

# Louie Welch Middle School

Houston Independent School District

## **STUDENT & PARENT HANDBOOK 2022-2023**

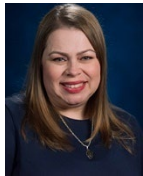


# **Superintendent:**

## *Millard House*



### **HISD Board Members**



Judith Cruz  
Board President  
District VIII



Elizabeth Santos  
First Vice-President  
District I



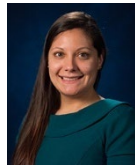
Kathy Blueford-Daniels  
Second Vice-President  
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Secretary  
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Assistant Secretary  
District IX



Dani Hernandez  
District III



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District IV



Kendall Baker  
District VI



Bridget Wade  
District VII

### **HISD Middle Schools Office**

**Cesar Martinez, *Assistant Superintendent***

**Benjamin Hernandez, *School Support Officer***

Welcome to Welch Middle School for the 2022-2023 school year. The student/parent handbook is produced to answer common and not-so-common questions. The handbook is designed to improve communication between the school and students/ parents. The administration seeks to increase parental involvement to improve the overall academic performance of the students as well as to nurture the feeling of community at Welch Middle School. Parental involvement is directly correlated to student success and well-being. We encourage parents to become more involved in their child's education by attending campus/community meetings and by volunteering at the school.

Please note that the information in this handbook could change during the school year. If changes are made parents will be notified in writing of the changes made. The handbook is also located digitally on our campus website at <https://www.houstonisd.org/welch>.

### WELCH MS MISSION, VISION, AND MOTTO:

## *Welch's Mission, Vision, and Motto*

### **Mission:**

Louie Welch Middle School is committed to providing an exceptional and quality education to all students so that they are college and career ready and equipped with the tools necessary to become competitive, successful, global, and productive citizens.

### **Vision:**

"Where Everyone is a Champion"

### **Motto:**

**Wolves Lead the Way!**



**"Where Everyone is a Champion"**  
**"Donde Todos son Campeones"**

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

When assemblies are held, students should proceed to the auditorium quickly and quietly and sit in their assigned area. All backpacks must be removed prior to being seated. When the person in charge of the assembly asks for attention, students should give it immediately; they should remain courteous to the performers and applaud at the appropriate time. When dismissed, students should leave the auditorium quickly and in an orderly fashion.

## **ATTENDANCE**

Texas public schools are in session for a minimum of 180 days. Parents, by law, are accountable for their child's attendance. A positive attitude towards school and regular, punctual, daily attendance is essential for continuous academic progress.

Students who have been absent or tardy must present a written excuse from the parent or guardian when they return to school. Excuses for absences include personal illness, sickness, or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceedings documented by the probation officer, emergencies, or any other cause acceptable to the principal or superintendent.

Students must be given the opportunity to make up work missed due to excused absences. Reasonable time frames for the completion of assignments must be established with the teacher. Written excuses for absences or tardiness should be in the school's possession no later than three school days after the date of the absence. The three-day period shall begin with the day the student returns to school. During virtual instruction, parents and guardians can email Ms. Scott, the attendance clerk their child's excuse at [DSCOTT3@houstonisd.org](mailto:DSCOTT3@houstonisd.org).

### **Face-to-Face Tardy Policy**

<b>Number of Unexcused Tardies</b>	<b>Disciplinary Action</b>	<b>Intervention Action Steps</b>
<b>1</b>	<b>Teacher-student conference:</b> Teacher reminds student about arriving on time	<ul style="list-style-type: none"><li>• Teacher has a conference with student(s).</li></ul>
<b>2</b>	<b>Parent Contact:</b> Teacher counsels student & reinforces expectations; Teacher informs student about impending parent notification; reminds student next tardy will result in detention	<ul style="list-style-type: none"><li>• Teacher will notify parent/guardian</li><li>• Teacher has the option of assigning lunch detention or any approved disciplinary action</li></ul>
<b>3</b>	<b>Detention:</b> Teacher informs student of 3 <sup>rd</sup> tardy and impending detention; Teacher should also notify parent/guardian of chronic tardiness and that detention will be scheduled by grade level clerk or administrator.	<ul style="list-style-type: none"><li>• Counselor, Wrap-Around, or Student Case Worker will conference with the student</li><li>• Counselor, Wrap-Around, or Student Case Worker will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan if needed.</li></ul>

4	<b>2<sup>nd</sup> Detention</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
5	<b>Half Day ISS:</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
6	<b>Full Day ISS:</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>

