

# WEST BRIAR MIDDLE SCHOOL STUDENT HANDBOOK 2024 – 2025



A Road Map to Success:  
The Key to Growing Every Grizzly Everyday

## General Student Information and Expectations

NOTE: All items within the Student and Parent Handbook are subject to change by the principal throughout the year. Updates and associated communications will be made periodically as needed.



It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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# MISSION, VISION, AND GOALS

## **Mission Statement**

West Briar Middle School exists to create a dynamic learning environment with high expectations that challenge all students. We provide guidance and support to ensure individual success.

## **Vision Statement**

West Briar will be a high performing campus that is a source of pride for the district and the community. Students will grow, learn, and be proud to be a student at West Briar. Parents will be happy to have their child at West Briar. West Briar will Power Up teaching and learning this school year. Campuswide, we embrace digital technology to enhance the learning environment. Teachers will take pride in the relationships they've formed, the learning they've led, and the positive, well-rounded citizens they've helped create.

## **Core Values**

#Grizzly Values: Integrity; Respect; Perseverance

## **School Colors**

Blue and Gold

## **School Mascot**

Grizzly Bear

## **School Hours**

8:30AM – 4:00PM

## **West Briar Administration and Support Staff 2024 - 2025**

### **Principal**

Crystal Blanchard

### **Assistant Principal**

Leroneatra Williams, 6<sup>th</sup> Grade  
DeWayne McCurdy, 7<sup>th</sup> Grade  
Demerick Johnson, 8<sup>th</sup> Grade  
Kendra Stokes, Special Populations

### **Counselor**

Bridgette Ryans

### **Teacher Specialist**

Ginger Scott

### **Administrative Assistant**

Charlotte Scott

### **Student Information Representative**

Lauri Lamar

### **School Nurse**

Rebecca Papillion

### **School Librarian**

Jeffrey Turner

### **Additional Support Staff**

Paola Araya  
Veronica Bass  
Nakiyah Cooper  
Latosha Edwards  
Audrey Johnson  
Anita Prieto  
Shanta Young

# 2024 - 2025 BELL SCHEDULE

## MONDAY - TUESDAY / THURSDAY - FRIDAY

1st Period	8:30AM - 9:25AM
2nd Period	9:29AM - 10:22AM
3rd Period	10:26AM - 11:19AM
4th Period	11:23AM - 1:01PM
A Lunch 11:21AM - 11:51AM B Lunch 11:56AM - 12:26PM C Lunch 12:31PM - 1:01PM	
5th Period	1:05PM - 1:58PM
6th Period	2:02PM - 2:55PM
7th Period	2:59PM - 4:00PM



*West Briar  
Middle School*

# 2024 - 2025 GENIUS HOUR SCHEDULE

## WEDNESDAY

GENIUS HOUR	8:30AM - 9:05AM
1st Period	9:09AM - 9:55AM
2nd Period	9:59AM - 10:45AM
3rd Period	10:49AM - 11:35AM
4th Period	11:38AM - 1:17PM
A Lunch 11:37AM - 12:07PM B Lunch 12:12PM - 12:42PM C Lunch 12:47PM - 1:17PM	
5th Period	1:21PM - 2:08PM
6th Period	2:12PM - 2:59PM
7th Period	3:03PM - 4:00PM



*West Briar  
Middle School*



# TECHNOLOGY SYSTEMS



**TECHNOLOGY IS AN IMPORTANT PART** of education today. Our IT team supports many platforms to make sure our students have the tools necessary for a great education. All students will use Canvas as the main learning management system, while Microsoft Teams, Summit K-12, Quizlet, Mathia, to name a few, all are used in various classrooms. To ensure the best learning experience for all students, regardless of the delivery, West Briar will continue to explore modern technologies and applications.

**HISD**



**CANVAS**

## HISD CANVAS

The district's adopted learning management system (LMS), Canvas, will be used to host, deliver, and manage content, instructional resources, and student assignments. Canvas will also be used as a communication platform amongst educators, students, and parents, and to monitor student engagement and progress. Students should be familiar with how to access their courses via Canvas. There is an app for students and parents.

## HISD CONNECT/POWER SCHOOL

Students can use HISD Connect/PowerSchool to check grades, view attendance, and see schedules. Both students and parents have an account, and an app can be downloaded.

