

### School Hours

8:30 AM – 4:00 PM

**Principal:** Lea Mishlan

**Asst Principal (Sped):** Kendra Stokes

**Dean of Instruction:** Leanna Walker

**6<sup>th</sup> Grade Dean**

Leroneatra Williams

**7<sup>th</sup> Grade Dean**

DeWayne McCurdy

**8<sup>th</sup> Grade Dean**

Demerrick Johnson- Dean

**Counselors**

Julissa Chavez- 7<sup>th</sup> Gr + 6<sup>th</sup> Gr A-M

Kendra Boutte- 8<sup>th</sup> Gr + 6<sup>th</sup> Gr N-Z

**Social Worker**

Madison Taylor

**Wraparound Specialist**

Michelle Caruthers



## West Briar Middle School

13733 BRIMHURST DRIVE HOUSTON, TX 77077

PHONE: (281)-368-2140 FAX: (281) 368-2194

### STUDENT HANDBOOK 2023-2024

## INTEGRITY, RESPECT, PERSEVERANCE

SCHOOL COLORS: BLUE & GOLD

SCHOOL MASCOT: GRIZZLIES

### Code of Conduct

The [HISD Student Handbook/Code of Conduct](#) will be available online through the district website. You will be required to sign the acknowledgement form once a year. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under "Student Responsibilities (pg 3)."

### PTO/Volunteers

Please join the WBMS PTO! For more information on getting involved, visit their website: <https://westbriarpto.membershiptoolkit.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.

### Attendance

**Attendance:** Attendance is taken daily at 10:00 AM. Students who leave school prior to that time are marked absent for an entire day. Please send a note upon your child's return to school. Only absences due to illness, legal appointments/court appearances, death in the family, hazardous road conditions making travel impossible, participation in official school activities, and other unusual circumstances recognized by the principal will be excused.

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

**Early Departure:** If you need to pick up your child prior to dismissal time, a 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.

### Arrival & Departure

**Arrival:** Students may not enter the school building until 8:00 AM unless they have a written tutorial pass from a teacher. Once a student arrives on campus, he/she is required to stay on campus until dismissal at the end of the day, or parent picks up through the front office. **There is no supervision for students who arrive on campus before 8:00 AM.** Students may eat a free breakfast provided from 8:00 AM-8:20 AM but must enter through the Café door to do so. Using gym entrance: from 8:00 AM until 8:20 AM students must remain in the designated waiting area (Gyms) before first period. Students must be in dress code, with an ID, prior to entering the building or will be directed to purchase an ID.

**Dismissal:** Students must be picked up by 4:30 PM. There's no supervision for students after 4:30 PM unless they're 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. Car riders remain under the awning until picked up. Students must use crosswalks if crossing a street.

**Bus Riders:** 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.

**Student Drop-Off and Pick-Up:** 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.

### Medication Policy

HISD Board of Education Policy does not permit any school personnel to administer medication of any kind (including aspirin). The nurse, however, can dispense medication under certain conditions. All medicine, including cough drops and medicated lip balm, must be brought to the clinic in the original container by the parent/guardian. Except in the case of diabetes and asthma, students cannot carry medication. Prescription medication and over-the-counter medication must be in the original container, properly labeled with the child's name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas. When the period for administering the medication has expired, the parent must retrieve the medication from school as students may not transport medicine to or from school. \*\*If your student has asthma- please make sure that we have an inhaler on campus in cases of need. All forms can be found on the [WBMS Nurse Page](#) or picked up from the Front Office.

### [Campus Map](#)

### School Visitations

We welcome your visits to West Briar Middle School! For the safety and security of our children, you must sign in at the front office. Your driver's license or state ID will be scanned, and you will be given a nametag for your visit.

**Conferences:** Arrangements can be made for parent conferences with the principal, deans, counselors, and teachers. These meetings must be prearranged and cannot be guaranteed on a drop-in basis.

**Cafeteria Visits:** To eat lunch with your child, please follow the procedure above. Visitors wishing to eat lunch with a child must be accompanied by the parent or have a note from the parent giving them permission – this includes siblings and grandparents. You may bring lunch for your child only.

**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.

### Change of Address

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 logging into your [HISD Connect account](#), emailing [llamar@houstonisd.org](mailto:llamar@houstonisd.org) or calling the front office. In case of emergency, it is vital that we are able to contact you.

### Emergency School Closings

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 (**X (Twitter)**- @WestBriarMS & **Instagram**-@westbriarms).

# 2023-2024 SY WBMS Dress Code\*

Uniform tops purchased through [PTO School Store](#) link on campus homepage.

