies need to be brought on the first day of school. Individual teachers will send home a list of needed items. However, this is a list of what your child will need to be successful at Manor Middle School.\* (1) lock is required if you are taking P.E. or Athletics. NO MILITARY LOCKS OR LASER LOCKS.