



August 2018

Welcome to Nolan Richardson Middle School! We are pleased to have you as a student in our school and part of our school's community/family. You will find that our administrators, teachers, and staff are here to assist and provide you with the best middle school experience possible. Our main goals are: (1) to ensure all students are successful in their classes and on the state exams and (2) to ensure our students are provided with a safe and positive learning environment. With your help, these goals can be accomplished by being **responsible, respectful and safe**.

In order to assist us in achieving these goals, we require all of our students and parents to become familiar with and follow our campus expectations/operating procedures. An overview of these expectations/procedures is found in the following handbook. Please read through these pages and ask for clarification of the contents, if needed; as it will be assumed you understand the expectations/procedures and are capable of following them.

Our school staff has a strong belief that parents and community members are a vital part of our school's success. We, therefore, work closely with our Parent-Teacher-Association (PTA) to maximize opportunities for excellence. Joint activities will be held throughout the school year. Parents/guardians are invited to become active members of our PTA.

Again, we are glad you are a student in our school this year. Have a successful school year; make good memories that will last forever.

Sincerely,

Ragen Chappell

Principal
Nolan Richardson Middle School



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Nolan Richardson Middle School

Nolan Richardson Middle School

11350 Loma Franklin El Paso, Texas 79934

915-236-6650



Ms. Ragen Chappell, Principal

Ms. Maria Centeno, Assistant Principal

Ms. Elena Spalloni-Montero, Assistant Principal

Mr. Alfredo Govea, Guidance Counselor

Ms. Yvette Wilcox, Guidance Counselor

Ms. Keri Choat, Active Learning Leader

Heike Brindley, IB Coordinator

Ms. Lilia Ortega, Special Education Coach

Mr. David Hardison, Testing Coordinator

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 881-2649; Section 504 inquiries regarding students may be referred to Verna Ball at 230-2829.

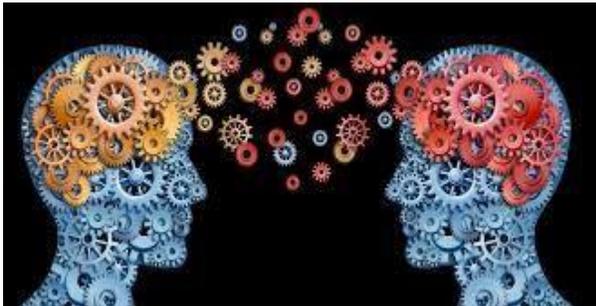
El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 881-2649; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Verna Ball al 230-2829.



IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.



Nolan Richardson Middle School Mission statement

Our mission is to provide a quality education through shared responsibility in a safe supportive environment for all students to meet the challenges of a global society.

We are “Committed to Excellence”, and we work hard to make the site a primary source for timely information for all users, and a main gateway for improved communication between parents, teachers, students and other members of our community. Our goal and responsibility is to help each student develop an enthusiasm for learning, a respect for self and others, and the skills to become a creative independent thinker and problem solver.





IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

<p>INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p> <p>KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p> <p>THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p> <p>COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p> <p>PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</p>	<p>OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p> <p>CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p> <p>RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p> <p>BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p> <p>REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>
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The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

