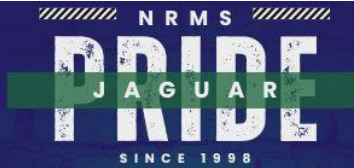




EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

*Nolan Richardson Middle School*



**2023 - 2024**  
**NOLAN RICHARDSON**  
**MIDDLE SCHOOL**  
**STUDENT HANDBOOK**

**ONCE A JAGUAR, ALWAYS A JAGUAR!**



*Nolan Richardson Middle School*

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August 2023

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 our students are provided with a safe and positive learning environment and (2) to ensure all students are successful in their classes and on the state exams. With your help, these goals can be accomplished by having PRIDE in ourselves and our school.

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 all stakeholders to maximize opportunities for excellence. Joint activities will be held throughout the school year. Parents/guardians are invited to become active members of our PTO.

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,  
Christine Miles  
Principal



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

*Nolan Richardson Middle School*

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## Nolan Richardson Middle School

11350 Loma Franklin El Paso, Texas 79934

915-236-6650



**Christine Miles , Principal**

**Maria Centeno, Assistant Principal**

**Teresa Covarrubias, Assistant Principal**

**Virginia Guillen, Counselor**

**Yvette Wilcox, Counselor**

**Kelly Morgan, Counselor**

**Deena Roberts, IB Coordinator**

**Lilia Ortega, Special Education Coach**

**Sabrina Ortega, Testing Coordinator**

**Terry Bustillos- Math CTC**

**Rose Durden- ELAR CTC**

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.



## Nolan Richardson MS

### *Bell Schedule 2023/2024*

6th Grade		7th Grade		8th Grade	
First Bell/Announcements: 7:40- 7:50					
1st	7:50- 8:37	1st	7:50- 8:37	1st	7:50- 8:37
2nd	8:40- 9:27	2nd	8:40- 9:27	2nd	8:40- 9:27
3rd	9:30- 10:17	3rd	9:30- 10:17	3rd	9:30- 10:17
4th	10:20- 11:07	4th	10:20- 11:07	4th	10:20- 11:07
6th Lunch	11:10- 11:40	5th	11:10- 11:57	5th	11:10- 11:57
5th	11:43- 12:30	7th Lunch	12:00- 12:30	6th	12:00- 12:47
6th	12:33- 1:20	6th	12:33- 1:20	8th Lunch	12:50- 1:20
7th	1:23- 2:10	7th	1:23- 2:10	7th	1:23- 2:10
8th	2:13- 3:00	8th	2:13- 3:00	8th	2:13- 3:00

### *Home of the Jaguars*



*47 minute class periods with 3 minute transitions*



Nolan Richardson MS is a part of the International Baccalaureate Middle Years Programme. What does that mean?



## 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.





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Nolan Richardson Middle School



# Nolan Richardson Middle School

## *International Baccalaureate Middle Years Programme*

*Nolan Richardson Middle School is authorized to offer the International Baccalaureate Middle Years Programme (IB MYP). All Richardson students participate in the IB MYP. IB schools merge state standards with IB pedagogy to encourage both personal and academic achievement, challenging students to excel in their studies and in their personal development. In addition to core content classes and physical education, IB MYP students take a visual or performing art, foreign language, and IB Design course each year. The IB Design course challenges all students to: apply practical and creative thinking skills to solve **design** problems, explore the role of **design** in both historical and contemporary contexts, and consider their responsibilities when making **design** decisions and taking action. Richardson IB Design courses have a primary focus for each grade level. Sixth grade Design primarily focuses on humanities. Seventh grade Design primarily focuses on science, technology, engineering, and mathematics (STEM). Eighth grade Design primarily focuses on career and technology skills. IB MYP course names may differ from traditional course names. IB course content includes traditional content supplemented with the IB Learner Profile, IB Approaches to Learning, IB Key & Related Concepts, and IB Global Context.*



<b>IB Course</b>	<b>EPISD Course</b>
Language Acquisition	Discovering Languages & Cultures, Spanish 1, or Spanish 2
Language and Literature	English Language Arts Reading
Individuals and Societies	Social Studies
Science	Science
Mathematics	Mathematics
Arts	Art, Band, Orchestra, or Choir
Physical and Health Education	Physical Education
Design	Incorporated in ELAR




## 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:

<b>INQUIRERS</b> 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.	<b>OPEN-MINDED</b> 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.
<b>KNOWLEDGEABLE</b> 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.	<b>CARING</b> 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.
<b>THINKERS</b> We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.	<b>RISK-TAKERS</b> 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.
<b>COMMUNICATORS</b> 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.	<b>BALANCED</b> 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.
<b>PRINCIPLED</b> 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.	<b>REFLECTIVE</b> 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.

