

Welch Middle School Faculty Handbook 2021-2022



“Where everyone is a champion”

Welch Middle School
11544 South Gessner Road
Houston, Texas 77071
Tel: 713-778-3300

Established: 1979

Mascot: The Wolf

School Colors: Blue, Gold, and White

Named in Honor of: Louie E. Welch, (1918-2008) **Website:** <https://www.houstonisd.org/welch>

HISD Board of Education:

Patricia Allen	District IV, President
Katherine Blueford Daniels	District II Secretary
Judith Cruz	District VIII, Second Vice President
Sue Deigaard	District V
Myrna Guidry	District IX, Welch's Trustee
Daniela Hernandez	District III, Assistant Secretary
Anne Sung	District VII
Elizabeth Santos	District I
Holly Maria Flynn Vilaseca	District VI, First Vice President

HISD Superintendent: Millard House II

Welch Middle School Administration:

Rosa E. Hernandez	Principal/ Head of Schools
Shelby Smith	Dean of Instruction / IB Coordinator
Ryan Upshaw	8 th Grade Assistant Principal
Demetris Carr	7 th Grade Administrator
Alvin Goldman	6 th Grade Assistant Principal
Fermin Plancarte	Teacher Specialist
Juana Jaso	Magnet / GT / Title I Coordinator
William Escobar	Campus Technology Specialist

Administration Support Staff:

Raquel Rodriguez	Administrative Assistant
Alynn Lebiga	School Counselor (6-8)
Cynthia Morales	Student Case Manager
Vacant- TBD	Wrap Around Specialist
Naresse Byrd	Campus Police Officer
Quiana Hewitt	School Nurse

Leadership Team:

Lovisa Boudreaux	English Department Chair
Jason Jones	Math Department Chair
Rose Santos-Reyna	Science Department Chair
Crystal Parliament	Social Studies Department Chair
Brittney Hoover	PE/Electives Department Chair
Tazamisha Provo	SPED Department Chair
Monique Mason-Kelly	6 th grade Cluster Leader
Lela Whigham	7 th grade Cluster Leader
Reuben Welsh	8 th grade Cluster Leader



WELCH MIDDLE SCHOOL

Rosa E. Hernandez, Principal

11544 S. Gessner Rd.

Houston, TX 77071

Phone: 713-778-3300

Fax: 713-995-6067

August 16, 2021

Dear Wolf Pack Family,

I am happy to extend a warm **"Welcome Back" to each of you!** I hope you had a rejuvenating summer filled with fun and relaxation. Thank you in advance for choosing Welch Middle School as your middle school of choice!!!

As we prepare for the 2021-2022 school year, our goal is clear: ***We aim to become an all-around "B+" campus.*** I sincerely believe that we have each been ***planted*** at Welch Middle School to teach, cultivate, grow, and inspire our Welch scholars for greatness. ***This work would be impossible without you. Let's stay the course- Keep scholars safe and Teach the TEKS.*** As a 2021 Dr. Jay Cummings Demonstration School, let's show the world what Welch Middle School is made of.

Just as a farmer who cultivates his crop, we cultivate our scholars. Cultivating for a harvest is hard, back-breaking work and sometimes we feel the fruits of our labor go unnoticed. However, we are here to let you know that **you are appreciated** and **you are a key factor** to the well-being and growth of our scholars. At this time, we would like to recognize and thank you for all the amazing work that you do, and we encourage you to ***"Plant Your Seeds of Greatness"*** with each child you teach or cross paths with this school year.

Enclosed is a seed that you have planted in the form of a letter written by a scholar whose life you have touched or someone who has planted a seed in you. Take a moment to reap the harvest you sowed.

In closing, let's commit to our motto of ***"Wolves Lead the Way"*** in addition to ***"Planting Seeds of Greatness"*** along our path for the 2021-2022 school year!

Respectfully,

Rosa E. Hernandez
Principal

Ryan Upshaw, 8th Grade Asst. Principal
Shelby Smith, Dean of Instruction

Demetris Carr, 7th Grade Administrator
Fermín Plancarte, Teacher Specialist

Alvin Goldman, 6th Grade Asst. Principal
Juana Jaso, GT/Title I/ Magnet Coordinator

Welch Middle School

VISION

"Where Everyone is a Champion"

MISSION STATEMENT

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.

MOTTO

Wolves Lead the Way!

TEXAS PLEDGE

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

SALUTE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

RESOLUTION OF RESPECT

I promise to do my best to treat everyone fairly.

I promise to do my best to be kind to everyone--- even if they are not like me.

If I see someone being hurt or bullied, I will report it to an adult.

Everyone should be able to feel safe and happy at school. I
want our school to be a No Place for Hate!

