**NOLAN MIDDLE SCHOOL**

**Student and Parent Handbook**

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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.

1600 Warriors Path

Harker Heights, Texas 76548

Phone: 254-336-1150

Fax: 254-336-1162

**Principal:**

Ashley York

**Assistant Principals:**

Joshua Rainwater – 6th

Sasha Sharp - 7th

Jaime Stephens – 8th

**Counselors:**

Carrie Biels: A-L

Daniel Helvetius: M-Z

Luz Rubianes: STEM

Tracy Smith: At-Risk

**Campus Instructional Specialist:**

Agneris Aycock

**Campus Instructional Technologist:**

Zane Guerrero

**Campus Facilitator:**

Anika Stewart

**General School Information**

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

**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. Students are to 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 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 711 & 712 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 forgotten/lost ID. Payments should be made by cash or check before the start of each school day. Online payments can be made at [www.schoolcafe.com](http://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 other students.

**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**

Electronic devices may be used during passing periods and lunch. During class time the use of these devices is at the discretion of the teacher. Students may not use devices to make voice calls, face time, etc. If a student needs to call a parent/guardian, they may use the front office phone or ask a staff member for permission to use their cell phone.

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](mailto: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 a counselor is 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, and balloons 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](http://www.killeenisd.org) under the Parents and Students link. Failure to do so can result in any of the following: verbal correction, counseling, 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)

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| **# of Referrals** | **# of Incidents** | **Consequence** |
| 1 | 4 (minor) | Conference and Parent Contact |
| 2 | 8 (minor) | 1-day Lunch/PM Detention |
| 3 | 12 (minor) | 2 days Lunch/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](http://www.killeenisd.org) under the Students and Parents Link.

**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. 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.

**ID Cards**

Photo ID Cards are issued to all students. ID cards 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 at home, they will need a temporary ID. The temporary ID will 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. 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 damaged or lost textbooks. State law allows the right to deny textbooks to students with any outstanding balances. 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**

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

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| **Monday** - Math | **Tuesday** - Science | **Wednesday** - History | **Thursday** – ELA/Reading |

**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.

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| A close up of a logo  Description automatically generated**Nolan Middle School**  **Bell Schedule 2021-2022**  **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 | A close up of a logo  Description automatically generated**Nolan Middle School**  **Bell Schedule 2021-2022**  **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 2:25 - 3:30 |
| A close up of a logo  Description automatically generated**Nolan Middle School**  **Bell Schedule 2021-2022**  **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 | A close up of a logo  Description automatically generated**Nolan Middle School**  **Bell Schedule 2021-2022**  **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 |

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