

WELCOME

Welcome to Nolan Middle School! We are very excited to embark upon a new journey of learning with you.

Middle school is a unique time for you. As your education team, we are committed to providing you with the very best educational opportunities possible. High expectations, a caring environment, and a team effort are yours for the taking. Reach for the stars!

This student handbook/planner/organizer is for you. Use it as you strive to excel on a daily basis. It contains rules, policies, and procedures to guide you.

Alma Mater

Blue and White our colors

Our team the Mustangs true

We love the teams who fight! fight! fight!

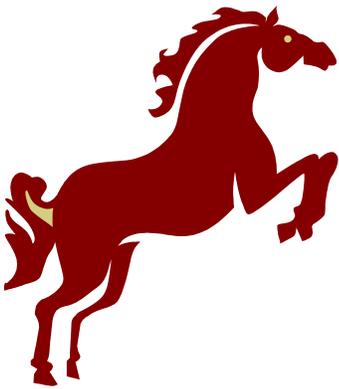
We love you Nolan too

God Bless us here at Nolan

As we our voices raise

We'll win the game with courage strong

On this and other days



School Colors:	Columbia Blue and White
School Mascot:	Mighty Mustangs
School Motto:	"Nolan Pride Starts Inside"

The office at Nolan Middle School is open from 7:30 a.m. until 4:00 p.m. These are also the hours for which the school will provide supervision for students. **Students are not to be on campus during other times** without a legitimate reason. Students must be in their designated area (tutoring, practice, and/or detention).

The Killeen ISD District Student handbook is available for review at www.killeenisd.org.

There is also a copy for review in the front office.

Mandatory Moment of Silence and Pledges to 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 flag during each school day in the district; and (2) provide for the observance of one minute of silence 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. Teachers or other employees who are in charge of students during the minutes of silence must “ensure” that each student remains silent and does not act in “a manner that is likely to interfere with or distract another student.” 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 to the principal.

Deliveries

Students **may not** receive deliveries, including flowers and balloons, during the school day. Deliveries **may not** be left in the office to be given to students after school.

Telephones

If a student needs to use the phone during the day, he/she must obtain a pass from his/her teacher and call from the front office. The phone in the front office may be used for urgent matters, and calls are limited to two minutes. The office reserves the right to deny a student access to the phone in the office for non-emergencies. **Students should make transportation arrangements in advance!**

Students will not be called to the front office to take a phone call nor will phone messages be taken for students.

Visitors

All visitors, including parents and guardians, must report to the office and sign in when coming to the school. While visiting in the school, a visitor must wear a visitor’s badge. This is done as a protective measure for our students. Parents are welcome to visit the classroom; however, uninterrupted instruction is vital to student learning.

Breakfast/Lunch

Nolan Middle School is a CEP (Community Eligibility Provision) campus. All students are eligible for free breakfast and free lunch.

No food items can be brought in by teachers or administrators for students during meal times. **Parents may bring in food for their student only.**

Attendance

Regular attendance is necessary for the proper academic growth of each student. When it is necessary for a student to be absent, the student should return to school with a written excuse from the parent listing the dates and reason for the absence. This written excuse must be returned within 5 days of the absence to the Attendance Office. Please notify the attendance office when your child is absent (336-1158).

Leaving Campus

Students may not leave the school grounds at any time during the school day, including the lunch period, without checking out through the attendance office. Parents need to come, in person, to check the student out. Students will not be permitted to leave school with anyone other than the parent or legal guardian unless prior permission is obtained from an administrator or that person's name is listed on the "Emergency Release Card." **Picture ID is required when picking up a student.**

Excessive Unexcused Absences

A student may not be given credit for a class if he/she has more than ten (10) unexcused absences unless an attendance committee gives credit because there were extenuating circumstances. The KISD Board has established guidelines for determining what constitutes extenuating circumstances.

Requesting Assignments in Advance

A parent whose student is absent for two consecutive days or longer may call the attendance office (336-1158) by 9:00 a.m. on the third day to request assignments. Parents may pick these up the following day. Prior notice for extended absences is greatly appreciated and allows teachers time to provide assignments ahead of time.

Truancy

A student absent without the consent of his/her parent is truant. Truancy may be cause for disciplinary or legal action. You are truant if you:

- Leave class without permission.
- Leave school without signing out in the office.
- Obtain a pass to go to a place and fail to go there, or go elsewhere.
- Are absent from school or class without prior permission from a parent.
- Are not where you are supposed to be.

Requesting Make-Up Work

Make-up work is expected and should be done within five days following a student's return. It is the student's responsibility to contact each teacher to get all work missed.

Counseling Services

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 a counselor must have a pass from their teacher unless a counselor sends for them. Any parent who wishes to consult with a counselor should call the counselors' office for an appointment (336-1154).

School Counselor

School counselors hold a professional certificate issued by the Texas Education Agency. Counselors are not trained as therapists or psychiatrists. A counselor's goal is to help each child develop positive feelings of self as well as the problem solving skills necessary to be effective citizens both in school and in society. The counseling relationship is professional and counselors have a professional code of ethics. To the extent possible under legal guidelines, the counselor protects the privacy rights of students and their families.

Grading and Academics

Grades are computed using a numerical scale from 0 to 100. A grade of 70 or above is considered passing. After the fourth week of each grading period, a progress report will be given to each student.

Address and Phone Number Changes

The office should be notified in writing of any change of address or telephone numbers. It is extremely important that we are able to contact parents at all times, both for emergencies and matters concerning your child's education. If you have a change of address, a copy of a current utility bill must be submitted to verify the change.