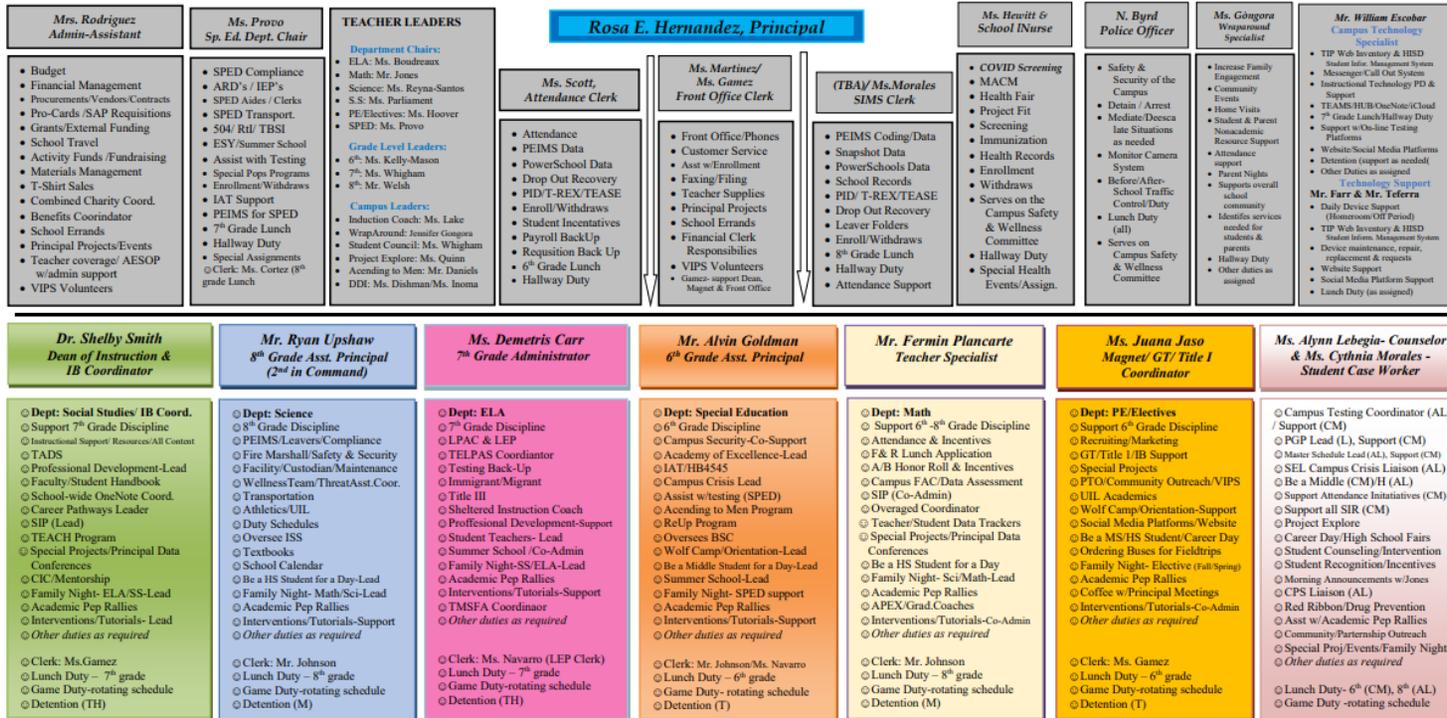
STATEMENT OF NON-DISCRIMINATION

It is the policy of the Houston Independent School District not to discriminate on the basis of or engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression.

Welch Middle School Organizational Chart 2021-2022

Louie Welch Middle School Communication & Organizational Chart 2021-2022

Revised: 8/9/21





WELCH MIDDLE SCHOOL Staff Roster 2021-2022



Administrators

Room #	Phone Ext#	Name	Title	Dept./Leadership
103	056101	Hernandez, Rosa E.	Principal	ALL
410	056247	Smith Shelby	Dean of Instruction	SS
303	056123	Upshaw, Ryan	8 th Grade Assistant Principal	Science
533	056117	Carr, Demetris	7 th Grade Administrator/Teacher Specialist	ELA
T-14	056285	Goldman, Alvin	6 th Grade Assistant Principal	SPED
118	056116	Plancarte, Fermin	Teacher Specialist	Math
106	056103	Jaso, Juana	Magnet/GT/Title I Coordinator	Electives

6th Grade Cluster

Room #	Phone Ext#	Name	Title	Dept./Leadership
T-28	056283	Fernandez, Veronica	Math Teacher	Math
T-25	056282	Jean, Dan	Science Teacher	Science
T-26	056280	Mosqueda, Samantha	Social Studies Teacher	Social Studies
T-23	056279	Mason-Kelly, Monique	ELA Teacher	Cluster Leader 6 th
T-29	056277	Muller, Alexandra	Math Teacher	Math
521	056237	Ugboajah, Joy	ELA LEP	LEP
T-24	056284	Smith, Eric	ELA Teacher	ELA
T-30	056281	Manuel, Chelsea	Math teacher	Math

7th Grade Cluster

Room #	Phone Ext#	Name	Title	Dept./Leadership
530	056244	DeAsis, Marie Lilibeth	ELA Teacher	ELA
529	056243	Mitchell, Lisa	ELA Teacher	ELA
509	056225	Jones, Jason	Math Teacher	Dept. Chair-Math
515	056231	Jolly, Mary	Science Teacher	Science
503	056222	Buck, Kristina	Math Teacher	Math
520	056236	Carrington, Rayya	Math Teacher	Math
531	056245	Taylor, Hasani	ELA Teacher	ELA/Dyslexia Lead
524	056240	Whigham, Lela	Social Studies Teacher	Social Studies / Cluster Leader 7 th

8th Grade Cluster

Room #	Phone Ext#	Name	Title	Dept./Leadership
415	056213	Gray, Stefanie	Math Teacher	Math
416	056220	Ho, Khai-Linh	Math/Algebra 1 Teacher	Math
412	056210	Welsh, Reuben M.	Social Studies Teacher	Cluster Leader-8 th
417	056215	Tat, Phung	Science	Science
421	056219	Ocholi, Michael	ELA Teacher	ELA
413	056211	Parliament, Crystal	Social Studies	Dept. Chair-SST
420	056218	Boudreaux, Lovisa	ELA Teacher	Dept. Chair-ELA
419	056217	Santos-Reyna, Rose	Science Teacher	Dept. Chair- Sci

SPED

Room #	Phone Ext#	Name	Title	Dept./Leadership
209	056204	Akazie, Bridgette	SPED Self-Contain PSI Teacher	SPED
210	056248	Jackson, Annette	SPED Self-Contain SLL Teacher	SPED
T-1	056278	Wood, Carole	SPED Math Resource/Inclusion Teacher	SPED
T-5	056276	Taylor II, Ervin	SPED Inclusion Teacher	SPED
525	056241	Lake, Clair	SPED Reading Resource/Inclusion Teacher	SPED/Dyslexia Lead
T-3	056268	Miller, Bernadine	SPED SLC Teacher	SPED
212	056253	Provo, Tazamisha	SPED Chairperson Teacher	Dept. Chair- SPED
T-4	056271	James, Belinda	SPED Inclusion Teacher	SPED /Dyslexia Lead
205A	056202	Shittu, Mariam	SPED Self-Contain SLL Teacher	SPED
526	056242	Torres, Mathew	SPED BSC Teacher	SPED

Electives

Room #	Phone Ext#	Name	Title	Dept./Leadership
302C	056249	Fontenot, Barry	Physical Education Teacher	PE
206	056112	Farr, Ryan	Band Teacher	Electives
414	056212	Garcia, Dionico	Art Teacher	Electives
304A	056250	Hoover, Brittney	Physical Education/Lifetime Sports Teacher	Dept. Chair-Electives/PE
301/306A	056205	Steed, Grayson	Dance/Gymnastics Teacher	Electives
404	056207	Teferra, Samuel	Tech App/PIT/Media Teams Teacher	Electives
418	056216	Mendoza, Hector	Spanish	Electives

Support Staff

Room #	Phone Ext#	Name	Title	Dept./Leadership
Main Office	056111	Martinez, Josie	Main General Clerk- Front Office	Main Office
120	056121	Johnson, Tristan	8 th Grade AP Clerk	Asst. Principal
212	056119	Cortez, Jennifer	SPED Clerk/Teacher Assistant	SPED
533	056125	Navarro, Vanessa	7 th Grade AP Clerk/LPAC	Asst. Principal
Main Office	056113	Gamez, Selena	6 th Grade AP Clerk/Front Office	Asst. Principal
105	056102	Rodriguez, Raquel	Administrative Assistant	Lead -Main Office
113	056108	Vacant TBD	Student Information Representative	Main Office
114	056109	Scott, Donna	Attendance Clerk	Main Office
121	056115	Officer Byrd, Naresse	Police Officer	HISD Police
422/122	056124/056201	Escobar, William	Teacher Specialist (Tech)	Lead Tech.
119	056251	Lebiga, Alynn	Counselor	Lead Counselor
203	056114	Hewitt, Quiana	School Nurse	Health
522/411	056238/056120		Wraparound Specialist	HISD
107	056107	Morales, Cynthia	Student Case Worker	Student Case Worker