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.

 International Baccalaureate  
Baccalauréat International  
Bachibaccalauréu

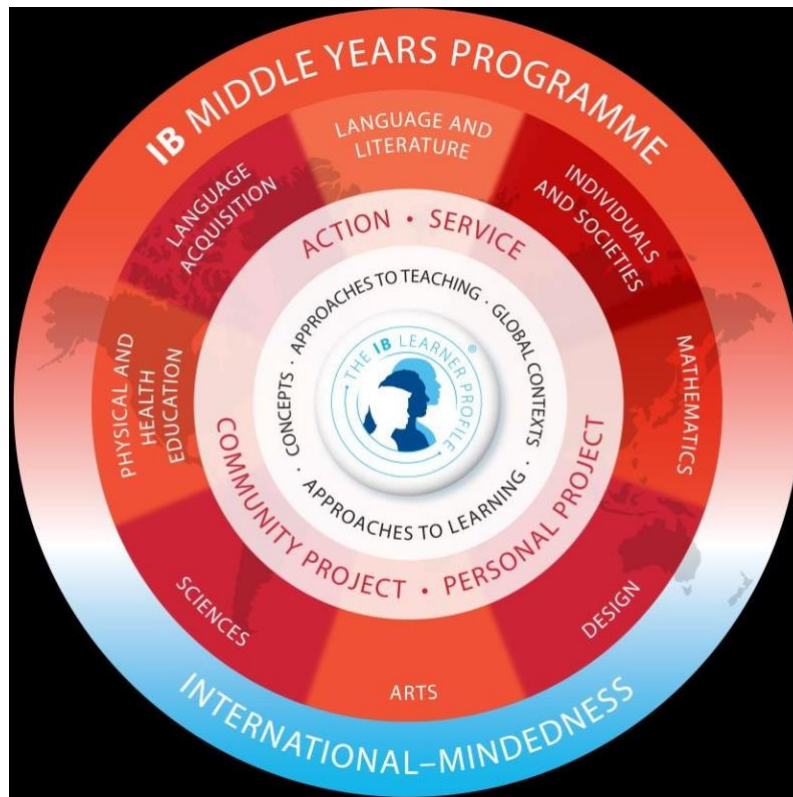
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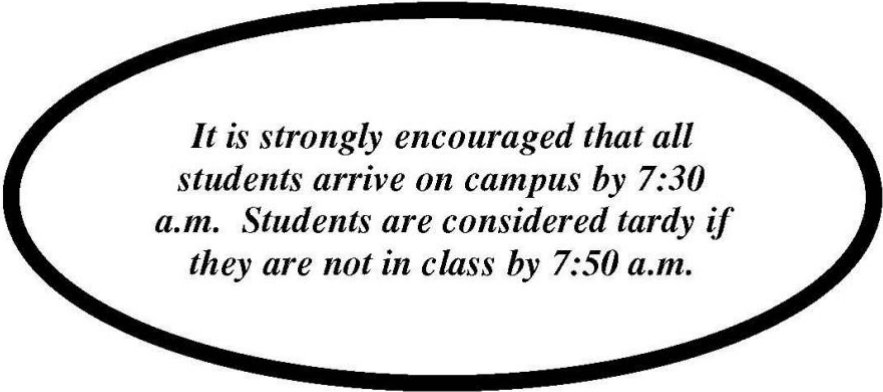