### Virtual Tardy Policy (if needed)

Number of Unexcused Tardies	Disciplinary Action	Intervention Action Steps
1	<b>Teacher-student conference:</b> Teacher reminds student about arriving on time	<ul style="list-style-type: none"> <li>• Teacher has a conference with student(s).</li> </ul>
2	<b>Parent Contact:</b> Teacher reinforces expectations and privately counsels student; Teacher informs student about impending parent notification; Teacher reminds student next tardy will result in administrative phone call home	<ul style="list-style-type: none"> <li>• Teacher will notify parent/guardian</li> </ul>
3	<b>Counselor/Wrap Around Specialist Parent Contact:</b> Teacher privately counsels student; Teacher refers student to counselor and/or Wrap Around services	<ul style="list-style-type: none"> <li>• Counselor/Wrap Around Specialist/ Student Case Worker will conference with the student</li> <li>• Counselor/Wrap Around Specialist/ Student Case Worker will notify parent/guardian of tardy violations</li> </ul>
4	<b>Administrator Parent Contact:</b> Teacher reinforces expectations; Teacher privately counsels student and informs them grade level administrator will notify parent	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violation</li> <li>• Home visit may be conducted if tardiness not resolved</li> </ul>
5	<b>Home Visit</b>	<ul style="list-style-type: none"> <li>• Counselor/Wrap Around Specialist/ Student Case Worker and/or grade level administrator may perform a home visit as a welfare check and to inquire about the student's attendance</li> </ul>

## **BELL SCHEDULE:**



# **WELCH MIDDLE SCHOOL**

11544 S. Gessner Rd.

Houston, TX 77071

Phone: 713-778-3300

Fax: 713-995-6067

### **Bell Schedule 2022-2023**

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

8:25-8:40 Homeroom  
8:40-9:40 1<sup>st</sup> Period  
9:44-10:49 2<sup>nd</sup> Period  
**Lunch 10:53-11:23**  
11:28-12:33 3<sup>rd</sup> Period  
12:37-1:42 4<sup>th</sup> Period  
1:46-2:51 5<sup>th</sup> Period  
2:55-4:00 6<sup>th</sup> Period

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

8:25-8:40 Homeroom  
8:40-9:40 1<sup>st</sup> Period  
9:44-10:49 2<sup>nd</sup> Period  
10:53-11:58 3<sup>rd</sup> Period  
**Lunch 12:02-12:32**  
12:37-1:42 4<sup>th</sup> Period  
1:46-2:51 5<sup>th</sup> Period  
2:55-4:00 6<sup>th</sup> Period

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

8:25-8:40 Homeroom  
8:40-9:40 1<sup>st</sup> Period  
9:44-10:49 2<sup>nd</sup> Period  
10:53-11:58 3<sup>rd</sup> Period  
12:02-1:07 4<sup>th</sup> Period  
**Lunch 1:11-1:41**  
1:46-2:51 5<sup>th</sup> Period  
2:55-4:00 6<sup>th</sup> Period



## **BUILDING & CAMPUS HOURS**

The campus is open to students at 7:50 a.m. **Any student arriving before 7:50 a.m. will not be allowed in the building and must wait at the front (middle) entry gate.**

Parents who drive their children to school and/or pick them up after school, are requested to drop off and pick up their children **inside** the far-left parking lot; the entrance to the car rider parking lot is off S. Gessner (see map below).



Students are not allowed to enter the main area of the building without a written permit from a teacher or administrator. Students are to report to the cafeteria, auditorium, or gymnasium (based on grade level) each morning until the ringing of the first bell at 8:20 a.m. Students are not permitted to gather outside in the morning (between 7:45 a.m. and 8:20 a.m.) while waiting for the admittance bell. Loitering in the faculty parking lot, on the side of the building, in the streets, or in the surrounding neighborhood (businesses) is not allowed. The building is closed to students at 4:15 p.m. unless participating in a pre-approved activity/event.

**Loitering near Jack-n-the-Box, Family Dollar, Subway, Southern Maid Donuts, King Dollar, Walmart, or any other surrounding business, will be grounds for disciplinary action.**

## **BUS**

The 2022-2023 bus schedule will be issued to students who live 2.5 miles or more from the school. Students should be at the bus stop five-ten (5-10) minutes before the designated time. To report a bus that has broken down, call 713-556-9400. Also, if parents have any concerns regarding the late arrivals of busses you are asked to contact the bus barn.

Students are responsible for their behavior on the bus and should consider riding the bus a privilege that may be enjoyed as long as rules and regulations are followed. The bus driver is responsible for all students riding the

bus and will not tolerate misbehavior. Students who misbehave will be reported to the grade level administrator. **Misbehavior on the school bus may result in having bus privileges removed immediately.**

Students who ride the bus must be on time. They should be at the bus stop five-ten (5-10) minutes before the scheduled pick-up time. **Good behavior at the bus stop, and on the bus is very important.** Students are expected to be courteous to fellow pupils and the bus driver. Do not distract the driver's attention by making unusual and/or loud noises. Keep your hands and feet inside the bus at all times. Follow the bus driver's rules. It is important for students and parents to know their bus driver's name and bus number/route. Damage to the school bus is considered destruction of school property and will not be tolerated. Students who damage any part of the bus will be held responsible.

### **CAFETERIA**

Students' breakfast, lunch, and supper are no charge. Student meals are subsidized by USDA commodities and state reimbursements. The state does not allow teacher, adult, or visitor meals to receive such reimbursements.

Parents are not allowed to eat lunch with their child unless approval has been given. For dietary reasons, food cannot be shared with other students. Parents are not allowed to bring any food to the school to share with other students during lunch and/or instructional time, unless pre-approved.

