

# NOLAN MIDDLE SCHOOL



PARENT/STUDENT HANDBOOK  
2023-2024

# **NOLAN MIDDLE SCHOOL**

1600 Warriors Path  
Harker Heights, Texas 76548

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## **CAMPUS INSTRUCTIONAL TECHNOLOGIST:**

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## **CAMPUS FACILITATOR:**

Sonya Walker

## **LIBRARIAN:**

Leslie Hallbauer

## **VOLUNTEER COORDINATOR/PARENT LIAISON**

Le Ann Chase-Smith

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NOLAN PRIDE STARTS INSIDE  
**MISSION STATEMENT**

Here at Nolan, we are a family of life-long learners that will motivate one another to build a community of resiliency, integrity, and innovation.

**VISION**

Every Mustang will leave with the support and tools needed to achieve their goals.

# GENERAL SCHOOL INFORMATION

## TELEPHONE DIRECTORY

Main Office	(254) 336-1150
AP Office	(254) 336-1153
Attendance Office	(254) 336-1158
Clinic	(254) 336-1160
Counseling Office	(254) 336-1154
Parent Liaison/Volunteer Coordinator:	(254) 336-1700

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

Assistant Principals' Secretary:	Eva Montez
Attendance Secretary:	Mya Shelton
AVID Coordinator:	Krislyn Bark
Counselors' Secretary:	Yaraliz Astacio
Nurse:	Thandra Sowles
Principal's Secretary:	Suze Kaczmarczyk
Parent Liaison/Volunteer Coordinator:	LeAnn Chase-Smith

## HOURS OF OPERATION

The office at Nolan Middle School is open Monday through Friday from 7:30 a.m. to 4:30 p.m. All doors except the main front entrance door remain locked after the late bell in the morning. All visitors must check in at the front office with proper identification. **Please keep in mind we are a 100% ID check campus.** In compliance with Killeen ISD policy, an ID is required any time a visitor comes to our campus. This includes, but is not limited to, dropping off food, dropping off clothing or school supplies, or visiting with a student. The front door is locked promptly at the closing of office hours.

Students are required to be picked up from school in a timely manner. For the safety of all Nolan students, students are not allowed to remain in the front, side, or back of the building to wait for a ride after 3:50 pm. Students may wait at Boys & Girls Club until pickup.

# SCHOOL WIDE INFORMATION AND GUIDELINES

## ANNOUNCEMENTS

Announcements are posted on our school website, morning announcements, they have important information that all students need to know.

## ATTENDANCE

FEA (LEGAL) & FEA (LOCAL)

EMAIL: [Mya.Shelton@killeenisd.org](mailto:Mya.Shelton@killeenisd.org)

Attendance in middle school is different from elementary school. **Attendance is taken each period and absences are counted each period.** Parents/guardians must call 254-336-1158 or email the Attendance office to alert the school that their child will be absent. **To comply with state law, a written note explaining the reason for the absence must be sent into the school within five (5) school days.** Students that are checked out of school and miss any period or parts of a period must return with a parent or medical note. Your student must attend the first 15 minutes of a period to be counted as present for that period.

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

1. A note from a doctor, dentist or other professional.
2. A parent note. **Ten (10) parent notes are allowed to be written during a school year to excuse your student's absence.** 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 than the allowed number of unexcused absences.
3. Absence notes are to be turned in to the box in the Front office or the Attendance Office.

The first bell rings at 7:55 a.m. and First Period begins promptly at 8:00 a.m. If a student signs in after 8:00 a.m., the student will be counted tardy unless they arrive with a medical note. A parent is not required to sign the student in at the front office.

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

1. Come into the office and sign out your child on the sign out sheet for student checkout at the front desk. **Please keep in mind we are a 100% ID check campus.**
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 emergency contact list. **No student will be released to anyone who is not on the child's emergency contact list. Again, keep in mind we are a 100% ID check campus.**

**3. Students will not be called to the office prior to parent arrival.**

Students will have five (5) days to make up assigned work given during their absence. If an assignment is due on the date of the absence, then the assignment will be due when the student returns.

## **AFTER SCHOOL ACTIVITIES**

Students attending after school activities must have their ride pick them up no later than 15 minutes after an activity ends. If students are still at school after the 15-minute pick-up time, they may be banned from attending future after-school activities. All students are required to wear their Nolan ID Card at all extra-curricular activities.