Custodian/Cafeteria Staff

Room #	Phone Ext#	Name	Title	Dept./Leadership
Cafeteria	056126	McLemore, Lidia	Cafeteria Worker	Cafeteria Manager
T-20	056201	Vaughn, Gary	Custodian	Plant Operator

Conference Rooms

108	056105	OPEN	Conference Room # 1	
111	056106	OPEN	Conference Room # 2	
112	056104	OPEN	Conference Room # 3	

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ABSENCE-FACULTY

When it is necessary for a teacher or other faculty member to be absent, please call AESOP, substitute system at 1-800-94-AESOP or go online to www.aesoponline.com. In addition, faculty and staff members must create a One Source request when absent for any reason. If you know you will be absent, please submit your request 48 hours in advance. The only exception to the 48-hour notice will be for emergency. For an emergency, please submit when you return on One Source. **If you are absent because of Jury Duty, be sure that you bring the form given to you when you are released.** If you are out over (5) days for illness, a doctor's release is required. Family illness requires a doctor's statement after an absence of five days.

Teachers, please provide lesson plans with sufficient detail so that the substitute will have no question as to what instruction is to be imparted to the students that day in your absence. Include with these lesson plans any activity worksheets with instructions, class rosters for each period, teaching schedule, duty schedule, bell schedule, lunch schedule, and contact persons within your grade level cluster. Also include instructions regarding attendance, restroom breaks, reliable students, and necessary forms that the substitute might need to use. These documents should be located on your desk prior to the absence. Use the [Sub Folder Checklist](#) to ensure you have included everything in your sub folder. [AESOP](#)

Additional Reminders:

1. All personal business days must have prior approval (48 hours in advance) from the Mrs. Hernandez, School Principal.
2. All professional development trainings (Off Campus Duty) must be approved by your appraiser prior to attending. Please submit proof (One Source, registration forms, etc.) before or upon your return to school.
3. **All faculty and staff must call the principal when absent. (NO EXCEPTIONS)** An email should also be sent to your appraiser, grade level admin, cluster leader, and Ms. Rodriguez, the Administrative Assistant.

Compensatory Time:

1. Regular status non-exempt employees are eligible to earn compensatory time at straight time to forty hours, and time and a half for time worked over forty. **Compensatory time should be used in the same pay period as earned or in a reasonable period of time** or converted to overtime pay as defined by law.
2. Regular status exempt employees are eligible to earn and accumulate up to **five compensatory days each** year for work significantly beyond the scope of the employee's normal duties. **Compensatory time MUST be used by the end of the school year in which it was earned.** Unused compensatory time MAY NOT be carried over to successive school years. Administration of compensatory time is at the discretion of the principal or principal designee.
3. Accumulation of compensatory time **MUST** be approved by the principal in advance.
4. The use of compensatory time must be submitted in advance of the date that it is being used for and may not be used consecutively.

Discretionary Personal Leave DEC (Local):

Discretionary leave shall be submitted to the principal/work location supervisor or designee in advance of anticipated absence; discretionary personal leave shall be granted on a first come, first served basis, with a **maximum of five percent of campus employees in each category** permitted to be absent at the same

time for discretionary personal leave. The principal or designee shall notify the employee in advance whether the request is granted or denied.

Discretionary leave shall not be allowed during or on:

1. The day before or after a holiday.
2. The first week of a new semester.
3. Days scheduled for end-of-the semester or end of year exams.
4. Days scheduled for state mandated assessments (See assessment calendar for STAAR dates).

Employee Tardies:

Any employee who has not signed in (clocked in) according to duty report time will receive notification when appropriate. If running late for duty, please **call your appraiser or school principal**, as soon as possible and your appraiser will inform Ms. Rodriguez, the administrative assistant. The expectation is that you will notify your appraiser or the school principal in advance of your duty report time (at least 15 minutes prior), **as well as indicate your expected time of arrival**. Notification of late arrival does not excuse the tardy. If you are consistently tardy, you will be directed to call the principal and your appraiser.

It is of great importance that you make every effort to report for duty 100% of the time. When you are absent, especially when not planned in advance, it creates a hardship on other employees.

After 5 absences, you will receive written notification of concern. After 10, your absence history has significantly impacted funding and the consistent academic environment of the campus and will be discussed, again, with you at the earliest opportunity possible.

Emergencies:

If on duty and a **true** emergency arises that requires an immediate need for you to leave duty, please see the grade level admin and/or your appraiser directly. Never is it appropriate or professional to leave without communicating with your supervisor. If, and only if, the principal is off campus, please speak directly to the designated administrator in charge (ask Ms. Rodriguez, the Administrative Assistant). Effective communication allows for proper planning for the supervision and safety of our students.

ONESOURCE Protocols:

When using OneSource, it is critical that you document information as accurately as possible.

1. Indicate the *"Type of Leave"*;
2. Indicate the *"Reason for Leave"*;
3. Indicate the *"Start and End Date"* (e.g. If your leave is for one day, your start and end date will be the same);
4. Indicate the *"Absence Hours"* (every 15 minutes equals .25 For example: 15 minutes = .25; 30 minutes = .5; 45 minutes = .75; and for every hour, it equals 1);
5. You are required to complete the *"New Note"* section and identify the reason for your absence.

Vacation Time:

For eligible employees, vacation requests must be submitted at least 2 weeks in advance and must be approved by the school principal.

ANNOUNCEMENTS

Announcements Upon Return to the Building:

The process for teachers to complete the google form along with its location will be the same as the virtual announcements. The time and dates announcements will air are also the same as is for virtual announcements. Upon return to the school building, teachers will display announcements on their smart board in the first 5-7 minutes of their homeroom class. If students are in the hallway during the pledge, they will be notified to respectfully stop until the pledge is completed and then resume to class. See Mr. Jones or Ms. Lebiga for announcements.

Announcements Video and Teacher/Administrator's Google Link:

The announcements video link will be housed on a channel in Teams entitled "Wolfpack morning announcements." Also, on the channel, a link to a google form will be shared for teachers to submit announcements for their specific classes, events, and various club information. When completing the google form, teachers and administrators must write a script for students to say verbatim. The google form must also be submitted two days prior to when a staff member would like the announcement to air. There will be a date option to complete if teachers would like to request announcement in advance.

The google form will be available to teachers/administrators to complete on Monday, August 23, 2021. Please reach out to Mr. Jones for the Google Form link for Announcements. Teachers will click on a shared link for their 1st period of the day within the first 5-7 minutes of class. The length of the announcements video will be approximately 5-7 minutes (length may be adjusted due to special presentations or upon any administrator's request).