## MICROSOFT OFFICE SUITE

- Microsoft Teams: Some teachers will use this for quick messaging with students.
- Microsoft Outlook: Students are expected to use their HISD Microsoft Outlook Email regularly and check it daily for announcements and communications with teachers.
- Microsoft Word & PowerPoint: Great programs for taking notes, presentations, and writing papers.
- Microsoft One Note: Use as a digital notebook. Make tabs for each class and always have copies of notes available.

## POWER UP LAPTOPS

Students have the opportunity to utilize an HP laptop/chrome book while in his/her teacher's classroom. This educational tool will assist students in their coursework and encourage students to produce quality work that demonstrates Critical Thinking and Creativity, while encouraging Communication and Collaboration between both students and teachers.

### REQUIREMENTS:

- Parent and student signatures on Power Up Agreement Form
- Students log into the device using their PowerSchool username/password.

- Students must leave the laptops in the classroom at the end of each period.
- Students must report damaged laptops immediately to the teacher.

**PROPER ONLINE BEHAVIOR:**

- Students are expected to follow the same code of conduct on the Internet as they do in the classroom.
- Follow copyright laws.
- Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational use only.
- Use appropriate language.
- Students will make available all messages or files upon parent, administrator, or teacher request.
- Administrators have the capability to remotely view student computers.

**WHAT IS PROHIBITED:**

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

- Intentionally damaging the devices
- Bypassing the filter.
- Tampering with hardware.
- Using another student's username or password.
- Using chat rooms, IM; hosting non-school approved web pages.
- Sharing passwords (other than with parents)
- Accessing inappropriate material that is unacceptable in a school setting.
- Downloading or installing software that has not been approved.

**TECHNICAL SUPPORT**

For login and other technical issues, please contact the HISD Service Desk at 713-892-SERV (7378) or email Mr. Turner at [jturner2@houstonisd.org](mailto:jturner2@houstonisd.org).



## COMMUNICATIONS PLATFORMS

**SNACK AND CHAT with the Principal**  
**Throughout the school year... details coming soon.**

### SCHOOL WEBSITE

<https://www.houstonisd.org/westbriar>

### TWITTER

**@WestBriarMS**

### INSTAGRAM

**@westbriarms**

### SCHOOL CALL OUTS!!



**West Briar Middle School Main Office: (281) 368-2140**

**ALL STUDENTS SHOULD REGULARLY CHECK TEAMS MESSAGES  
AND EMAIL ACCOUNT**

**For information on school closings,** local TV news coverage (NBC, CBS, ABC, FOX) will indicate “All HISD schools.” Also, FM/AM radio stations and [www.houstonisd.org](http://www.houstonisd.org) will carry latest school closings. In the event of WBMS-specific emergency closing, parents will receive an automated call and/or email and information will be posted to campus social media sites.

## PARENT SUPPORT

**HISD CONNECT PARENT PORTAL** is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers.

Users can also choose to have an e-mail or text message sent if a student's grades drop below a selected average or is absent or tardy to class.

Information that PowerSchool provides access to includes:

- ☐ Period and Daily Attendance
- ☐ Class Schedules and Assignments
- ☐ Progress Reports and Report Cards
- ☐ Parent and Student Resources

**Where to get password:** Passwords can be obtained by calling the main office or student's grade level clerk.

**Where to get additional support:** HISD Technology Service Desk

**Phone:** 713-892-7378

**Email:** servicedesk@houstonisd.org

**PTO/VOLUNTEERS:** Please join the WBMS PTO! For more information on getting involved, visit their website: <https://www.westbriarpto.com/>. All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD VIPS Page or on-campus with our office staff.

**SCHOOL VISITATIONS:** We welcome visits to West Briar Middle School! For the safety and security of our students, please sign in at the main office. A driver's license or state ID will be scanned, and a nametag will be provided for the visit.

- **Conferences:** Arrangements can be made for parent conferences with the Principal, Assistant Principals, and teachers. These meetings must be prearranged and cannot be guaranteed on a drop-in basis.
- **Classroom Observations:** Classroom observations must be coordinated through the principal's office and scheduled in advance with the teacher. Any approved visit will be limited to 10 minutes.

