

Wharton K-8 Dual Language Academy

A Houston Independent School District School

Middle School Handbook

2022-2023



Jennifer Day, Principal

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900 West Gray

Houston, Texas 77019

713.535.3771

[Visit our Homepage](#)

Welcome to Wharton Dual Language Magnet Middle School!

We look forward to working with you this year.

The transition from elementary to middle school can feel overwhelming for many students. In preparation for the new academic year, let this handbook serve as a guide and a ready reference for questions you may have.

Mission Statement:

Wharton Dual Language Academy's mission is to empower our students to become respectful, life-long, bilingual and biliterate inquirers who celebrate diversity as responsible citizens of the world.

Nuestra Misión:

La misión de Wharton Dual Language Academy es empoderar a nuestros/as estudiantes para que sean indagadores/as bilingües y bialfabetizados/as respetuosos/as de por vida y que se conviertan en personas que celebren la diversidad como ciudadanos responsables del mundo.



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WDLA Leadership and Office Staff

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Principal

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Magnet, Intervention, LPAC Coordinator

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IB, GT, SEL Coordinator

Ruben Gomez

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Title I, 504 Chair, Testing Coordinator

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After School Coordinator

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Nurse

Barbara Banks

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Administrative Assistant

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Student Information Representative

Mary Murillo

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Clerk, Volunteer Coordinator

Nancy Figueroa

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Clerk

Gabriela Martinez

gabriela.martinez@houstonisd.org

Clerk



HISD 2022 - 2023 Academic 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 <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Holidays Teacher Preparation Days (no students) Teacher Service Days (no students) </div> <div style="width: 45%;"> Holidays September 5, 2022 October 5, 2022 November 21-25, 2022 December 22-January 4, 2023 December 22-January 6, 2023 January 16, 2023 March 13-17, 2023 March 31, 2023 April 7, 2023 April 21, 2023 May 29, 2023 </div> </div>	Labor Day Fall Holiday Thanksgiving Break Winter Break for Teachers Winter Break for Students MLK Day Spring Break Chavez-Huerta Day Spring Holiday Spring Holiday Memorial Day	
School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School	Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31
Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)		

Last Updated 02/15/22



MS Schedule/Calendar

Depending on the grade level, students attend the following electives: physical education (PE), computer, art or orchestra every day of the week or as scheduled.

Students are assigned to a homeroom class at each grade level. See the individual grade level for your child's specific schedule.

WDLA Middle School Block Schedule 2022-2023

Time	Block	6th		6th	
		Day A	Day B	Day A	Day B
8:30 - 10:15	Block 1	World Cultures (Spanish)	6 PreAP Science	6 PreAP Science	World Cultures (Spanish)
10:20 - 12:05	Block 2	6 PreAp Math	Spanish Language Arts	Spanish Language Arts	6 PreAp Math
12:10 - 12:40	Lunch	Lunch		Lunch	
12:40 - 1:10	Homeroom	Homeroom		Homeroom	
1:15 - 2:55	Block 3	6 PreAP ELA	6 PreAP Reading	6 PreAP Reading	6 PreAP ELA
3:00 - 4:00	Block 4	PE	Technology (Spring - Media Specialist/STEM LAB)	Media Specialist/STEM LAB (Spring -Technology)	PE
*Denotes classes taken in Spanish					



WDLA Middle School Block Schedule 2022-2023

Time	Block	7th		7th	
		Day 1	Day 2	Day 1	Day 2
8:30 - 10:15	Block 1	7th PreAP ELA	7th PRE AP Reading	7th PRE AP Reading	7th PreAP ELA
10:20 - 12:05	Block 2	7th Tx History	7th PreAP Science	7th PreAP Science	7th Tx History
12:10 - 12:40	Lunch	Homeroom		Homeroom	
12:40 - 1:10	Homeroom	Lunch		Lunch	
1:15 - 2:55	Block 3	7th PreAP Math	Native Spanish I	Native Spanish I	7th PreAP Math
3:00 - 4:00	Block 4	Fine Arts	PE	Fine Arts	PE
*Denotes classes taken in Spanish					

WDLA Middle School Block Schedule 2022-2023

Time	Block	8th		8th	
		Day 1	Day 2	Day 1	Day 2
8:30 - 10:15	Block 1	Native Spanish II	8 Algebra 1	8 Algebra 1 - VG	Native Spanish II
10:20 - 12:05	Block 2	8th PRE AP Reading	US History	US History	8th PRE AP Reading
12:10 - 12:40	Lunch	Homeroom		Homeroom	
12:40 - 1:10	Homeroom	Lunch		Lunch	
1:15 - 2:55	Block 3	8th Science PreAP	AP Spanish	AP Spanish	8th Science PreAP
3:00 - 4:00	Block 4	Media Specialist/STEM LAB (Spring)	Fine Arts	Technology (Spring - Media Specialist/STEM)	Fine Arts
*Denotes classes taken in Spanish					



General Definitions and Procedures

Campus Hours

Regular school hours: 8:30 a.m. to 4:00 p.m.

