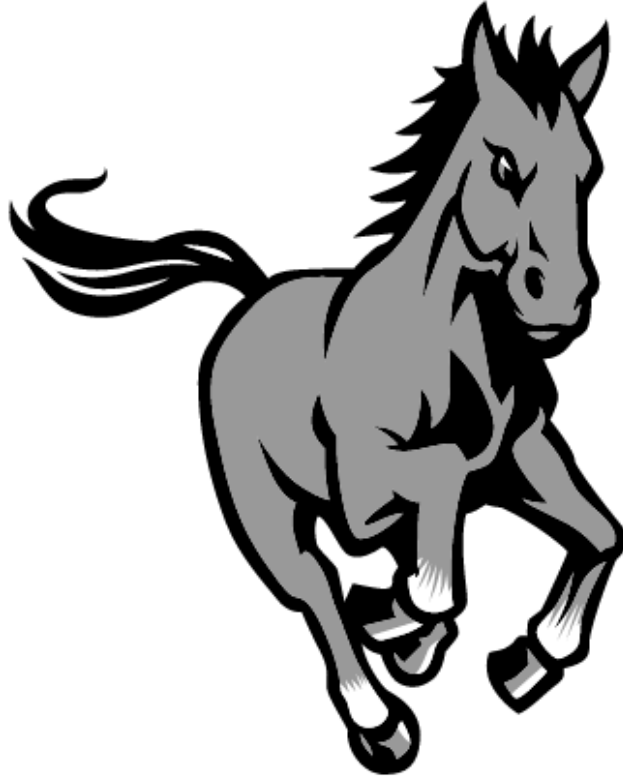


NOLAN MIDDLE SCHOOL
Student and Parent Handbook



“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.

1600 Warriors Path
Harker Heights, Texas 76548
Phone: 254-336-1150
Fax: 254-336-1162

Principal:

Ashley York

Assistant Principals:

Sasha Sharp – 6th

Jaime Stephens - 7th

Joshua Rainwater – 8th

Counselors:

Carrie Biels: A-L

Daniel Helvetius: M-Z

Luz Rubianes: STEM

Campus Instructional Specialists:

Agneris Aycock

Shuntala Cuthbert

Campus Instructional Technologist:

Zane Guerrero

Campus Facilitator:

Anika Stewart

General School Information

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

Assistant Principals' Secretary: Eva Montez & Crystal Dixon	Kitchen Manager: Rosemary Carter
Athletic Coordinator (Female): Tina Vera	Librarian: Leslie Hallbauer
Athletic Coordinator (Male): Jim Hull	Nurse/Aide: Trisha Kinney/Debra Koehne
Attendance Secretary: Mya Shelton	Principal Secretary: Craig Cabaldon
AVID Coordinator: Leann Butler	Receptionists: Elizabeth Malavet and Michelle Stephens
Counselors' Secretary: Yaraliz Astacio De Jesus	Volunteer Coordinator: Shuntala Cuthbert or Agneris Aycock

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 visitors must check in to the front office with proper identification. The front door is locked promptly at the closing of office hours.

SCHOOL WIDE INFORMATION AND GUIDELINES

Address, Phone, and Email Change

The front office should be notified of any changes of home address, contact numbers, or email address. Proof of residency is needed to update home addresses. It is extremely important that we can contact parents always for education, discipline, medical, and emergency needs.

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 picked up after the 15-minute limit students 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/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. 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.

Announcements

Announcements are made during 2nd period and posted on our school website/social media. These announcements have important information that all students and families need to know.

Attendance

Regular attendance is necessary for the proper academic growth of each student. Students should be in school every day to receive the maximum educational benefit. When it is necessary for a student to be absent, the student should return to school with a written excuse from the parent or medical note with the dates the student was absent and the reason for the absence.

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.

Bicycles

Students who ride bicycles do so at their own risk and should walk their bike on and off campus. Please encourage students to walk their bike to the rack immediately upon arrival to campus. Our campus cannot accept any responsibilities for lost and/or stolen bicycles.

Boys & Girls Club

Students can attend this after school program. They meet in room 700 from 3:30 – 6:30 on school days and students are provided snacks. An application will need to be completed and can be obtained from the club or the school front office.

Breakfast/Lunch

IDs will be scanned to process meals. Students must memorize their PIN in case of forgetting their ID at home. Payments should be made by cash or check before the start of each school day. Online payments can be made at www.schoolcafe.com. 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 others either.