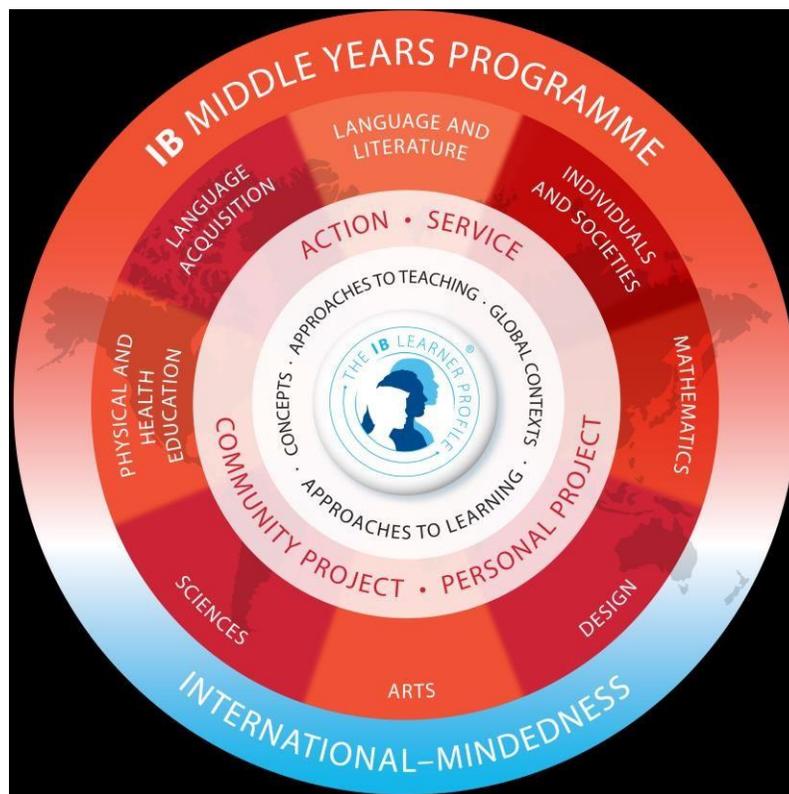
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MIDDLE YEARS PROGRAMME

The IB Middle Years Program, for students aged 11 to 16, emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects to the real world and to become critical and reflective thinkers.



The program consists of eight subject groups integrated through five areas of interaction that provide a framework for learning within and across the subjects. Students are required to study content in the following subjects: Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, Arts, Health and Physical Education, and Design. In the final year of the program, students also engage in a personal project, which allows them to demonstrate the understandings and skills they have developed throughout the program



It is strongly encouraged that all students arrive on campus by 7:30 a.m. Students are considered tardy if they are not in class by 7:50 a.m.

STUDENT PICK-UP/DROP-OFF and BUS LOADING

- The “**morning**” student drop-off areas for personal vehicles are located on the North side of the school and in the front of the building. For the North Side of the building, please form two lanes, follow the arrows, and move your vehicle as the vehicles in front of you move up. This will prevent vehicle back-up as other parents are dropping off their child(ren).
- The “**morning**” bus unloading area is located on the North side of the school. The lane closest to the school is designated for **buses only**.
- The “**afternoon**” student pick-up area for personal vehicles is located on the North side of the school.
- The “**afternoon**” bus loading area is located in the front of the school.
- The **Employee/Visitor Parking** lots are located on the northwest and southwest corners of the school. These lots are intended for use by employees and for parents and other school guests visiting the campus. These lots are **not** intended to be used as a drop-off or pick-up site.
- The **Fire/Emergency Lane** is the area blocked on the West portion of the school (main entrance). This area is closed during regular school hours because this area needs to be accessible to emergency response vehicles.
- Students may not wait for rides in front of the school. However, students may wait for rides in the Beautification Area. Benches are available in the Beautification Area.
- **NOTE: PLEASE FOLLOW THE ARROWS AND SIGNS AT THE STUDENT PICKUP/DROP-OFF AND BUS LOADING AREA. THIS ALLOWS FOR A CONTINUOUS TRAFFIC FLOW.**



School Contact Information

Main Office: 915-236-6650

Fax: 822-8812

www.episd.org

STAFF

Librarian:	Mr. Victor Lopez
Nurse:	Mr. Jordan Jansen
Senior Clerk:	Ms. Charity Smith
Attendance Clerk:	Ms. Alice Villaseñor
PEIMS Clerk:	Ms. Grace Nicholson
Registrar:	Ms. Julie Lara
Bookroom Clerk:	Ms. Delila Sattizahn
Parent Engagement	Ms. Desiree Perez
Military Liaison:	Ms. Karen Josephs
LPAC Clerk	Mr. Jesus Leal
Head Custodian:	Ms. Lidia Davis
Campus Patrol:	Mr. Joshua Solis
Campus Officer:	Mr. Efren Pulido

SCHOOL HOURS

It is strongly suggested that students arrive on campus by 7:30 a.m. The first bell rings at 7:40 a.m. and the tardy bell rings at 7:50 a.m. The tardy policy is strictly enforced and arriving after 7:50 a.m. may result in the student losing valuable instructional time. Early arrival at school before 7:00 a.m. is discouraged except when a student plans to receive additional instruction from a teacher.