Campus Supervision

Assigned teachers and staff supervise the arrival of students and the timely dispersal of students at dismissal. Teachers and staff have the authority to redirect or correct any student at any time at Wharton. Students who are not enrolled in the After School Program and have not been picked up by 4:15 p.m. will be taken by a campus administrator/staff member inside the building. Students will be required to read or work on homework. For student safety, parents will be required to come inside to the office and sign out students for late pick-up.

Respectful Care for School Property

Students are expected to show respect for all shared areas of our campus and take personal responsibility for cleaning up after themselves and for disposing of trash. In order to preserve our beautiful floors, **backpacks with wheels are prohibited**. Likewise, respecting property also means taking care of common areas and school equipment in all areas of the campus. The beauty of our campus and building is the result of the efforts of many individuals. This property is an extension of the community. The destruction or abuse of property or tolerance of such actions undermines the health of our community.

Textbook Responsibility

All students and employees are responsible for the proper care and use of school property. Defacing school property or textbooks by students will be reported to the office. Students are responsible for returning school technology devices, text, and library books in good condition. Replacement fee notices will be sent out by the librarian or the office for damaged books. All textbooks are owned by HISD and must be paid for when lost or stolen. Another book cannot be issued until payment has been made for the missing one. If books are found within the same school year after they are paid for, a refund will be given.

Textbooks and Materials

Students are required to purchase necessary school supplies and materials. Please see WDLA website for updated school supply list.

Safety and Security

In these challenging times, students and parents may be experiencing anxiety, depression, fear, isolation, frustration and anger. The HISD Social Emotional Learning (SEL) team is here to support your campus with the Sandy Hook - See Something, Say Something Project. COVID-19 has changed the course of how we would normally address your campus support. In case you are new to your campus, here's a brief overview of the program.

The **Sandy Hook - Say Something Anonymous Reporting System** is a free program that teaches middle and high school youth (and the adults around them) how to recognize warning signs and signals, especially within social media, from



individuals who may be a threat to themselves or others and Say Something to a trusted adult, call 911 or use the Say Something anonymous reporting system. The *Say Something* Anonymous Reporting System (SS-ARS) remains open and available 24/7 for immediate response to all tips coming from our district following the established protocols. This means that our district and school teams are still held accountable to respond to any life-safety tips with support from local law enforcement and our Crisis Center. Wharton has an established Sandy Hook School Team to support our student body and staff throughout the school year.

Emergency Drills

Emergency drills, including but not limited to fire, intruder, shelter-in-place, etc., are for the safety and welfare of everyone on our campus. Students are expected to follow all drill procedures by carefully listening to directions given by the adult in charge, including remaining silent, exiting in an orderly fashion and waiting for further instructions following each drill.

Volunteers

VIPS – VOLUNTEERS IN PUBLIC SCHOOLS

HISD provides official volunteer ID badges which may be obtained at the HISD administration building on 4400 West 18th St., Houston, TX 77092. With this badge, volunteers will not be asked to show other identification in the front office when signing in.

Parents and adult family members who wish to chaperone **MUST** complete a background check annually. This check is conducted by HISD's Criminal History Office and requires the completion of the Volunteer Access to Police Records form available online www.houstonisd.org/vipslogin. **This process must be done at the beginning of each year to be cleared well in advance of any volunteer events.** The clearance cannot be processed/completed on the day of an event.

Communication

Inclement Weather: Delayed Opening or Early Closing

In the event of cancellation, delayed opening, or early closing because of inclement weather, the WDLA community will be notified through HISD's Emergency Notification System (text, social media, HISD website and local news media). This system uses email, automated cell phone calls and text messages. Please ensure that your contact information in PowerSchools is correct and up to date.

Parent Teacher Conferences

To schedule a conference with a teacher please make an appointment by emailing the teacher directly or calling the main school number at 713-535-3771.

Online Communication

Membership Toolkit: Each week, a newsletter, as well as bulletins about school policy and helpful hints for parents, is distributed electronically via Membership Toolkit school news. Paper newsletters will not be distributed. Please make sure to sign up for WDLA's Membership Toolkit to receive important information from school. To sign up for the WDLA's Membership Toolkit, click the link [here](#) or <https://whartonpto.membershiptoolkit.com/>.



School Messenger

School Messenger is an electronic call out and texting system used throughout HISD and by each school. Parents receive phone calls with important information about student absences, school events, etc. Parents are encouraged to update their contact information in PowerSchools immediately following any changes in personal contact information.

Teacher Communication

Teachers' email addresses may be found on our website. Teachers will respond to parents' emails within 1 to 2 working days. Parents may request to schedule a meeting with a teacher at any time during the school year. Emailing a teacher directly to schedule a conference is best or you may leave a message with the front office. Parent conferences may be scheduled during the teachers' planning time. Teachers will also use the application, "Class Dojo", for communication with parents and students.