Health Services

Clinic

Our school nurse will be in the clinic daily. If students need medical attention, parents will be contacted. In case parents cannot be reached and the circumstances warrant immediate medical attention, we will have the student transported, via ambulance, to the hospital. All medication is kept in a locked cabinet in the clinic. A permission form, signed by the doctor, allowing school personnel to dispense medication is kept on file. Medication is to be labeled properly. It is the student's responsibility to come to the nurse's office at the appropriate time for administration of medication and to pick it up at the end of the prescription or weekend.

Accidents

Every accident occurring on school property or at any school-sponsored event must be reported immediately to the adult in charge and to the nurse's office.

Special Needs

Students with special health needs should notify the school so that we can make modifications for them in the classroom or on campus as needed.

Student Activities

Athletics - basketball, football, golf, soccer, swimming, tennis, track and field, and volleyball.

AVID

Cheerleaders

Dance

Fine Arts - art, band, choir, and theater art classes as electives.

National Junior Honor Society

UIL Academic Teams

Yearbook

Students representing the school who misbehave in or out of school may be suspended from the organization or activity they represent. Participation in the groups, clubs and/or teams is considered a privilege; other requirements may be expected for participation.

Student Behavior

Nolan expects all students to abide by the guidelines in the KISD Student Code of Conduct; however, the following offers a summary of our expectations and some issues unique to Nolan.

On the Bus

The bus is an extension of the classroom, and students must follow the rules of the bus if they wish to take advantage of district transportation. Riding the bus is a privilege, not a right! Students who continue to violate the rules of the bus will be removed from KISD buses all together. **Note:** Suspension from the bus does not excuse the student from attending school during that time. Problems with scheduling or complaints towards bus drivers should be directed to: **KISD Transportation Services at 336-0129.**

Be On Time

Students have enough time between classes to go to their lockers and take care of personal needs. Students do not have to go to their locker between every class, they can go to their locker before 1st period, lunch and PE. Four tardies will result in a referral.

Discipline Management Techniques

Discipline management techniques used when a student violates classroom procedures or the Student Code of Conduct may include the following: verbal correction, counseling referral, parent conference/contact, time-out, behavioral contract, assigned campus service, withdrawal 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.

MINOR OFFENSE (SPECIFIC)

Tardies (207), Dress Code (202), and Telecommunications/Electronic Devices (201)

Campus office referrals for Tardies (secondary), Dress Code (including ID), and Telecommunications/Electronic Device violations are processed in accordance with the table below; however, the consequences listed are recommendations. In order to maintain an effective classroom environment campus administrators have the flexibility in applying any consequence as the violations escalate to the level of serious. Additionally, as is the case with any violation of classroom rules teachers may assign teacher directed consequences for each violation.

Note: Any Minor (Specific) offense involving a telecommunications or electronic device (including cell phones) is subject to confiscation of the item for a period of time specified by the campus administration in addition to the consequences listed below.

# of Referrals	# of Incidents	Consequence
1	4 (minor)	Detention (AM, PM, Lunch, or Saturday)
2	8 (minor)	Detention (AM, PM, Lunch, or Saturday)
3	12 (minor)	Detention (AM, PM, Lunch, or Saturday)
4	16 (serious: code 199)	In School Suspension
5	20 (serious: code 199)	ISS AND Campus Probation
6	24 (serious: code 199)	Possible DAEP Hearing

Cafeteria Expectations

WALK in an orderly manner. No cutting in line. Keep all food and drinks in the cafeteria. Keep voices to a modest conversational level. Do not yell. Push in your chair when leaving. Leave area clean. Do not throw food or any other item.

Lockers

All students are issued a locker. Keeping it clean is a must. Students need to bring a lock for their locker. There are two "don'ts". **Don't share your locker, and don't give out your combination to anyone!** Since lockers belong to the school, locker checks can happen at any time, even without your permission. (KISD carries out random searches with a trained drug-sniffing dog.) Students who are in P.E. and athletics are given an athletic locker. We strongly suggest that you put your belongings in a bag before placing them in the locker. **The school is NOT responsible for stolen, lost or damaged property and WILL NOT be required to investigate these incidents.**

Lost and Found

Students finding lost articles should bring them to the office where their owner may claim them. Failure to do so may result in disciplinary action! The school cannot be held responsible for lost items. Leave valuable items at home (money, jewelry, electronics, photos, etc.).

Textbooks

State approved textbooks are provided free of charge for most subjects or classes. Parents may check out textbooks for their student to use at home. To check out a textbook please fill out the form in the front office, you will be notified when the books are ready for pick up. All textbooks must be returned before the end of the school year or your student will lose the right to free textbooks until such time as the book is returned or paid for by the student/parent. Additionally, any damage to textbooks will result in a fine being assessed.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action. Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, and shorts or pants with holes any higher than 6" above the knee are not permitted: (Grades 6-12). Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.

2. "Sagging" (wearing pants below the waistline or showing underwear) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable. ELEMENTARY ONLY: Shorts, and skirts can be no more than 4" above the knee. Tank tops and similar apparel may be worn by students in grades Pre K-2, especially in hot weather.
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
7. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
10. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Students who attend schools where a **standard dress policy** has been approved may have additional dress code provisions. The additional dress code requirements will be disseminated to students by the campus personnel.

Cell Phone Policy

Due to possible theft and misuse of cell phones and other electronic devices here at Nolan Middle School, **students will not be able to carry their cell phones or personal electronic devices on their person.** All devices must be secured in their lockers. If they do not have a lock for their locker, they must leave these items at home. *Locks will not be furnished.* Please remember that the school is not responsible for the loss or theft of cell phones and personal electronic devices on campus per the Student Code of Conduct.

Telecommunications/Electronic Devices (201)

Students may not display, turn on, or use a cellular telephone or other telecommunication device on school property during the school day (as defined by the published starting and dismissal times for each campus).