Morning Announcements:

Morning announcements will be made at the beginning of the day every Monday, Wednesday, and Friday, or as needed. Dates may be altered occasionally due to school holidays and teacher professional development training. The time of the day they will air may also be adjusted upon an administrator's request. Mr. Jones and Ms. Lebiga will oversee all announcements this year. All teachers must model good listening habits while announcements are being recited. Also, students must participate and be actively engaged while announcements are shared unless the student's parent/guardian has communicated otherwise in written form.

ATTENDANCE PROCEDURES

Attendance Correction:

During face-to-face instruction, teachers must complete a correction form completely and submit it to Ms. Scott the same day the correction needs to be changed. (During virtual learning, teachers can email the attendance clerk any student attendance correction that should be made. *"An absentee can be resolved if the student engages in daily learning assigned by their teachers via the HUB by 11:59 p.m. that same day."* Please reach out to Ms. Scott for the Attendance Correction Form.

Attendance for Credit:

To receive credit in a class, a student must attend at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive a credit will vary, depending on the number of

days in a semester and the schedule of classes in the school. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. This policy does not affect a student's right to excused absences or the right to observe religious holidays. If a student is denied credit for a class by the Attendance Review committee the student or parent/guardian may appeal the decision.

Attendance Process During Face-to-Face Instruction:

1. Ms. Donna Scott, the attendance clerk will send out a daily absence report to administrative team, clerks and staff members at 9:35 a.m.
2. Ms. Navarro, Ms. Gamez, and Mr. Johnson, the AP clerks will verify student absences by physically going to classrooms. If a student who was marked absent is present, the clerk will notify Ms. Scott, the attendance clerk by email so she can make corrections. These corrections take priority and should be submitted no later than 10:15 am.
3. Ms. Scott, the attendance clerk will make corrections and resend absence report by 10:25 am.
4. Clerks will call home to students who are truly absent to report the reason for absence. When calling, clerks should notate reason for absence or if a phone number is incorrect.
5. Clerks will notate reason for absence on absent report and resubmit to Ms. Scott, the attendance clerk by 2:00 p.m.

If there are more than 10 students on a list, each AP clerk may call upon another clerk for assistance to find students and to make phone calls. If for some reason, help is not available, clerks may call on grade level administrators, counselors, Ms. Scott, the attendance clerk or Ms. Góngora, the wraparound specialist for assistance.

Assistance will be assigned as follows:

Spence/Patterson/Jasso- SPED
Johnson/Espinal – 8th Grade
Navarro/Martinez- 7th Grade
Gamez/Evans – 6th Grade

6. If a phone number is incorrect, clerks should make an attempt the following day to obtain a correct number. Once the number is obtained, the clerk should submit a parent student contact correction form to Ms. Scott, the attendance clerk to be updated in Power Schools.
7. If a pattern of absence is noticed, clerks should note this on their report to Ms. Scott, the attendance clerk or in an email. Ms. Scott will then take over and call the student's home to look for the student. Additionally, teachers have also been requested to notify Mr. Plancarte, Teacher Specialist, Ms. Lebiga, Counselor, Ms. Góngora, Wraparound Specialist and Ms. Scott, Attendance Clerk when they have an attendance concern. Follow up should occur within 72 hours.
8. Mr. Plancarte, Ms. Lebiga, Ms. Góngora, and Ms. Scott will implement the following procedures for students with a pattern/chronic absence:
 - 3 unexcused absences-student/parent/admin conferences
 - 4 unexcused absences/ attendance contract
 - 5 unexcused absences/ truancy warning letter
 - 6 unexcused absences/ conference with the principal
 - 7 unexcused absences/ at home visit

- If parent contact is unable to be made by phone/conference, a home visit will be conducted by the grade level administrator or Wrap Around Specialist.
 - Students who are absent 10 days consecutive will be withdrawn for non-attendance.
9. Mr. Plancarte, Ms. Scott, Ms. Morales, and Ms. Góngora will make a running log of daily absences which will reflect each student and how many times they have been absent to better inform attendance of any potential or chronic attendance issues.
 10. Ms. Scott, the Attendance Clerk, will also run reports to monitor individual student attendance and will work with the admin team to address students and parents as needed.
 11. Mr. Plancarte is the administrator over attendance.

Dropping Students from the Roll:

Students who accrue more than 10 absences will be reviewed by both the administration team and the attendance team to determine if the student will be withdrawn.

Excused Absences:

During face-to-face instruction, the attendance office will collect the note from the student the day the student returns to school. The only acceptable excuses for absences include: personal illness, sickness or death in family, and emergencies. The students only have 3 days to bring an excuse after their absence date. Students will place their excuse in the basket on top of the attendance office counter. During virtual instruction, parents can email Ms. Scott, the attendance clerk an excuse note or send her a note in TEAMS.

OSS/ISS:

Administrators will send the attendance clerk a list of those students in OSS/ISS, and the attendance clerk will make the proper corrections.

Other Attendance Interventions and Incentives:

1. Call outs will be conducted to remind parents and students of the importance of attendance.
2. Students with perfect attendance every 6 weeks will be entered into drawings for prizes.
3. Students can earn Welch bucks for perfect attendance.
4. Mr. Plancarte, Ms. Scott, and Ms. Morales will send out an official “Attendance Initiation” document which identifies attendance rewards for students.

Tardies:

If a student enters a class after the tardy bell time then refer to the tardy policy below. Refer to the visual, as it relates to tardiness within the face to face and virtual classroom setting.

Face-to-Face Tardy Policy

Number of Unexcused Tardies	Disciplinary Action	Intervention Action Steps
1	Teacher-student conference: Teacher reminds student about arriving on time	<ul style="list-style-type: none"> • Teacher has a conference with student(s).
2	Parent Contact: 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"> • Teacher will notify parent/guardian • Teacher has the option of assigning lunch detention or any approved disciplinary action
3	Detention: Teacher informs student of 3 rd 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"> • Counselor, Wrap-Around, or Student Case Worker will conference with the student • Counselor, Wrap-Around, or Student Case Worker will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan if needed.
4	2nd Detention Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> • Grade level administrator will conference with the student • Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.
5	Half Day ISS: Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> • Grade level administrator will conference with the student • Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.
6	Full Day ISS: Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> • Grade level administrator will conference with the student • Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.

Withdrawals: These will be generated in the attendance office on Monday thru Friday from 9:00 am – 12:00 p.m. The withdrawal form will be sent to each teacher on the student’s schedule for verification of grades. During face-to-face instruction, teachers will provide a signature on the withdrawal form. During virtual instruction, teachers will email the registrar the final grade. **All grades will be taken from Power Teacher. All students withdrawing must check out with the school principal, as the final check out process.**

AUDIO/ VIDEO EQUIPMENT

Audio-video equipment may be checked out through Mr. Escobar. Requests must be made at least 48 hours in advance. With the recent technology upgrades, if any issue should arise, please see Mr. Escobar, technology teacher immediately. All teachers are responsible for the upkeep / care of technology assigned to them or installed in their classrooms.