## ALL CLOTHING

- Clothing must be solid colored, without variations or patterns.
- Clothing must be clean, neat, and mended. Clothing must not contain rips, holes, cuts, etc.
- Clothing must be properly fitted. Clothing should be neither excessively tight nor excessively baggy. If pants are baggy, a belt should be worn.

## SHIRTS & TOPS

- All shirts must be a suitably sized short sleeve or long sleeve crew neck or “polo” style shirt. Crew neck shirts must be solid-colored with “West Briar” logo on it. Polo style shirts must be solid color with “West Briar” logo on it. Shirt sleeves cannot be rolled up or cut off. No “tall” or oversized shirts are allowed.
- Uniform shirts will be available for purchase at the School Store.
- **6th Graders – ROYAL BLUE** uniform shirts with “West Briar” logo.
- **7th Graders – GREY/YELLOW\*** uniform shirts with “West Briar” logo.  
*\*(7<sup>th</sup> grade is changing to Grey this year- we will allow Yellow or Grey to be worn this year only.)*
- **8th Graders – NAVY** uniform shirts with “West Briar” logo
- Undershirts must be Solid in color (no stripes or designs are allowed). Undershirts may be shown under the outer shirt if they are solid.
- On Fridays, students may wear approved West Briar spirit shirts or school club/team shirts (band, student council, sports, dance, theatre, etc.). Shirts must have sleeves and can have hoods.

**NOTE: THESE ARE THE ONLY STYLES OF SHIRTS THAT ARE ACCEPTABLE.**

## SHOES

- Shoes or sandals with a back strap around the heel must be worn at all times.
  - **Crocs will NOT be allowed.**
- Shoes with rollers/wheels underneath are not permitted.
- For safety reasons, platform shoes, spiked heels, steel-toed boots, or any backless shoes (including clogs, house shoes, flip-flops, slides) are not allowed.

## PANTS, CAPRI PANTS, SKIRTS, SKORTS AND SHORTS

- Must be solid-colored khaki tan, black, navy blue or solid denim jeans.
  - **\*Jeans may not have rips, holes, cuts, or tears.**  
*(not even if there is no skin showing)*
- Pants must not fall below the waistline.
- Skirt/skort/ shorts- solid colored khaki tan, black, navy blue, or solid denim- length must be no shorter than two inches above the knee.
- Only solid color leggings may be worn under skirts; length of skirt must be the same with or without leggings.
- Oversized/Athletic shorts, undersized, tight-fitting, spandex, torn pants/shorts/shirts will not be permitted.
- Stripes, embroidery, patterns, and logos are not allowed.
- Nylon fleece and sweatpants are not allowed.

## OUTER GARMENTS

- Crew neck sweatshirts or zip up sweatshirts that are a solid color with “West Briar” logo may be worn in the classrooms. They must be in their grades’ assigned color. (Royal Blue for 6th grade, Grey/Yellow for 7th grade and Navy Blue for 8th grade.)
- Long-sleeve shirts may be worn **underneath** dress code tops only. Dress code color shirts should be seen at all times over undershirts.

*Note: Sweaters and jackets of any style and color may be worn before and after school. They cannot be worn in the building, classrooms, or hallways between 8:00 a.m. and 4:00 p.m.*

## FREE DRESS DAYS

- A shirt with sleeves must be worn and shirts cannot be sheer or low-cut.
- Clothing may not have any ornamentation which is disruptive or offensive.
- Sweatpants, fleece pants, pajama pants, spandex pants, etc. are not allowed (unless specific theme day).
- Skirt/skort/ shorts length must be no shorter than two inches above the knee.
- **Oversized, undersized, tight-fitting, spandex, torn pants/shorts/shirts will not be permitted.**

## 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 and fanny packs are not allowed.
- Head wear- hats, caps, bandanas or hair grooming devices (combs, picks, etc.) are not allowed.
- Sunglasses are not allowed.
- Tattoos or a marking from markers or pens on exposed skin is not allowed.
- Piercing in the ears is allowed. Maximum of one nose piercing is allowed.
- **No sprays, aerosols are allowed in hallways or classrooms.**

## ID (IDENTIFICATION) CARDS

- Student identification cards must be attached to a lanyard around students’ necks and must be visible at all times.
  - *Suggestion-* keep in backpack at all times after school so that you don’t lose your ID.
- Students are not allowed to deface identification cards. Information on the ID must be clearly visible.
- Replacement “ID” cards cost is \$5.00. Lanyard replacement cost is \$1.00.
- Temporary IDs are \$1.00.

## SPORTS EQUIPMENT

- Students are not allowed to bring sports equipment that is not required for school sponsored activities and should not be taken to classrooms.
- West Briar will provide sports equipment for any time that it would be an option (morning, lunch, PE classes, etc.).

