Dear Parents,

The safety of our students and staff is a major priority at Welch Middle School. As you are aware, we have a pick-up drop-off lane in the front of the school for all car riders. This pick-up and drop-off lane is monitored daily by campus staff to ensure all students arrive to school safely and are dismissed safely. **Nearby businesses and bus stops are not associated with Houston ISD nor Welch Middle School. It is unsafe and potentially dangerous to drop your child off or pick your child up from any location that is not Welch Middle School.** Neither Houston ISD nor Welch Middle School is responsible for activities that occur at any of these nearby businesses before school, during school, or after school. It is important for all parents to know, that in order to keep students safe, all parents are to use the designated Welch Middle School pick-up/drop-off lane. While we work daily to ensure your child is safe at school, it is incumbent upon our school community to observe the proper procedures to help us in that effort.

**Arrival Procedures**
7:50 a.m. - Gates open for morning arrival. Please know, staff is not available to monitor students prior to 7:50 a.m.; therefore, arrival prior to 7:50 a.m. is a safety hazard. Please do not drop off students prior to 7:50 a.m. as this causes a serious safety issue. Breakfast is served daily from 7:50 a.m. until 8:30 am. **Arrival after 8:30 a.m. is considered late.**

**Dismissal Procedures**
4:00 p.m. - Students are dismissed by grade-level at the end of each day. **Parents are to use the drop-off/pick-up lane for picking students up after school.** Please do not pick up your child in any other area.

**Bus Transportation**
Parents wishing to sign up for HISD bus transportation may contact the school to set up HISD bus services. Students must reside outside of a 2-mile radius from Welch Middle School to qualify for HISD bus services.

**Walkers**
If your child walks to and from school, please ensure they **walk directly to school** and not stop at the Southern Maid Donuts, Jack in the Box, or any nearby business.

**Again, the safety of our students is our top priority and Welch Middle School is not associated with nearby businesses and/or bus stops.** Please work with us to keep all students safe during morning arrival and afternoon dismissal by following the appropriate procedures outlined above.

If you have any questions or concerns, please contact the school at (713) 778-3300.

Best,

Dr. Everett, Principal