#### **GENERAL CAFETERIA GUIDELINES FOR STUDENTS:**

1. Clean up and dispose of trash before leaving.
2. Have food and drinks inside the cafeteria, only.
3. No standing in the cafeteria, except when standing in lunch line.
4. Single lines are formed at each serving station; cutting in line or saving place will not be permitted.
5. Sit and speak quietly while eating.
6. Students are to remain in the cafeteria after finishing their lunch.
7. Students are to remain seated after picking up food trays.
8. The administrator on duty will dismiss students to their designated areas.

**Students that choose to bring a lunch to school must conceal food items in a lunch kit or backpack. Food will not be allowed to be carried around throughout the school day by hand or in grocery bags.**



# CALENDAR

## 2022-2023 Academic Calendar Houston Independent School District

July 2022	August 2022	September 2022
S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		
October 2022	November 2022	December 2022
S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
30 31		
January 2023	February 2023	March 2023
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	5 6 7 8 9 10 11	5 6 7 8 9 10 11
8 9 10 11 12 13 14	12 13 14 15 16 17 18	12 13 14 15 16 17 18
15 16 17 18 19 20 21	19 20 21 22 23 24 25	19 20 21 22 23 24 25
22 23 24 25 26 27 28	26 27 28	26 27 28 29 30 31
29 30 31		
April 2023	May 2023	June 2023
S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
30		

Key		Holidays	
	Holidays	September 5, 2022	Labor Day
	Teacher Preparation Days (no students)	October 5, 2022	Fall Holiday
	Teacher Service Days (no students)	November 21-25, 2022	Thanksgiving Break
School Day Start and End Times		December 22-January 4, 2023	Winter Break
		January 16, 2023	MLK Day
		March 13-17, 2023	Spring Break
		March 31, 2023	Chavez-Huerta Day
Significant Dates		April 7, 2023	Spring Holiday
		April 21, 2023	Spring Holiday
		May 29, 2023	Memorial Day
August 8, 2022	Teachers report to work	Grading Periods	
August 22, 2022	First day of school	Six Weeks	
December 21, 2022	Last day of first semester	Aug. 22-Sept. 30	October 8, 2022
January 9, 2023	First day of second semester	Oct. 3- Nov. 11	November 18, 2022
May 31, 2023	Last day of school for students	Nov. 14-Dec. 21	January 9, 2023
June 1, 2023	Last day for teachers	Jan. 9-Feb. 24	March 3, 2023
		Feb. 27-Apr. 14	April 20, 2023
		Apr. 10-May 31	May 31, 2023 (K-8/MS)
			June 7, 2023 (HS)
		Nine Weeks	
		Aug. 22-Oct. 21	Oct. 28, 2022

## CHANGE OF ADDRESS/TELEPHONE NUMBER

In order for the school to handle emergencies, school file information should be current. Please notify the attendance office of any changes in address, telephone number, name, or other information **in writing**.

## **CLINIC**

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat illnesses. The nurse must be made aware of any students with at chronic or serious illness. A medical statement describing the condition should be provided by the parent/legal guardian for the student's confidential school health record.

- To be admitted to the clinic, a student must have a written permit form the teacher whose class the student is missing.
- Each student must sign in and out on the daily register when coming to the clinic.
- Any students who wish to leave school because of illness must come through the clinic and sign out in the attendance office.
- A parent or responsible adult named on the student's "Pick Up" form must be notified before the student is dismissed from school because of illness. The student may only be released by this person as well.
- Students may not stay in school with any of the following conditions.
  - Fever of 100.4 or higher
  - Suspected contagious condition
  - Vomiting
  - Diarrhea
  - Undetermined rash
- The parent is to pick up the student from the school/ clinic as quickly as possible after being notified.
- Students should not call their parents to pick them up before they report to the nurse's office.

# Information Letter from the School Nurse



Dear Parents,

We would like to prepare you and your Welch student for the Welch Middle School, **Home of the Wolfpack**, 2022-2023 school year. I am located in the campus health clinic: 08:30 AM – 4:00 PM. I have important information to assist you regarding your Welch student's health in the upcoming school year.

**Important:** please obtain all delinquent immunizations prior to upcoming school year. All 7th graders and returning 8th graders are required to obtain and submit updated record of a current Tdap booster and Meningococcal (mcv4) vaccination to the school nurse, prior to start of school. Thank you for your support and cooperation with this matter! Please take advantage and obtain immunizations over the summer prior to upcoming school year. Memorial Hermann Sharpstown Clinic provides free health services throughout the year, including summer, for our students. HISD has the right to exclude students who are not up to date with required immunizations! Just a reminder, it is the parents or guardian responsibility that your child is up to date with all Texas required vaccinations; if you are unsure what records are needed for your child, please ask the child's physician clinic or school nurse.