E-mail/Internet/Computer use

All students are assigned school e-mail accounts and are expected to check these regularly as a means of communication with their teachers. To view the appropriate use policy for students, click on the following link.

[HOUSTON INDEPENDENT SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS](#)

School Website and Social Media

General information about the school, the school calendar, special announcements, and necessary forms will be posted and frequently updated on the school's website, [Wharton K-8 Dual Language Academy](#). Also, follow us on TWITTER @WhartonDual and on FACEBOOK at Wharton K-8 Dual Language Academy.

Policies, Regulations, Rules, and Expectations

Carpool Procedures

The safety of our students is always our first priority. The regulations listed below are designed to offer the necessary protection for all members of our community. It is critical for the safety of all that these procedures and the directions given by school personnel are followed at all times, without exception.

- Observe campus traffic regulations including refraining from using cell phones while driving within the school zone.
- Maintain a safe, slow speed at all times in the driveway.
- Keep the right lane of the bus driveway clear at all times by order of the Fire Marshall.
- Always follow the direction of staff members.
- At no time should you leave your car unattended while it is in the carpool lane.

Arrival/Morning Procedure

Morning: The middle school student drop off entrance is located on West Clay St. and students may only exit vehicles by the cafeteria. (Note: If the student has younger siblings, please drop them off at the designated area for the youngest sibling.)

Campus doors will open promptly at 8:20 a.m.

Late Arrival

All students arriving after 8:40 a.m. must check in at the front desk to receive a tardy pass to give to their teacher.

Dismissal/Afternoon Procedure

Afternoon: The middle school students pick-up entrance is located on West Clay St. (Note: If the student has a sibling in Pre-K or K, please report to the blue zone (West Gray St. Entrance). If the student has a younger sibling in first through third grade, please report to the cafeteria.) Parents picking up students must have a Wharton Student Car Tag for car riders and walkers, both are available in the office. Please make sure the student's name is clearly written and visible to make pick up as efficient as possible. In order to avoid traffic congestion and delays during dismissal please communicate with your child's teacher about how he/she will get home, i.e. After School Program, walking, car or bus.

Student Health and Wellness

Health Conditions and Allergies

Health conditions and allergies must be reported to the school nurse and classroom teacher by completing the appropriate forms that may be found in the nurse's office and on our school website. Medicines are administered only by the school nurse or other trained personnel and will follow a doctor's written prescription and specific directions. **DO NOT** send prescribed or over-the-counter medicine in the student's backpack.

Since some students may have specific food allergies or sensitivities to various ingredients, students may be asked to move to designated tables for student safety.

Illness

If a student becomes ill during the school day, he or she should report this to the teacher, who will send the student to the nurse's office to assure that prompt medical services can be provided if necessary. A nurse will be on duty on the school campus to aid students who become ill. Students who become ill should still report to the main office, so that school personnel can render aid should the nurse be away from her office.

Student Support Services

Our school has both a social worker and "wrap-around specialist" who will work with students, teachers, families and community members to provide services for students that support the whole child, including but not limited to uniform, food, rent, legal, and/or mental health assistance.

HISD Family and Community Empowerment Department (FACE) has a collection of online resources to help any HISD parent or student looking for assistance in a variety of areas including basic needs such as clothing, financial stability, food and shelter assistance. There are also resources for family mental health, cultural enrichment, youth mentoring and Hotline and Helpline centers. <http://www.houstonisd.org/communityresource>



Medical Records, First Aid, and Health Care

By the first day of school, all students must have health information on file that is required by the State of Texas Department of Health. Forms can be found on PowerSchool. Students will not be allowed to attend school without up-to-date records. The school nurse's office is located in the front office. In the case of illness or emergency, parents will be notified immediately. Please make sure that the School has all current phone numbers and contact information. Parents should report to the office to pick up their child.

Attendance

Absences

COMPULSORY SCHOOL ATTENDANCE LAWS

This section is to inform PARENTS OR PERSONS STANDING IN PARENTAL RELATION TO CHILDREN of SENATE BILL 2398 as passed by the Texas Legislature effective September 1, 2015. The law states that if a student is absent from school three (3) days or parts of days in a four week-period without parental consent or is absent without an excuse for ten (10) or more days or parts of a day in a six month period:

- THE STUDENT'S PARENT OR GUARDIAN IS SUBJECT TO PROSECUTION UNDER TEXAS EDUCATION CODE 25.093
- THE STUDENT IS SUBJECT TO PROSECUTION UNDER TEXAS CODE 25.095

It is your duty to monitor your child's attendance, require your child to attend school, and request or attend a conference with a school official to discuss absences. Parents or legal guardians are subject to prosecution under Texas Education Code 25.093 (b) for failure to require their child to attend school.