ATTENDANCE POLICY

Excused Absences

Absences are excused when they result from reasons specifically allowed in Section

21.035 of the Texas Education Code: personal illness, sickness or death in family, quarantine, dangerous weather or road conditions, or special/extenuating circumstances acceptable by the Principal.

Requested Absences

A requested absence is an absence, which cannot be classified as excused, but in the judgment of the principal, make-up work may be allowed.

Such requests are to be submitted in advance and in writing to an administrator. **Absences prior to a holiday observed by the district or spring break will not be approved.**

Unexcused Absences

An unexcused absence is one, which may or may not be known or approved by the parent and/or school and which cannot be classified as excused according to the above definitions. Excessive unexcused tardies may warrant detention, ISS or other consequences. The expectation is for students to arrive on time.

Truancy

Truancy is any absence from school without permission from the parent/guardian and/or school officials.

Attendance Procedures:

1.) It is necessary that a parent or guardian phone the school by 9:00 a.m. on the day of the absence, with the student's ID number. If for some reason the parent cannot phone the school, the parent must come into the office or send a written note



with the student to verify the reason for the absence.

2.) **Medical Appointments:** Doctor/Dental notes are required for all medical appointments. Only ½ day will be excused unless the note states that the appointment took all day. Doctor notes must be turned in on the day or immediately on the day after the doctor's appointment to ensure the student has the appropriate time to complete any missed assignments.

3.) **Pass to Leave Campus:** No student is to leave school grounds during the school day without going through the attendance office. Parents must report to the office and sign the student out. **The student will not be called out of class until the parent/guardian is present.** Please allow enough time to pick up the student and still be able to arrive at the appointment on time. **Parents should be prepared to show identification.**

Students are not allowed to sign themselves out.

4.) **Tardies:** Students must be in class by the time the tardy bell rings. The tardy policy is strictly enforced and unexcused tardies will be addressed as outlined in the Tardy Documentation Form.

- 1st Tardy-Verbal Warning
- 2nd Tardy-Phone Call to Parent
- 3rd Tardy-3 Days Detention
- 4th Tardy-Referral to Administration

Any student tardy more than 15 minutes counts as an unexcused absence.

Parents/students may be sent to truancy court if excessive tardies are accumulated.

5.) **Excessive Absences:** Excessive absences whether excused or unexcused, will most certainly reflect on student's grades. When a student's absences reach the point of being excessive, a doctor's note is required. **It is the student's responsibility to obtain make-up work from each class.**

6.) **Court Warnings due to Unexcused Absences: Parents/students will be sent to court for excessive unexcused absences.**

Parents will receive a court warning when the student accumulates three excused or unexcused absences. On the fourth excused or unexcused absence, an **Attendance Review Hearing** will be held with the designated assistant principal. Students identified with excessive unexcused absences will be sent to **Attendance Review Court**.

PLEASE NOTE: If you feel that your child may accumulate excessive absences throughout the year due to chronic illness, such as asthma or allergies, please advise both the attendance office and the nurse at the beginning of the school year. A note from the doctor is required stating the nature of the illness. ***This note must be renewed each year.***

Breakfast/Lunch Program

All students will be given application forms for the breakfast/lunch programs. These forms are to be completed by parents wishing to participate in the free or reduced lunch



programs. Students and parents will be notified if they qualify.

Meal Prices

Breakfast: Regular / \$1.45
Reduced / \$.30

Prices subject to change.

Breakfast is served from 7:10 a.m. to 7:35 a.m.

Lunch: Regular / \$2.40
Reduced / \$.40

Prices subject to change.

Parents, please make sure that your child has breakfast/lunch money in his/her lunch accounts if they need to pay for meals. **It is the policy of our cafeteria to not lend money to students for meals.** Your child will be given a cheese sandwich at lunchtime if they do not have any money in their account.

Money that is in your child's account will not be available for use at the snack bar.

Purchases from the snack bar are cash only.