No medication will be given to a child unless there is a signed doctor's order given to school nurse inclusive of over-the-counter medications (Tylenol, Ibuprofen, Neosporin, Pepto Bismal etc.) Asthma pumps and Epi Pens for food allergies HISD forms must be completed by prescribing physician. Forms are available in the school clinic. Please communicate with school nurse regarding **all** medication. **No medication is to be sent in the student's backpacks! Medications must be brought in by parent or guardian with completed doctor's orders. This is in violation of HISD handbook, policies, and procedures.**

Doctor's orders are valid for 1 school year only (August to August). Every new school year requires new doctor's orders and other required additional emergency action plans must be renewed. No exceptions. This includes medications/treatments administered from prior school year.

1. If the student is ill with signs of a cold or flu: joint pain, congestion, coughing, and sneezing with drainage and no relief from OTC medication. HISD advises to keep student home and seek medical attention to treat and diagnose the condition and prevent the spread of communicable diseases to other children or staff.
2. If the student has a fever greater than 100.0 F with no relief from Tylenol or Motrin (Ibuprofen) and fever continues above 100.0 F, student may not return to school until student is fever free for 24 hours; fever is a known symptom that there is possible bacterial infection that requires treatment by a medical professional.
3. If there is a known communicable disease (such as the Flu, Strep throat, Pneumonia, Meningitis, or other medical condition) diagnosed by a physician, please provide physician documentation to the school nurse as well as the attendance office of student's excused medical absence.

All 7<sup>th</sup> grade students will receive a Vision and Hearing Screening that is State mandated at some time during the school year. If there is a concern regarding student vision or hearing, please notify the school nurse and I will communicate parents with a letter and/or phone call with a failed vision and/or hearing screening. All 7<sup>th</sup> grade females and 8<sup>th</sup> grade males will be screened for scoliosis. This requires the school nurse to inspect the child's back for any abnormal curvatures. If you wish for your student to be excluded from screenings, parent must provide physician documentation including date, signature, contact phone, and reason of why student is to be excluded.

Please update phone numbers with the front office staff to prevent delay during an Emergency. Let's work together for the success of our Welch students in obtaining and sustaining a healthy 2022-2023 school year.

Sincerely,








Nurse (Quiana) Hewitt, RN, BSN



## **DISCIPLINE**

### **CLASSROOM RULES AND REGULATIONS:**

1. Abide by the dress code. No hoodies (worn on head), sagging pants, or pants/jeans with rips, holes, frays, designs, or prints.
2. **Absolutely no fighting!**
3. All uniforms should be clean, nice, and neat always.
4. Be on time and in your assigned seat when the tardy bell rings.
5. Be prepared daily by bringing all needed supplies, homework, and books to class.
6. Be respectful to yourself, as well as others and their property. Keep your hands and feet to yourself.
7. Cell phone/technology usage, including charging is not permissible during the school day except for approved educational purposes (this includes earbuds/headphones).
8. Do not use abusive and profane language.
9. No eating, chewing gum, or drinking in the classroom or hallways.
10. Once inside the classroom, no students will be allowed to leave without a permit from the teacher.
11. Students must raise their hands to get permission before speaking out, leaving seats/desks or leaving the classroom. **The teacher dismisses the class, not the bell!** Students will be given three to five (3-5) minutes to pass to each class.
12. **Abide by the student code of conduct at all times. Students who do not follow the code of conduct will be referred to their grade level administrator for consequences.**

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
White or Gray polo style shirt 	Gold polo style shirt 	Navy Blue or Light Blue polo style shirt 
All Students (Khaki, Navy Blue, or Black)		
Pants (Must be worn at the hip) 	Skirts (must be knee length) <b>*LEGGINGS ONLY WITH A SKIRT*</b> 	Shorts (MUST BE KNEE LENGTH) 
<div> <div>           Clear or Mesh Backpacks   </div> <div> <b>*Note: Only white under shirts are allowed*</b> </div> </div>		
<p><b>Wednesday College Day:</b> Students will be permitted to wear a college shirt with jeans (NO RIPS OR HOLES)</p> <p><b>Friday Spirit Day/ Free Dress Day:</b> Students will be permitted to wear spirit shirts with jeans Or Free Dress (NO RIPS OR HOLES IN JEANS, NO INAPPROPRIATE LANGUAGE, OR IMAGES ON ANY CLOTHING ITEM)</p> <p><b>Fee: \$1</b></p> <p><b>ID Badges:</b> Students will be issued ID Badges this year and they must be worn daily for safety purposes.</p> <p><b>Replacement ID- \$5</b></p>		
<p><b><u>Shoes:</u></b></p> <ul style="list-style-type: none"> <li>• Closed- toe shoes worn always</li> <li>• <b>Crocs are allowed</b></li> <li>• House shoes, open-toed, slides, sandals <b>ARE NOT PERMITTED</b> for safety concerns.</li> </ul>		<p><b><u>NOT PERMITTED:</u></b></p> <ul style="list-style-type: none"> <li>• No spandex or tights</li> <li>• No tank tops or sleeveless shirts</li> <li>• No hoodies should be covering the head (for safety purposes)</li> <li>• Coats, jackets, and sweaters must have zippers or must button down</li> <li>• No inappropriate language or images on any clothing items.</li> </ul>

## DRESS CODE

The dress code is designed to promote a safe learning environment free of distractions. Several areas are directly addressed; however, any item determined to be a distraction to the educational process will not be allowed. The administrative team will serve as the final arbitrator to determine what distracts from the educational process. Parents are asked to monitor their child's attire since violations may result in students being removed from classes. Appropriate items may be found in most local departments or discount stores.

