

A photograph of Manor Middle School, a brick building with a prominent tower. The school's name is engraved on a stone plaque on the brick wall. A white vertical line is positioned to the left of the main title text.

# MANOR MIDDLE SCHOOL 2020-2021

MANOR  
MIDDLE SCHOOL

# WE ARE RAMS!

---

- Welcome to our Manor Rams Family!



# 1<sup>ST</sup> PERIOD

---

Welcome to Manor Middle School! The first day of school is an exciting experience for both students and teachers. Manor Middle School teachers will be sharing important information that will help you have a successful and stress-free first day of school and academic schoolyear.

# Daily Before School Self-Screening

*In the last 48 hours, have you experienced any of the following symptoms?*

 Temperature greater than 100.0 degrees

 Loss of taste or smell

 Cough

 Difficulty breathing

 Shortness of breath

 Fatigue

 Headache



 Shaking or exaggerated breathing

 Sore throat

 Congestion or runny nose

 Chills

 Diarrhea

 Nausea or vomiting

 Significant muscle pain or ache

## SELF-SCREENING

- Daily self-screening must be performed daily prior to arriving at school.



## **MORNING PROCEDURES:**

- Face coverings are required to enter and remain in the school building.
- Doors open at 7:30 AM. Breakfast starts at 7:30 AM, and the breakfast doors close at 7:55 AM.
- The first instruction bell rings at 8:00 AM.
- Students eating breakfast will go to the café prior to lining up at their designated grade-level area.
- Students not eating breakfast will be lined-up with their first period teacher at the designated grade-level areas.

# DESIGNATED GRADE-LEVEL ENTRY AREAS

---

- We will utilize three doors for student entry into Manor MS.
  - **6th Graders** will start their day by the Band Hall.
  - **7th Graders** will start their day by the tennis/ basketball court.
  - **8th graders** will use the front entrance and will be lined up by the athletic field restrooms/concession stand.
- Once you arrive to campus, you are not allowed to leave campus prior to dismissal unless you are checked out by a legal guardian. The office will send for you in that case.



**Teachers will escort students into the building for their 1st Period class.**

- 6th Graders will start their day by the Band Hall.
- 7th Graders will start their day by the tennis/ basketball court.
- 8th graders will use the front entrance and will be lined up by the athletic field restrooms/concession stand.

# **2<sup>ND</sup> PERIOD**

---

**Student Responsibilities, Dress Code,  
and ID Badges**





---

## **Student Responsibilities, Dress Code, and ID Badges**

# STUDENT RESPONSIBILITIES

**Students of Killeen Independent School District have a responsibility to cultivate excellence in their academic and civic pursuits. This may be achieved through the following:**

- 1.** Attending school every day and working hard to master the skills and knowledge shared by your teachers and other instructional staff.
- 2.** *Arriving to all classes on time with assigned work and appropriate materials.*
- 3.** Practicing self-discipline, setting individual goals, and utilizing good work habits to meet personal and educational expectations.
- 4.** Taking ownership of learning by engaging in extracurricular and co-curricular activities that enhance and promote academic achievement (e.g., school clubs/organizations, fine arts, UIL athletics, UIL academics, work programs and community involvement).

## Student Dress Code







- 
- Any clothing, jewelry or accessories with decorations, patches, lettering advertisements, etc. that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry or accessories having criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco, or alcoholic beverage references or designs.
  - Form fitting garments such as Spandex or leggings may only be worn with another layer of clothing that meets the dress code.
  - During this time of Covid-19, all students must have a face covering while riding a school bus and to enter Manor MS.
  - Face coverings must be worn throughout the entirety the of School-day.

# Shirts and Blouses

---

- The display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
- The length of an untucked shirt must be no longer than the tip of the longest finger with the student's hand fully extended down the side of the student's leg.
- Transparent and/or see-through material is considered unacceptable, unless worn over another article of clothing that meets dress code.
- Shirts/tops must touch the waist of pants/skirts at all times (*i.e., when in movement, when arms are extended or raised, and when in seated position, etc.*)
- All jerseys must be worn with an undergarment that covers the torso and chest area.