Written excuse for student absences

Upon their return, all absent students are required to present a written excuse from a parent/guardian or doctor. **The written excuse should be turned into the teacher or attendance clerk upon return from the time of the absence. If a student fails to attend school without an excuse, the district shall file a complaint with the Harris County Justice of the Peace Courts against the student's parent or legal guardian, the student, or both. The student may also be referred to a juvenile court.**

Excusable absences are: personal illness, sickness or death in the immediate family, quarantine, inclement weather as determined by HISD, participation in school activities as approved by the principal, and emergencies or unusual circumstances recognized by the principal.

Tardiness

Students who arrive after 8:40 a.m. are considered tardy. Tardy students must obtain a tardy slip from the office before being admitted to class. Parents of students with excessive tardies will be asked to meet first with the homeroom teacher and then, if needed, school officials to address the need for on-time school attendance. The principal or an administrative representative may place students with excessive tardies on a Magnet growth plan that will be monitored by school officials. This may result in a student being returned to his/her home school at the end of the year and non-renewal of the magnet transfer. Please refer to the HISD Magnet Entrance Agreement that all magnet students must have signed upon registration. All middle school students are magnet students and signed an HISD Magnet Entrance Agreement to secure their seat at Wharton.

Authorized Student Departure During Instructional Day

We strongly discourage the release of students before the regular dismissal time. Middle school students have attendance taken every class period. If they miss the last class period of the day, they will be marked absent for that class period. We will not release students between 2:30p.m. - 3:40p.m. If a child must leave early, please make every effort to inform the teacher and front office in advance in writing or via email. For safety reasons, students will not be called to the office until a parent or guardian is in the main office. When picking up your child, first present a valid form of identification at the front office and then sign your child out. The student will then be brought to the parent or guardian in the main office. Only the parent, persons authorized to pick-up the child or someone with a written authorization from the parent may take your child from school. In case of an unforeseen emergency, a parent must call the office (713-535-3771) to authorize a new person allowed to pick up your child for that day only. Should your personal or emergency contact information change at any time during the school year, please update this information in the office and inform the classroom teacher.

Truancy

A student is truant if he or she misses one or more classes or leaves campus during the school day without permission. In such cases, parents will be notified, and the offense will be dealt with appropriately by the WDLA administration team according to the HISD Code of Student Conduct.

Lunch

Middle School Lunch

All middle school students must report to the cafeteria at their designated time for lunch.

Foods of Minimal Nutritional Value

The Texas Department of Agriculture has established a strict nutrition policy for all schools. For more information, see the Federal Foods of Minimal Nutritional Value guidelines at <http://www.squaremeals.org>. Foods of Minimal Nutritional Value may be served at two school wide events per year only and never in the cafeteria or between 10:30a.m. – 1:30p.m. No meals may be brought to serve an entire class during the school day except for Winter Class Celebration Day and End of Year Class Celebration Day.

Breakfast & Lunch

HISD offers all students breakfast in the classroom at no charge. Students may bring their lunch from home or purchase a lunch at school. All families (even if you are not eligible) are required to complete a SocioEconomic Form to determine eligibility for reduced or free lunch. Parents are not permitted to drop lunch off at the school. Office staff may not leave their post to deliver items. If your child forgets their lunch, we will make sure they are served a hot meal for that day. Our cafeteria is “nut free”, but if your child has other food allergies, please have your doctor complete the “Physician’s Request for Special Dietary Accommodations” form [here](#), so your child’s allergies will be documented in the cafeteria’s electronic system. For safety reasons, food deliveries from outside vendors, i.e. UberEats, DoorDash, etc. will **NOT** be allowed on campus.

Middle School Dress Guidelines

Student Dress Code

All students are required to comply with the school dress code every day beginning on the first day of school. Members of the school's administrative team reserve the right to make the final decision regarding the appropriateness of clothing and/or accessories. Assistance with acquiring dress code items may be available. To request assistance please contact Barbara Banks, Wrap-Around Specialist, for information.

Middle School Level (Grades 6-8)

- All students wear the uniforms listed below on Monday through Thursday.
- **Acceptable SHIRTS:** red, black or white polo shirts with or without the Wharton eagle logo and Wharton spirit t-shirts.
- **Acceptable BOTTOMS:** khaki and black skirts, shorts and pants. Pants may be a traditional uniform, cargo, or jeans on Friday.
- Jeans and a Wharton or college spirit t-shirt are allowed on Fridays.
- **HAIR:** Hair should be clean, combed and worn in a style that does not impede vision.
- **UNACCEPTABLE ITEMS: The list below contains articles of clothing not permitted at WDLA.**
 - Muscle shirts, sleeveless shirts, or undershirts worn as outer clothing.
 - Shirts must be long enough not to bare the midriff and while hoodies are allowed, the hood may not be over the head while on the campus. Jeans must be free of holes.
 - Warm-ups or sweat pants of any kind; cut-off, torn, or tattered jeans.
 - Any open-toe shoes such as thongs, house shoes, slides, slippers, swim shoes, steel-toed shoes or sandals; heels that are over 1" in height.
 - Excessively tight, loose or short clothing (no more than 3" above the knee.)
- Wharton Gear
 - Purchase your middle school hoodie and Wharton Spirit shirt through the [Wharton PTO website](#).