### **FOOD & NUTRITION GUIDELINES**

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. Prohibited items include, but are not limited to, gum, candy, salty snacks (hot chips, pringles, Doritos, etc.) that are of more than one serving per container. Drinks must be 20 oz or less and may not be shared. However, a parent may provide food or beverages for his/her own child's consumption only. Due to imposed health regulations, you will not be permitted to bring cupcakes, cakes, pizza, brownies, etc., for birthdays or special occasions. Students should not bring items in glass containers.

### **PARENT COMMUNICATION WITH SCHOOL PERSONNEL**

West Briar Middle School encourages parents to contact the school concerning the education of their children. A healthy partnership between parents, students, and staff members is likely to benefit all involved.

Parents requesting a telephone conference, especially with their son or daughter's teachers, should provide both a day and an evening telephone number with their message. Please give teachers at least 48 hours to respond to your message. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching. Should you not receive a return call from the staff member you called within a reasonable amount of time, please call your child's grade level administrator.

Email is an effective form of communication between a student's parent/guardian and the student's teacher.

Should parents wish to arrange a conference, they may call the school office at (281) 368-2140 to make an appointment or request a return call. Due to the various duties and commitments of school personnel during the school day, teachers and other school officials may not be able to meet with parents who arrive at the school without an appointment. Parents can leave their names and phone numbers with the main office receptionist and request a call.

# ATTENDANCE

## Texas Compulsory Attendance Law

School attendance is state law. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

**DAILY ATTENDANCE REPORTING:** State law requires West Briar Middle School to record accurately the number of students in attendance daily and report that figure to the state. That official state attendance, known as ADA or “Average Daily Attendance”, is taken every school day at 10:00AM. Students who leave school prior to that time are marked absent for an entire day.

- Acceptable Reasons for Excused Absences:
  - Death of an Immediate Family Member
  - Personal Illness: Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during examinations), the principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days of absences prior to excusing absences.
  - Medical/Dental Appointments: Please schedule appointments to avoid the student being counted absent for the official ADA Time. *Emergencies or unusual circumstances excused by the grade level Assistant Principal, Student Health Services and/or Family or Student's Counseling Therapy Appointments.* A note is required, signed by the parent/guardian, when the school is asked to release students for an appointment during the school day. In the note, parents should provide phone numbers so that the school can confirm the appointment. Notes should indicate the type of appointment for which the student is being released. Students should return from any such appointments with official documentation of the visit from the service or office consulted.
  - Religious Days and Major Activities: Any child of an established religious faith will be excused if his/her absence is for the expressed purpose of observing a religious holy day, consistent with his or her creed or belief. Students should provide a signed parental note to the Attendance Office in advance.
  - Required Court Appearance: The principal shall require the presentation of appropriate court documentation, such as a subpoena, indicating that a student is legally required to appear in court.
  - Authorized School-Sponsored Activities: A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked as extra- curricular activity absences. However, HISD may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.
- Students returning from an absence must submit the absence excuse note to the office within three (3) school days. The note from the parent/ guardian must specify the exact reason for the absence. Parent/guardian notes should be clearly written and include the following:

- Date of the note and Date(s) of the absence
- Exact reason(s) for the absence
- Parent's printed name
- Parent's/Guardian's signature
- Parent's phone number(s) where parent/guardian can be reached for verification
- Absences of 3 or more consecutive days must be excused with a doctor's note
- Parents may scan the note and email it to the attendance office at [syoung1@houstonisd.org](mailto:syoung1@houstonisd.org)
- Submitting the absence note does not indicate that the absence has been excused if the student has reached the maximum amount (5 per semester) of excused notes from the parent/guardian.
- An absence for any reason other than those listed above shall be classified as *unexcused*. Absences will be considered unexcused if the parent does not send an excuse note within three school days of the absence.

**TARDIES:** Students who arrive at school after 8:30 AM are tardy. Tardy slips will be issued from the grade level secretary beginning at 8:30 AM. Students who are habitually late (10 minutes or more) may receive a court warning. Tardies to classes can also be viewed in PowerSchool.