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SCHOOL DISTRICT

*Nolan Richardson Middle School*

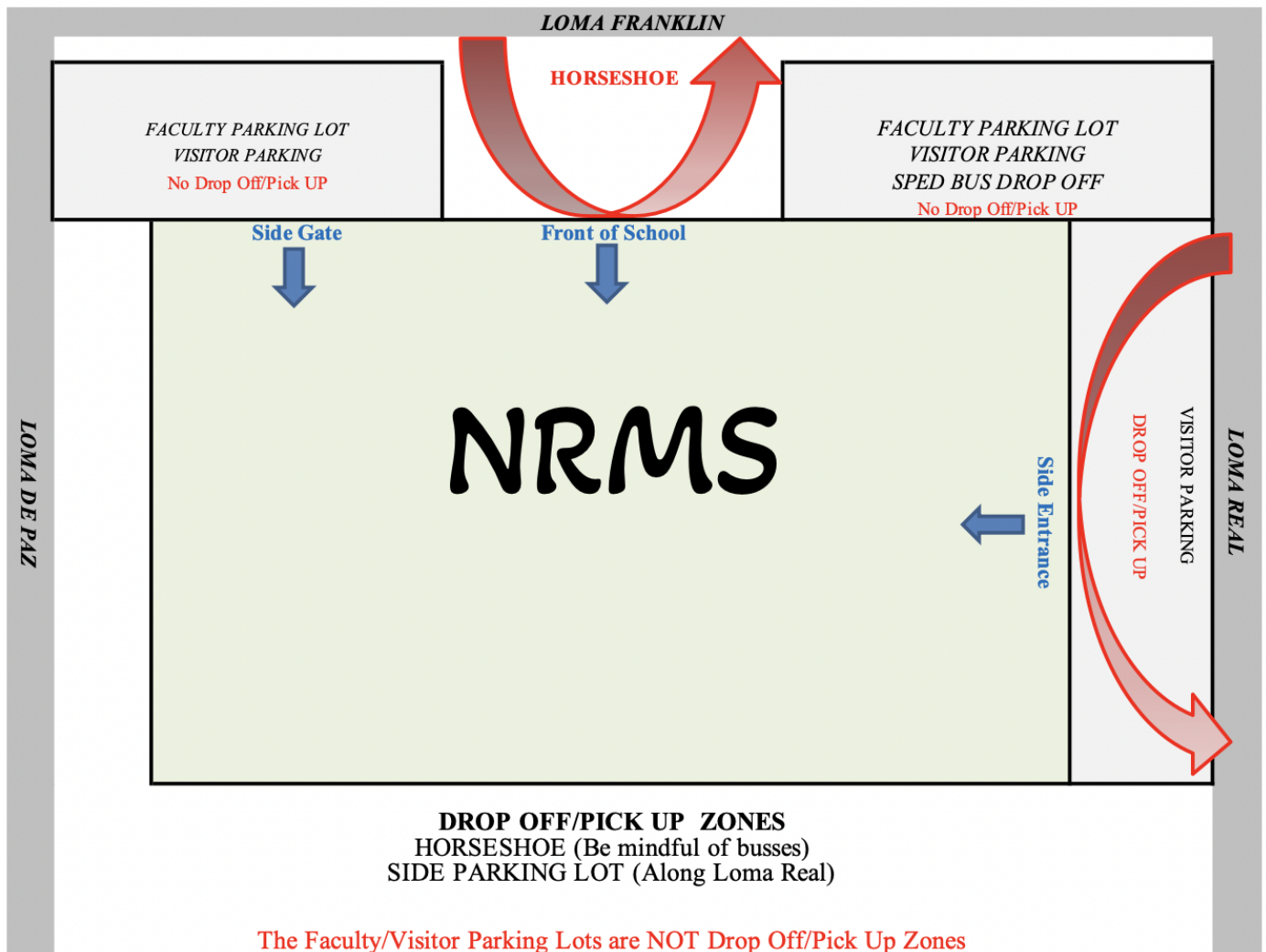




*It is strongly encouraged that all students arrive on campus by 7:30 a.m. Students are considered tardy if they are not in class by 7:50 a.m.*

## STUDENT ARRIVAL AND DEPARTURES

- The **“morning”** student drop-off area for personal vehicles is located on the North side of the school off of Loma Real. The Horseshoe/Fire Lane in front of the school or 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 in the front of the school.
- The **“afternoon”** student pick-up area for personal vehicles is located on the North side of the school off of Loma Real. 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 picking up their child(ren).
- 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.



## School Contact Information

**Main Office: 915-236-6650 Fax: 822-8812**

[www.episd.org/richardson](http://www.episd.org/richardson)

### STAFF

Librarian:	Victor Lopez
Nurse:	Alexandria Ramos
Secretary to the	Alma Guzman
Principal:	Christine Miles
Assistant Principal:	Maria Centeno
Assistant Principal:	Teresa Covarrubias
Counselor:	Virginia Guillen
Counselor:	Yvette Wilcox
Counselor:	Kelly Morgan
Attendance Clerk:	Alice Villaseñor
PEIMS Clerk:	Grace Nicholson
Registrar:	Natalia Ramirez
Bookroom Clerk:	Delila Sattizahn
Parent Engagement	Desiree Perez
Military Liaison:	Delia Venegas
LPAC Clerk	Cory Varela
Head Custodian:	Lidia Davis
Campus SRO:	Officer Jesus Alvarez
Campus Patrol:	Veronica Pedroza
Campus Patrol:	Julie James

### 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.

### **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, send an email, or send a written note with the student to verify the reason for the absence. Emails should be directed to our attendance clerk, Ms. Alicia Villasenor- axvillas@episd.org
- 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 receive the following consequences.