Dress Code Noncompliance Notification Procedures

Consequences for dress code noncompliance will follow the Student Code of Conduct Guidelines. Students should not miss instructional time due to dress code violations. All middle school students are magnet students and have signed and agreed to follow the Magnet Guidelines.

1. The classroom teacher will notify the student of the dress code violation and be sent to Wraparound Specialist for a uniform that will be worn for the duration of that school day.
2. The classroom teacher will contact the parent, i.e. letter home, email or phone call, to inform the parent of the dress code violations. The classroom teacher will see if any assistance is needed acquiring dress code items or if there are any special circumstances.
3. The classroom teacher will hold a parent teacher conference and invite an administrator to discuss the dress code issue and an intervention plan will be created with the teacher, parent and student.
4. If there are repeated instances of noncompliance, the classroom teacher will send an email to members of the administration team including the intervention plan and documented contact with the parent. A member of the administrative team will follow up with the student and parent.

Spirit Days

As a means of promoting support for school teams and community, a communication will be sent by the school regarding days designated as Spirit Days so that students may dress appropriately.

Free Dress Days

Free dress days are only to be approved and announced by the principal. When Free Dress days are granted, we ask that students adhere to the following guidelines:

- Jeans should be clean, neat and not torn
- T-shirts should be appropriate (no drug, alcohol or sexual references)
- Shorts and tops should be of an appropriate length

Miscellaneous

Cell Phone Use

Each classroom has a telephone for teacher use. Students may use the telephone in emergencies with the permission of the teacher or administrator. Parents may call the main school phone number 713-535-3771 to leave messages for teachers or in emergency situations for students. All cell phones and electronic devices **MUST REMAIN IN THE OFF or SILENT POSITION** (vibration mode is not acceptable as silent) while on the school campus during the instructional day, during lunch or at school sponsored events off campus. Wharton is not responsible for lost or stolen items, such as cellphones, wireless earbuds, electronic watches, etc. Parents/guardians should set restriction settings on all electronic devices to ensure no access to inappropriate online materials.

Using the cell phone, smart watch or other electronic communication device during instructional time without the teacher's permission will result in the confiscation of the cell phone or other device. For a first offense, the student may retrieve his or her phone at the end of the school day from the teacher. Subsequent offenses will result in the phone being turned into the office by the teacher. Parents may retrieve the device in person at the school office before 4:30 pm, Monday - Friday by paying a \$15 fine.

Electronic Communication Use

While cell phones and electronic devices are part of modern society, **there is no educational need for students to use these devices before school, during lunch or between classes.** Parents or guardians who need to leave a message for a student may leave a message with the front office. Urgent messages will be delivered promptly to the student in a way that does not disrupt the classroom learning environment. Parents are discouraged from sending text messages or calling their children during the school day.

Power-Up One-to-One /Computer Use

WDLA middle school students will participate in HISD's PowerUp One-to-One program and will receive a chromebook. All

students are responsible for and required to pay a \$25 insurance fee for the school year. Please see communication from our technology department about this program, [here](#).

HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. All HISD students are expected to follow the Appropriate Use Policy for Electronic Services for Students. [HOUSTON INDEPENDENT SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS](#).

Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Library

The Library is staffed and open to middle school students during their designated time. Books may be checked out to students for a period of two weeks. Reference items, including encyclopedias and magazines, may be checked out overnight. Late fees will not be charged, however, students are expected to be responsible for renewing or returning their own books. All lost or damaged books must be paid for prior to the end of the school year.

Physical Education Policies

Physical Education is a secondary course requirement for all students. All students are expected to be present and actively participate in course activities.

- Students must submit a note from a parent or physician if they must be excused from physical education due to illness or injury. Students are still expected to dress out for P.E. and remain with the class even when they are not participating.
- A physician's note is mandatory if a student must miss more than three (3) consecutive days of P.E.

Visitor Policy

For campus safety, Wharton uses an electronic identification system, called Raptor, that tracks outside visitors to the campus and alerts the school when someone should not be allowed to enter. The first time a person visits the school he/she will be asked to present a photo ID (driver's license or Texas ID) to be electronically registered in RAPTOR. Every time a visitor comes to Wharton, he/she MUST stop at the office, sign in and receive an ID badge, including regular volunteers. When leaving the building, visitors are asked to return their visitor/ RAPTOR sticker to the office.