When paying for your child's meals with a check or money order, please make sure that your **child's name and school ID number are written on the check or money order.** *Checks for less than \$5.00 will not be accepted.*

The cafeteria manager, Ms. Lidia Brilliant, may be reached at 915-822-8754. We look forward to serving you.

Food and Beverages at School

A parent bringing any food items to students other than their own child is not allowed.

Please take pride in our campus! Students are expected to keep their eating areas clean and discard uneaten food and tray items. **All food, snacks, and drinks must be consumed in the cafeteria only.**

SCHOOL POLICIES

Visitors

A visitor is anyone who is not enrolled or employed at Nolan Richardson. Persons wishing to visit the school must provide a valid government issued identification card to obtain a visitor's pass from the main office. Unless a person has a valid reason for visiting, permission will not be granted. Visitors will be asked to sign in and out at the main office at all times.

Visitors wishing to observe a class must submit a request in writing 24 hours prior to the visit specifying the date, time, teacher, and purpose for the visit. Please include a contact phone number so that contact can be made once the request has received administrative approval.

If you are a parent who is going out of town and leaving your child/children with someone else, please contact the school so that the school is aware of whom to contact in case of an emergency. **Students are not released to anyone, only the parent or guardian that the child lives with.** Parents must notify the school if someone else is picking up the child.



The individual who is picking up the child must be prepared to show identification and submit a written note of approval signed by the student's parent /legal guardian. The school reserves the right to contact parents via phone to verify the information before releasing the student. Please allow sufficient time prior to any appointment so that this task is accomplished.

Valuables

Students, not the school, are responsible for their personal property brought onto school premises. Items brought to school should be properly labeled with the student's name and kept in the student's locker until the end of the day.

Lost and Found

Lost and found items should be turned in to the Bookroom. Every 9 weeks, items not claimed will be donated. **Students, please leave large sums of money and valuables at home. NRMS is not responsible for any lost items.**

Lockers

Having a locker is a privilege. **Sharing lockers or changing lockers is not allowed! If this is done, locker privileges will be revoked.**

Students are encouraged to go to their lockers after first morning bell, before lunch, after lunch, and after school only. The lockers are property of the school and can be searched by school officials at anytime. Students must buy their own locks **and bring the lock with them to registration.** A sturdy combination lock only. The PE Teacher will also issue a PE locker for use during class. Another sturdy

combination lock will be required for the PE locker issued.

NRMS is not responsible for items that are lost or stolen.

Telephone Usage

The office telephones are to be used in cases of **emergency only**. Due to limited phone lines, we ask for your cooperation in planning ahead. Only emergency messages will be delivered to students during class time. Students may use the office phone before school, at lunch, or after school.

Student Deliveries

Any deliveries for students must be for instructional purposes only. Items must be delivered to the front office. For instructional items being delivered, the student will be allowed to pick up items during transition of classes, lunch, or after school. Students will not be pulled from class for items they forgot at home. **All other deliveries such as balloons/flowers will not be accepted.**

Fire Drills

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will immediately stand and form a single line to leave the room. No one is to run, pass one another, or break line. The first students to reach an outside door are to hold it open until all have left the building. Students **must not talk** during the drill and are to remain with their class until the signal is given to reenter the building.



Hall Passes

Students are not permitted in the halls unless they have a pass from their teacher or the office. **During the first 15 minutes and last 15 minutes of class, students will not be allowed to leave class for anything other than instructional purposes or medical reasons.**

Transportation/Bus Conduct

Students must abide by the EPISD Student Code of Conduct. Students eligible for transportation must ride their assigned bus to and from school and cannot take a bus not assigned to them by the school. **All students eligible to ride the school bus are required to show their Bus card.** The bus driver can refuse a student boarding the bus if he/she does not show the proper ID. Any student who is disruptive, damages the bus in any way, or interferes with the bus driver's ability to transport students in a safe manner will be referred to an administrator. **Riding the bus is a privilege. Abusing that privilege may result in a suspension from riding the bus.** If a student loses bus privileges, it is the parent's responsibility to provide transportation to and from school.