# Dresses, Skirts, Skorts

---



- The length of a skirt/dress/skort must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg.
- When measuring skirts, dresses or skorts that have slits, the length will be determined by measuring from the top of the slit.
- Strapless dresses without jackets are unacceptable.

# ***Shorts***

---

- The minimum length of shorts must be no shorter than the tip of the longest finger with student's hand fully extended down the side of the student's leg.



# ***Pants***

---

- Torn, cut/slashed or frayed material that reveals any area of skin or undergarment above the knee is considered inappropriate.
- No pajama bottoms, sleepwear or lounge wear.

## **Sagging Pants :**

- Students shall wear their trousers or overalls properly at the waist. **No sagging.**



# Identification Badges

---

- All Manor Middle school students shall wear their KISD-issued student identification badges, or temporary badges, at all times while on a school campus or attending a school-related extracurricular activity.
- Badges must be visible to KISD employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc.





# Accessories

- All students must wear shoes at all times, house shoes and slippers are prohibited. Students participating in physical education class shall wear athletic footwear to participate, sliders are prohibited.
- Hair should be kept neat, clean and reasonably styled.
- Any type of head covering is unacceptable.
- Face coverings should be school appropriate and not distracting to the learning environment
- Religious and medical exceptions must be cleared by the principal.
- Proper undergarments should be worn but not visible.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
- Chains or spiked jewelry are unacceptable.
- Campus Administration will determine the appropriateness of all piercings, gauging, and mouth “grillz” for school.



# **3<sup>RD</sup> PERIOD**

---

## **Cafeteria Procedures**

# CAFETERIA PROCEDURES

---

**All students will be escorted to the cafeteria by their teacher.**

**Students will enter the cafeteria and follow the instructions of the teachers on duty.**

**After you go through the lunch line, you may sit at your assigned teacher table. (Tables will be labeled.)**

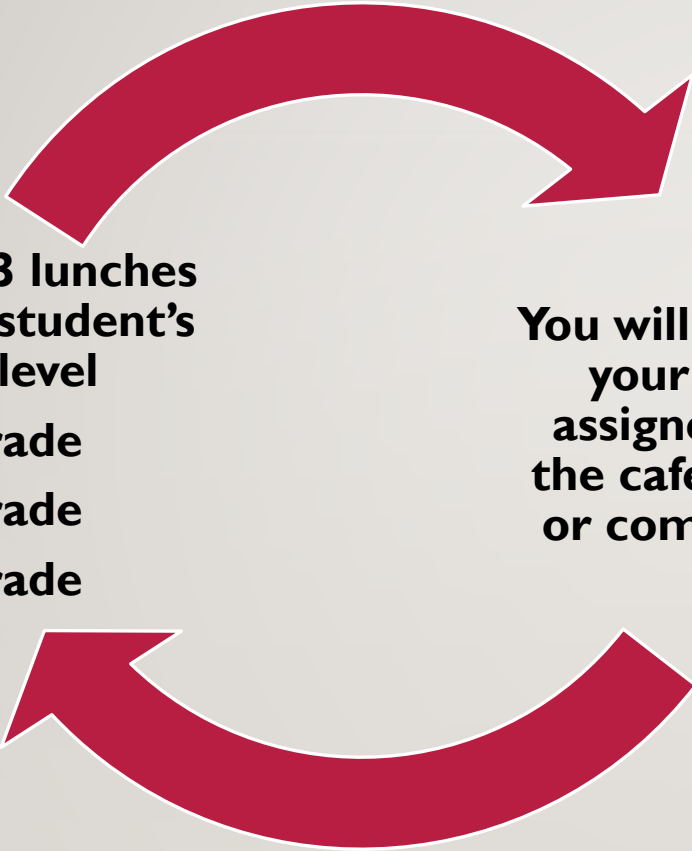
**Please make sure to get everything needed when going through the lunch line.**