Substance Abuse Policy

The possession, purchase, consumption, use or distribution of intoxicating substances, beverages and inhalants, and/or drug paraphernalia is illegal and is prohibited anywhere on school property (or at school sponsored events). Any involvement in drug related activity is prohibited at school and any school sponsored events. Anyone possessing or using drugs, including inhalants, tobacco, alcohol, or other intoxicants to any degree is subject to the severest disciplinary action, including suspension and/or expulsion. Distribution of illegal substances will automatically result in expulsion for the student(s) involved.

Anti-Harassment and Discrimination

HISD endeavors to treat all employees and students with respect and dignity. In furtherance of these goals, the School has adopted a policy that strictly prohibits its employees and students from engaging in any form of unlawful harassment or discrimination on the basis of his/her race, color, religion, gender, age, national origin, disability, genetic information, or military status that creates an intimidating, hostile, or offensive environment.

Sexual Harassment

Sexual harassment is defined as unwanted sexual attention from peers, subordinates, supervisors, customers, clients, or anyone with whom the victim may interact within the course of fulfilling job or school responsibilities. The range of behaviors included in this definition is broad but generally includes: verbal or written comments of a sexual nature, obscene language directly addressed to the victim, hostility toward the victim on the basis of sex, pressure for sexual activity, leering, pinching, patting and other forms of unwanted touching. Such unwanted sexual overtures are strictly prohibited at HISD's schools in all relationships between members of the School community. Incidents of sexual harassment may be handled in a variety of ways, depending on the personal preference and decision of the victim. Students may choose to deal directly with the offender (in a nonphysical manner), but when they feel they are unable to respond in this way, they are encouraged to report the incident to the staff member with whom they feel most comfortable. Once a charge has been brought to the attention of a staff member, that staff member will request a meeting with two members of the Administration who will jointly investigate the incident. It is expected that those involved with a sexual harassment investigation will protect the confidentiality of all information relating to the case.

Academic Definitions, Policies, and Grading Systems

Magnet Program

The Houston Independent School District prides itself on its many and varied school choice options for students. HISD also remains committed to providing equity in access to high-quality educational programs and instruction through our Magnet programs. Magnet Programs offer specialized curriculum and opportunities related to a given theme. Wharton Dual Language is proud to have a Magnet Dual Language Middle School Program.

Academic Integrity

Wharton Middle School has a history of high academic achievement. To continue student success, the school must function and accomplish its academic objectives in an atmosphere of high ethical standards. We expect all students to contribute to this atmosphere and achievement in every way possible by observing and practicing academic honesty in their school work and respecting the work of others. Academic dishonesty in any form is unacceptable. If any student is suspected of, or caught cheating, copying, or plagiarizing any assignment, a zero will be given for the assignment. A zero on the assignment will also be given to students who allow classmates to copy their work. In an effort to prevent academic dishonesty, teachers will help students maintain academic integrity by explaining clear definitions on what constitutes academic dishonesty and plagiarism, specifically in cases where there are group projects or students are required to complete independent research.

According to HISD Local Policy, a student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Students may work together on projects and other work only with the teacher's permission. Each student is expected to take plagiarism and other forms of academic dishonesty seriously. This includes working on homework and projects not specifically designated as collaborative/group work, copying from another student or published source or deceptively presenting any work or assessment as the student's own.

Agendas and PowerSchool

Agenda

All students receive a Wharton Planner and are encouraged to record assignments/homework from each class in their planners. Although 'PowerSchool' is a tool used by teachers to communicate scheduled tests, quizzes, projects, homework and class assignments to students and parents, it is still the responsibility of the student to maintain an accurate record of assignments in their planner.

HISD Connect by PowerSchool

Parents and students may view their child's grades at any time by visiting the HISD portal at:

<https://www.houstonisd.org/PSC>

Parents and students will be required to provide the following information to register: HISD student ID number; student's date of birth; last 5 digits of the student's social security number. For assistance in registering please ask in the main office.

Homework & Tutorials

The purpose of homework is to reinforce skills learned in class and to expand learning experiences beyond the classroom. Homework counts towards a maximum of 10% of the cycle grade.

- Students are expected to complete the entire assignment to the best of their ability.
- Parents may not email forgotten homework or projects.
- Students in need of assistance may reach out to their teachers for help.

Academic Status Conditions/Grading Policy

Report Cards & Progress Reports

Per HISD Board Policy, students in 6th – 8th Grade will receive a report card in six-week cycles.

Academic Subject			Conduct	
100-90	A	Excellent	E	Excellent
89-80	B	Good	S	Satisfactory
79-75	C	Satisfactory	P	Poor
74-70	D	Passing	U	Unsatisfactory
Below 69	F	Failing		

Progress reports are issued at the midpoint of each grading cycle and/or as soon as a student has a failing grade in a subject. Report cards are issued to the parent or guardian after each grading period.

Grading Policy

When homework is given, it will count as a participation grade.