When attending school events, students are required to sit in the student section, no roaming, and remain seated unless making a purchase at the concession stand and/or using the restroom. Students not seated in the student section must be accompanied by a parent. Roughhousing/horseplay will not be tolerated at school events. Failure to comply with the student code of conduct and school policies will result in removal from the event.

## **BACKPACKS**

Students will be permitted to use backpacks throughout the school day. ***Oversized backpacks and backpacks with wheels are not permitted.*** Teachers may utilize their classroom management system to facilitate the appropriate procedures for use in the classroom. All bookbags must be able to fit in the student's locker.

## **BICYCLES**

Students who ride bicycles to school do so at their own risk. When they get to school and leave at the end of the day, they should **WALK** their bike on/off campus. Encourage your student to **LOCK** their bike to the rack immediately upon arrival at school. The school cannot accept any responsibility for a lost/stolen bicycle. Students should report to the office if they find that their bike has been tampered with or stolen so we can report it to the police.



## **BOYS AND GIRLS CLUB**

Nolan Middle School has a partnership with Boys and Girls Club (BGC). BGC is located inside the building after school ends. BGC provides free after-school coverage and activities for all members. Membership to BGC is required to attend. Students who are not able to walk home and wait for pickup are all encouraged to join as students are not permitted to wait in front of the building after 3:50 pm each day.

The link to the free application can be found here: <https://mts.bgctx.org/onlinemembership.aspx>

## CAFETERIA

Parents/guardians can check the balance, add money, or review what their child has been eating by visiting the following web site: [www.schoolcafe.com/killeenisd](http://www.schoolcafe.com/killeenisd). The parent/guardian will need the student's school ID # to access the information. Please check your child's account on a regular basis to ensure your child has enough funds to purchase breakfast and/or lunch. If your child does not have enough money to purchase his/her lunch, then they will be offered a courtesy meal. All food and drinks must stay inside the cafeteria. Students are required to raise their hand if they need anything (restroom, water, snacks from the cafeteria line, etc). Due to health restrictions and nutritional guidelines, food may not be shared with other students. Parents and students may not purchase or bring food for other students. Parents are welcome to eat with their student during lunch if they would like and can sit at the back tables with their student.

- If you bring a student lunch, please ensure the lunch is in a lunch box as we cannot guarantee what time the student comes to the front office to pick up their lunch. **We will not accept lunches that are not in insulated lunch boxes.**
- **No food delivery services will be allowed to drop off food for students.** All food must be dropped off by a parent or guardian who is listed on Home Access.
- **Parents may bring food for their students only.**

## CELL PHONE/ELECTRONIC USE

The KISD Student Code of Conduct states in regard to the Possession of Telecommunications or Other Electronic Devices Students shall not: Display, turn on, or use a telecommunications device, including a cell phone, or other electronic device on school property during the school day unless campuses choose to permit use of various electronic devices in classrooms and commons areas during the school day, in accordance with the rules established and enforced at the campus level. (See Exhibit A). Nolan Middle School policy further states that: **Cell phones must be turned off and put away from 7:50-3:30 p.m and placed securely in a locker or student backpack. Using a cell phone to call, IM, take videos, photographs or text during the day is prohibited. This includes all headphones and any other personal electronic devices from home.** Any urgent messages should be directed to the front office to be relayed to your child. Students may call home for emergencies by asking to go to the front office. Students who do not adhere to the cell phone/electronic policy may have their devices confiscated and/or banned at the discretion of the administrator. This also applies if the student lends their phone to someone else.

Students are not permitted to connect their phones or other electronic devices to school computers or use charging carts to charge their personal devices. Additionally, students are also not permitted to use personal wall chargers or personal headphones/ear buds in the classroom.

Students found in violation of the electronic device policy will receive the following consequences:

1 <sup>st</sup> Minor Violation	Student will receive reminder to comply with policy
2 <sup>nd</sup> Minor Violation	Violation will be documented in HERO. Parents will be contacted by the teacher and receive notification via the HERO system.
3 <sup>rd</sup> and additional Minor Violation within the same instructional period	Students will be issued a referred to their Assistant Principal for insubordination

Per Killeen ISD district policy, we want to remind you that your child is solely responsible for any equipment he/she brings to school. **Nolan staff is not responsible for searching for lost technology items from home.** In addition, Nolan Middle School is not liable for damaged, lost, or stolen equipment and our staff is unable to provide technical support for personal devices brought to school. All students must adhere to the technology policy while using their own devices at school and when students use technology inappropriately, the board approved Student Code of Conduct consequences still apply, regardless of who owns the device.

