

Northbrook Middle School

Student Information Sheet

2016 - 2017

School Hours	Monday, Tuesday, Thursday, Friday: 8:15 – 3:45 pm		Wednesday: 8:15 – 2:03 pm	
Who to Contact	Principal	Sarah Guerrero 713.251.4109	AP Secretary	Carolina Vanegas - Martinez 713.251.4116
	Assistant Principal: Gr. 6 – 8, Alpha A – L	Kira Gustafson 713.251.4106	School Nurse	Connie Hamon 713.251.4125
	Assistant Principal: Gr. 6 – 8, Alpha N – Z	Kathy Green 713.251.4112	Attendance, Enrollment / Withdrawal	Maria Aguayo 713.251.4105
	Counselor: 6 th Grade, 7 th Grade A – L	Lauren Grayson 713.251.4103	Community Outreach (CIS)	Kirby Peterson 713.251.4237
	Counselor: 8 th Grade, 7 th Grade N - Z	Trish Shappell 713.251.4107	Social Worker / PTA / Volunteer Coordinator	Minga Herrera – Fernandez 713.251.4195
Change of Phone / Address	Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change by coming in and filling out the proper personal information change form. In case of emergency, it is vital that we are able to contact you. Please contact Ms. Maria Aguayo at 713-251-4105.			
Attendance	Attendance is taken at 9:45 am. Students who leave school prior to attendance time are marked absent for an entire day. Students who have been absent must present a written excuse from a parent or guardian when they return to school. Written excuses for absences from a parent/guardian must be submitted to Ms. Aguayo no later than 3 days after the date of the absence. The 3 day period will begin on the day the student returns to school. The only acceptable excuses for absences are personal illness, sickness, death in the family, or quarantine; students with excessive absences due to illness will be required to provide a written statement from their doctor. Tardies are documented for all classes on the student's Shield. Excessive tardies will be addressed by the student's assistant principal and consequences will be given.			
SBISD Medication Policy	<ul style="list-style-type: none"> • Board 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. • Non-prescription medication will be given to students when necessary only upon receiving a written request with specific instructions from the parent/guardian. • Prescription 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. • The nurse has a form for you to sign; based on the medicine, this sometimes requires doctor's authorization. • When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as students may not transport medicine to or from school. 			
SBISD Cell Phone Policy	<ul style="list-style-type: none"> • A student in grades 6–12 may use a personal telecommunications device on school grounds during noninstructional times or at athletic events or other school-related activities/special events. • Personal telecommunications devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized. All personal telecommunications devices shall be set so that incoming calls, text messages, and the like do not emit audible sound. • A staff member who discovers a student in possession of a personal telecommunications device in violation of District policy shall confiscate the device and turn it over to a campus administrator by the end of the school day. 			
Arrival / Dismissal	Students are not allowed on campus until 7:30 am. Once on campus, all students are required to report directly to the cafeteria. Breakfast is served from 7:30 am until 8:10 am. Students arriving after 8:10 am will not be served breakfast. All students must be picked up at the front of the building; no parent may drop off or pick up students from the street, bus circle or faculty parking lots. At 3:50 pm, students still on campus will be escorted to main office. Faculty and staff are not responsible for the supervision of students who remain on campus after 3:50 pm unless they are involved in a specific activity under the direct supervision of a particular teacher or sponsor. For early dismissal, anyone picking up the student must show their driver's license and be on the student's cleared person list. Students will not be released after 3:30 pm. All attendance rules apply for early departures.			

Code of Conduct	You will receive the SBISD Student Code of Conduct and are required to sign the acknowledgement form. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. You may request additional copy at front desk if needed. Please make special note of policies detailed under “Student Responsibilities.”
Shield System	The Shield is a document issued to students every two weeks. It allows teachers to communicate with students and parents regarding their behavior. Students receive PROPS for exhibiting our core values and MARKS for behaviors that distract themselves and others from the learning. These PROPS translate into money for school supplies and school events. MARKS will lead to further consequences as determined by the students’ grade level teachers and APs. Students are expected to bring the SHIELD home each day so parents are able to review it.
Busses	The district provides bus transportation for those students in the attendance zone and for students receiving Special Services. Students are required to have an approved bus form on file each year. Bus regulations are listed in the SBISD student’s code of conduct. Any violations of these regulations are reported to the administration by bus drivers. Repeated violations may lead to temporary or permanent ineligibility for bus transportation.
Personal Items	If you are dropping off forgotten items, lunch, or glasses, you may leave them at the front desk. We will ensure they are delivered to your child. : Students are not permitted to buy or sell any items at school except for school-sponsored activities/events.
School Visitations	We welcome your visits to NMS. 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. <ul style="list-style-type: none"> • <i>Cafeteria Visits:</i> To eat lunch with your child, please follow the procedure above. Parents/Guardians are permitted to eat lunch with their child in a designated area of the cafeteria. You may bring lunch for your child only. You are not permitted to bring food for anyone other than your child. • <i>Classroom Observations:</i> We welcome classroom visits for 10 minute increments of time.
Food & Nutrition	The Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child’s consumption only.
PTA / Volunteers	Please join Northbrook PTA! For more information on getting involved, please see Minga Herrera-Fernandez. All volunteers in SBISD 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 SBISD homepage (www.springbranchisd.com) or on-campus with our office staff.

Dress Code

Item	Requirement	Material	Color
Shirts	Collared shirts must be worn at all times.	Solid, plain button polo	Black, Grey, Navy, White
Pants	Tailored with straight legs. Cannot be baggy / tight. No sweatpants, leggings, or spandex.	Cotton, polyester, twill, poplin. No jean / corduroy	Khaki, Navy, Black, Grey
Shorts/ Skirts	Must be no higher than 3 inches above the crease of the back of the knee.	Cotton, polyester, twill, poplin. No jean / corduroy	Khaki, Navy, Black, Grey
Sweatshirts and Jackets	Only NMS sweatshirts may be worn during the school day. All other jackets / sweatshirts must be put away by 8:15 am.	NMS only	NMS only
Shoes	Shoes must allow for safe movement throughout the building, including stairs. No flip flops, house shoes, high heels, etc. Must be fastened at all fastenings.	Canvas, Leather	
Belts	Optional: Must be sized and worn appropriately. Solid belts only (plain, no adornments such as studs, insignia, etc.)	Leather, canvas, vinyl	Brown, Black, White, Navy, Khaki
Spirit Wear - Fridays	NMS Spirit Shirt or College T-Shirt Blue Jeans: no holes, rips or tears or Uniform Pants	Cotton, polyester, twill, poplin or jean	Blue Jeans or pants: Khaki, Navy, Black, Grey
Hair	Hairstyles and eyebrow cuts deemed inappropriate – including but not limited to style or hair color - are not permitted		
Accessories	<ul style="list-style-type: none"> • No exposed tattoos and/or use of pens / pencils to mark body • Chains, necklaces, etc. must be worn inside shirt • No clothing with rips, tears, or cuts may be worn • Students may not bring blankets 	<ul style="list-style-type: none"> • No hats, caps, and/or head coverings may be worn • Bandanas of any color are not allowed on campus • Appropriate earrings only – no spikes, oversized earrings, etc., • No visible facial piercings • Earbuds may not be visible during school hours 	