- If a student arrives late to class, report directly to the grade level office to receive a tardy pass. Students should go to their assigned classroom. Leave the tardy pass with the teacher. Sign the teacher's tardy log.
- Multiple tardies can result in parent phone calls, lunch or after school detention or another administrative consequence.
- If the student is late for school beyond 30 minutes, students must report to campus with an excuse note to be submitted to the attendance office.

**EARLY DEPARTURE:** If the parent needs to pick up a student prior to dismissal time, the parent or guardian must sign the student out in the main office. The person picking up the student must show their driver's license and must be identified as a contact person in the HISD Connect/ Power School. Please refrain from picking up students after 2:30pm.

- Students should wait until a staff member contacts the teacher requesting for the student to come to the main office.
- Parent/Guardian must sign the student out at the main office.
- Students who do not check out through the main office will receive an unexcused absence.

**LEAVING A CLASSROOM:** If a student needs to leave class, the student should obtain a hall pass from the teacher. Students in the hallways without a pass are subject to disciplinary actions.

# PROGRESS REPORTS, REPORT CARDS, AND CONDUCT MARKS

## **PROGRESS REPORTS**

Progress Reports will be issued to all students for all classes during the third week of the 6 weeks reporting period. These Progress Reports will be given to the students during the 7<sup>th</sup> period. It is the responsibility of the student to deliver the Progress Report home. Progress Report grades will also be posted on the Power School portal.

## **REPORT CARDS**

Six Weeks Report Cards are issued on the following dates.

Cycle 1: September 27, 2024	Cycle 4: February 28, 2025
Cycle 2: November 11, 2024	Cycle 5: April 25, 2025
Cycle 3: January 13, 2025	Cycle 6: June 4, 2025

## **CONDUCT MARKS**

Marks in conduct are of great importance and will be awarded based on the following standards		
E	Excellent	The behavior of the student is excellent, and the student has demonstrated a positive, cooperative attitude that characterizes High Grizzly Expectations.
S	Satisfactory	The behavior of the student is generally satisfactory.
P	Probationary	The behavior of the student is not satisfactory: improvement is needed. Parent contact will be made by the teacher.
U	Unsatisfactory	The behavior is not satisfactory; sufficient improvement has not been demonstrated. A conference with the grade level Assistant Principal and Counselor is necessary.



# ENROLLMENT REQUIREMENTS

## **ENROLLMENT REQUIREMENTS**

### Residency

Students must live in the West Briar attendance zone with parents or legal guardians, unless on a transfer. Proof of residency must be provided by the presentation of all of the following:

- Recent utility bills (electric, gas, water) or lease agreement with name and address of parent or guardian
- Proof of custody if the parents are divorced or if the student is living with someone other than a parent;
- Parents or guardians must be present and provide Texas Driver's License with address matching the utility bill and/or lease agreement.

### Health Records

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel.

### Moving or Changing Phone Numbers

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the main office. In case of emergency, it is vital that we are able to contact you. If your family moves during the school year, you must report that address change (and new telephone number) immediately to the registrar's office. Also, if your parent or guardian has a change in work telephone numbers, that information should be updated in the registrar's office. In order to ensure the safety of our students — especially in an emergency — and to allow for timely parent and student contact, it is critical that the school have accurate addresses and phone numbers.

## BREAKFAST AND LUNCH AT WEST BRIAR MIDDLE SCHOOL

West Briar Middle School provides breakfast and lunch on campus. HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is provided at the beginning of the school year. Breakfast and lunch are provided free of charge to all students and is served in the school cafeteria, daily. **All students need to submit the blue socioeconomic form to the main office at the beginning of each year.**

### **BREAKFAST EXPECTATIONS**

Students are encouraged to eat breakfast every morning. Breakfast starts at 8:00AM in the cafeteria. Students are to be complete with breakfast and report to class by 8:20AM. Students must leave their area clean and place all trash in the proper receptacle.

### **LUNCH EXPECTATIONS**

Lunch is a time to eat, socialize, get tutoring, and visit the library. Lunch is served in the cafeteria only. Students are expected to leave lunch and report to class on time. Students must leave their area clean and place all trash in the proper receptacle.

Breakfast and Lunch are to be eaten only in the cafeteria. Food and beverages are not allowed in the building without prior permission from an administrator.