**Students are expected to remain seated until called to line up or to be dismissed.**



# Manor Middle School Behavior Expectations

Expectations	Morning Arrival	Passing Period	Café	Restroom
<b>Ready</b>	Have ID visible and be in dress code; Decide breakfast or gym	<b>Social distancing is essential</b>	Have ID visible and know your ID number	Use between classes
<b>Responsible</b>	Go directly to your destination	Walk on the RIGHT hand side	Line up quickly using an inside voice	Report inappropriate behavior
<b>Respectful</b>	Use respectful and appropriate language	Keep hands, feet, objects to yourself	Clean up your area	Keep hands, feet, objects to yourself
<b>On-Time</b>	7:25 School doors open	Walk & talk quietly	Take your seat quickly	Go, flush, wash, leave
Expectations	Office	Assembly	Bus	Gym
<b>Ready</b>	Sign in; Use pass	Listen for and follow directions	<b>Must wear PPE</b>	Leave food in cafeteria
<b>Responsible</b>	Follow directions	Participate and engage in the presentation	Stay seated Speak quietly	Stay seated
<b>Respectful</b>	Wait your turn	Listen to and respect presenter	Keep hands, feet, objects to yourself	Keep hands, feet, objects to yourself
<b>On-Time</b>	Come and return promptly	Listen for instructions		Put away technology upon dismissal to class
Expectations	Library	Dismissal	Classroom Expectations	
<b>Ready</b>	Have books to return		<b>Ask yourself:</b> <b>Is it safe?</b> <b>Is it courteous?</b> <b>Is it your best?</b> <b>If not; make it so!</b>	
<b>Responsible</b>	Put books to be returned in dropbox; check out books promptly	Check your agenda for assignments		
<b>Respectful</b>	Quiet at all times	Be mindful of others around you		
<b>On-Time</b>	Be at your seat when the bell rings	Students will be dismissed via intercom		



There are 3 lunches  
divided by student's  
grade-level

**6<sup>th</sup> Grade**

**7<sup>th</sup> Grade**

**8<sup>th</sup> Grade**

You will be seated at  
your teacher's  
assigned tables in  
the cafeteria, stage,  
or commons area.