### BOTTOMS:

- No Jeans (unless given permission by the campus)
- Navy, khaki, gray, or black long pants allowed (uniform or cargo)
- No capris
- No cropped pants
- No form-fitting or baggy clothes- Pants must be true to size and worn at the waist.
- No jogging pants, warm-ups, or jackets with hoods
- No athletic shorts
- Navy, khaki, gray, or black skirts at knee length allowed (uniform or cargo)
- No spandex, denim, denim-like, nylon, stretch clothing or parachute fabric
- Pants should not be rolled up at any time.

### BELTS:

For safety reasons, students will only be allowed to wear plain belt buckles and not those with name plates, scrolling messages or any type of belt that is deemed a safety risk by the administration.

### CASUAL DAY (Fridays for \$1:00):

Periodically, there will be occasions during the school year where we may reward students by allowing them to dress out of the regular school uniform (casual days). However, even on "Casual Days", students will be required to adhere to a dress code to ensure clothing is appropriate for the educational setting. Please see below for guidelines:

- All other school/dress code rules still apply with the **exception of jeans being allowed by paying \$1.00**
- Hats, and any other headgear, are still against the policy
- House shoes are NOT to be worn
- Blue, black, grey, and khaki non-athletic shorts may be worn
- No athletic attire of any sort (i.e. warm-ups)
- No leggings of any sort
- No spaghetti strap shirts
- No sunglasses or non-prescriptive eyewear
- Pajamas are not allowed
- Shirts must have appropriate language
- Any attire deemed inappropriate by an administrator

### COATS/ JACKETS/SWEATERS:

Throughout the year, students may wear a pull-over sweater or sweatshirt for cool temperatures inside of the building as part of their uniform. A sweater or sweatshirt must be worn over the uniform shirt. They must be a solid color (white, grey, gold, black, or navy) and have no designs or oversized logos and



writing of any kind. The sweater or sweatshirt may have a round or V-neck and button-front cardigans are also allowed too. The sweater or sweatshirt must be the appropriate size and not excessively long or baggy. Students will not be permitted to use blankets in classrooms or on the school premises. When the weather turns cool, a student may wear a jacket or coat. **Hoodies worn with the hood up is never allowed.** If hoodies are confiscated at any time during the school day, a parent must visit to retrieve them.

#### GENERAL SAFETY PROTOCOLS:

Protocols from the HISD Communicable Disease Plan include requiring all HISD employees, students, and visitors to undergo entry screenings, wash or sanitize hands regularly, and practice physical distancing. Masks are required unless you have a medical excuse from your physician. We will continue to follow CDC guidelines for mask requirements. Face masks should not contain any pictures or words that are religious, political, inappropriate, and/or racial. **We will follow all CDC guidelines and HISD safety protocols accordingly.**

#### GROOMING REGULATIONS:

Students are not to wear excessive jewelry. All chains are limited to one small size pendant. Lip piercings, eyebrow piercings, cheek piercings, or any other piercings other than ear piercings, will not be allowed. Any jewelry depicting the occult, gang membership, death, violence, drugs, sex, alcohol, obscenities, or anything else deemed inappropriate will not be allowed.

Hairstyles or hair colors that distract from the educational process are not allowed.

- Headgear such as hats, caps, scarves, do-rags, sunglasses, or bands/ bandanas are not allowed. Glitter (cosmetic or art) colored mousses or colored spray, shaving cream or any other substance that may cause bodily harm (eye irritation, infection, etc.) are not permitted. Hair spray is not to be used while on campus.
- Sweatbands are not permitted to be worn on the head or arms. The physical education coach may permit head sweatbands during P.E. classes.
- Large head wraps, bows, and ribbons are not allowed.
- Tattoos and body art should not be a distraction and must be covered during instructional day.
- Purses should never be used in the place of a backpack.
- Backpacks must be **clear** or **mesh**.

#### SHIRTS:

- Plain polo-type shirts (with a collar) may be worn
  - 6<sup>th</sup> grade- Gray/White
  - 7<sup>th</sup> grade- Gold
  - 8<sup>th</sup> grade- Navy/Royal Blue
- Welch authorized t-shirts, or college shirts can be worn only on Fridays to promote school spirit. This does not include the P.E. uniform t-shirt.
- Only white t-shirts/ undershirts are allowed to be worn underneath uniform shirts.

#### SHOES:

- No house shoes, slides, mesh/jelly-like shoes, sandals.
- No shoes with rollers underneath.
- Shoes must be safe and have a heel strap.
- Students may wear cros in sport mode only

- **No shoes deemed unsafe by the school administration.**

### **EARLY DISMISSAL**

Bus transportation will be provided for those who ride HISD's buses. Parents are to make the necessary arrangements for any scheduled early dismissals.