AUDITORIUM REQUEST

Requests to use the auditorium must be given to Mr. Upshaw, Assistant Principal at least two weeks prior to the event date. ([Facility Reservation Form](#))

BELL SCHEDULES

Students and teachers will follow the following traditional bell schedules when instruction is given face to face. Refer to the link below to view the regular bell schedule for students and teachers. The WELCH@HOME schedule will be utilized when instruction is given virtually. Refer to the links provided in the Virtual Addendums.

[Regular Bell Schedule](#)

BULLETIN BOARDS

A positive attitude demonstrated and created by a bright and cheerful room cannot be measured. Bulletin boards are very important teaching devices and should be planned with care. The impact is immediate and lasting for anyone who visits your room.

An attractive current bulletin board display is an indication of the type of teaching program being conducted in that room. Plan them well and change them often. Bulletin boards that consist of student work samples, artwork, and special projects are the most desirable. Please be considerate of the walls/paint. Do not use double-sided tape or any other items that may peel or damage the walls. Also, please display the title of the assignment and the TEKS for any student work that is shared on bulletin boards. Please see Ms. Carr, 7th Grade Administrator, for bulletin board assignments.

CALENDAR

Welch Middle School will have two calendars. One will be for students/parents that will be posted on the school website. The second calendar will be used for the faculty/staff through Microsoft Outlook. If you have not received the school Outlook calendar invite, please see Mr. Upshaw, the 8th Grade Assistant Principal. All calendar requests must be submitted to Mr. Upshaw for approval via email. In addition, Welch has designed an Assessment Calendar for planning purposes. Please refer to the links below.

[Assessment Calendar](#)

[Welch Middle School Calendar](#)

CARE OF THE CLASSROOM

Cleanliness of the classroom is primarily the duty of the custodians. Neatness, attractiveness, and appropriate disposal of trash by students are the responsibility of the teacher occupying the room. Graffiti in classroom must be removed immediately. Do not wait for custodians.

In an **EMERGENCY**, any of the custodial staff is to be secured as quickly as possible. If you or your student runner cannot locate a custodian, inform the office and assistance will be given. **NON-EMERGENCIES** are resolved by filling out a Repair Request Form (in Request box in office) and putting it in Mr. Vaughn, the Plant Operator's mailbox.

Teachers should take positive steps to ensure that papers and books in the room are neatly stacked and that the floor and desks are not allowed to become trash-dumping areas. A little supervisory effort by teachers can save hours in custodial time.

Teachers are urged to keep rooms neat and orderly. If any writing on the furniture or walls occurs, the student should be required to remove it. Report the incident to the appropriate grade level administrator, and the student will be given consequences.

[Repair Request Form](#)

CLASSROOM MANAGEMENT

The following classroom management techniques are strongly suggested to make sure there is a workable classroom management system:

Excessive Sitting:

During face-to-face instruction, it is our belief that teachers who sit at their desks much of the time tend to lose class interest and have more disciplinary problems. Teachers must be on their feet moving around the classroom monitoring and providing feedback throughout the lesson to help meet individual needs and maintain good student supervision. The expectation is that the majority of the time you are on your feet teaching at all times unless you have a doctor's excuse.

Homework: Some amount of homework will be necessary in almost every teaching area. However, homework assignments should be selected with great care and to enforce skills already learned. Maximum benefit to both students and teachers may be obtained by doing whatever is necessary to give the student an early feedback concerning the quality of this work. Homework collected but not graded for a week is almost without value to student and teacher. Homework cannot be more than 10% of their grade.

Preparation:

Adequate planning must be the key to the maintenance of a good educational environment in the classroom. Have all materials needed during the period in the room when the students arrive. Do not leave students unattended to obtain materials. During virtual instruction, notify students on what materials they will need before the learning begins. Materials for the day can be posted on your TEAMS wall.

Required Posting:

During all instruction, all teachers must have posted the following items modified from *Teach Like a Champion, Technique #8- Post It*: 1)Date 2)TEK's/SE's 3)ELP(s) 4)Objective 5)Agenda 6)Exit Ticket 7)Homework. The "Post-It" strategy will be used daily in the classroom during virtual and face to face instruction. Teachers can write the Post-It components on their whiteboards when instruction is given in the classroom. During virtual instruction, teachers will use the template to display their daily Post It items on their TEAMS wall.

[Post It Strategy DOC](#)

[Post It Strategy PDF](#)

Safety Presence in the Classroom:

Teachers should **NEVER** leave classes unattended. Legal responsibilities of student supervision are such that no teacher can afford a negligence suit for such actions. Problems arise when groups of students are left unsupervised. The assigned teacher is the responsible party. **In addition, sending students to stand**

in the hall as a form of discipline is unacceptable since he/she would be unsupervised. If a student needs to be removed from class, use a neighboring teacher agreement for “time-out” space or write a discipline referral to send the student to the appropriate administrator. Any student who needs to leave your classroom must have a pass or a referral form if it is discipline related.

Seating Arrangements:

Seating assignments are required for each class period. However, special effort should be made to take care of the needs of any student having vision or hearing problems. It is the wise teacher who begins the school year with a specific seating arrangement, directed by the teacher, rather than allowing students to take control of the classroom and determine by whom they wish to sit.

All teachers are required to have a classroom management plan in place which has been approved by their grade level administrator. Refer to the links below.

[Class Management Plan Sample](#)
[Class Management Plan Template](#)

CLINIC

Ms. Hewitt, the School Nurse, is not permitted to administer any undocumented medication to students or adults, without required documentation from the healthcare provider issuing the prescription on file. This includes all over-the-counter meds (aspirin, antacids, cough syrup etc.). If a student is required to take medication during school hours, the student’s parent/guardian must submit a completed HISD physician order form (healthcare provider to complete) and (pharmacy) labeled medication in its original container to the campus nurse. A note from the parent/guardian will NOT be accepted.

With exception to an emergency, all students excused to the school clinic **MUST** have a nurse pass issued from a teacher/administrator. **Students are not allowed to “drop in” between classes, during lunch period, restroom breaks, etc. prior to reporting to class.**

The school nurse is here to assist the campus community with health-related concerns and provide health related information, referrals/recommendations to staff/students/parents as needed. All faculty and staff are warranted to assist students and parents in understanding the role of the school nurse.

Vision and hearing screenings are done at specific times of the school year with specific grade levels. However, if a teacher observes a student exhibiting difficulties and need for further assistance, teacher may submit written notice or email to the nurse using the example: (Subject line: student concern). The school nurse will follow up with student parent/guardian for further follow up with respective healthcare provider.