## **DISMISSAL FROM LUNCH**

**STUDENTS ARE  
EXPECTED TO  
REMAIN SEATED  
UNTIL CALLED TO  
LINE UP OR TO BE  
DISMISSED.**

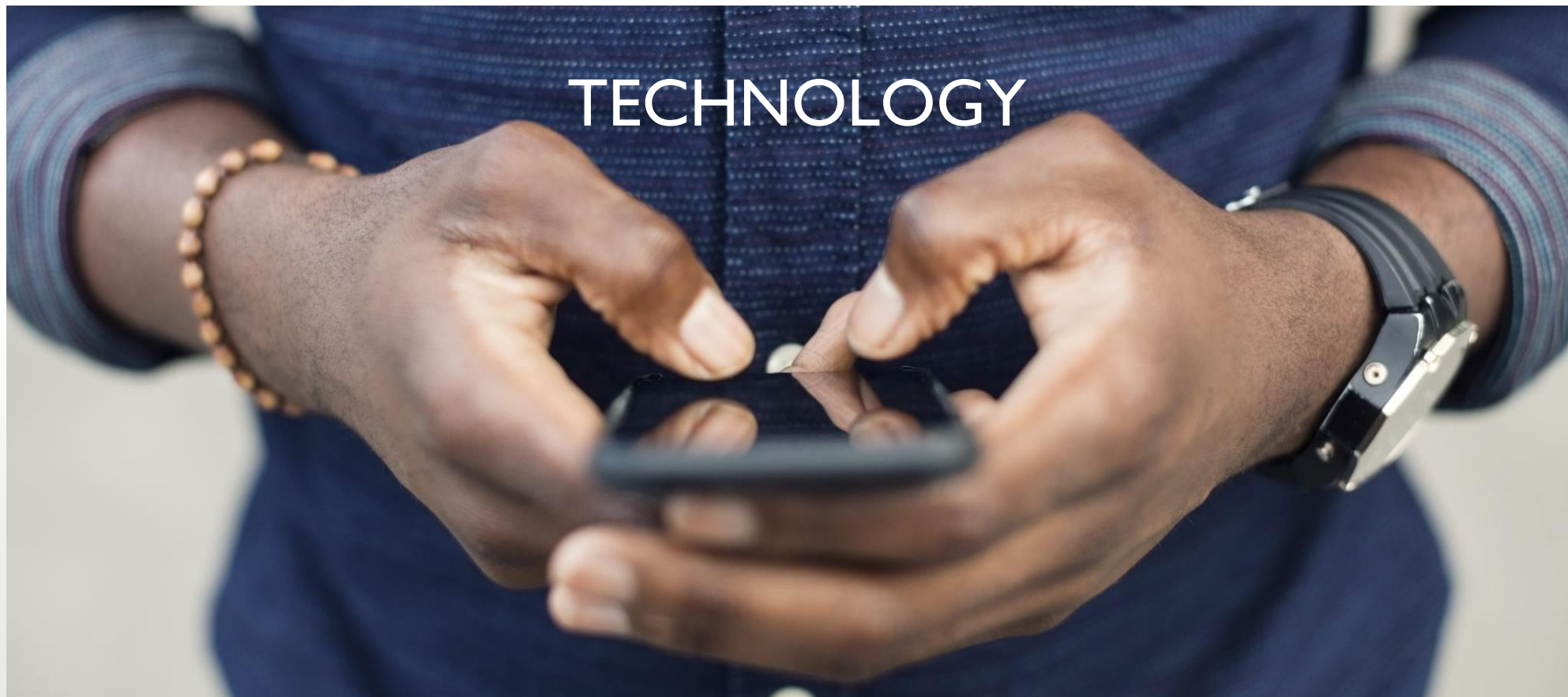
# **4<sup>TH</sup> PERIOD**

---

## **Technology**



TECHNOLOGY



## Technology Regulation



Elizabeth Head  
Carter Junior High





# Technology

- **Access to the district technology resources is a privilege, not a right.**
- By accessing the district network and/or related systems all users acknowledge, understand, and agree to the administrative regulations governing the use of district technology resources, and allow monitoring of technology use and compliance with all regulations and guidelines.
- Access to the district technology resources, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations.
- Noncompliance may result in suspension of access or termination of privileges and other corrective action consistent with district policies.



BEFORE YOU

**think**

**t**= is it TRUE?

**H**= is it HELPFUL?

**i**= is it INSPIRING?

**n**= is it NECESSARY?

**K**= is it KIND?

## DIGITAL ETIQUETTE

---

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is prohibited.
- Transmitting and/or viewing obscene messages or pictures are prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.



# BRING YOUR OWN TECHNOLOGY (BYOT)

---

## STUDENT GUIDELINES





# BRING YOUR OWN TECHNOLOGY (BYOT)

## STUDENT GUIDELINES CONT.....

---

- *KISD employees, schools, and/or the District will not be responsible for lost, damaged or stolen items.*
- *Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for corrective action, and if necessary, provided to law enforcement authorities.*
- Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
- Use of student-owned technology devices for personal purposes will be determined by campus leadership.



# IMPROPER USE OF TECHNOLOGY ON AND OFF CAMPUS

---



- Attempting to access or circumvent passwords or other security-related information of the district, students or employees or to upload or create computer viruses.
- Attempting to alter, destroy or disable district computer equipment, district data, the data of others or other networks connected to the district's system.
- Using the Internet or other electronic communications to threaten district students, employees or volunteers.
- Cyber bullying – for example, sending or posting electronic messages that are abusive, threatening, harassing, and/or damaging to another's reputation.
- Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
- Sexting – for example, sending or posting electronic messages and/or pictures that are obscene, sexually oriented, and/or potentially illegal.