### **EARLY MORNING ARRIVAL**

All students that arrive on campus before the first bell will be required to bring reading material daily (i.e. novels, eBook, appropriate magazines, etc.). This time before school will be designated for reading or studying.

### **EARLY PICK UP**

If there is a need for a student to be picked up before dismissal, the Main Office staff will only release the student to the parent or guardian. If parents wish for other individuals to have access to their child, this information must be documented on the child's Emergency Contact form. It is imperative that all documentation is current. Any individual picking up students must possess a valid ID and MUST check out students from the Main Office.

### **FIELD TRIPS**

Welch Middle School offers several field trip opportunities to support our curriculum. All planned school-sponsored trips away from school grounds, including athletic trips, are considered extensions of learning. Students are expected to abide by the same policies as during the regular school day on campus. As a condition of participation in any off-campus trip, the student and his/her parent/guardian shall, prior to the departure date, file a signed copy of the Parent/Guardian Field Trip Permission Form.

### **GRADING CYCLE**

#### **Welch Middle School GRADING CYCLE - Six Weeks**

<b>Grading Cycle</b>	<b>Cycle Date</b>	<b>Report Card Dates</b>
1 <sup>st</sup> 6 weeks	Aug 22-Sep 30	October 8, 2022
2 <sup>nd</sup> 6 weeks	Oct 3-Nov 11	November 18, 2022
3 <sup>rd</sup> 6 weeks	Nov 14-Dec 21	January 9, 2023
4 <sup>th</sup> 6 weeks	Jan 9-Feb 24	March 3, 2023
5 <sup>th</sup> 6 weeks	Feb 27-Apr 14	April 20, 2023
6 <sup>th</sup> 6 weeks	Apr 10-May 31	May 31, 2023

## **GRADING SCALES**

90-100 = A

80-89 = B

75-79 = C

70-74 = D

Below 70 = F

## **GRADES AND UIL ELIGIBILITY:**

A student must maintain an average in each course of no less than 70 to be eligible for UIL extra-curricular activities. Students receiving an INC (Incomplete) grade for a cycle will NOT be eligible for UIL extracurricular activities. Under the State's "no pass, no play" law, eligibility for participation in UIL extra-curricular activities during the first six weeks of school is based on whether or not they were promoted to the next grade level prior to the start of the new school year. After the first six weeks, a student who receives an INC or a grade lower than a 70 in any course, is ineligible to participate in UIL extra-curricular activities during the first three school weeks of the next grading period. During that time the student may continue to practice or rehearse with other students; however, they may not take part in any competition or public performance.

## **AFTER-SCHOOL TUTORIALS & EXTRACURRICULAR ACTIVITIES**

Welch Middle School provides memorable and enjoyable learning afterschool tutorials that will help students thrive in and outside of the classroom. The student will be able to attend throughout the school year and dates and times will be communicated to parents. This will be a great time for students to learn and experience some fun along with instructional strategies to help them succeed academically. They will work in small groups focusing on Math and Reading creating an engaging, hands-on environment to develop knowledge and skills that will make them thrive and be excited about learning and physical competition. Benefits of afterschool tutoring and extracurriculars include:

- An outlet of students to ask questions, ease frustration and build confidence
- Strengthen learning beyond the surface of a particular subject or the classroom
- Expand learning outside of traditional classroom subjects
- Personalize learning and physical development that caters to student circumstances and desires.

## **CONDUCT:**

*Marks in conduct are of great basis of these standards.*

**E= Excellent**

This student is not only satisfactory in his behavior, has a positive attitude, cooperative attitude that characterizes a good citizen.

**S= Good**

The student's behavior is generally satisfactory but not of the highest rank.

**P= Poor**

Probationary, conduct not satisfactory; needs improvement.

**U= Unsatisfactory**

Must have administrator's approval and documentation of parent conferences.

### **HALLS**

Students are not permitted in the halls during instructional time without a hall pass. Students should avoid running, standing around, pushing, and talking loudly. Students should pay attention and follow all directions given by teachers and administrators.

### **HOMEWORK**

Parental monitoring of regularly assigned homework is necessary. Monitoring often results in satisfactory school progress and develops good study habits. Neighborhood libraries have books, games, video equipment, and reference materials for study and family enjoyment. If your child is ill, please request the assignments from the school in the morning so that at the end of the school day you can pick them up; instructional time cannot be interrupted for these requests. **Requests should be made to the front office staff.**

### **IMMUNIZATIONS**

All students are required to have current and updated immunizations. It is the responsibility of the student and parent to provide the school with an accurate immunization record. The immunizations must be completed before the student can complete the enrollment process here at Welch Middle School. If you have questions/concerns, please contact our school nurse at (713) 778-3300. Exclusions from compliance are allowed on an individual basis for medical contraindications and religious conflicts. Students falling into these categories must submit affidavits.