### **MAINTAINING A PLEASANT EATING ENVIRONMENT**

The opportunity to have open seating during lunch is dependent on the continued cooperation of all students in keeping eating areas free of trash and staying in their seats. Pride in West Briar begins with each student assuming the responsibility for his or her own actions. If a student experiences any difficulty while at lunch, the administrative team will be available in the lunch areas for assistance. Seek their assistance. Do not take matters into your own hands. Students who participate in lunch disruptions are subject to disciplinary actions.

### **NO DELIVERIES**

- Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated, and students are subject to disciplinary action.
- Students are not to order flowers, balloons, or other specialty items to be delivered to the campus at any time. These items will not be accepted and returned to the business that sent them.
- Students are not allowed to receive celebratory gifts such as flowers, balloons, etc. They will be allowed to pick it up after school at the main office.

# TRANSPORTATION

**BUS TRANSPORTATION** is provided for students. Bus schedules are posted at the beginning of the school year. Questions concerning bus transportation should be directed to Mr. Demerick Johnson [djohns41@houstonisd.org](mailto:djohns41@houstonisd.org). Special Education students' questions concerning bus transportation should be directed to Kendra Stokes [Kendra.stokes@houstonisd.org](mailto:Kendra.stokes@houstonisd.org). West Briar Middle School students are required to have their HISD issued ID badge along with their school ID to ride the bus.

The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges. Metro bus riders will be held to the standards of Metro.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive, or unsafe for traffic will not be tolerated.
- Be on time. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion.
- Do not distract the driver by making unusual noises, shouting, or creating a disturbance. Do not speak to the driver unless absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out the window. Do not extend arms, legs, or heads out the window.
- Smoking of any kind is prohibited on the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned stop. No variations are allowed.
- Obey the driver. He or she is an HISD employee with responsibility for your safety. If a driver experiences any disciplinary problems, he or she will inform the West Briar administration.
- Know your bus driver's name and your bus route number.

## **PRIVATE CAR DROP OFF & PICK UP**

Parents and others who drive students to and from school are encouraged to carpool and to stop only at designated points.

## CLINIC, SCHOOL NURSE AND MEDICATION

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat. It is important that the nurse be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent for the student's confidential school health record. To be admitted to the Clinic students must have a written permit from the teacher whose class the student will be missing. Students must sign in and out on the daily register when coming to the Clinic. Any student desiring to leave school because of illness must come through the Clinic and sign out in the main office. A parent or responsible adult will be notified before any student is dismissed from school due to illness. Students may not stay in school with any of the following conditions:

- Fever of 100.4 or more
- Suspected contagious condition
- Vomiting
- Diarrhea
- Undetermined rash

Parents are to pick up ill students from the Clinic as quickly as possible after being notified. Students who call their parents to pick them up prior to coming to the Clinic will be sent to their Assistant Principal for permission to go home. Students who feel ill and go home without a permit from the nurse will be considered absent.

### **MEDICATIONS**

HISD Board policy prohibits students from bringing medications to school; however, should it be medically necessary for a student to take long-term medication at school, a HISD form must be completed by the student's physician and kept on file in the Clinic. The medication is then kept in the Clinic and administered by the school nurse. No medication, prescription or non-prescription, will be dispensed without this form being on file. All medications kept for students in the Clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage and administration information. Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the Clinic for renewal if the permit is required after the expiration date. All medical excuses for P.E. restrictions must originate with the school nurse.

Reminders:

- A student may not carry medication on their person. All medications need to be kept locked in the Health Clinic.
- A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.
- Each medication must be in its original container with an affixed prescription label listing the patient's name for which the drug was prescribed, the drug name, and the proper dosage and administration information.
- Guidelines apply to ALL medications – prescription and over the counter. Students found to be in possession of any medication will be subject to disciplinary actions.

### **IMMUNIZATIONS**

Students may be fully immunized against specific diseases in accordance with the Texas Department of Health Immunization Schedule and shall show acceptable proof of vaccination prior to entry, attendance or transfer to a school in Texas. Students not in compliance will "be excluded from school attendance until the required dose is administered" according to the Texas Department of Health. Any exclusion from immunization compliance for medical or religious reasons requires an original affidavit obtained from the Texas Department of Health.