# 5<sup>TH</sup> PERIOD

---

## ***Positive Behavior Interventions and Supports (PBIS)***



**POSITIVE BEHAVIOR INTERVENTIONS  
AND SUPPORTS (PBIS)**

---



## Manor Middle School Behavior Expectations



Expectations	Morning Arrival	Passing Period	Café	Restroom
<b>Ready</b>	Have ID visible and be in dress code; Decide breakfast or gym		Have ID visible and know your ID number	Use between classes
<b>Responsible</b>	Go directly to your destination	Walk on the RIGHT hand side	Line up quickly using an inside voice	Report inappropriate behavior
<b>Respectful</b>	Use respectful and appropriate language	Keep hands, feet, objects to yourself	Clean up your area	Keep hands, feet, objects to yourself
<b>On-Time</b>		Walk & talk quietly	Take your seat quickly	Go, flush, wash, leave
Expectations	Office	Assembly	Bus	Gym
<b>Ready</b>	Sign in; Use pass	Listen for and follow directions		Leave food in cafeteria
<b>Responsible</b>	Follow directions	Participate and engage in the presentation	Stay seated Speak quietly	Stay seated
<b>Respectful</b>	Wait your turn	Listen to and respect presenter	Keep hands, feet, objects to yourself	Keep hands, feet, objects to yourself
<b>On-Time</b>	Come and return promptly	Listen for instructions		Put away technology upon dismissal to class
Expectations	Library	Dismissal	Classroom Expectations	
<b>Ready</b>	Have books to return		Ask yourself:	
<b>Responsible</b>	Put books to be returned in dropbox; check out books promptly	Check your agenda for assignments	Is it safe?	
<b>Respectful</b>	Quiet at all times	Be mindful of others around you	Is it courteous?	
<b>On-Time</b>	Be at your seat when the bell rings		Is it your best?	
			If not; make it so!	

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

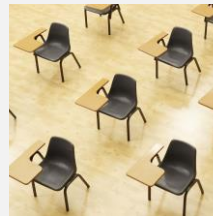


## BE READY

---



1-Arrive on time



2-Enter quickly & sit quietly in your designated seats

# BE RESPECTFUL

---



Be silent during  
performance/presentations



Enter/exit the  
building and  
classroom with a  
greeting and lower  
your voices



Be courteous always

---

## BE RESPONSIBLE

**Wear**

Wear face covering while on school property and school sponsored events

**Use**

Use appropriate language/ volume at all times

**Have**

Have all materials prepared for all classes

**Wear**

Wear a visible school issued ID at all times

**BE ON TIME**

Arrive to all  
classes before the  
tardy bell



**6<sup>TH</sup> PERIOD**

---

***Manor Middle School Administration***

A 3D rendering of a red puzzle piece standing out from a grey puzzle background. The red piece is in the center, slightly raised, and has the text 'We are here to support YOU!' written on it in white. A thin white vertical line is positioned to the left of the text.