Please remind your student to be a good digital citizen and be mindful of any and all content they choose to create and/or distribute using their personal technology.

Parents/Guardians, please talk to your children about making sure they are connected to the district wireless connection while at school and of the consequences of the potential costs they could incur, if not using this connection. Please understand that this initiative does not require the purchase of any device by any of our students and families.

## **CHANGE OF ADDRESS**

If your address, email address, or telephone number should change, then please report the change to the Counselor's Office in person. The district requires an accurate address for state accounting purposes. Additionally, if you move during the school year and reside outside of the NMS attendance zone, you must submit the appropriate transfer paperwork for approval.

## **CLEARING THE BUILDING**

All students should clear the building 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 by the closest door leading outside. Students must use crosswalks and sidewalks when exiting the campus and walking in the neighborhoods. For safety reasons, we supervise students in front of the school until 3:50 p.m., after this time, students will need to go to Boys & Girls club. Parents will need to pick up their child in front of the school building by 3:50 p.m. If students are not picked up within 15 minutes of school being out and are a transfer student, the transfer can/will be revoked. Once a student leaves campus they are not permitted to come back.

## **CLOSED CAMPUS**

We are a closed campus. This means students are not allowed to leave the campus once they come on the grounds. If students must leave campus for any reason, they must be checked out through the office by an adult listed on their demographic or emergency contact information. **ID**

**is required.** Any student who leaves the campus without permission will be subject to disciplinary action.

## **CLUBS**

There are a variety of clubs at Nolan Middle School, please see our campus website. We are also in partnership with Boys and Girls Club. Although Boys and Girls Club is free, students must be registered to participate.

## **COMMUNICATIONS**

Messages for students will be given only on an EMERGENCY basis. Students may call home for emergencies only by asking permission from their teacher to use their cell phone. Students may use the front office phone for EMERGENCIES ONLY. Staff communication may be done in several ways: a scheduled meeting during the teacher's conference period, contacting staff members through KISD email (teacher name is listed on Nolan's school website under staff directory). Teacher email will be: firstname.lastname@killeenisd.org. It is suggested that your child's name be in the subject line. Medical/Parent forms must be turned into the Front Office with sufficient time in order for the forms to be mailed, faxed or hand carried to the desired recipient. Please do not call or text your student during the day. If you need to contact your student, please call the front office and we can relay a message to them.

To contact an NMS staff member by email, go to the NMS school website and click on Staff Directory. Also, parents may contact teachers by calling and leaving a message with the front office for the teacher to return the call. Please allow teachers at least 48 hours to respond.

## **COMPUTER USE**

There are several computers available for student use at Nolan Middle School. Students will be held accountable for the use and care of the equipment. Any inappropriate or misuse by the student including, but not limited to, visiting inappropriate websites, changing the computer settings without permission, mishandling the equipment, or hacking into other accounts will result in disciplinary action. Every student will need to have a signed Student Code of Conduct Card before using a computer.

## **COUNSELORS**

The school counselors are available to assist students with a wide range of personal, social and academic concerns. The counselors may also make information available about community

resources to assist them with their concerns, when appropriate. If a student wishes to meet with a counselor, they should request a pass from their teacher to go to the Counselor's Office to see if they are available or to schedule an appointment.

## DANCES

All students are required to wear a school issued ID to school dances. Rough housing/horseplay will not be tolerated at school events. Failure to comply with the student code of conduct and school policies will result in removal from the event without a refund. All students must be in the dance no later than 30 minutes after the dance has started or they will not be allowed in the dance. If a student leaves prior to the end of the dance, they must have a parent to pick them up or walk home and they will not be allowed back in the dance. Please make sure your child has a ride by the end of the dance. If students are still at school after the 15-minute pick-up time, they may be banned from attending future dances. Concessions are available at the dance.