When a student is referred to the clinic and is determined ill to be sent home, the student must be released from school accompanied by parent or guardian. **NO STUDENT IS ALLOWED TO LEAVE THE CAMPUS FOR ILLNESS WITHOUT A PARENT SIGNING STUDENT OUT IN THE MAIN OFFICE.**

Throughout course of the school year, the nurse is involved in several screening programs and HISD partnership off-campus fieldtrips. During these times, the clinic will be closed. Emergencies will be channeled through the main office and the student’s parent/guardian if applicable will be contacted.

[Nurse Letter](#)

COPY REQUEST AND DISTRIBUTION PROCEDURES

Each grade level administrator has a clerk that is available to make copies using a copy request form. For faster and more efficient service, adhere to the following procedures:

1. Copy Request Forms can be picked up from your grade level clerk.
2. Leave the completed form and your originals in the area designated by your grade level clerk. Please **paper clip** (not staple) the form to your originals. If you need copies from a book, please make an “original” copy from the book first then submit copies.
3. A grade level clerk will check the box throughout the day.
4. Please allow **48 hours** to receive your copies, although, there **may** be occasions where the grade level clerk will need additional time. Please be patient.
5. **Copies will be prioritized based on the date requested and school needs.** Please do not ask the clerk to stop and make copies ahead of those who placed their request in first.
6. Please note the clerk’s space is not a dumping ground, so please respect the clerks personal workspace.
7. Teachers will not be allowed to use the copy machine in the main office for any reason. Please only use the copiers in Room 405, 508, and T-15.
8. Teachers are always allowed and welcomed to make their own copies.

COUNSELING SERVICES

Welch has 1 full time Counselor, Ms. Lebiga, 1 Student Case Manager, Ms. Morales, and 1 Wraparound Specialist, Ms. Góngora, assigned as the Counseling Team for Welch.

These individuals are available to serve the entire school population, both students and adults. If you believe a student needs to see the counselor, fill out a [Counselor Referral Form](#) and give it to a member of the counseling team. Personal and/or academic problems would be the most common problems exhibited by students, which would indicate a need for a referral. At times, it could be as simple as the students just needing someone to talk with who is not in a position of an “authority figure”.

Teachers are to visit the appropriate counselor to discuss class profiles and other relevant student class placement. Counselors and teachers work together in many areas of the total school program. These include grade reporting, testing, ESL referrals and documentation, Special Education referrals and documentation, honors and awards, correct class placement, etc.

Wraparound Services provides students with the non-academic supports necessary to be successful in school, including: access to mental and physical health professionals, food, housing, and more. The HISD wraparound vision is to empower HISD students by investing in the whole child, maximizing academic outcomes by dedicating resources to non-academic needs. The Wraparound Services team is steadfast in this vision, and works to build relationships, collaborate with key stakeholders, and develop strong systems of support. Use the SAF referral form for any student who you believe needs wraparound support.

The counselor, student case worker, and the wraparound specialist will meet with cluster leaders and department chairs regularly, in order to share and discuss the academic and behavior status of students. Your assistance with any student who is in need of counseling or wraparound services is appreciated and beneficial. Please consult with the counseling team for suggestions and share information about students.

[Counselor Referral Form](#)

[SAF Wraparound Form](#)

CURRICULUM PLANNING

At the beginning of the school year each teacher should receive their department's scope and sequence, pacing guide, and syllabus, along with the assessed curriculum and Lead4ward documents which provide some standardization of curriculum content from course to course and grade to grade. Teachers are to check with their department chairperson about any other curriculum needs. These bulletins describe the content to be taught and should be used appropriately. Each department should create pacing calendars by grade level. Additional curriculum resources can be found in the District HUB. All teachers are expected to sign up for their respected course subject. In addition to the campus cloud, One Note and the HUB will be used to organize all lesson plans, pacing calendars, syllabus, and department resources. Use the link below to access resources for your department.

[Department Curriculum and Resources](#)

DEPARTMENT MEETINGS (PLC's)

Department Leads must submit agenda, minutes, and any documents on OneNote by Friday at 4:05 PM weekly. Content-Level Planning may also occur during department meetings or during common planning times as determined by the department chair and department administrator if time is available. **Department meetings will be held on Thursdays weekly.** Meetings will only be held on Tuesdays, if necessary. Department time should be utilized to lesson plan, create and discuss common assessments with your content teams, assess curriculum, data, student work samples, assigned readings, SIP goals and projects, and any of the other required department items. Agendas and Outlook invites should be submitted 24 hours before each meeting. Department Outlook invites should include the Principal, Dean, your department administrator, and your department team members.

[PLC Agenda](#)

DISCIPLINE

APPROPRIATE AND EFFECTIVE STUDENT DISCIPLINE IS AN ABSOLUTE MUST IF WE ARE TO MAINTAIN AN EDUCATIONAL ATMOSPHERE CONDUCTIVE TO MAXIMUM EDUCATIONAL ACHIEVEMENT FOR ALL STUDENTS. While we must always consider the "rights" and "due process" of and for the individual, we must always also be aware that no individual should be allowed to interfere with the rights of the group to have an effective educational climate.

In all cases, the individual teacher is primarily responsible for the discipline in his/her classroom and in no case, should a teacher turn his/her back on a situation, which warrants corrective action. Although nearly all classroom situations are improved when a teacher can handle effectively his/her own discipline problems, no situation should be allowed to progress to the point of getting out of hand. The grade level administrators are available to assist you with problems that may arise.

Academic homework assignments are never to be used as disciplinary tools. Such actions usually result in less desirable attitudes toward necessary and constructive homework assignments. Teachers are responsible for all students assigned to them for the entire period. Be very careful in permitting students to leave the class.
STUDENTS IN THE HALLWAY MUST HAVE A TEACHER HALL PASS.

Discipline must be maintained for learning to take place. Your classroom should be orderly with routines clearly set and defined and understood by each student. This must be set up the **FIRST WEEK OF SCHOOL**. Without these prerequisites, you will not have good discipline in your classroom. **We suggest the following:**

- Expect your students to be well disciplined. (HIGH EXPECTATIONS FOR ALL STUDENTS).
- Review your grade level classroom management plan with students.
- Model well-disciplined behavior.
- Enforce your rules consistently and fairly.
- Establish a routine so that the students know how you expect them to behave.
- Avoid sarcasm and degrading remarks.
- Be prepared. A full teaching class with plenty of varied instruction and activities motivates students.

Motivated students are interested in learning. Non-motivated students do not have a high interest and instead have a short attention span which leads to discipline problems. You set the tone of discipline in your room the very first day of class. It is easier to maintain discipline than to try and regain it.