**We are here to support YOU!**



Mrs. Rhea Bell  
Campus Principal

## ADMINISTRATORS

---



Mr. Eliezer Badillo  
Assistant Principal

Ms. Nicola Gardere  
Assistant Principal

---

## ADMINISTRATORS





MRS. MARIA JACKSON

MRS. YOLANDA JONES

COUNSELORS

---

# CAMPUS INSTRUCTIONAL SPECIALIST (CIS)

---



**Ms. Zendria Anderson**



**Ms. Susan Frisch**





# CAMPUS FACILITATOR

Dr. Shaunta' Bailey

**7<sup>TH</sup> PERIOD**

---

***Support Staff***



# OFFICE MANAGER/ PRINCIPAL SECRETARY

---

MRS. TERI ANNE COX



# SECRETARY

---

MRS. STACEY BRIZUELA

ASSISTANT PRINCIPAL'S OFFICE





# GUIDANCE OFFICE SECRETARY

---

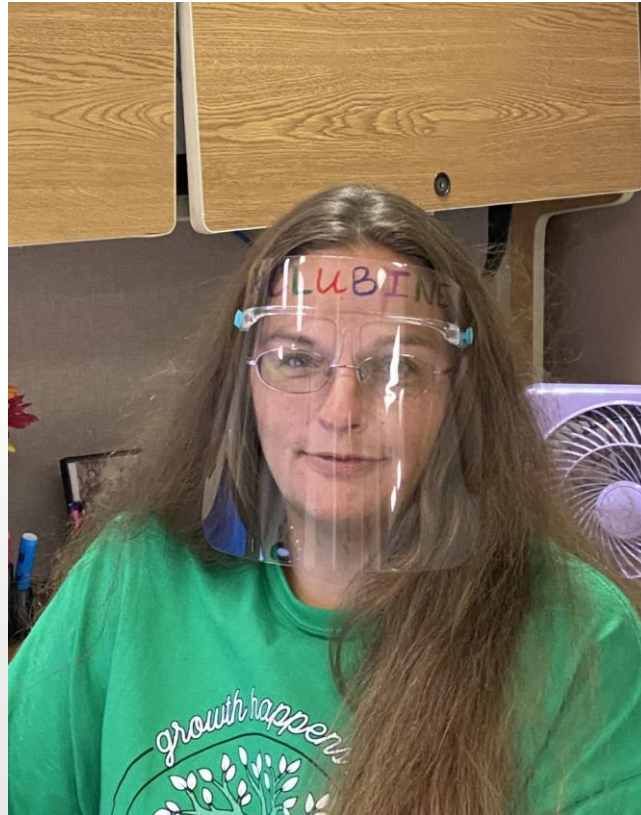
MS. TARA AUSTIN



# ATTENDANCE SECRETARY

---

MRS. BRANDI CLUBINE

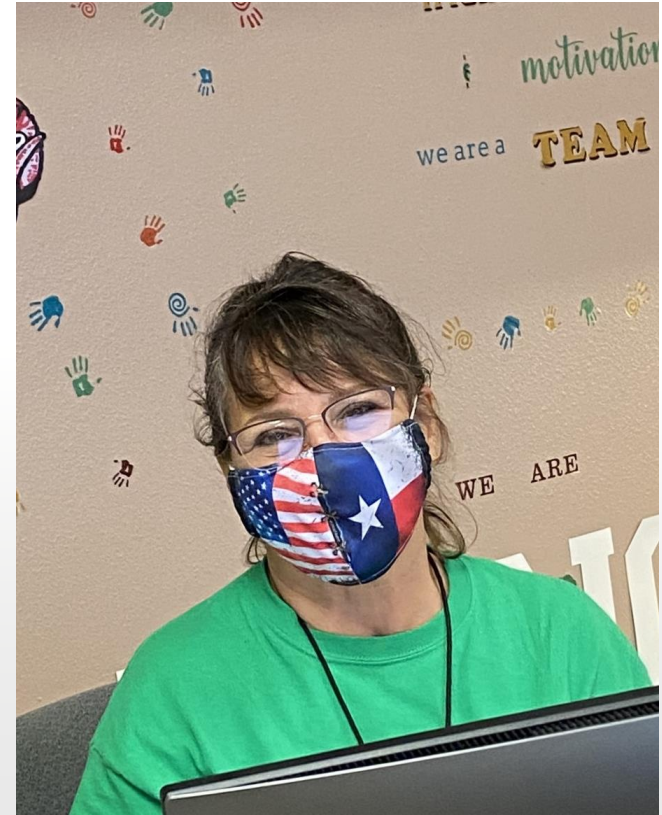
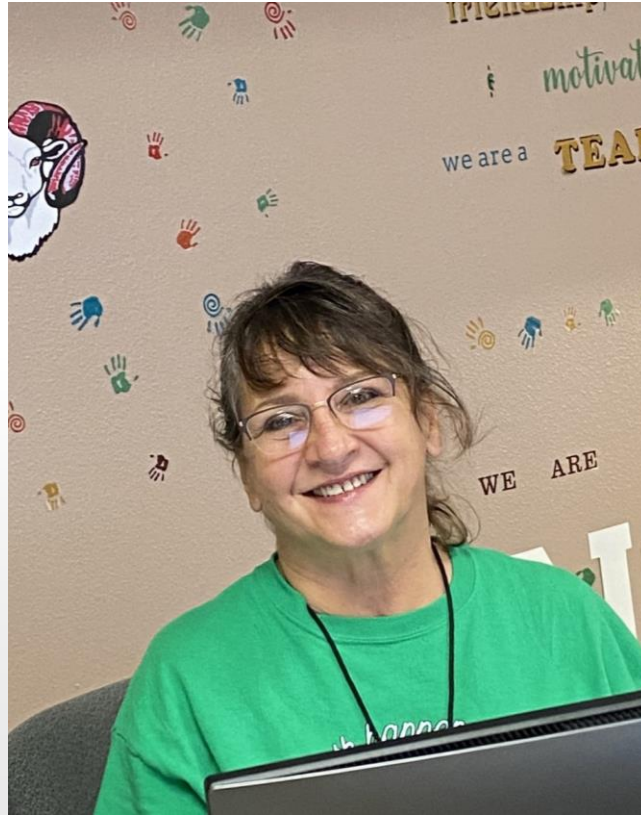