Electronic Devices

No Electronic Devices Allowed During Instructional Time. (7:40 a.m. -3:00 p.m.) Students who bring any electronic devices, cell phones, radios, CD players, tape recorders, Game-Boys, cameras, Ipods, MP3s, PSPs, and any other similar devices must store them in their locker, in the off position during the instructional day. The only electronic device students will be

allowed to use is laptop for instructional purposes only.

NRMS is not responsible for any lost/stolen items.

Cell Phones:

Cell phones are to be off and kept in the student's locker during the instructional day (Between 7:40 a.m. and 3:00 p.m.).

Violations of the policy will result in confiscation of the phone and a fine of \$15.00 being assessed. Repeated violations will result in administrative action. The cell phone will only be released to the parent between 8:00 a.m. and 3:00 p.m., one school day after the phone was confiscated. There will be NO EXCEPTIONS to this policy.

If a child lends out their cell phone to another student or the cell phone is lost and picked up from another student, the parent of the child who owns the cell phone will be responsible for paying the assessed fine.

Textbooks

Books must be covered (TEC 12.65b) by the pupil under the direction of the teacher.

Books must be returned at the end of the school year or when the pupil withdraws from school. *Each pupil, or his parent/guardian, shall be responsible for all books not returned. Any pupil failing to return all books shall forfeit his right to free textbooks until the books previously issued, but not returned, are paid for by the parent/guardian.*

(TEC 12.65c) The student is responsible for keeping books in good condition. Writing or



marking on non-consumable textbooks due to carelessness or neglect, will be considered cause to charge the student a fine for any damaged book. Students are responsible for the books checked out under their name. If books are stolen or lost, the books remain the responsibility of the student. The following fines will be assessed by the bookroom clerk for books that have been turned in to the bookroom lost and found and for any uncovered books.

No Book Cover: 1st Warning - \$1.00 per book
Lost and Found: 1st Warning - \$1.00 per book
Fines double for 2nd or more warnings.

Services Available

Counselors Hours: 8:00 a.m. (After Announcements) - 3:30 p.m., or as requested by appointment. The counselors will be glad to talk to students whenever they need advice with academic, social, emotional, or career concerns. Students are encouraged to stop by and sign up for appointments before or after school and at lunch time.

Nurse

Hours: 7:20 a.m. to 3:05 p.m. The nurse goes to lunch from 12:30 p.m. to 1:00 p.m. If a student becomes ill during class, his/her teacher will send the student to the nurse with a nurse's pass. If the student is between classes or at lunch, then the student must go to the next period teacher's class to obtain a nurse's pass. Exception to the EPISD district policy of a nurse's pass is an emergency. In case of emergency when the nurse is at lunch, send the student to the front office.

The school Nurse is authorized to store and administer medication with a medical order from a medical doctor licensed in Texas and a completed EPISD parent permission form.

NO MEDICATION (including over the counter medication) is to be in the student's possession while at school and must be turned in to the nurse with the following exceptions: Asthma inhalers / EpiPens may be carried by students with a medical order from a medical doctor licensed in Texas and a completed EPISD parent permission form.

*Also, non-medicated cough drops may be carried without a parent permission form or MD documentation.

Library

The library is open from 7:30 a.m. to 3:30 p.m. If a student is going to the library, he/she must have a pass from his/her teacher. The student is monetarily responsible for lost, damaged, or overdue books. Students must have their ID card in their possession in order to check out books or magazines.

Military Family Liaison

The Military Family Liaison assists families who transition in and out of the school; communicates concerns between families and the principal; and serves as a link between the military channel and the school.

Student Performance

Honor Roll: The honor roll is a special recognition for students excelling in academics and citizenship in and out of the classroom. Students will be recognized each nine week grading period for their



achievement. There are two Honor Rolls in which students are recognized:

A – Honor Roll Students must receive a grade of 90% or above in all subjects and no U's in conduct.

A/B – Honor Roll Students must receive a grade of 80% or above in all subjects and no U's in conduct.