## DELIVERIES

Parents are welcome to drop off items to students through the front office. **Please keep in mind we are a 100% ID check campus.** In compliance with Killeen ISD policy, an ID is required any time a visitor comes to our campus. This includes, but is not limited to, dropping off food, dropping off clothing or school supplies, or visiting with a student. Outside deliveries for students such as flowers, balloons and gifts, as well as food delivery services are NOT allowed on the NMS campus for safety reasons.

## DRESS CODE

Students should be dressed or groomed in a manner that is clean and neat and that will not pose a health or safety hazard to themselves or others. Pants, slacks, and jeans are appropriate attire. Spandex pants or shorts, boxer shorts, 'cut offs,' and shorts or pants with holes higher than 6" above the knee are not permitted. For more information, please refer to the KISD Student Code of Conduct found online at [www.killeenisd.org](http://www.killeenisd.org) under Students and Parents Link.

## DRUG TESTING

The District requires random drug testing of any student in grades 7–12 who chooses to participate in school- sponsored athletic activities and other extracurricular activities that result in the student being a representative of the District. This includes students choosing to participate in athletics, band (marching, concert, and any other band-related groups), choir (all elements), high school theatre arts, and academic UIL. Further information about the KISD random drug testing program may be found in KISD policy FNF (LOCAL) pg. 4.

## **DYSLEXIA**

Students served under dyslexia will have access to the Texas Dyslexia Handbook.

## **EMERGENCY DRILLS**

Emergency drills will be held at unannounced periods throughout the year. Students should follow all teacher directions and procedures regarding the emergency drills. **Students may not be signed out during emergency drills.**

## **ENTERING THE BUILDING**

In the morning, all students will enter the building through the main entrance doors or their grade level hallways. Upon entry to the school, students must present their school issued ID's or obtain a temporary ID. Students are also able to eat breakfast at this time in the cafeteria. Students are not permitted to be on their cell phones or use any other electronic devices during breakfast time. We want all students to be able to eat their breakfast and get ready for their school day. All students will go to their first period classroom once they enter and will remain in their classroom until the school day begins.

## **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 extracurricular activity because of illness, they will not be permitted to participate in any activity that day or night. 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 NMS and will be held to a higher 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.

## **FOOD AND DRINKS**

Students are allowed to eat and drink in the cafeteria only. Absolutely no food or drink items other than water are allowed in the halls or the classroom without permission. Students may bring plastic or metal water bottles only. No glass or other bottles will be permitted on campus at any time. Consequences will be issued for violations of this policy.



## GRADING POLICIES AND PROCEDURES

Nolan Middle School will follow the district guidelines as they are set forth in the district grading policy. The following information is intended as an extension to the district guidelines.

- ❖ NMS teachers will ensure their gradebooks are updated and this will require the teacher to use the District's Teacher Access Center (TAC) gradebook.
- ❖ Grades shall be posted/recorded in a timely manner no later than five instructional days from date received with exception given for projects which will be graded within 8 days of the assigned due date.
- ❖ Teachers will take at least one grade (either formative or summative) per week, with the exception of the first and last instructional weeks of each semester (Although this is permitted, if the teacher determines it is in the best instructional interest of the students).
- ❖ 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 grading procedures. Students with grades of "0" for missing work may be assigned mandatory tutorial session(s) until the assignments are completed. No individual grades (formative or summative) shall be counted multiple times in the gradebook.
- ❖ A teacher may break up an extended assignment into parts, using each part as a formative assignment. If this method is employed, the students will be apprised of this expectation in writing when the assignment is assigned.
- ❖ Further weighting within the summative and formative categories is not permitted. In other words, within the proper level of the class, the percentages shall be as listed above in policy (60/40; 65/35, etc.) without further percentage manipulation. No individual grades (formative or summative) shall be counted multiple times in the gradebook.

### RE-DO REQUESTS AND MAKE-UP WORK

In accordance with KISD Board Policy EIA (Local), 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 in writing within 10 days of the grade being posted in the grade book. Campuses may determine additional and more specific criteria.

- ❖ The Re-do form and procedure are not applicable to UIL Eligibility concerns.
- ❖ The student obtains the Re-do form from the teacher and he/she submits the FULLY COMPLETED form to the teacher, within ten school days of the assignment being posted in the grade book.
- ❖ Any student who wishes to re-do/retake any assignment or assessment must complete a minimum of one intervention session during the teacher's regularly scheduled (posted) tutorial time.
- ❖ The actual re-doing of the assignment occurs in the teacher's regularly scheduled (posted) tutorial time and duration of tutorial time.
- ❖ Re-do assignments or assessments will cover the same material, but the new assignment may have a different format or different questions.
- ❖ No Re-do shall extend beyond the semester or the first two weeks of the grading period.
- ❖ This opportunity does not extend to semester exams or assessments, or final exams or assessments.

