



West Briar Middle School

13733 BRIMHURST DRIVE HOUSTON, TX 77077

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

STUDENT HANDBOOK 2022-2023

INTEGRITY, RESPECT, PERSEVERANCE

SCHOOL COLORS: BLUE & GOLD

School Hours

8:30 AM – 4:00 PM

Principal: Lea Mishlan

Asst Principal (Sped): Kendra Stokes

Dean of Instruction: Leanna Walker

6th Grade Admin

Tesha Foreman- Dean

Julissa Chavez - Counselor

7th Grade Admin

Russell Sassin- Dean

Kendra Boutte- Counselor

8th Grade Admin

Demerick Johnson- Dean

Katessa Moody- Counselor

Social Worker

Madison Taylor

Wraparound Specialist

AJ Baadu

[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 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.

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://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.

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/ Power School.

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.

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 pick 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. Sixth grade students will enter at the Gym Door and Seventh/Eighth grade students will enter through the Café door. From 8:00 AM until 8:20 AM students must remain in their designated waiting area before first period. 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 go to the cafeteria until their bus is called.

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.

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- @WestBriarMS & Instagram-@westbriarms).

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. [WBMS Nurse Page](#)

2022-2023 SY WBMS Dress Code*

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.

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 - GOLD uniform shirts with “West Briar” logo.**
- **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. 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.

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.

LOCKERS

- Students will be issued a locker, but they must provide the combination lock.
- Students should not share their combination with anyone.
- Cell phones will be kept in lockers throughout the school day.

PANTS, CAPRI PANTS, SKIRTS, SKORTS AND SHORTS

- Must be solid-colored khaki tan, black, 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 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.
- 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, Gold for 7th grade and Navy Blue for 8th grade.)
- Hooded sweatshirts may not be worn inside the classroom except on Fridays*
 - **On Fridays ONLY**, 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.

SHOES

- Shoes or sandals with a back strap around the heel must be worn at all times.
 - **Crocs will NOT be allowed in the 2022-2023 SY.**
- 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.

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.
- Only piercing in the ears is allowed.
- No sprays, aerosols are allowed in hallways or classrooms.

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 (unless specific theme day).
- 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.**

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.).

BACKPACKS

- Backpacks are kept in lockers throughout the school day.
 - Purses 8.5 x 11 inches or smaller are allowed in classrooms (“Kleenex box rule”- *no bigger than*)
- Suggestion- get a bag tag/label to affix to your backpack for identification.
- Purchase a durable backpack because laptops need to remain protected.

***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.**



Handbook Link

West Briar Middle School STUDENT HANDBOOK 2022-2023

22-23 Grading Periods

Aug 22 – Sept 30 Cycle 1

Oct 3 – Nov 4 Cycle 2

Nov 7 – Dec 21 Cycle 3

Jan 9 – Feb 24 Cycle 4

Feb 27 – April 14 Cycle 5

April 17 – May 31 Cycle 6

[HISD 2022-2023SY Academic Calendar](#)

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 will be kept in lockers throughout the instructional day. Cell phones are **not to be used or seen in hallways** for the duration of the instructional day. Prohibited use of Cell Phones can cause the device to be confiscated by school staff and taken to the Front 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).

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.
- **Students must bring their laptops to school fully charged.** Charging cords should be kept at home. Classrooms will have limited charging stations 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.
- Parents & Students may call upon Power Up Staff (Ms. Merriweather- Instructional Tech & Mr. Salazar- Device Technician) for assistance.

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 Office Suite:

- **HISD Email-** check your email often to stay on top of messages.
- **Microsoft TEAMS-** some teachers will use this for quick messaging.
- **Microsoft Word & One Drive** - great programs for taking notes, writing papers, storing your work (Keep your folders organized!).
- **Microsoft One Note-** Use as your own digital notebook. Make tabs for each class and always have your notes.

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.

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.

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.

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!