Bus Riders

Safety of all students is a top priority when traveling in school-provided transportation. Any student who violates transportation procedures shall be subject to disciplinary action(s) as stated in the SCOC (i.e. lose bus privilege). Jurisdiction of the school disciplinary actions extends to the bus stop area.

Cafeteria Expectations

Walk in an orderly manner and remain in line in the order you came in. Please keep all food and drink in the cafeteria. Voices should remain at conversational levels with no yelling. Clean up your area of all trash at dismissal.

Cellphone/Electronic use

Cell phones must be off and put away from 7:50 a.m. – 3:30 p.m. Using a cell phone to call, IM, take videos, photographs or text during the day is prohibited. Any urgent messages should be directed to the front office to be relayed to your child. Students may call home for emergencies through the front office or by asking a staff member to use their cell phone.

With teacher approval, students may use their devices in the classroom for teacher approved and monitored activities. Parents/Guardians, please talk to your children about making sure they are connected to the BYOD 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.

Students participating in an extra-curricular practice or event may have this use limited at the discretion of the sponsor or coach. Students must use ear buds or headphones with the device especially when sound is on.

Students who do not adhere to the cell phone or electronic device rules may have their device(s) confiscated and/or banned at the discretion of the administration. Return of electronic device(s) to students/parents will be determined by administration. This also applies if the student lends his/her device(s) to another student and it later becomes confiscated. After fourth pick up of cell phones, the cell phone will be banned for the remainder of the year. Future violations would result in a referral for insubordination.

Closed Campus

We are a closed campus. This means that students are not allowed to leave the campus once they come on the grounds. If students must leave campus for any reason, parents and designated persons on the registration card are required to show identification before signing a child out through the front office. Any student who leaves the campus without permission will be subject to disciplinary action.

Communicating with Staff

Teacher/Staff communication may be done in several ways: a scheduled meeting during the teacher's conference period, contacting staff members through KISD email (firstname.lastname@killeenisd.org). It is suggested that your child's name be in the subject line. 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

Students will be using the internet at school as part of their academic day. A copy of the Student Acceptable Use Policy may be found in the SCOC. A parent/student permission form is included. Violation of the KISD Student Acceptable Use Policy could result in termination of network access and disciplinary action.

Counselors

The school counselors are available to all students and parents who wish to discuss academic, personal, or social problems. Students who wish to visit with the counselor must have a pass from their teacher to see if they are available or to schedule an appointment. Any parent who wishes to consult with the counselor should call the counselors' office for an appointment.

Deliveries

Outside deliveries for students such as food, flowers, balloons, and gifts are NOT allowed on the NMS campus for safety reasons.

Discipline

Students are expected to follow the KISD Student Code of Conduct (SCOC) which can be found at www.killeenisd.org under the students and parents link. Failure to do so can result in any of the following: verbal correction, counseling referral, parent conference/contact, behavior contract, assigned campus service, loss of privileges, teacher detention, office referral, after school detention, Saturday detention, In School Suspension (ISS), Out of School Suspension (OSS), and removal to alternative school.

Nolan Consequences for Minor Offenses (Tardy and ID)

# of Referrals	# of Incidents	Consequence
1	4 (minor)	Conference and Parent Contact
2	8 (minor)	1-day PM Detention
3	12 (minor)	2 days PM Detention
4	16 (minor)	Saturday Detention
5	20 (minor)	ISS
6	24 (minor)	ISS and Campus Probation

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. For more information, please refer to the KISD Student Code of Conduct found online at www.killeenisd.org under the Students and Parents Link.

Drug Testing

Nolan MS will follow the UIL random drug testing policy which may be found in KISD policy FNF (LOCAL) Pg.4

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 to ensure safety.

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. No glass bottles will be permitted on campus at any time.

Hall Passes

Hall passes must be carried any time a student leaves the classroom other than during passing period.

Home Access Center

Killeen ISD parents can monitor their children's assignments, grades and attendance using Home Access Center (HAC). The Counselor secretary can assist with setting up access.

ID Cards

Photo ID Cards are issued to all students, they are to be worn at all times around the neck on district property and transportation. If a student loses or defaces their ID card, they will need to purchase a new one. ID cards can be purchased for \$5 and lanyards for \$1 from the library before school. If a student forgets their ID, they will need a temporary to be worn on their shirt and they will receive an ID violation.

Library

The library is open most days from 7:30 – 8:00, lunch, and 3:30 – 4:00, or with a teacher pass for students to check in/out books. Computers are available in the library for classroom assignments only.