DO NOT SEND A STUDENT TO THE OFFICE WITHOUT A DISCIPLINE FORM. The Teacher Copy will be returned to you when the disciplinary action is completed. By putting the date and time in the appropriate block, this slip also will serve as the student's permit. Once you have sent the student to the office, it is the responsibility of the grade level administrator to determine the type of punishment which will result from the offense. We are all bound by the state laws concerning discipline, and the "HISD Student Code of Conduct".

School Wide Rules:

Welch's school rules apply to all students whenever they are in the building, school grounds, before, during, and after the instructional day, school activities, school programs, parent meetings, athletic events, etc.

1. Come to class on time. Be prepared to learn.
2. Electronic games, iPods, cd's, cell phones, etc. are prohibited. (Unless pre-approved by teacher & grade level administrator.)
3. Follow all rules in the code of conduct.
4. Respect campus property and keep Welch Middle School clean.
5. No yelling, pushing, kicking, shoving at Welch Middle School (hallways, classrooms, cafeteria, restrooms, etc).
6. Follow the approved cell phone policy.
7. Follow the approved dress code policy.
8. Always follow all directions and directives from teachers and administrators.
9. Do not leave the room without permission or a pass.
10. **Teachers, please refer to the student/parent handbook for the dress code policy. The principal and the administration have the right to determine what is appropriate and inappropriate dress.**

Tardy Policy:

Please refer to the link below for the detailed WMS tardy policy.

Restorative Discipline Center (RDC) / In-School Suspension (ISS):

Unlike home suspension, referral to the RDC/ISS places the student in a supervised situation that ensures that he/she will get credit for attendance and credit for completed classroom assignment. The length of stay will range from 1-3 days but may be extended if needed. The student attends the RDC/ISS

during regular school hours. During the students' time in RDC/ISS he/she will receive restorative discipline to include strategy techniques. Students will be expected to complete assignment and reflect on their behavior. It is important that teachers cooperate in sending assignments for the length of time indicated when requested. To modify students' behavior, it takes total cooperation by all concerned. Teachers will be notified when students have been assigned to RDC/ISS and the days assigned. Upon release, students will return to their regular classes. The RDC/ISS teacher will email a list of students who are in RDC/ISS to the entire staff daily. It is the teachers' responsibility to send work.

[Detention Form](#)
[WMS Tardy Policy](#)
[Discipline Rubric](#)

DISMISSAL DUE TO INCLEMENT WEATHER AND/OR EMERGENCIES

In the event of inclement weather and/or emergencies, the Welch phone tree will be activated. Administrators will call cluster leaders and department leaders who will then call teachers and other staff members.

In cases of emergency or an event in which the whole faculty needs to be contacted, Welch activates the Connect-Ed system. However, if such event compromises telephone lines, Welch will implement the phone tree procedures.

Phone Tree

DISRUPTION IN THE CLASSROOM

If an extreme discipline incident occurs in the classroom, the offender(s) will be isolated as quickly as possible. Other students will be removed to a safe area. The Campus Police will be informed immediately. Teachers will not physically restrain an emotionally disturbed student but will attempt to speak quietly and firmly and wait for assistance. Once order and safety have been restored and the teacher has written discipline referral(s) documenting exactly what happened in the incident, parents of the offenders will be notified by the principal and disciplinary procedures will be initiated immediately.

DRESS GUIDELINES FOR FACULTY

The Faculty and Staff at Welch Middle School always strives to maintain professional standards of dress as an example for our students. The collective appearance of the Welch faculty is an important concern for all of us. The impression we create in the eyes of students, parents, co-workers, and community is a lasting one. Common sense and good judgment should be used in reflecting an appearance that is keeping with good taste and proper grooming. All school staff are required to follow and adhere to the school staff dress code.

The dress code includes the following:

1. Teachers are to dress professional every day. Jeans are only allowed on Fridays with an appropriate shirt, blouse, or school spirit shirt.
2. Clothing should always be neat and clean. Extreme styles are inappropriate if they indecently expose the person or disrupt educational process.
3. Clothing that is torn should not be worn.
4. Sun dresses, tank tops, spaghetti straps, strapless tops, or strapless dresses should not be worn without a jacket or blouse.

5. House slippers “fuzzy or terry cloth” as well as flip flops, thong sandals, or beach shoes should not be worn.
6. Tights, form-fitting leggings, stretch pants, or stirrup pants should not be worn. (Administrators will determine what is considered appropriate.)
7. Shorts and skorts should not be worn (EXCEPTIONS: Shorts are acceptable for P.E. teachers or on a special school event).
8. Hem lengths for dresses and skirts should not be shorter than the “four finger rule”.
9. Tattoos must be covered at all times on campus, if possible.
10. No hats or caps should be worn in the building during school hours, unless approved for an event.
11. **Effective August 16, 2021:** All staff will wear a face mask while inside the campus building. White outside, face masks are optional, but highly encouraged. The face mask should not contain any pictures or words that are religious, political, inappropriate, and/or racial.

DRUGS and/or OTHER STUDENT SAFETY ISSUE(S)

If a student or students are found to be in possession of a drug(s) or a weapon(s) or there is a suspicion of either drugs or weapons please notify the officer, grade level administrator and/or the principal immediately without hesitation. Teachers or staff are not allowed to be in possession of drugs or weapons, and if so HISD disciplining will be enforced.

DUTY POSTS AND STUDENT SUPERVISION

Various individuals on campus have been assigned duty posts before school, between classes and after school. **All teachers and staff are expected to be at doors/posts as assigned. Failure to be at duty posts can result in immediate documentation and lower your appraisal scores.** Please see the appendix for duty locations and responsibilities. Please adhere to the following:

- All teachers are to be at their doors at 8:25 a.m. and during class change.
- All teachers are to be at their doors and duty spots during passing periods.
- All teachers are to be on after-school duty from 4:00 p.m.- 4:05 p.m.
- Administrators and their clerks will be outside in their general areas at each passing period.
- We will not release students to parents after 3:50 p.m.
- See school wide duty schedule and adhere.

Duty Schedule

EARLY RELEASE OF STUDENTS

The office will call your room for you to release a student when a parent has requested a student be allowed to leave school for a portion of the day. Please do not release a student without clearance from the office.

EMAILS/ INTERNET USAGE

Effective communication is important. Please check your emails during opportune times. Emails sent during instruction should be limited. Please review the HISD style guide for email protocols, etc.

Chain Mail:

Chain mail is another form of junk mail. A chain mail message is generally sent to several people and includes instructions that each person should forward the letter to several others. These messages can cause system slow-downs, waste system resources, and often grow quite large as senders append their messages. Chain mail causes a general annoyance for users by clogging their mailboxes. Resist any urge to forward such messages and delete at once. The following phrases are typically found in chain mail:

- pass this on
- forward – do not delete
- don't break the chain
- this is safe, don't worry
- let's see how long this takes to get back to the start
- this has been around the world XX times
- if you don't, you'll get seven years of bad luck

The most important thing to remember when chain mail is received is not to help propagate it. Often there is a story about how lucky a person has been since forwarding the chain e-mail, or how unlucky the person was because he or she didn't. Sometimes chain e-mail is sent under the guise of a story or warning. It relates the story of a kid who is dying and has a final wish (e.g., wants post cards), or it warns about e-mail viruses. The user should not reply to junk mail.