Perfect Attendance

Students who are not absent during a nine week grading period will be recognized for this achievement. In order to receive this recognition, a student must be present in all classes for the entire class time. **Attendance is essential for student success.**

Tutoring and Homework Help

Tutoring in all Core Subjects (English, Reading, Math, Science, and Social Studies) will be available beginning the fifth week of school. The tutoring schedule will be posted in the office and on the school website. Individual teachers will also host their own tutoring.

Internet Use

The Internet is available for student use. However, a student is not permitted to access the Internet until an *Acceptable Use Policy* has been completed and signed by both the student and the parent. Acceptable Use Policies must be renewed each year. Any student found using access in a way deemed inappropriate will receive a Student Discipline Action Form and lose computer privileges at school.

Parent Conferences

Parent/Teacher conferences are strongly encouraged. Appointments should be made through the office 24 hours in advance. This will enable teachers to prepare the necessary information. However, teachers will take every opportunity possible to meet with parents. Counselors are also available to set up parent/teacher conferences that involve all of the student's teachers.

The Counseling Department at Nolan Richardson Middle School is striving for a successful academic school year. Please do not hesitate to utilize the counseling department as a resource to help your child be successful. If you have questions on grades, conferences or tutoring, we will gladly assist you. Parent Conferences are encouraged, however, must be made in advance. If you need assistance with this please contact Mrs. Beltran or Mrs. Orozco.

Parent Portal is a useful tool for parents and we encourage you to use this tool.

Parent Portal can be found at www.episd.org Please follow the instructions to sign up. Should you have any questions please contact the school. Parent/Teacher communication is the first step towards helping a child to be successful.

Parents are also encouraged to talk to teachers and try to resolve issues prior to contacting an administrator. Visitor passes DO NOT allow parents to interrupt teachers during instruction time.



ID Cards

All incoming students will receive an ID card free of charge during registration. Returning students use the ID card previously issued to them for each year that they attend Nolan Richardson Middle School. If the ID card is lost a replacement ID can be purchased in the bookroom, before school, during the student's lunch time, or after school.

Students must carry their ID cards at all time.

Student Withdrawals Students withdrawing during the school year, or at the end of year, need to go through "Withdrawal Procedures." The parent needs to sign withdrawal papers the day before or on the student's last day of attendance. If the student is cleared, unofficial school records will be given to the parents to hand carry to the next school.



Parent/Pupil "Changes" The school Registrar must be notified of all changes:

- Home Phones
- Address (Home)
- Work Numbers
- E-mail information
- Emergency Contact, cell #'s, etc...

Mail will not be forwarded to any new address. **A current utility bill must be submitted in order to change any new address.** If a student needs a bus card, a current utility bill must be given to the registrar first. The school utilizes the school messenger to communicate school wide information to parents. **All parents must have a current WORKING phone number in order for the school messenger system to make contact.**

Student Grievances

EPISD offers/affords students and their parent to file a grievance. The grievance procedures are outlined by going to www.episd.org and clicking on the policy tab.

Harassment

Under the district's Safe and Drug Free Schools. The district has policies against harassment of any kind. The student and their parents may file a complaint as outlined in the district's policy manual. The policies may be accessed by going to www.episd.org and clicking on the policy manual tab. NRMS does not tolerate any incident which harasses any **student, faculty or staff member** physically or verbally. Please report any incidents or concerns to the school administration so that the appropriate actions are taken.

DISCIPLINE

Student Code of Conduct Each student will be issued a Student Code of Conduct that describes the discipline requirements and consequences set forth by EPISD. The Student Code of Conduct is also posted on the EPISD website.



It is the responsibility of all students and parents to be aware of all the rules, regulations, and standards for student behavior as stated in the Student Code of Conduct and Campus Discipline Plan. **All students will adhere to the Zero Tolerance Policy implemented by the district.**

School Personnel Jurisdiction

ALL school personnel will enforce school policies and procedures. A student who does not comply with directives may be subject to disciplinary action. If a student feels he/she has been inappropriately addressed, mistreated or misjudged, the matter should be discussed with an administrator after complying with the school personnel's directive.

Student Behavior at School Activities Any student involved in misbehavior at any school activity will be subject to disciplinary action. **This includes school-sponsored activities away from campus.** To avoid any disciplinary problems, parents should make every effort to accompany the student to after school activities.