# FRONT OFFICE RECEPTIONIST

---

MS. JANEL SHATTUCK



# CLINIC

---



Mrs. Alissa Albritton BSN, RN  
• Registered Nurse



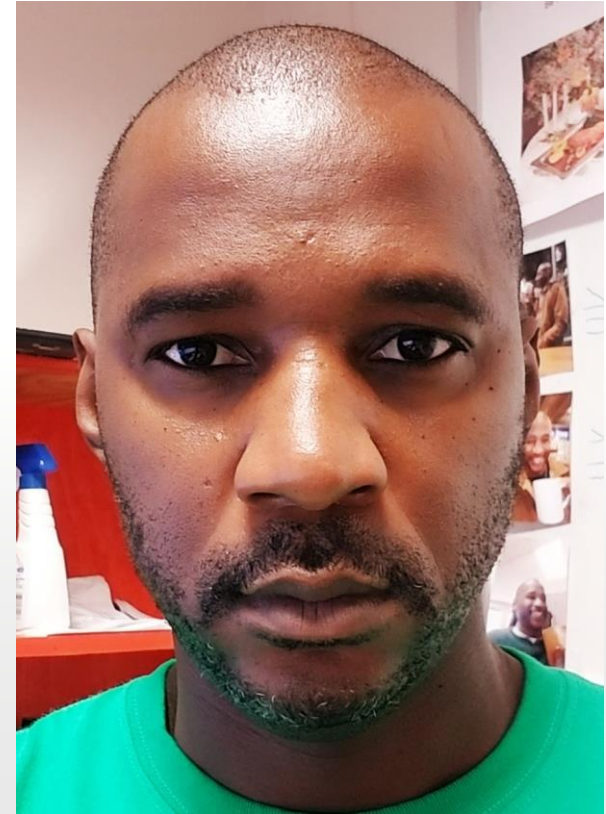
Ms. Shatira Harris  
Clinic Staff



# CAMPUS TECHNOLOGY MANAGER

---

MR. BUCK WALKER





# SCHOOL RESOURCE OFFICER (SRO)

Officer D. Vasquez



**8<sup>TH</sup> PERIOD**

---

***Dismissal***

# DISMISSAL PROCESS

---

- Students will be released via intercom
  - Walkers
  - Car riders
  - After-school tutoring
  - Bus

# Killeen ISD Transportation

---



- *When dismissed, be prepared to go straight to your bus after school.*
- Be sure to have on your face covering and ID.
- Sit quietly until you reach your stop.
- There is no standing while the bus is in motion.
- Please remember your bus number.
- Remember to follow KISD behavior expectations while riding bus.

STAY FOCUSED ON  
YOUR  
SCHOOLWORK...

LET'S MAKE IT A GREAT  
YEAR!



WE ARE RAMS!

---

Let's Make this a GREAT School Year!