- ❖ The student will be awarded the higher of the two grades achieved on the assignment.

### **MAKE UP WORK PROCEDURES**

1. Any absences of five days or less shall have five days from the day of his or her return to make up any assignments assigned on the day(s) of the absence.
2. Any absences longer than five days shall result in a conference between the teacher and the student. This conference will result in the teacher communicating the expected due date for all work missed by the student for the class. The teacher may use his or her own form, or the one attached to this procedure. The teacher will notify parents, in writing, of the agreed upon due date for all completed work. Parents should reach out to the attendance office and the teachers when students will be out for longer than five days.
3. It is important to note that if a grading period is bridged in this time, an "I" will be assessed for that grading cycle. As per UIL rules, an "I" (incomplete) in a course result in the student being ineligible to participate for that UIL grading cycle. The teacher will submit a grade change form for the student when the work is submitted and graded, or when the date for the work has passed if the student chooses not to make up the assignments. Teachers will be expected to clear all "I" within the first two weeks of the new marking period. Clearing of the "I" and acceptable grades must be present before the student is able to regain eligibility on the posted UIL schedule.
4. If a student is absent longer than three days, the student's counselor may collect work for that student at the request of the student or parent to the counselor. The student or parent will be required to pick up the collected work from the counseling office.
5. Should a student be absent on the day a previously assigned assignment is due, that assignment is due on the day the student returns to school.
6. Should a student be absent during the time that a long-term assignment is in process, no time extension will be provided to the student on the due date.
7. Teachers may use discretion to extend the policy if the circumstances are extenuating. This policy is intended to serve as a minimum structure for make-up assignments. Any extensions to the due date due to extenuating circumstances will be communicated to the student and parent in writing.

## **HALL PASSES**

Hall passes **MUST** be carried any time a student leaves the classroom. This includes, but is not limited to, going to the restroom, getting water, going to the clinic, or going to an office.

## **ID POLICY**

Photo ID Cards are issued to all our students. All students are required to wear their Nolan ID Card, it should always be visible from the front and worn around the neck or with a temporary ID card on their shirt or top while at school or at school functions, and while riding to and from school on district transportation. If a student defaces their ID card (e.g., stickers, drawing, holes, chewing, missing or scratched barcode, etc.) they will be required to purchase a new one. This includes IDs which are missing chunks of the card as well. New or replacement ID cards can be purchased in the Library for \$5 per ID with lanyard. If a replacement lanyard is needed, it can be replaced at a cost of \$1.00 per lanyard. The library also sells clear ID cases for \$1. IDs brought in by parents will be given to the student, and the violation will be removed if the student returns the temporary ID to the AP Office or front office within the same day. Students must furnish their ID card upon request to any district employee and/or law enforcement officer at any point in the day.

## LATE WORK POLICY

Please follow the late work policy stated by each teacher at the beginning of the school year. Students are responsible for turning in their late work. The late work policy does not apply when a student is absent. Every effort will be made to prevent students from failing because of zeros.

Work due as part of a long-term assignment will be due when the student returns. KISD policy allows students five (5) days to turn in work following an absence. After this, the late work policy will apply unless the work was due the day of the absence.

## 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 and paying for any lost books before being allowed to check out another library book. Computers are available in the library for classroom assignments only. Students can print school assignments for free.

## LEAVING THE BUILDING

All students need to either be at tutoring or out of the building by 3:35 pm. Students are not permitted to hang out inside the building after school. All students must be picked up from the front of the building by 3:50 pm each day. If your child is not able to get picked up by 3:50, Boys and Girls Club is located on campus and can provide coverage until 6:30 pm each day with a membership. Memberships to Boys and Girls Club are free. Students who loiter on campus after designated pickup will be subject to disciplinary consequences.

## LOCKS AND LOCKERS

Students will be assigned a locker and must purchase a combination lock before textbooks are assigned to them. Students will write their locker number and code on an index card provided by the school and the card will be stored in the AP office in case the student does not remember their combination. **Students are not allowed to share their locker or their combination with anyone else. Additionally, key locks are prohibited.** Their locker 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 placed on a locker without the permission of school personnel.