Attendance at After School Activities To ensure appropriate student behavior at any after school activities, parents should accompany their son/daughter. Any student involved in misbehavior at any school activity will be subject to disciplinary action.

Unaccompanied students will be asked to sit in a designated student section.
Unaccompanied students will need to call parents in order to be picked up within fifteen minutes after the school activity has concluded.

Any student who is not picked up promptly after fifteen minutes is subject to not be allowed to attend any other after school activities including after school sports, band, orchestra and choir practices unless they are accompanied by the parent/guardian.

School Dances

Students who stay for a dance must have their own transportation home; pick up time after a dance is 15 minutes after the dance is concluded. Failure to comply with this will result in the student not being able to attend any future dances. **If a student is asked to leave an after school activity or chooses to not attend, his/her money will NOT be refunded.**

School uniforms will be worn to all after school dances, unless students are told otherwise. Students will not be allowed to change clothes. No inappropriate physical contact or suggestive dancing will be allowed. No guests from other schools will be allowed to attend any NRMS dance. The Student Code of Conduct is in effect at all times.

Consequences of dance violations:

- Parents will be notified and the student will be asked to leave the dance.
- Loss of privilege to attend dances for the remainder of the school year.

Activities Outside of School

Students sometimes belong to organizations that are not sponsored or affiliated with our school. Initiations or activities by these groups are not permitted on school property.
Fundraisers for outside organizations or



for individual profit are not permitted on school grounds without administrative approval.

Detention

Morning, after school or lunch detention will be used by the administration to address disciplinary issues. **There will not be any transportation for students assigned to morning or after school detention.**

Lunch detention may also be assigned for unexcused tardies (after parent contact has been made as outlined in the Tardy Documentation Form) or for uniform violations. Teachers may assign their individual classroom detention to address disciplinary/classroom behavior issues. If a student is serving after school detention, parents will receive 24-hour notice.

Friday Detention

Depending on the severity or frequency of an infraction committed, the administration may assign a student Friday Detention. This includes, but is not limited to, inappropriate and or insubordinate behavior—as well as the following:

- unexcused tardies
- after 3rd unexcused absence
- random lockout sweep infractions
- uniform violations

Friday Detention guidelines are as follows:

1. Friday Detention will be held from 3:00 p.m. to 4:00 p.m.
2. Students will report to the designated detention area.
3. There is no transportation for detention.

Students that do not attend Friday Detention or fail to adhere to the Student Code of Conduct while serving Friday Detention will receive further disciplinary action.

Student Personal Safety

Student/Employee safety is the #1 goal at Nolan Richardson Middle School. Any time a student feels threatened (verbally or physically); he/she must report it to a teacher, counselor or administrator.

Throwing Dangerous Objects

Any student caught throwing dangerous objects such as rocks, rubber bands etc... , regardless of size, will receive disciplinary action.

Inappropriate Physical Contact

Students must keep their hands to themselves. Inappropriate physical contact will not be tolerated. If the contact is deemed as bullying, harassment, or sexual in nature, the student may face consequences according to the Student Code of Conduct and the district policies that address bullying and sexual harassment.

THERE IS ZERO TOLERANCE FOR FIGHTING.

Inciting a fight will result in automatic DAEP placement.

NOTE: This is an overview of the expectations for **all** students attending NRMS. However, updates to the EPISD Student Code of Conduct and District Policy Manual supersede this overview and are in place at all times.



SCHOOL WIDE UNIFORM POLICY

The school uniform policy will be enforced to include after school activities.

Uniform vendors will be present during registration. Uniforms may also be purchased from local discount stores and uniform apparel stores. In either case, Youth and Adult sizes are available.

Jaguar Uniform Fast Facts

If an item of clothing or accessory is not addressed, it is not allowed.

*ID badges are considered part of the school uniform and must be in the students possession at all times.

*Hats, scarves, and gloves/mittens are permitted on cold weather days and may not be worn in the building.

*Black or brown leather style belt (simple traditional buckle) must be worn. No logo,

insignia, etc. may be on the buckle. Shirts must be tucked in.

*All uniform items (shoes, tops, bottoms) must be worn appropriately.