- 1<sup>st</sup> Tardy- Verbal Warning by Teacher
- 2<sup>nd</sup> Tardy- Verbal Warning by Administration
- 3<sup>rd</sup> Tardy- Parent contact
- 4<sup>th</sup> Tardy- Parent contact
- 5<sup>th</sup> Referral to administration for intervention

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

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 documentation will be generated and sent to parent**

**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 free breakfast and lunch.

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

### **Food and Beverages at School**

Please take pride in our campus! Students are expected to keep their eating areas clean and discard uneaten food and tray items. **All food and drinks must be consumed in the cafeteria unless authorized by administration, to include items purchased in the snack bar. Food deliveries for students will not be accepted this year.**

### **Food Delivery**

Food deliveries will not be accepted for students. Doordash, Uber Eats, etc. will not be accepted and will be turned away at the front doors.

## **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.

**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 that bring personal items on campus do it at their own risk. The school is not responsible for personal property brought onto school premises.** The school will not be responsible for cell phones, air pods, money, etc. that is brought to campus by students. Students will need to keep track of their own belongings; administration will not be responsible for nor searching for lost/stolen items.

### **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.**

### **School 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. Students are able to use the office phone after school when needed. 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 or lunch 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 between 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. Food Deliveries 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 10 minutes and last 10 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 (to include cell phones)**

**No Electronic Devices Allowed During the school day (7:50 a.m. -3:00 p.m.).** Students who bring any electronic devices, and any other similar devices must store them in their locker or backpack, 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.**

**Violations of the policy will result in confiscation of the electronic device and a fine of \$15.00 being assessed.**

**Repeated violations will result in administrative disciplinary action. The electronic device will only be released to the parent/guardian between 8:00 a.m. and 3:00 p.m. Laptops not being used for instructional purposes are subject to confiscation.**

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

#### **Services Available**

**Counselors Hours:** 8:00 a.m.- 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.

#### **Nurse**

**Hours:** 7:20 a.m. to 3:35 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.

#### **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 each 9 weeks grading period.

A/B – Honor Roll Students must receive a grade of 80% or above in all subjects each 9 weeks grading period.

### **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.**

### **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. Conferences should be requested with the teacher at least 24 business hours prior to the requested conference time. This will allow teachers to prepare the necessary information for the conference. However, teachers will take every opportunity possible to meet with parents. Counselors are also available to set up parent/teacher conferences that involve all a student's teachers.

**Schedule Changes** All schedule change requests must be submitted to your counselor by the end of the second week of the school year. Schedule change requests submitted after the deadline will not be considered until the second semester of the school year. PreAP students will be placed on a growth plan before a schedule change to a non PreAP class will be considered. Students who have chosen band, orchestra, or choir cannot change their elective without first meeting with teacher/administration/parent.

**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](http://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 instructional 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.

### **Athletics**

7<sup>th</sup> and 8<sup>th</sup> grade students, please contact coaches for information on University Interscholastic League (UIL) sports. Teams with undefeated seasons or District championships will be recognized with banners.



## 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.**

## Parent Grievances

EPISD offers/affords students and their parent to file a grievance. The grievance procedures are outlined by going to [www.episd.org](http://www.episd.org) and clicking on the policy tab. You may obtain a form from [episd.org](http://episd.org)-> Departments-> Student and Parent Services (there is a link on the left for Parent Complaints/Grievances). You may also request a form in the front office at Richardson.

## Harassment

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](http://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.

## 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.**

### **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.**

### **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.***

***Fighting or inciting a fight will result in an automatic suspension and possible recommendation to AEP.***

**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.

## Backpacks:

Richardson MS will be returning to **clear/mesh** backpacks only for the 2023/24 school year. Due to safety concerns, we feel this is in the best interest of our school community. We understand that this might not be the most convenient option, but still feel strongly that it is the safest option.

- New students will have a 2-week grace period to obtain a clear/mesh backpack and can use a small string backpack in the interim.
- Students will be using lockers, so backpacks should have minimal items inside.
- Students must follow any rules regarding placement of backpacks in the classroom.

*These guidelines can be changed/modified at any time based on the safety/needs of the campus. We will provide advance notice if guidelines are to be changed.*

*Examples of acceptable backpacks:*



## Locker guidelines:

- Each student will need a combination lock and will provide the combination to their 1<sup>st</sup> period teacher in case of emergency or forgotten combination.
- Students should use only their assigned locker- no sharing.
- Students will be able to access lockers before school, at lunch, and after school. Students will not be allowed to access lockers at other times without permission.
- Lockers are subject to search if needed, and random locker checks will be held throughout the school year.
- We will have at least one locker clean out per semester for students to dispose of unnecessary trash in lockers.
- No food/drinks should be kept in lockers except for an individual lunch for that day or water bottle/drink for after school activities.
- Lockers are considered a privilege and misuse of them can result in loss of the privilege.