## BACKPACKS

- Backpacks are brought to school each day **but must be clear** (no mesh).
  - *Suggestion-* get a bag tag/label to affix to your backpack for identification.
- Be mindful that laptops (with case) will be kept in backpacks between classes.

**\*School Administration reserves the right to determine any inappropriate dress that it feels is disruptive to the school environment. This also includes that out-of-dress code items can be confiscated if a student repeatedly violates dress code guidelines.**

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<u>23-24</u>	<u>Grading Periods</u>
Aug 28 – Oct 2	Cycle 1: RC Oct 9
Oct 3 – Nov 10	Cycle 2: RC Nov 17
Nov 13 – Dec 22	Cycle 3: RC Jan 12
Jan 9 – Feb 23	Cycle 4: RC Mar 1
Feb 26 – April 19	Cycle 5: RC Apr 26
April 22 – Jun 5	Cycle 6: RC Jun 5

\*RC = Report Card

[HISD 2023-2024SY Academic Calendar](#)

**Top West Briar Apps**

[HISD Connect/ Power School](#): check your grades, view your attendance, or see your schedule. Both students and parents have an account, and an app can be downloaded.

[Canvas](#): You should be familiar with how to access your courses via Canvas. There is both a Canvas Parent and Student phone app.

[Microsoft & Google Student Accounts](#): (links below to more information/ how to videos)

- [HISD Email](#)- check your email often to stay on top of messages.
- [Microsoft TEAMS](#)- some teachers will use this for quick messaging.
- [Microsoft Office Suite](#)- word, OneDrive, power point, etc.
- [Google Workspace](#)- drive, docs, slides, etc.

**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.

**Textbooks**: Since students will have laptops, there will be few physical textbooks used, if any. Students must pay for lost or damaged textbooks.

**Cell Phones/Electronic Devices**: Cell phones are only allowed to be used before or after the instructional day. Cell phones are **not to be used or seen in hallways** for the duration of the instructional day. When confiscated, students must submit \$15 to the office to pick-up cell phones at the end of the school day- the \$15 can only be waived by Dr. Mishlan. Devices may not be used to record audio or video footage of teachers or students without permission from the Principal. Teachers will require students put up their cell phone during each instructional period in a designated space.

Per Houston ISD Code of Conduct- **Phones can be confiscated in the hallway by any adult that works at West Briar (administrator, teacher, staff) when seen or used during prohibited times and will be turned into the Front Office.**

**Power Up**

- All WBMS students will be checked out an HISD loaned laptop, provided they complete:
  - Parent and Student signature of the Acceptable Use Policy & the Laptop Loan Agreement ([LINK](#)).
  - Parent completes the Power Up Parent Lesson.
  - Pays the \$25 Device Loan Fee. (non-refundable)
- The Power Up fee covers regular usage and repair of the laptop, but does not include gross negligence, purposeful damage, or lost/stolen devices or accessories. This includes the hard case- **do not remove**.
- **Students must bring their laptops to school fully charged**. Charging cords should be kept at home. (There will not be charging stations readily available.)
- Students must abide by acceptable use policy when accessing websites or digital apps. (Chromebooks are equipped with security and safe filtering programs.)
- Students should never share laptops or share their login credentials.
- Personal laptops/devices are not permitted and should not be brought to school.

**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. **Food delivery services (uber eats, favor, etc.) are NOT permitted (by parent or student).**

**Celebrations & Gifts**: Delivery of gifts such as flowers, balloons, etc. to classrooms are prohibited. They can be picked up in the grade level office after school.

**Buying & Selling Items**: Students are not permitted to buy or sell any items at school except for school-sponsored activities and events.

**Hallway Policy**

**Tardies**: Students should be inside of a classroom when the Tardy Bell rings. Students in the hallway after the Tardy Bell will be issued a Tardy for that period.

**10/10 Rule**: Students are not allowed to leave the classroom the first ten minutes of class and the last ten minutes of class.

**Cell Phones**: No cell phones are to be seen or out in the hallways, during class transitions.

**Grade-Level Hallways**: Students should remain in hallways where their classes are located. If you do not have a class in another grade level hallway, you should not be found in that hallway. (EX: 8<sup>th</sup> graders should not be in the 6<sup>th</sup> grade hallway at any time)