## **LOST AND FOUND**

The lost and found is in the cafeteria. Items of great value are taken to the Front Office. The student is responsible for his/her belongings; this includes cell phones and headphones/air pods. **The school is not responsible for personal items.** Due to the lack of storage and space, all unclaimed items in the lost and found will be donated to local organizations at the end of each week. **The AP Office does not investigate lost or missing items without probable cause of theft.**

## **MONEY TRANSACTIONS**

Should you have to pay for anything at school (fines, yearbook, etc.); NMS will accept cash and checks (no temporary checks). Students paying for textbooks and workbooks must go to the Library to pay and receive a receipt. The library is not able to accept debit card payments.

## **NATIONAL JUNIOR HONOR SOCIETY**

Membership is by invitation only. Membership may be extended to any 7th or 8th grade student enrolled.

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 NMS.
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 been assigned to ISS, been suspended from school, or have been truant from school. If dismissal from NJHS is deemed necessary by the advisor, the procedures to be followed may be found in the NMS by-laws. See the sponsor if you have any further questions. NJHS inductions are scheduled during the Spring Semester of each school year.

## **PARENT-TEACHER CONFERENCES**

Nolan Middle School believes that strong parent-teacher relationships are important to support student learning and success. All teachers have a scheduled conference period. Parents who desire a conference may send a note/email to the child's teachers.

## **PERSONAL PROPERTY**

Students are encouraged not to bring large amounts of money or otherwise expensive articles to school. All found articles are to be taken to the Lost and Found. Items not claimed will be donated to a charitable organization at the end of each week. Any item brought to campus that interferes with or undermines the smooth operation of the general school program will be confiscated and taken to the school's AP office. The assistant principal will determine the conditions for the return of all confiscated items.

## **PLEDGE OF ALLEGIANCE**

Senate Bill 83 states that students are required to recite the Pledge to the U.S. and Texas flags once a day. Students may be excused based on a written request from the parents. There must be a one-minute period of silence after the Pledges. Teachers and others must ensure that all students remain silent, and do not act in a manner that is likely to interfere with or distract another student. During the moment of silence, students may reflect, meditate, pray or engage in other silent activities that are not likely to interfere with or distract another student.

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

Students are required to pass all subject areas and maintain an overall 70 average. Progress reports and report cards will be distributed according to the District schedule (progress reports every 3 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. Parents may follow their student's progress through the KISD Home Access Center. Performance on the State Mandated Exam (STAAR) may affect the number of electives a student can have the following year.

## **SECURITY**

When students come into school late or leave early, they **MUST** sign in/out in the Main Office. For the protection of the students, parents, and staff at NMS, it is required that ALL non-staff entering the building check in the main office and obtain a visitor's badge through the KISD Visitor Management and Alert System. **Please keep in mind we are a 100% ID check campus.** A photo ID is required to exchange for the NMS badge. This will be returned when the NMS badge is returned, and the visitor leaves the building.

## **SHOT RECORDS**

You will not be able to attend school without a current shot record. Our district will communicate your needed immunization via a school letter. 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**

To contact an NMS staff member by email, go to the NMS school website and click on Staff Directory. Also, parents may contact teachers by calling and leaving a message with the front office for the teacher to return the call. Please allow teachers at least 48 hours to respond to phone calls or emails.

## **TEXTBOOKS**

Students will be issued textbooks directly from the school. Students/parents are responsible for any lost or damaged textbooks. If textbooks are lost, they must be paid for before replacements are issued. Students with outstanding textbook fines from Nolan or from any other campus within KISD will not be issued textbooks until their fines are paid. Textbooks may also be accessed online using the Clever link on the Killeen ISD website.

## **TUTORING**

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 to attend after school tutoring, please coordinate the tutorial time and pick-up with your child's teacher.

Any student staying for tutoring needs to report to their tutoring classroom by 3:35 pm. Once the student is done with a classroom, if they need to attend another class for tutoring the same day, they will need a pass from their first teacher to the next teacher.

## **NOLAN TUTORING CENTER**

Nolan tutoring center will be open from 3:30 to 6:00 pm Monday-Thursday. All students are welcome to get help with Math, Science, Reading and Social Studies. Exit 10 is the area for pick up. There is a phone available for students to call for rides if needed.