## West Briar Middle School Dress Code (2024-2025)



### Tops

- West Briar Uniform shirt by grade level
  - 6th grade - Royal blue
  - 7th grade - Yellow/gray
  - 8th grade - Navy blue
- College/University shirt on **Wednesdays ONLY** or West Briar uniform shirt
- West Briar spirit shirt on **Fridays ONLY** or West Briar uniform shirt
- No Crop Tops, Sleeveless or Low Cut Shirts
- NO INAPPROPRIATE CLOTHING WILL BE ALLOWED**



All uniform shirts **MUST** be purchased from WBMS PTO

### Bottoms

- Approved Uniform Colors: Khaki
- Jeans may only be worn on selected days**
  - Wednesday - with a college shirt only
  - Friday - with a spirit shirt only
  - Jeans - No skin exposed (No holes, rips, tears, no frays, etc.)
- Shorts or skirts worn must be no more than 2 inches above the knee
- No tights, jeggings, or pajama pants are allowed.



### Shoes

- Closed-toe shoes (with a back) are allowed
- No slides, house shoes, flips flops, or crocs



### Miscellaneous

- Only WBMS sweaters and jackets may be worn during the school day.
- Coats, sweatshirts, hoodies, and/or jackets may not be worn on campus from 8:00am to 4:00pm
- Clear or mesh backpacks
- ID Badges must be worn DAILY.
- No Caps, Beanies, Bonnets, or Durags!



### Electronic Devices

Cell phones, head phones, and/or ear buds **ARE NOT** permitted from 8:00am to 4:00pm



## **DRESS CODE**

The faculty and staff of West Briar Middle School expect students to come to school each day dressed appropriately, according to dress code, in order to ensure the health and safety of everyone on campus at all times on campus and while representing West Briar Middle School at school related activities.

## **ID BADGES**

Students are required to wear their ID badge with a lanyard around the neck at all times while on campus. All students will be issued one ID badge and a lanyard for free. Students are not allowed to deface identification cards. Information on the ID must be clearly visible. Replacement ID cards cost \$5.00. Lanyard replacements cost \$1.00.

## **ADDITIONAL DRESS AND GROOMING REGULATIONS**

- Jewelry that distracts from the educational process is not allowed. This includes anything depicting gang membership, death, suicide, violence, the occult, drugs, sex, race, gender, obscenities, alcohol or anything else deemed inappropriate.
- Wallet chains are not allowed.
- Headwear- hats, caps, bandanas or hair grooming devices (combs, picks, etc.) are not allowed.
- Sunglasses are not allowed.
- Tattoos or markings from markers or pens on exposed skin are not allowed.
- Only piercing in the ears is allowed.
- No sprays, aerosols are allowed in hallways or classrooms.

The administrative team reserves the right to make the final decision regarding the appropriateness of clothing and/or accessories. Students will be asked to change clothes to comply with dress code before returning to class. Failure to comply with dress code will result in one of the following discipline actions.

- Parent Contact – Parents are to bring a change of clothing to adhere to the campus dress code expectations
- Detention – lunch detention or after school detention
- ISS – in school suspension
- Repeated offenses – OSS – out of school suspension



# STUDENT CONDUCT

## **HISD STUDENT CODE OF CONDUCT**

All students must comply with all policies and procedures as outlined in the HISD Code of Student Conduct. The HISD Student Code of Conduct will be available online through the district website. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. West Briar is committed to fostering a climate of mutual respect for the rights of all students. Students who violate the rights of others or violate district and/or school rules shall be subject to disciplinary action in accordance with established district/school policies and procedures. All district and school rules apply to school sponsored activities occurring on and off campus. The student's responsibilities for achieving a positive learning environment at school and/or school related activities are detailed in the *HISD Code of Student Conduct*. Each student is responsible for adhering to these guidelines. Also, all students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student being removed from participation in school activities.

All school rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, or evening school-related activities. (*HISD Code of Student Conduct: Your Rights and Responsibilities*). The link to the *HISD Code of Student Conduct* can be found at [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct).