BOTTOMS

- Color: khaki, navy
- Variety of bottoms: pants, capris, shorts/skort/skirts (at least to the knee)
- Style: No cargo pants, no skinny pants
- Material: Cotton Twill (no denim, no spandex or like materials)
- Sizing: no oversized, tight fitting, baggy, sagging, or low rise
- Condition: no frayed, torn

TOPS

- Tops: short and long sleeved polo shirts only. Tops must be cotton material and have school logo.
- Undershirts: short or long sleeved.
- Approved colors for tops and undershirts: navy blue, hunter green, or white. School Spirit Shirts may be worn on Fridays only. School team uniform tops may be worn on Fridays or on game day with school shirt **underneath, tucked in,**

SWEATERS/JACKETS/SWEATSHIRTS

- Only solid-colored navy blue or hunter green sweaters, jackets, or sweatshirts permitted. The school logo is the only logo allowed.

The following items are unacceptable:

- Caps, hats, bandanas, scarves, knit caps, beanies or similar items
- Oversized jewelry. Earrings cannot be larger than a quarter or longer than an



inch (1”) in length. **Only one earring per earlobe.**

- Make-up and/or accessories that are distracting or interfere with instruction.
- Facial piercings of any kind or body decorations to include stickers, decals, drawings, graffiti writing or paintings
- Flip-flop style shoes, clogs, boots, or sandals.
- Backless, open-toed, platform, slipper-style, or spike-heeled shoes. Shoes must be same style, same color (matching pair). Shoes must have matching laces properly tied; all other shoes must be properly fastened. Socks must be a solid hunter green, navy blue, white or black. Brand logos allowed.
- Unnatural hair color. Hair may not cover the eyes.
- Mohawks and designs cut/shaved into hair.
- Sunglasses are not to be worn in the building, including on top of student’s head except prescription transition lenses.
- Any items deemed inappropriate by Administration.

Violation of Uniform Policy

- 1st Violation – Warning/Call Home
- 2nd Violation–Detention
- 3rd Violation – Detention
- 4th Violation – Referral to Administration

Excessive Violations to the Uniform Policy can result in:

- ISS (In School Suspension) or OSS (Out of School Suspension)

- Recommendation to Alternative Program

NOTE: It is the student/parent’s responsibility to know the policy and adhere to it. As students outgrow uniforms, uniforms must be replaced.

The Nolan Richardson Administration will have the final authority in determining whether or not a student’s attire meets the campus uniform policy.

Any items deemed inappropriate will be addressed by Administration on an individual basis. Students who do not adhere to the above guidelines will be required to change into school-issued uniform.

PHYSICAL EDUCATION ATTIRE

The PE uniform is to be worn during PE only.

TOPS

- Color: navy blue, hunter green, gray or white
- Variety of tops: t-shirt
- Material: cotton
- Sizing: no oversized or tight fitting

BOTTOMS

- Color: navy blue, hunter green, gray
- Variety of bottoms: Shorts (must be to the knee) or sweatpants
- Material: cotton
- Sizing: no oversized, extra short, or tight fitting



FINE ARTS ATTIRE

On scheduled Fine/Arts days where students need to arrive in Band/Orchestra/Choir attire, the attire is as follows:

TOPS

- Color: Authorized Fine Arts Dress shirt/polo
- Material: Cotton
- Sizing: No oversized or tight fitting

BOTTOMS

- Color: Black
- Variety of bottoms: Slacks Only **No Jeans**
- Material: Cotton
- Sizing: no oversized, extra short, or tight fitting
- Black shoes/socks
- No skinny fitting pants

“FREE DRESS” GUIDELINES

On designated “Free Dress Days,” students are expected to dress appropriately for school and follow the “Free Dress” guidelines that will be distributed before Free Dress Days.

The Nolan Richardson Administration will have the final authority in determining whether or not a student’s attire meets the campus uniform policy. Any items deemed inappropriate will be addressed by Administration on an individual basis.

Lockers:

Students may only use assigned lockers. No sharing of lockers. Students must have lock on assigned locker. Students may access lockers before school, during transitions, and after school.

