

Frequently Asked Questions:

School Information

- **What are the school hours?**
 - 8:50 A.M to 4:05 P.M.
- **What are the school office hours?**
 - 8:00 A.M to 4:30 P.M.
 - Office phones are answered from 8:00 a.m. to 4:30 p.m.
 - ❖ Please use the automated phone system (210) 397-8240 when possible. You will need to know the extension you want to call.
 - ❖ You may dial a direct number without calling the main phone number (i.e. You want to call the attendance office, dial 397-8208 or 397-8248)
 - ❖ Please note that a Brandeis campus phone list is posted on the Brandeis website under “School Information” <http://brandeishs.nisd.net/> (Click on “campus website” under “school hours” located in the administration section. Once you are on the Brandeis website, scroll down on the left hand side and click on “School Information” then click on “Campus Phone List”)

Parent/Teacher Conferences

- **What if I need to schedule a Parent/Teacher Conference with all of my child’s teachers?**
 - Please contact Principal’s Secretary, Tracy Zavala at 397-8205 to schedule an appointment for before school (8:00 a.m.) or after school (4:15 p.m.).
- **What if I need to schedule a Parent/Teacher Conference with one of my child’s teachers?**
 - Please contact the teacher via e-mail or call (210) 397-8240 and enter the teacher’s extension to contact the teacher by telephone to schedule the conference. Teachers can be emailed by typing the teacher’s first and last name with a period in between at nisd.net (Ex: tracy.zavala@nisd.net).

Dress Code

- **What are the main aspects of the dress code at Brandeis?**
 - Brandeis students are expected to follow the district dress code guidelines. The main points of the dress code are as follows:
 1. Students are not allowed to wear shorts of any type.
 2. Skirts must be no shorter than 4 inches above the knee.
 3. Capri pants must be no shorter than 4 inches below the knee.
 4. Straps on shirts must be at least as wide as a student ID card (2-1/8 inches).
 5. Jeans that are frayed or torn must not show any skin or under garments.
 6. Facial or body piercings are not allowed.

Attendance

- **What if I need to report my child absent?**
 - You may e-mail the Attendance Secretaries at susan.ortega@nisd.net and/or april.flores@nisd.net . You do not have to call the attendance office. Please send a note when the student returns; the student will give the note to the attendance office. Note: the attendance office opens at 8:00 a.m.
- **Is it true that I can lose credit for a class if I am absent for too many days?**
 - Yes. Texas School Law states that students must be in attendance at least 90% of the time to receive credit for a course. If the student is in attendance less than 90%, the student will not receive credit for the course. Students may not miss more than 9 days for first or second semester or 18 days for a year-long course.
 - Students who are in danger of exceeding the allowable number of absences may complete Attendance Recovery in order to regain credit. Details regarding Attendance Recovery are available from the Attendance Office.
- **What if I need to request homework for my child because he/she will be out for a couple of days?**
 - Please contact the teacher(s) via e-mail and the teacher(s) will bring the work to the attendance office, please allow 24 hours for the teacher(s) to bring it to the attendance office for pick up. If possible, teachers will send you the assignments electronically.
- **What do I do if I need to pick up my child early for a doctor's appointment?**
 - Please come to the attendance office, bring a current driver's license, sign your child out and then we will call for your child. If you know ahead of time, you may send a note with your child and the attendance secretary will give your child a pass to come to the office at the time you need your child to be picked up early. You will still need to present an ID to sign your child out.
- **Can my child be waiting in the office before I get to the school when needing to be picked up for an appointment?**
 - No. In an effort to minimize students missing instruction, Brandeis High School's policy requires students to remain in the classroom until parents arrive to pick them up for an appointment. Please allow 10-15 minutes for your student to arrive in the attendance office.
- **Why do I need a picture ID for picking up my child for an appointment or because they are going home sick?**
 - For the safety of the student, Northside ISD requires a picture ID for verification for all parent/guardians picking up a student before dismissal.

Cell Phones

- **What do I need to do if my child's cell phone or other item has been taken away?**
 - Please come by the front office between 8:00 a.m. and 4:15 p.m., sign in as a visitor and go to the Assistant's Principal's office and speak with either the Assistants' Principal Secretary, Celeste Cambero or the Vice Principal's Secretary, Monica Bedoy.
 - Please see the cell phone policy posted on the Brandeis website.

Medication

- **What do I do if my child needs to take medication at school?**
 - Please contact the Nurse, Natalie Basore, at 397-8209. She has a short-term and a long-term medication release form that you will need to fill out and have the doctor sign.