Please note that school officials may search a student's outer clothing, pockets, or property either by establishing reasonable cause or securing the student's voluntary consent. A search is responsible if it meets both of the following criteria:

- The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
- The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

## **ARRIVAL**

Students will be allowed to enter the cafeteria entrance at 7:30AM. Once a student is on campus, he/she is required to stay on campus until dismissal at the end of the day, or parents pick them up through the main office. There is no supervision for students who arrive on campus before 7:30AM. Students may eat a free breakfast provided from 8:00AM-8:20 AM but must enter through the Café door to do so. At 8:00AM, all students will enter through the gym doors. From 8:00 AM until 8:20 AM, students must remain in their designated waiting area before the first period. Students must be in dress code, with an ID, prior to entering the building.

## **DISMISSAL**

Students must be picked up by 4:30PM. There is no supervision for students after 4:30 PM unless they are

participating in a scheduled school event. All Car riders and Walkers exit through the cafeteria doors after school. All bus riders go to the cafeteria until their bus is called. Students may not ride any bus other than their assigned bus. Transportation is a privilege, and students are required to obey appropriate safety and conduct rules to remain eligible for transportation services. Parents driving their student to campus and picking them up from campus must do so in the carpool lane on Park Bayou. Curbside drop-off along Brimhurst Drive is not permitted due to traffic congestion and bus transportation.

Students are required to exit the campus or report to their school-sponsored team, club, or activity at 4:30PM. Students who experience challenges reporting to the designated location and/or exiting the campus in a disruptive manner will conference with their grade level administrator and may result in possible loss of privileges during and/or within the next grading cycle.

### **ELECTRONIC DEVICES**

Cell phone and personal electronic use is restricted to before and after school. Cell phone usage during passing periods and class time is prohibited. As a safety precaution, earbuds should not be worn during class or passing time. Confiscated phones will be placed in the assistant principal's office and will be available for pick from 4:15 PM - 4:30 PM. Electronic Devices will be returned in accordance with HISD policy. There is a \$15.00 fee for the return of cell phones and electronic devices.

For true emergencies requiring the use of a telephone, see your classroom teacher, school counselor, and/or grade level Assistant Principal for assistance.

Students that fail to comply with the cell phone policy are subject to disciplinary actions.

### **PERSONAL ITEMS**

West Briar Middle School is not responsible for personal property at any time.

- Use of skateboards, skates, wheeled shoes and roller blades are strictly prohibited on campus.
- Confiscated items such as food, balloons, etc. may not be returned to students until after school hours.
- Students are not allowed to bring sports equipment (soccer balls, basketballs, footballs, tennis balls) that is not required for school sponsored activities. (Students will not be allowed to play in the field after school.)

Check with the main office for lost or missing items.

### **MUTUAL RESPECT**

West Briar High School students are expected to respect the rights of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and/or violence are unacceptable at any time. Those behaviors will have serious consequences up to and including removal from West Briar Middle School.

### **BULLYING**

Bullying is strictly prohibited at West Briar Middle School. Bullying, meaning engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

## **CYBER BULLYING**

Just like bullying, cyber bullying is strictly prohibited at West Briar Middle School. Cyber bullying, at or away from campus, is defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another student. This may include, but is not limited to, continuing to send email to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school on web-sites or forums to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students.

## **CAMPUS DISTRIBUTIONS**

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by the principal or designee.

All posted material must be approved by the principal before being displayed in the classrooms, on approved bulletin/information boards, and in the cafeteria. No signs or fliers may be posted on the walls in the main building. It is the responsibility of the individual student or the club to remove all material within 48 hours after the event has concluded. All materials posted in unapproved areas or without official signatures will be promptly removed.

## **PUBLICATIONS**

The principal is responsible for all publications edited, produced, or distributed on the West Briar campus, and therefore she may exercise editorial control over them. All school publications at West Briar must be supervised and approved by a faculty sponsor and reflect the high ideals and expectations of the citizens of the West Briar community. No unauthorized publications may be produced or distributed on campus.

## **FUNDRAISING**

Students may sell items as fundraisers which have been approved by the principal or designee. Unauthorized selling or solicitation of items is prohibited on campus or at West Briar Middle School functions. Prohibited items may be confiscated by school administration.

## **DAMAGE TO SCHOOL PROPERTY**

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will receive additional disciplinary actions.