### **VISITORS**

All visitors, including parents and family, guardians, staff, state/county/local personnel not on official duty must report to the office and register with our computerized Visitor Management and Alert System using a personal driver's license, military or state issued ID card. While visiting the school, as a visitor you must wear a visitor's badge. This process serves as a protective measure for your child and campus personnel. Parents and family members are welcome to visit the classroom with 24-hour advance notice and principal's approval, however, keep in mind that uninterrupted instruction is vital for student learning.

### **VOLUNTEER**

Volunteers are an important part of the education team that help students reach their maximum educational potential and success in school. You can become actively involved through the volunteer program. We have a volunteer coordinator, and you may contact the school office or our school website for more information. All volunteers are subject to a criminal history background check. You can apply to be a volunteer through the Killeen ISD website by using this link: <http://www.killeenisd.org/volunteer>

### **WITHDRAWAL PROCEDURES**

If you are moving, please inform the Counselor's Office as soon as possible (preferably one week in advance of your last day). To ensure a smooth withdrawal for students from KISD, parents should begin the withdrawal procedure several days prior to a student's last day of attendance. This process begins in the Counselor's 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 NMS and complete a withdrawal form to ensure that records are forwarded to the correct new campus.

# EXPECTATIONS AND DISCIPLINE

## CAMPUS EXPECTATIONS

The NMS Student Expectations outlines the efforts of the staff and faculty who are dedicated to the establishment and maintenance of a safe, orderly, and intentionally inviting educational setting.

1. **PROMPT** – Be in your assigned area, ready to work when the tardy bell rings.
2. **PREPARED** – Bring binder, pencil, book, and other needed materials to class every day.
3. **POLITE** – No profanity, rude or inappropriate gestures, cruel teasing, harassment, or put downs in any language.
4. **PERSONAL** – Keep feet, hands, and all objects to yourself.
5. **PRODUCTIVE** – Follow all faculty and staff directives, as well as all Nolan and KISD policies.

## DISCIPLINE

At Nolan Middle School, it is our goal to help the students' transition from the elementary environment to the less structured secondary environment. Through the guidance and discipline of the staff, we attempt to teach each child both academically and behaviorally. Discipline is administered fairly and equitably while still addressing the individual needs of our students. Recognizing the need for good discipline in a school, teachers and teams establish procedures for successful classroom management using the KISD Classroom Management Framework. Students and parents should be aware of the district's [Student Code of Conduct](#) and then follow it to produce an effective learning environment. Student expectations are posted on classroom walls. While the staff attempts to correct student misbehavior with verbal warnings, there may be times when it is necessary to write a referral on a student. Referrals may be serious or minor depending on the situation. Repetitive minor incidents may be written up as a referral, either minor or serious, depending on the number of warnings and the student's reaction to the situation. In order to maintain an environment that is safe, orderly, and promotes academic excellence, we ask that all students follow the KISD Student Code of Conduct and NMS guidelines and rules.

## CAMPUS CONSEQUENCES FOR MISBEHAVIOR

Students may be assigned by teachers to a detention hall (d-hall) for inappropriate behavior. This detention may be held before school, during lunch time and/or after school (Monday-

Friday). Students will receive a d-hall assignment slip indicating when and where the detention is to be served. It will be the student's responsibility to notify/take that, slip to their parents. Students who fail to complete the assigned days will be subject to further disciplinary action. Students may also be assigned to a detention hall by an administrator. This is reserved for behavior which is considered more serious. **Please note that after school detentions will be assigned Tuesdays and Thursdays only.**

Below is the Matrix addressing consequences for minor violations:

<b>Number of Minor Violations</b>	<b>Consequences</b>
4	Warning
8	1 Day P.M. Detention
12	2 Days P.M. Detention
16	2 Day P.M. Detention
	1 Day of Saturday Detention or 1 Day In-School Suspension-Meet with At- Risk Counselor
24	1 Day Saturday Detention or 1 Day ISS
28+	2 Days In-School Suspension

Parents receive email notifications for any tardy and ID badge violations through our monitoring software. This email is automated from the Assistant Principals office. If you have a question or concern regarding a minor violation email, please contact the AP office for additional information.