### **LOITERING (BEFORE & AFTER SCHOOL)**

**Students are not allowed to loiter around the nearby businesses such as Jack-n-the-Box, Family Dollar, Southern Maid Doughnuts, Subway, King Dollar, Walmart, etc. at any time.** The Houston Police Department has enforced strict rules on behalf of business owners and may take action. To ensure our student's safety, we prohibit the frequent use of those areas for congregation. Therefore, we ask all parents to drop off and pick up students from the campus. **DO NOT instruct your child to wait in those parking lots. If any student should violate policy, consequences will be issued. In addition, the school cannot and will not be responsible for any activity on private property (off-campus grounds).**

### **LOST AND FOUND**

All lost items should be turned in to Mrs. Scott in the main office as soon as possible. Students may check the "lost and found", in the main office for their articles. Articles not claimed by the last day of the semester will be donated to charitable organizations. The school is not responsible for lost and/or stolen items or unclaimed items retrieved from dress code violations.

## **MAKE-UP WORK**

Students who are absent will be given the opportunity to make up work. It is the student's responsibility to see that such work is completed. The student should request make-up work from each class missed. The student may be granted an extended period of time by the teacher for absences of four or more consecutive days. A student receiving an "incomplete" for a grading period has until the end of the next grading period to raise the grade from an "incomplete" to an earned grade.

## **MEDICATION REQUIREMENTS**

Employees designated by the principal shall administer medication. Administration of medication is allowed only with physician and parental permission. **The parent and physician must sign form 40.3740. Forms can be obtained from the school nurse. This form must be on file before the medication is administered.**

- All medical excuses for P.E. restrictions must originate with the school nurse.
- All medications kept for students in the clinic must be in their original container with an affixed prescription label which included the student's name, the drug name, and the proper dosage and administration information.
- HISD Board policy does not allow students to bring medications to school; however, should it be medically necessary for a student to take long-term medication at school, an HISD form must be completed by the student's physician and kept on file in the clinic.
- Special permits to leave class early for health reasons must be secured by the school nurse. The student must return to the clinic for renewal if the permit is required after the expiration date.
- The medication is then kept in the clinic and administered by the school nurse. No medication (prescription or non-prescription) will be dispensed without this form on file.
- With the required documentation on file in the clinic, students with asthma may self-administer asthma medication.

## **MESSAGES & GIFTS FOR STUDENTS**

Emergency telephone messages to students should be forwarded through the Attendance Office. Important messages from parents will be taken and an attempt will be made to deliver them to students as soon as convenient. Calls from someone other than the parent or legal guardian are not accepted. Gifts delivered to the campus for students are not allowed.

## **PARENT-SCHOOL COMMUNICATIONS**

Welch Middle School will communicate important information via letters, newsletters, postcards, and/or a telephone recorded message. Our administrators and specialists are on duty to assist the students in achieving success. Information is available on the test-taking skills, extracurricular activities, the testing schedule, career choices, as well as other academic social, vocational, or personal concerns. Any student or parent may make an appointment with the grade level administrator. If the grade level administrator cannot resolve the problem, a meeting can be requested with the school principal.

If a parent has a concern about a school policy or an employee, the following procedures should be followed to resolve the problem as quickly as possible:

1. Contact the appropriate teacher.
2. If the problem still exists, contact the grade level administrator. The contact form is available in the main office, or you can send an email.
3. Parents have the right to appeal to the principal, however, should follow the proper channels first.

## **PARENT & TEACHER CONFERENCES**

Regular, pre-scheduled, parent-teacher conferences are encouraged. Parents are requested to arrange conferences during the teacher's planning period and/or office hours. Please make other arrangements for preschool children when conferences or classroom visits are scheduled. **To ensure that proper protocol is followed, parents are to meet with the teacher first and then the grade level administrator. If the situation warrants further attention, the principal will be asked to intervene.**

## **PHYSICAL EDUCATION PARTICIPATION**

State Law requires physical education for all middle school students. All students are expected to dress out for physical education each day as part of class participation. Every student is required to dress out for P.E. or risk losing points on their grade. A solid white, black, or grey shirt preferred, along with black . If a student does not participate in physical education due to illness or injury, a note from the parent to their physical education teacher should be written; the teacher's discretion and/or consultation with the school nurse will determine the level of participation. A physician's statement is required for a lengthy excuse or waiver from participating in physical education due to health conditions.

## **REGISTRATION REQUIREMENTS**

It is necessary to have the following items below to register for school. Please call or email the school registrar at 713-778-3300 or [cmorale3@houstonisd.org](mailto:cmorale3@houstonisd.org).

1. Proof of residence such as a current utility bill (electricity, gas, water) or a copy of the lease with the correct name and address.
2. Certified copy of the birth certificate or birth registration card and social security card.
3. Report Card or transcript from the last school.
4. Immunizations records (up to date).
5. Withdrawal form from the previous school if enrolled during the school year.
6. Guardianship papers if the student is residing with someone other than the parent.
7. Copy of ARD papers (if applicable).
8. Parent Identification Card.

## **SUPPLY LIST**

Please refer to your child's Course Syllabus for a detailed supply list which will be distributed when school begins. The Course Syllabus can be found on the school website at <https://www.houstonisd.org/welch>. All students MUST have a **clear** or **mesh** backpack.