Classwork	40%
Summative Assessments	30%
Formative Assessments	20%
Participation/Homework	10%

Class Participation:

Aligning with our PYP program, middle school will continue to develop the IB learner profile. We are shifting from IB to the HISD Global Graduate profile, which compliments the IB Approaches to Learning.

HISD's Global Graduate profile contains six characteristic qualities that we want all students to develop and grow. This year's focus will help our Wharton Eagles to be successful throughout middle school and beyond.

- **Leader** – sets the stage for one's learning and others.
- **Skilled Communicator** – emphasis will be placed on both oral and written skills using correct Math language, symbols, notations, and various forms of representation.
- **Responsible Decision-Maker** – making the right decision for learning all the time; being on task.
- **Adaptable and Productive** – understanding the time constraints and deadlines.
- **Critical Thinker** – understanding of mathematical concepts and ideas to solve problems.
- **College Ready Learner** – The ability to work as a member of a team, listening to and interacting with the whole class and small group, able to respect and consider different points of view.

There will also be a focus on work ethic and work attitudes with an emphasis on their application across the curriculum and outside of school as well.



- Preparedness
- Punctuality – arrive ON Time to class
- Assignments completed by due date
- Showing care for the work you complete

Make-Up Policy for Missed Work

Work missed during a period of absence must be made up by the student upon return. Each student, upon returning to school following an absence, has a responsibility to meet with his or her teachers promptly to arrange for make-up work. In the case of an anticipated absence, the student should make suitable arrangements with his or her teachers in advance.

A student who is absent should contact their teacher or a classmate in each class to get his or her assignments. The office will not gather or collect any assignments for absent students unless there is an extenuating circumstance. If absent, students are responsible for completing missed work promptly (one day allowed for each day absent). If a student is absent for any reason other than illness the day a quiz or assessment is scheduled, the student should be prepared to take a quiz or assessment on the day they return.

Parents or guardians should contact the teacher to notify him/her if there are any extenuating circumstances preventing students from attending school and completing assignments, quizzes or tests.

Special extensions will be made only in cases of extenuating circumstances or in cases where the student has made special arrangements with the teacher. If a student demonstrates a pattern of missing assignments, the teacher will send an email message to the student and their parents informing them of the issue. If a student has not completed sufficient work for the teacher to assess and assign a course grade, they will record the grade as incomplete. The parents and students will be required to meet with the teacher and a member of the administrative team.

Late Work:

Students are expected to submit work assignments by the due date given by each teacher. Work submitted after the prescribed due date is considered late. A total of 20 points from the maximum grade of 100% will be automatically deducted for any work submitted after the due date. Students will have one calendar week to complete and submit a late assignment for credit and a maximum grade of 80%.

The work must be submitted in person and be of quality that befits a Wharton Pre-AP student.

Test Retakes

Students scoring less than a 70% on a test will have the opportunity to request a retake of the test within one week. The student must inform the teacher of the request for a retake within 3 days, attend at least one Monday or Tuesday reteaching/intervention opportunity and schedule the test retake with the designated teacher. Students must use the QR code posted in the classroom and on the syllabus and attend at least one intervention to qualify for a retake. The retesting opportunity will take place on Thursday during the school day.

Test Retake Process

1) Request + 2) Reteach = 3) Retake

QR Code:



Student Life Activities

Extracurricular Activities

School districts shall not schedule nor permit students to participate in any school-related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than 10 times during the 180-day instructional school year (full-year course), or 5 times during one semester. To participate in any extracurricular activity, a student must be passing all subjects as indicated by UIL standards and reporting periods.

Community Service

Part of our mission at Wharton is to develop better citizens by serving those in our school and the larger community. When we give of ourselves, we benefit others! Community service is defined as services provided for a non-profit agency or individual – services in which there is no compensation or reward for the student completing the services. The following are guidelines for Wharton Middle School students:

- **Community Service Hours**
 - 6th grade- **10 hours**
 - 7th grade- **15 hours**
 - 8th grade- **20 hours**
- **Community Service Form**

All hours must be documented using our community service form ([Student Reflection Form](#)) and are the responsibility of the student.
- **Additional Community Service Information**
 - When students participate in a club, sport, or other school sponsored activity, it does not mean they have performed community service. If that club or sport sponsors an activity that benefits the school or community, then service hours can be awarded.
 - No more than **8 hours** can be awarded for any single community service event.
 - Students are encouraged to complete their hours throughout the school year.
 - When determining whether an event qualifies for community service hours, ask the following questions:

For an Outside Agency

1. Is it a non-profit agency?
2. Does the agency rely on volunteers?
3. Did someone from the agency witness you performing the service?

For Individuals

1. Is the individual unable to perform the activity or task for themselves?
2. Are they financially disadvantaged?
3. Are they elderly or in need of assistance?
4. Was the activity necessary to help the individual?
5. Is the individual someone other than a relative?

