



West Briar Middle School

STUDENT HANDBOOK 2021-2022

13733 BRIMHURST DRIVE HOUSTON, TX 77077
PHONE: (281)-368-2140 FAX: (281) 368-2194

SCHOOL COLORS: BLUE & GOLD

SCHOOL MASCOT: GRIZZLY

School Hours: 8:30 AM – 4:00 PM

#GRIZZLYVALUES:

INTEGRITY, RESPECT, PERSEVERANCE

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 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 (Twitter/Instagram).

PTO/Volunteers

Please join the WBMS PTO! For more information on getting involved, visit their website: <https://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 homepage (www.houstonisd.org) or on-campus with our office staff.

21-22 Grading Periods

| <u>21-22</u> | <u>Grading Periods</u> |
|--------------------------|------------------------|
| Aug 23 – Oct 1 | Cycle 1 |
| Sept | Progress Report 1 |
| Oct 5 – Nov 12 | Cycle 2 |
| Oct | Progress Report 2 |
| Nov 15 – Jan 14 | Cycle 3 |
| Dec | Progress Report 2 |
| Jan 19 – Feb 25 | Cycle 4 |
| Feb | Progress Report 3 |
| Feb 28 – April 22 | Cycle 5 |
| April | Progress Report 4 |
| April 25 – June 7 | Cycle 6 |

Principal: Lea Mishlan

6th Grade Dean

Tesha Foreman

Special Populations

Dean Kendra Stokes

7th Grade Deans

A-K: Nathalie Hoyt

L-Z: Andrew Maddocks

8th Grade Deans

A-K: Demerick Johnson

L-Z: Linda Trevino

Social Worker

Madison Taylor

Wraparound Specialist

Staffon Adams

Code of Conduct

The HISD Student Handbook/Code of Conduct will be available online through the district website (www.houstonisd.org). 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.”

Textbooks

Students must pay for lost or damaged textbooks.

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 has arrived on campus, he/she is required to stay on campus until dismissal at the end of the day, or parent pick up through the front office. There is no supervision for students who arrive on campus before 7:45 AM. Students entering the building at 8:00 must do so through the cafeteria entrance. Students may eat a free breakfast provided from 8:00-8:20. From 8:00 until 8:20– students go to their grade level morning area:

6th grade- goes to Gym (sits in bleachers); **8th grade-** goes to Auditorium; **7th grade-** stay in the Cafeteria. All areas are supervised. Students must be in dress code, with an ID, prior to entering the building.

Dismissal: Students must be picked up by 4:30 PM. There’s no supervision for students after 4:30 unless they’re participating in a scheduled school event. All Car riders and walkers exit through the cafeteria doors after school. All bus riders exit through the front office doors.

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.

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.

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 Student Information System.

Cell Phones/Electronic Devices

Cell phones are **not to be used or seen in hallways** for the duration of the instructional day. Cell phones used during the school day will only be done under direct supervision from a teacher for an instructional purpose inside the classroom. Other use will cause phones to be confiscated and submitted to the main office. Students must submit \$15 to the office to pick-up confiscated 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. **Cell phones are not to be visible in the hallway.** Phones can be confiscated in the hallway by any adult that works at West Briar (administrator, teacher, staff).

West Briar MS Dress Code

2021– 2022

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 over sized 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 - GOLD uniform shirts with “West Briar” logo.
 - 8th Graders – NAVY uniform shirts with “West Briar” logo
- ONLY WHITE undershirts or undershirts that are the COLOR OF THE GRADE LEVEL are allowed. Undershirts may be shown under the outer shirt as long as no writing/graphics are visible. Undershirts must be tucked in.
- 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.

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

PANTS, CAPRI PANTS, SKIRTS, SKORTS AND SHORTS

- Must be solid-colored khaki tan or solid denim jeans.
 - ***Jeans may not have rips, holes, cuts, or tears that show a student’s skin.***
- Pants must not fall below the waistline.
- Skirt/skort/ shorts length must be no shorter than three 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, undersized, tight-fitting, spandex, torn pants/shorts/ shirts will not be permitted.
- The legs of pants/shorts cannot be rolled up.
- Stripes, embroidery, patterns, and logos are not allowed.
- Nylon fleece and sweatpants are not allowed.

SHOES

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



**#GRIZZLYVALUES:
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ALL CLOTHING

(See WBMS Website for School Store Hours)

- 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.

ID (IDENTIFICATION) CARDS

- Student identification cards must be attached to a lanyard around students’ necks and must be visible at all times.
- 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.

OUTER GARMENTS

- Crew neck sweatshirts or sweaters 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, Yellow for 7th grade and Navy Blue for 8th grade.)
- West Briar MS crew neck sweatshirts may be worn in the classroom.
- Hooded sweatshirts may not be worn inside the classroom except on Fridays when students may wear **WBMS** hooded sweatshirts.

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

SPORTS EQUIPMENT

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

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.
- Hair must be of a color that appears as a natural hair color.
- Head wear (hats, caps, bandanas, scarves, headbands wider than two inches, etc.) 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.
- Only piercing in the ears is allowed.

FREE DRESS DAYS

- A polo shirt is not required, but a shirt with sleeves must be worn and shirts cannot be sheer or low-cut.
- Shirts do not have to be grade level color and do not have to be a solid color.
- Clothing may not have any ornamentation which is disruptive or offensive.
- Sweatpants, fleece pants, pajama pants, spandex pants, etc. are not allowed.
- Skirt/skort/ shorts length must be no shorter than three inches above the knee.
- Oversized, undersized, tight-fitting, spandex, torn pants/ shorts/shirts will not be permitted.

BACKPACKS

- Lockers will not be used; therefore, backpacks* are highly encouraged.
- Teachers/Staff can ask that backpacks be kept at a certain location in their classroom/ space– that is not necessarily the student’s desk.
- If backpacks not at student’s desk, small purse or pencil bag (8.5 X 11 inches or smaller) are allowed at the student’s desk.

NOTES: WBMS Administration has the final authority for decisions regarding the dress code (TECS 11.62). *Such decisions will be made in the best interest of student safety in collaboration with the WBMS Site-Based Decision Committee (SDMC).*

- See WBMS Student Handbook for further clarification of cell phones, textbooks, etc.



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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 sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you.

Schedule Changes

Schedule changes are made only for changes in academic level. Schedules are not changed for teacher requests.

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

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.

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.

Top West Briar Apps

HISD Connect- check your grades, view your attendance, or see your schedule. Both students and parents have an account.

HUB- You should be familiar with how to access your courses via the Hub, use the **Digital Resources** (Renaissance test, textbooks, etc.)

Microsoft Office Suite:

HISD Email- check your email often to stay on top of teacher, campus, & district messages.

TEAMS- some teachers will use this for quick messaging.

Word, One Drive - great programs for taking notes, writing papers, storing your work (Keep your folders organized!).

One Note- Use as your own digital notebook. Make tabs for each class and always have your notes.

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 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.

Hallway Policy

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.

CHAMPS- campus expectations will be communicated using the CHAMPS acronym. Students must adhere to different expectation depending on where they are at in the building (i.e., auditorium, cafeteria).

C = Conversation (Noise level)

H = Help (What do I do if I need help?)

A = Activity (what should I be doing?)

M = Movement (should I be seated or moving)

P = Participation (How do I participate?)

S = Grizzly Success!