If a student is consistently disruptive or engages in severe misbehavior, the student may be assigned In- School Suspension (ISS) or Out of School Suspension (OSS). Misbehavior in ISS may result in Out of School Suspension (OSS).

If a student's behavior hinders the educational process and/or the student is deemed to be a danger to others by the administration, the student may be suspended from school. If a student returns to Nolan or any other KISD campus during the suspension period, the student will be referred for possible criminal action.

When a student engages in persistent misconduct (classroom disruption, horseplay, etc.) he/she may be placed on campus probation. When a student is placed on campus probation, the student is close to exhausting all campus-based discipline measures. This probation serves as a

final warning for the student. If the student continues to engage in misconduct after the campus probation is implemented, a district level due-process hearing may be scheduled. The District Hearing Officer will determine the appropriate district consequence.

## **ISS (IN SCHOOL SUSPENSION)**

ISS is used in lieu of removing a student from the campus setting. During their time in ISS students will be provided assignments and are expected to complete all work given to them.

ISS Rules and Guidelines are:

1. Students report directly to ISS after eating breakfast.
2. Students turn in cellphones, earbuds, air pods, and other electronic items to the AP office.
3. Students must bring all assigned textbooks, workbooks, and any other assigned materials. This includes pencils, pens, markers, paper, and any other necessary supplies.
4. There will be NO talking or whispering. Students must raise their hand AND wait to be recognized before talking to the instructor.
5. Chewing gum, candy, food or drinks are not allowed to be consumed in the ISS Room. Students may bring their lunch from home but cannot consume it in the ISS Center until the designated lunch period.
6. All students must sit at their assigned desk with their head and eyes facing the front of their desk. Students must remain seated at all times unless given permission by a staff member.
7. Sleeping is not allowed or resting of the head on the desk.
8. During the lunch break students are to walk in a straight, single file line, with head and eyes to the front and are not to talk, whisper, or do anything to draw attention to them.
9. Students must complete ALL assignments and turn them into the ISS Instructor. Students will not take any assignments home. ALL assignments must be completed in ISS. Students must work continuously on completing assignments or a warning consequence will be given.
10. Students will not take anything home except lunch boxes and/or jackets until the day they are released from ISS.
11. ALL KISD and campus rules will be enforced. Students must be within dress code expectations.
12. Attendance of during and/or after school activities such as sports events, UIL activities, or dances is not allowed.

Any violations of these rules while in ISS will result in further disciplinary action. The following consequences may be administered depending on the severity of the offense:

1. First Offense - A verbal warning and phone call home from the ISS Center. Documentation of all contacts will be kept on file.
2. Second Offense - Suspension from school.

## PROHIBITED ACTIONS

We want all of students at Nolan to feel safe and welcome each day when they come to school. To ensure this, the following actions are prohibited on campus and a student's decision to engage in such behavior will result in disciplinary consequences:

- "Roasting" classmates. Roasting is often done between friends making joking comments about one another. However, these comments can quickly become malicious and hurtful. Nolan is a No Place for Hate campus, and we want our students to engage in positive dialogue with one another. As such, students are not permitted to engage in roast battles with each other. ALL students engaging in roasting each other will be subject to disciplinary action.
- "Necking" each other. Neck slapping is often done in friendly jest with each other's peers but can quickly escalate into physical altercations. As such, necking is not tolerated at Nolan Middle School to ensure the physical safety of our students.
- Tik-Tok and other social media challenges that result in physical damage or harm to staff, students, or Killeen ISD property. Students who engage in such challenges will be subject to consequences under the Killeen ISD Student Code of Conduct and may be subject to restitution for damages as well.
- Social Media/text messages which are harmful or hateful toward other students. We ask that parents and guardians please have sincere conversations with your students about acceptable use of electronic devices. SB 179, also known as "David's Law" expanded authority to school districts allowing public schools to address cyberbullying off-campus and outside of school-related activities.

Please note that this is not an exhaustive list of prohibited actions. As new trends and behaviors are observed the administration at Nolan will share the information with our students to ensure they are up to date with campus expectations.

## PROHIBITED ITEMS

There are certain items that students are prohibited from using, displaying, or possessing at school. These items will be confiscated by teachers and turned into the AP's office with proper labeling. Repeat offenses shall result in disciplinary action. Please refer to your Student Code of Conduct Handbook for an extensive list of prohibited items.