## **CELL PHONE/PERSONAL TECHNOLOGY USE**

Cell Phones, MP3's, iPod's, cameras, electronic games, toys, or other electronic items that interfere with the educational process are not to be used during school hours unless permitted for educational purposes. Cellular phones are permitted on campus, however, they must be concealed and turned off at all times (should never be visible during school hours).

Any cellular phones or electronic devices that are confiscated will be released only to the parents. A \$15.00 fine will be assessed before the cellular phone or electronic device is released to parents. Cellular phones and/or electronic devices can be picked up by parents only after arrangements have been made with the grade level administrator; thereafter, you will need to pay the \$15 fine to the Administrative Assistant in the main office. Electronic devices not picked up by the last day of school will be discarded.



All phones that are visible (with the exception of being placed in a backpack) at any time during the school day will be confiscated. Students may use their cellular phones after school once he/she has been dismissed and has left the school building.

**The use of cellular phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school, school-related events, or school-sponsored events.**

**Student Expectations: Cellphones & Headphones**

Neither **cellphones** nor **headphones** should be used or visible in the hallways.

Any cell phones, headphones, or other electronic devices being used in the hallways will be confiscated and parents will have to pay \$15 to get it back.



### **TEXTBOOKS**

Each student and parent/guardian are held responsible for all textbooks, and library books issued. All textbooks must be properly cared for and covered according to the directions of the teacher. Lost textbooks must be paid for before a student is issued books. All monies are turned in to the principal's administrative assistant. Parents can check-out textbooks to keep at home by making arrangements with the school at 713-778-3300.

### **VISITORS**

Welch Middle School is a closed campus. All visitors are to provide picture identifications and must be approved through the main office to secure a visitor's pass. All visitors **MUST** present a state-issued picture ID. Student visitors, unless given specific approval from the principal's office, are not allowed on campus. Welch will continue to follow CDC guidelines and HISD safety protocols.

Parents with limited access to the building are permitted to continue to ensure the safety of their children. Parents are encouraged to set appointments when possible. If appointments do not work, we will try to serve you to the best of our ability when you arrive. Please be patient and we will accommodate you as quickly as possible to ensure your needs are met.

## **VOLUNTEERS & PARENT TEACHER ORGANIZATION**

VIPS (Volunteers in Public Schools) serve the school in their areas of expertise or whenever needed. Their efforts are greatly appreciated. Anyone desiring to volunteer must register via HISD's website.

The Parent Teacher Organization (PTO) supports us with fundraising projects to provide the school and the students with needed equipment. Parents are important partners, so we encourage you to consider joining Welch's PTO. Please contact Ms. Biantan at [mbiantan@houstonisd.org](mailto:mbiantan@houstonisd.org) for more information.

## **WITHDRAWAL PROCEDURES**

Advanced notification (1 day) is needed to complete the withdrawal forms and determine if fines and textbooks have been cleared. Please inform the school of the student's last day of attendance, the new address, and the name of the new school. Only the legal parent/guardian is allowed to withdraw the child. Final check-out must take place with the School Principal. The completed withdrawal form must be taken to the new school with a copy of the last report card attached. Please call or email the school registrar at 713-778-3300 or [cmorale3@houstonisd.org](mailto:cmorale3@houstonisd.org).

## **ZERO TOLERANCE**

The HISD Board of Education, in accordance with its major systems priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the educational process. In response to this belief, the board has developed a policy of "Zero Tolerance". This policy shall apply to elementary, middle, and high school students.

All students who unlawfully possess a firearm, illegal knife as defined by state law, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities shall be recommended for **expulsion**. The Board of Education further declares that the *Code of Student Conduct* will be strictly applied.

In every case where students in elementary, middle, or high school shall engage in conduct that contains the elements of an offense in violation of the Penal Code or the Education Code, the school district will pursue arrest, charges, and removal to a DAEP, juvenile detention facility, or county jail.



### **Houston Independent School District**

It is the policy of Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

### **Distrito Escolar Independiente de Houston**

Las directivas del Distrito Escolar de Houston prohíben cualquier tipo de discriminación debido a edad, color, impedimento o discapacidad, ascendencia, nacionalidad, estado civil, raza, religión, sexo, condición de veterano, militar o afiliación política, en sus programas y actividades educativas y de empleo, según lo establecido por la Enmienda del Título VI de la Ley de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972; y la enmienda de la Sección 504 de la Ley de Rehabilitación de 1973.

## Welch Middle School Student / Parent Handbook Acknowledgement

The Louie Welch Middle School Student / Parent Handbook has been written to help your child gain the greatest possible benefit from their school experience.

Welch Middle School is in need of your help and cooperation. It is important that every student understand the Handbook and be encouraged by their parent(s) or guardian(s) to follow the rules set forth in the Handbook. Please discuss this handbook with your child. When you have done so, it is requested that you and your child sign this form and return it to the homeroom teacher. Signature of parents/guardians and student acknowledge receipt of the Louie Welch Middle School Student/Parent Handbook and certify that both have read and discussed the Handbook.

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Parent / Guardian Signature

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Date

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Student Signature

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Date

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Print Student Name

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Student ID #