# Nolan Richardson MS School Dress Code 2023-2024

The goal at Richardson MS is to maximize our students' learning so that they will become productive members of society. Our students and staff recognize that appropriate dress is one of the necessary elements needed to nurture learning. The dress code has been created to ensure safety, promote self-respect and respect for others, show school pride, and maximize learning.

## Uniform Items:

- **Tops:** Navy, Hunter Green or White polo style shirt (NRMS logo or brand logos no larger than 2" in diameter). Shirts may also be solid colored, plain polo style.
- **Bottoms:** Black, Navy or Khaki pants, shorts, skorts, or skirts (bottoms must be knee length or longer). No jeans allowed unless a designated free dress day.
- **Dresses:** Black, Navy or Hunter Green polo style, khaki jumper style with approved top (see above). Dresses must be knee length or longer.
- **Outerwear allowed in building:** Sweaters, jackets that zip or button from top to bottom. Also allowed are hoodies- only hoodies with NRMS logos, solid colored Hunter Green, Navy, or Black (may have small brand logo), or hoodie with an Andress HS logo. (no other high schools) Hoods may not be worn in the building.
- **Thursdays** are College Days: College t-shirts, hoodies, or jerseys with uniform bottoms.
- **Fridays** are NRMS Spirit Days: School, club or organization t-shirt with uniform bottoms. You may also wear an Andress HS spirit shirt if you choose.

## Optional Uniform Accessories:

- Leggings: Solid Navy, Hunter Green, Black, White or Gray- worn under dress or skirt only.
- Layered undershirts: Solid Navy, Hunter Green, White or Gray

## Unacceptable (uniform & non-uniform items):

- Body piercings (except ears)
- Earrings larger than size of a quarter
- Ear gauges
- Sunglasses inside the building
- Spandex or excessively tight bottoms
- Tank tops, spaghetti straps, or sleeveless tops
- Ripped/torn jeans and/or pants
- Midriff or crop tops
- Pajama Wear
- Flip Flop, slippers, Crocs, or open back shoes
- Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs or any prohibited substance
- No bottoms sagging below the waistline
- Clothing that does not cover the area of the body from the shoulders to the middle of the thigh
- All hats/hoods/non-religious head coverings must be removed in campus buildings

## PBIS EXPECTATIONS



# P R I D E

	POSITIVE	RESPECT	INTEGRITY	DEPENDABILITY	EMPATHY
CLASSROOMS	Positive participation and positive interactions with all teachers/classmates	Respectful language and behavior towards teachers & classmates.	Good manners, polite conversations & always exhibit honesty in your work.	Have personal ownership of work, behavior & grades.	Put yourself in someone else's shoes & see things from their point of view.
HALLWAYS	Positive transitions, interactions & language during transitions.	Respectful language & behavior towards teachers & classmates.	If you see something wrong, report it. If a situation does not involve you, walk away.	Go directly to your destination and back. Take care of school and personal property.	Show compassion & understanding if you see a situation involving a student. When in doubt, find an adult.
BATHROOMS	Positive language and interactions at all times.	Give privacy and clean up after yourself. NO CELL PHONE USE OF ANY KIND.	If you see something wrong, report it. If a situation does not involve you, walk away.	Keep bathroom clean, use restroom and leave right back to class.	Show compassion & understanding if you see a situation involving a student. When in doubt, find an adult.
CAFETERIA	Check for your table and its area's cleanliness. Throw away all trash and clean any mess.	Follow all directions given by any staff member.	Enter and exit appropriately, take ownership of your table area.	Ensure that all of your tablemates clean their trash up.	Invite someone new to your table. Ensure every Jaguar feels included.
RECESS	Positive language and interactions at all times.	Respectful language & behavior while engaging in any activity.	If you see something wrong, report it. If a situation does not involve you, walk away.	Have personal ownership of behavior & interactions with peers.	Show compassion & understanding if you see a situation involving a student. When in doubt, find an adult.
ASSEMBLY	Enter and exit appropriately. Sit with your grade level. Appropriate language at all times.	Give your full attention to the speaker or performance.	Do not speak when speaker or performer is on. Clap when appropriate.	Have personal ownership of behavior & interactions with peers.	Learn from our guests, appreciate the hard work from all those who participate in the event.

Jaguars should always have PRIDE!