**Horseplay**: Play fighting, slap-boxing, and running in hallways and restrooms is prohibited.

# EXPECTATIONS MATRIX



	<b>P</b> <i>Perseverance</i>	<b>R</b> <i>Respect</i>	<b>I</b> <i>Integrity</i>	<b>D</b> <i>Dedicated</i>	<b>E</b> <i>Engagement</i>
Arrival	<p>Students enter the building and report to gym or cafeteria for breakfast.</p> <p>Exit the building or report to designated areas.</p> <p>Cell phones will be powered off, put in backpack/out of sight before morning dismissal to class.</p>	<p>Maintain Level 2 voices.</p> <p>Students will comply with cafeteria/gym rules.</p> <p>Students will respect self, peers, and adults.</p>	<p>Students will leave their area clean, and better than they found it.</p> <p>All food will remain in the cafeteria.</p>	<p>Students will arrive on time, in WBMS dress code, by 8:20 am bell.</p> <p>Students will remain in their assigned area and follow rules assigned.</p>	<p>Students will engage in appropriate behavior according to Student Handbook.</p>
Classroom	<p>Students will report to all assigned classes before the tardy bell.</p> <p>Students will remain in class until dismissed by classroom teacher.</p>	<p>Students will enter the classroom quietly and follow all classroom procedures &amp; expectations.</p> <p>Students will follow the 10/10 Rule.</p>	<p>Students will bring all needed materials to class daily.</p>	<p>Upon being seated, students will promptly begin working on the Do Now.</p> <p>Students will complete all assigned work/activities.</p>	<p>Students will participate and remain on task from bell to bell.</p> <p>Students will engage in appropriate behavior according to Student Handbook.</p>
Restroom	<p>Students will limit time in restroom to maximize time in class.</p> <p>Students should visit the restroom during passing periods.</p>	<p>Students will report directly to restroom and GO, FLUSH, WASH.</p> <p>Students will respect the privacy of others (one person in a stall at a time).</p>	<p>Students will leave the restroom clean and better than they found it.</p> <p>Students will report all problems/concerns to an adult.</p>	<p>Students will immediately report back to class.</p> <p>Students will limit excessive restroom requests.</p>	<p>Students will be responsible for self and individual needs and avoid communication with others.</p> <p>Students will engage in appropriate behavior according to Student Handbook.</p>



## EXPECTATIONS MATRIX

	<b>P</b> Perseverance	<b>R</b> Respect	<b>I</b> Integrity	<b>D</b> Dedicated	<b>E</b> Engagement
Cafeteria	<p>Enter the cafeteria and immediately have a seat.</p> <p>Students will remain seated until dismissed.</p> <p>Get all needed items while in line.</p> <p>Raise your hand for help/questions.</p>	<p>Use good manners; say please and thank you.</p> <p>Only touch and eat your food.</p> <p>Maintain Level 2 voices.</p> <p>Remain silent when an adult is speaking.</p>	<p>Students will respect all school property.</p> <p>Students not eating school lunch will remain seated.</p> <p>All food and drinks will remain in the cafeteria.</p> <p>Student will wait their turn in a line.</p> <p>Pick up trash around you even if it is not yours.</p>	<p>Immediately report to class upon being dismissed.</p> <p>Raise your hand and ask for permission before getting up.</p>	<p>Students will engage in appropriate behavior according to Student Handbook.</p>
Hallway Transition	<p>Students will walk along the <u>right side</u> of the hallway.</p> <p>Students will promptly report to their next class before the tardy bell.</p> <p>Students will only report to approved destination.</p>	<p>Students will <u>WALK</u> maintaining a Level 2 Voice.</p> <p>Students will keep their hands and feet to themselves.</p>	<p>Students take pride in keeping the hallways clean and free from trash.</p>	<p>Students will report safety or clean up concerns to an adult.</p>	<p>Students will engage in appropriate behavior according to Student Handbook.</p>
Dismissal	<p>Exit the building or report to designated areas: {Cafe- Bus Riders; Awning- Car Riders; Walkway- Walkers; Classrooms- tutorials/clubs}</p>	<p>Maintain Level 2 voices</p> <p>Students will respect self, peers, and adults.</p>	<p>Students will leave the hallways, cafeteria (bus-riders), and car rider area cleaner than they found it. Trash in receptacles.</p>	<p>Students will remain in their assigned area and follow rules assigned.</p>	<p>Students will engage in appropriate behavior according to Student Handbook.</p>
Bus	<p>Students will report to assigned AM/PM locations on time.</p>	<p>Students will follow all directions given by Bus Driver.</p> <p>Students will respect self and others by:</p> <ul style="list-style-type: none"> <li>Using kind language.</li> <li>Keeping hands and feet to themselves.</li> <li>Staying seated.</li> </ul> <p>Students will keep personal items in their backpack.</p>	<p>Students will keep their area clean and free from trash.</p> <p>Students will keep aisles clear for others to pass by.</p>	<p>Students will arrive on time.</p> <p>Students will report any safety concerns to Bus Driver or adults.</p>	<p>Students will engage in appropriate behavior according to Student Handbook</p>