Lockers

Every student is assigned a locker and must purchase a combination or key lock. Students are not allowed to share their locker or their combination with anyone else. Lockers are school property and as such all district rules and policies apply to their use. Lockers may be searched in the absence of the student. If a situation arises where a student's lock needs to be cut, the student is responsible for replacing the lock.

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. 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 core subjects areas and maintain an overall 70 average. Progress reports and report cards will be distributed according to the District schedule. It is the student's responsibility to take the progress report/report card to their parents without delay. Parents may follow their student's progress through the KISD Home Access Center.

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. A photo ID is required to exchange for the NMS badge. The NMS badge should be worn and visible. The photo ID will be returned when the NMS badge is returned, and the visitor leaves the building.

Suspension

Students may be assigned either in school suspension (ISS) or out of school suspension (OSS) as a disciplinary consequence for misconduct. They are not allowed to participate in or attend extracurricular activities until the completion of their assigned suspension. Please see SCOC for additional information.

Tardies

Any student not in his/her assigned classroom when the tardy bell sounds is considered tardy. All students will receive a two-week grace period at the beginning of school to learn procedures. Multiple violations will result in disciplinary action/consequence.

Textbooks

Students are responsible for checking out and returning them. Fines may be assessed for minor damage, lost, or destroyed textbooks. State law allows the right to deny textbooks to students with any outstanding balances. Teachers issuing textbooks is optional. However, any student who desires a textbook for reference has access to them. Several of the textbooks are available online for the student's use and may 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. Content specific tutoring is also offered in teacher's classrooms as follows:

Monday - Math	Tuesday - Science	Wednesday - History	Thursday - ELA/Reading
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Volunteers

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 by reaching out to our volunteer coordinator. Applications are available online at www.killeenisd.org.



**Nolan Middle School
Bell Schedule 2020-2021**

Regular

1st Period	8:00 - 8:55
2nd Period	8:59 - 9:58
3rd Period	10:02 - 10:57

6th Grade

4th Period *LUNCH*	10:57 - 11:34
5th Period	11:38 - 12:33
6th Period	12:37 - 1:32

7th Grade

4th Period	11:01 - 11:56
5th Period *LUNCH*	11:56 - 12:33
6th Period	12:37 - 1:32

8th Grade

4th Period	11:01 - 11:56
5th Period	12:00 - 12:55
6th Period *LUNCH*	12:55 - 1:32
7th Period	1:36 - 2:31
8th Period	2:35 - 3:30



**Nolan Middle School
Bell Schedule 2020-2021**

Advisory/Activity

1st Period	8:00 - 8:45
2nd Period	8:49 - 9:38
3rd Period	9:42 - 10:27

6th Grade

4th Period *LUNCH*	10:27 - 11:04
5th Period	11:08 - 11:53
6th Period	11:57 - 12:42

7th Grade

4th Period	10:31 - 11:16
5th Period *LUNCH*	11:16 - 11:53
6th Period	11:57 - 12:42

8th Grade

4th Period	10:31 - 11:16
5th Period	11:20 - 12:05
6th Period *LUNCH*	12:05 - 12:42
7th Period	12:46 - 1:31
Advisory	1:35 - 2:25
8th Period	2:35 - 3:30



**Nolan Middle School
Bell Schedule 2020-2021**

Early Out

1st Period	8:00 - 8:38
2nd Period	8:42 - 9:24
3rd Period	9:28 - 10:06

6th Grade

4th Period *LUNCH*	10:06 - 10:42
5th Period	10:46 - 11:24
6th Period	11:28 - 12:06

7th Grade

4th Period	11:10 - 10:48
5th Period *LUNCH*	10:48 - 11:24
6th Period	11:28 - 12:06

8th Grade

4th Period	10:10 - 10:48
5th Period	10:52 - 11:30
6th Period *LUNCH*	11:30 - 12:06
7th Period	12:10 - 12:48
8th Period	12:52 - 1:30



**Nolan Middle School
Bell Schedule 2020-2021**

Late Start

1st Period	10:00 - 10:38
2nd Period	10:42 - 11:24

(Note: 3rd Period will be after lunches)

6th Grade

4th Period *LUNCH*	11:24 - 12:00
5th Period	12:04 - 12:42
6th Period	12:46 - 1:24

7th Grade

4th Period	11:28 - 12:06
5th Period *LUNCH*	12:06 - 12:42
6th Period	12:46 - 1:24

8th Grade

4th Period	11:28 - 12:06
5th Period	12:10 - 12:48
6th Period *LUNCH*	12:48 - 1:24
**3rd Period	1:28 - 2:06
7th Period	2:10 - 2:48
8th Period	2:52 - 3:30