For Wharton Middle School

1. Did a WMS or other Wharton staff member witness the activity?
2. Was the activity done through an official club or school group?

****If you answered NO to any of these questions, you may want to check with your homeroom teacher to determine if the activity will count for community service hours.***

- **Examples of School or Community Service**

- Serving as a greeter or usher at a school program
- Working at Wharton's Fall Festival
- Cleaning up the campus
- Collection of recyclable items in the classroom or cafeteria
- Before or after school office help or classroom assistance for school staff
- Participating in a team or school sponsored community service opportunity
- Service projects sponsored by your church, synagogue, or mosque

- **Examples of Non-School or Non-Community Service Activities**

- Religious obligations (ex. Serving as an acolyte, singing in the choir) are not community service.
- Family obligations such as mowing your relative's lawn, babysitting for younger siblings, or cleaning the house do not count as community service.
- Simply volunteering to baby-sit without pay or watching animals for non-family members without pay does not count.

Students must complete the following reflection form, [Student Reflection Form](#), and send the following link, [Supervisor Form](#), to your community supervisor. Both forms must be completed in order to receive credit.

Clubs

Clubs may be offered at various times throughout the week. The purpose of a club is to supplement the academic offerings at the school and to give students and teachers a means to interact outside of the classroom. Club offerings may be student driven, organized, and implemented with the assistance of a faculty advisor, or faculty may offer clubs of their choosing. All clubs are offered to all students.

Field Trips

Teachers will plan student field trips as an outgrowth of school curriculum and instruction. Parent assistance in planning field trips is welcome. Parents and students receive details and permission slips for each field trip in advance of the date of

the trip. All adults who would like to chaperone on field trips **must** complete a background check at the beginning of the school year. **Each student must have a SIGNED permission slip prior to participating in any field trip. Permission MAY NOT be granted verbally in person or by telephone. Children represent Wharton while on field trips. Their conduct should be exemplary.**

Field Trip Payments

For a quicker and more convenient payment process, we use an online payment system called **SchoolPay** for field trip fees. Using www.SchoolPay.com prevents students and teachers from handling cash and streamlines the payment process as funds will go directly to the designated school account.

Student Council

A student council is a group of student leaders who work with an adult advisor to collaborate with others to impact their school community, which impacts their city or town, which impacts our state, which impacts our country, which changes the world.

- Definition created by 2008-09 TASC State Officers and District Presidents <https://www.tasconline.org>

Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects.

What are the qualities of a student council?

Students who are interested in student council must:

- Be flexible and exhibit the potential for leadership.
- Display positive classroom behavior.
- Have a genuine interest in the welfare of others.
- Consistently portray qualities of responsibility, empathy, courage, integrity and perseverance

The student council **helps share students' ideas, interests, and concerns with teachers and school principals.** They often also help raise funds for schoolwide activities, including social events, community projects, helping people in need and school reform.

Athletics

A student who is enrolled in an HISD Magnet School (without an attendance zone) that does not have any UIL athletics programs is eligible to participate in the UIL athletics programs of the school where he or she resides (attendance zoned school) in 7th and 8th grade.

In such a situation, both the school in which the student is actually enrolled as well as the attendance zoned school where the student participates are responsible for determining the academic eligibility of the student and all mandatory grade checks required to address the eligibility status of that student.

Please notify the physical education teacher if you are interested in any UIL athletics.

Behavior Expectations and Guidelines

Profile of a Wharton Dual Language Student

Wharton's discipline philosophy is to help students develop internal control using an integration of strategies from Welcoming Schools, and Sanford Harmony. Discipline at Wharton will consider the student first and involve him/her in the problem-solving process. Students will make connections between actions and consequences/privileges. Students will learn to reflect on their actions or a situation, communicate how different choices could have led to different outcomes, and internalize learning to use in future decisions.

Student Conduct

All students and parents receive an updated notice of changes to the 2022-2023 HISD Code of Student Conduct, which outlines parent and student responsibilities. Parents and students **MUST** sign the acknowledgement notice and return it to the classroom teacher by the end of the first week of school. The complete Code of Student Conduct is available [here](#). Teachers and members of the administration will address any student behavior that disrupts the learning process and compromises the safety of students and adults on campus. A variety of consequences are based on the infraction level and intent. The HISD Code of Student Conduct will be used to determine disciplinary procedures for serious situations.

Appendix 1: Student and Parent Handbook Acknowledgement

All WDLA Middle School students and parents are expected to sign the policy acknowledgement page electronically on Microsoft Forms before the start of school. In doing so, students and parents acknowledge they have read, understand, and will comply with the policies contained within the Middle School Handbook. Electronic signatures also signify that students and parents have read and understand the expectations of acceptable technology use.

Click [Here](#) to complete the handbook acknowledgement form.

Student Reflection Form



Supervisor Reflection Form



Student Handbook

Acknowledgement Form