Grades/Academics

- **Who do I contact if I have questions regarding my child's grades or the grading policy?**
 - Please contact the child's teacher via e-mail or contact the teacher by phone by calling 397-8240 and entering the teacher's extension. The automated phone system will put your call through to the teacher's voice mail if you call during the regular classroom hours (8:40 a.m. to 4:05 p.m.)
- **How can I view my child's academic progress during the course of the school year?**
 - You can monitor your child's grades and attendance by creating an account in Parent Connection. This is a great resource for parents and students. At Brandeis, the teachers update grades on a weekly basis. The link to create an account on Parent Connection can be found at: <http://www.nisd.net/parentconnection/>
- **If my child is struggling academically, what support resources exist at Brandeis?**
 - We offer the following support systems at Brandeis to help all of our students be successful:
 1. Before and after school tutoring
 2. Homework Centers staffed by subject area teachers
 3. Re-teach/Re-test Program in math and science
 4. Extended Library hours for studying, group work, and research. The library is open until 8 PM, Monday through Thursday.
 5. NHS tutoring
 6. Credit Retrieval
 7. Professional staff to provide the full range of educational services
- **Who should I contact if I have concerns about one or more of my child's classes?**
 - At Brandeis, we always recommend that parents communicate with teachers as early and often as necessary to express concerns and establish open lines of communication.
 - ❖ If an **ongoing academic or instructional** concern or issue has been addressed with the teacher previously, then call 397-8200 to contact the appropriate department coordinator. If issues continue to exist, please call 397-8200 to contact the student's Assistant Principal or Counselor. If further assistance is needed, contact the Academic Dean at 397-8243.
 - ❖ If the **issue or concern is disciplinary or involves student conduct**, then contact the Assistant Principal after discussing the matter with the teacher. In disciplinary situations, the Vice Principal is the next contact after the Assistant Principal has been contacted. The Vice Principal can be reached by calling 397-8215.

Cafeteria Information

- **How do I apply for free/reduced lunch?**
 - Students may qualify for free or reduced price meals by filling out a free and reduced application. Forms are available in the counseling office or cafeteria. This form must be completely filled out and returned to the cafeteria manager for approval.
 - Lunch and breakfast prices for the 2009-2010 school year:
 - Lunch (\$2.00), Breakfast (\$0.90)

- **Who do I contact if I have questions regarding my child's lunch account balance?**
 - Please contact the Cafeteria Manager, Sandra Eckhardt, at 397-8235.
 - On-line payments may be made by going to <http://www.nisd.net/parentconnection/> and click on the Cafeteria Payments Login. (Please note that there is a \$1.25 fee for the on-line payments)

General Questions

- **What do I do if I have an address change?**
 - Please contact the Registrar, Jimmy Holman, at 397-8238.
- **What do I do if I am requesting a transcript?**
 - Please contact the Registrar, Jimmy Holman, at 397-8238.
- **What do I do if I need to meet with my child's counselor?**
 - Please contact the Counselor's Secretary, Regina Ruffo, at 397-8232 to be transferred to the appropriate Counselor. Please note that the Counselors make their own appointments.
- **Where can I find out about graduation requirements for my child?**
 - You can contact your child's counselor by calling the Counselor's Secretary, Regina Ruffo, at 397-8232.
 - There is also graduation planning information available at the following website: <http://nisd.net/instruction/secondary/planning/>
- **What if I need to ride the bus?**
 - Northside School District will provide transportation for any student who lives more than two miles away from school, or for which there is a certified hazardous situation noted in compliance with TEC, Section 42.155. To find out which bus your child will ride or to see if your address qualifies for bus transportation, please check the following website: <http://www.nisd.net/boundariesandbuses>
- **I just enrolled at Brandeis. How do I get my textbooks, locker and student ID?**
 - New students can obtain textbooks, student ID cards and a locker by reporting to the Assistant Principal's office before school, during lunch or after school beginning on the student's second day of enrollment at Brandeis.

Frequently Used Office Numbers

- BHS Automated Phone System: 210-397-8240 (you will need to know the extension)
- BHS Main Number/Receptionist: 210-397-8200
- Principal's Secretary: 210-397-8205
- Vice/Assistant Principals' Secretaries (Discipline, TEA forms, lockers): 210-397-8223 or 8224
- Attendance Secretaries: 210-397-8208 or 8248
- Counselor's Secretary: 210-397-8232
- Nurse/Clinic: 210-397-8209
- Registrar (Enrollment, records, transcripts, address/phone # changes): 210-397-8238
- Special Education Department's Secretary: 210-397-8290

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