## **HALLWAYS**

During instructional time, students will adhere to West Briar Hallway Rules.

- 10/10 Rule: Students are not allowed to leave the classroom the first ten minutes of class and the last ten minutes of class.
- One-Way Hallways: West Briar students will follow all one-way hallway signage to maintain adequate spacing and less congestion throughout the building.
- Hall Passes: A hall pass is required of any student outside the classroom. Staff will ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway.

Students in violation of hallway rules may be taken to office for disciplinary action.

## ACADEMICS

To meet the diverse interests and needs of its students, West Briar Middle School offers a challenging and comprehensive curriculum. Several levels and content areas are available so that a student can select from a variety of courses to best match his or her individual goals, interest, abilities, and needs.

### **SCHEDULE CHANGES**

Schedule changes are made only for changes in academic level. Schedules are not changed for teacher requests. Schedule changes should not be made past the first 15 days of school. Schedule changes may also be made for the purpose of correcting improper course placements and leveling classes. Unless an advisor sends for a student, he or she is to remain in class and follow the original schedule until notified otherwise.

### **COUNSELOR and SOCIAL WORKER**

An Academic counselor is available to assist students reach their full academic potential. Our Certified School Counselor is available to assist students with personal problems impacting instructional goals. Our campus social worker is also here to support students.

### **MAKE-UP WORK**

A student will be given the opportunity to make up work missed due to an absence. We are encouraging students to immediately upon his or her return to class from an absence, to request and complete any assignments or tests missed because of an absence.

HISD board policy says that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one day of make-up time for every school day missed. Even so, the district generally allows the teacher to determine what is reasonable given the circumstances of a student's absence and the activities missed. For example, in determining when a student should make up a missed test, the teacher might legitimately consider such factors as the amount of time the student was absent, whether new material was covered during the absence, whether there was notice of the date and nature of the test available to the student prior to his or her absence, and so on. HISD board policy says that missed tests and quizzes must be made up outside of class time, usually before or after school.

Remember make-up work is the responsibility of the student. If a student is going to be absent for five or more days in a row, a parent or guardian may contact their assistant principal to request collection of the assignments.

Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignments *before* the class is missed. If not, the student can complete the assignment after the school activity.

### **HONOR CODE**

Cheating, by any means or method, lying, forgery, plagiarism, stealing, and/or defacing property are all violations of the Honor Code. West Briar's Honor Code promotes the following principles as inherent in the educational process.

- A student's work will be his/her own.
- A student's work can be trusted.
- The rights of each person and their property will be respected.

"To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism constitutes intellectual theft." Plagiarism and any form of cheating may result in a failure grade of an assignment and/or disciplinary actions.

## STUDENT ACTIVITIES

Go to West Briar website [www.houstonisd.org/westbriar](http://www.houstonisd.org/westbriar) to find a club or organization that interests you. When establishing a new club, a designated faculty sponsor must be approved by the administration.

### **EXTRACURRICULAR**

School sponsored activities that are not directly related to instruction of the essential elements but that offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to five per semester.

#### **First Grading Cycle**

All students are eligible for participation in extracurricular activities during the first six- weeks of a new school year, as long as the student has been promoted to the next grade level. If a student has not been promoted, the student is considered ineligible for at least the first three weeks of school. If, at the end of three weeks of ineligibility, the student has achieved a passing average in all classes, he or she becomes eligible to play or perform. However, if a student's average remains below 70 in any class, the suspension continues for at least three more weeks.

#### **Subsequent Grading Cycles**

Any student, who has an official six- week grade, in any course, is lower than 70 shall be suspended from participation in any extracurricular activity or event for at least three weeks during the next six-week grading period. A student suspended under these "no pass, no play" rules would still be eligible to practice or rehearse with the team or group. If, at the end of three weeks of ineligibility, the student has achieved a passing average, he or she once again becomes eligible to play or perform. However, if a student's average remains below 70, the suspension continues for at least three more weeks.

### **SPORTSMANSHIP**

Good sportsmanship and fair play are traditions at West Briar Middle School. Appropriate behavior is expected at all sports events and school activities.

### **OFF CAMPUS STUDENT ACTIVITIES**

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty.

If you have a question that is not answered here, then you can always check with your grade-level administrator.