Etiquette:

The following are appropriate uses of email and some etiquette tips:

- for professional and business use only
- remember the document represents the author and HISD
- identify yourself and your purpose
- keep messages short, coherent, and to the point
- practice tone control
- be careful with humor
- use correct grammar and accurate spelling
- proofread all messages as one would a memo or letter
- maintain professionalism when composing or responding to mail (i.e., complete sentences)
- check mail regularly
- using all capital letters is the equivalent of screaming
- avoid flaming (sending a message in response to a poorly handled subject, a difference of opinion, or just general nastiness)
- notify the principal or your grade level administrator if you have an email concern.

Introduction:

HISD uses MS Outlook as its electronic mail (e-mail) system, which enables users to efficiently and effectively send, receive, organize, and share information between each other. MS Outlook allows users to send mail internally within the organization, as well as, outside the organization via the Internet.

To improve server performance, each mailbox has been allocated 100 megabytes of space on the Outlook mail server. For those who use e-mail extensively, users will be able to archive (store) their mail into a local PST file. The PST file is the user's responsibility. If a file is lost or deleted, TIS cannot retrieve the file. If a password is forgotten or lost, TIS cannot reset or recover the password. Remember to backup the PST file to removable media or printed form often.

The following are a few suggestions to help maintain mailboxes below the 100 MB-size limit.

- Delete message after reading it if there is no need to refer back to it
- delete messages over 60 days old
- save attachments and then delete the message

All messages sent by email are HISD's records. Messages sent over HISD's internal email systems are not subject to the privacy provisions of the Electronic and Communications Privacy Act of 1986 and therefore may be read by HISD's management and system administrators. HISD reserves the right to access and disclose messages sent over its email system, for any purpose. Supervisors may review the email communications of employees to determine whether security has been violated. Users must not access and use an electronic mail account assigned to another individual to either send or receive messages. If there is need to read another's mail (while they are away are on vacation for instance), message forwarding, and other facilities must be used instead.

Harassment:

E-mailing threatening, unsolicited, obnoxious, or sexually explicit messages and persistently e-mailing unsolicited messages to others after being asked to stop are forms of harassment. The user should never e-mail a message containing wording he or she would not say to the receiver in person. Also, remember that what the sender considers humorous, others may consider offensive or even frightening.

Mass Mailings and Junk E-mail:

Never send uninvited e-mail to large numbers of strangers (known as "spam.") In particular, do not send commercial advertisements, surveys, or questionnaires to anyone who has not given his or her permission.

[HISD Style Guide](#)

EMERGENCY (DURING NON-SCHOOL HOURS)

Staff, parents, and students will be notified via School Messenger (known as School call out System) in case of an emergency that occurs during non-school hours that results in cancellation or delay of the school day.

EMERGENCIES (FACULTY)

Personal errands should not be conducted on school time. Personal errands are not considered emergencies. Should an emergency arise, notify your administrator, and follow the proper sign-out procedures.

EMERGENCY PROCEDURES

Faculty, please review these procedures at the beginning of the school year for your own information. Also, review the fire drills, emergency drill procedures, lock down procedures, tornado drill procedures and disaster drill procedures.

Discuss obstructed, unobstructed routes, alternate routes, orderly and rapidly exiting the buildings, the numerous signals quietly moving from the building to a safe area on or off the school property if need be. Remind students that they should refrain from talking, pushing, etc. Review all evacuation routes and procedures with the students.

[Safety Folder](#)

EMPLOYEE CONDUCT

Abusive language, sexual impropriety, and unreasonable force are prohibited and will not be tolerated. **Corporal punishment is strictly forbidden.** No teacher is to spank, slap, punch, hit, choke, pinch, pull hair, twist ears, grab a child, etc. Do not use inappropriate language such as “stupid student”, “shut up”, “idiots”, “dumb”, “your momma”, etc. with your students. Any allegations of wrongdoing should be reported to the principal who is then required to report it to the district. Any confirmed serious employee misconduct will result in a recommendation of termination.

Employees should all serve as role models and examples for our students. In all interactions, employees should conduct themselves professionally. Anything less is unacceptable. A parent hearing one person screaming or using profanity or abusive language creates a negative image for all of us. Hence, this should be modeled so you are able to gain the respect of students and maintain discipline with fairness, firmness, and consistency.

Use good professional judgment and do the right thing for children. Please see *Employee Standards of Conduct* (Legal/Local) handout in the forms section for further elaboration.

[DFBB\(Local\)](#)

[DL\(Local\)](#)

[SDMCBQB2\(REGULATION\)](#)

END OF THE YEAR CHECKLIST

Specific procedures for the closing of the school year will be distributed to each teacher no later than two full weeks prior to the end of the school year. All faculty and staff must complete all items as outlined on this checklist and present to the principal on the last day of school. This is the process for closing out for the school year.

EXTRA-CURRICULAR ACTIVITIES

Teachers are always needed to assist in helping to provide positive experiences for our students outside of regular instructional hours. Often these experiences make the most lasting impressions on the student. Sponsoring an organization, being chaperone for an activity, and attending sports events or other performances are ways teachers go the “extra mile” to be involved with the total child and school. Welch faculty members have always been there to fill these needs. Please continue and be involved as we expand the opportunities for our students to be involved in positive school activities.

EXTRA PAY

All extra pay / overtime pay must be approved, in advance, by the Principal only. It is discouraged to work any additional time, that you anticipate receiving pay for, and then request approval for pay afterwards. It will be denied. See Ms. Rodriguez for the form. All extra duty pay must be approved.

FACILITY RESERVATION

Any facility must be reserved through Mr. Upshaw via email, 48 hours prior to the event.

[Facility Reservations](#)

FACULTY MEETINGS

During face-to-face instruction, faculty meetings will be held on Wednesdays from 4:10- 6:00 p.m.. Please see the school calendar for selected dates. During virtual learning, faculty meeting will be held Fridays. All staff members will be required to attend these meetings, as well as arrive on time. Excuse from faculty meetings must be approved by the principal. A sign-in sheet will be provided for attendance documentation. Please give the presenter your undivided attention. Please maintain appropriate etiquette during faculty meetings. It is not appropriate to write lesson plans, bring papers to check/ grade, input grades into Power Teacher, bring material to read (books/magazines, etc.), or to have sidebar conversations with a neighbor, talk on the cell phone, or consume yourself with communication via text on your cell phone while an administrator or other professional is speaking. Cell phones are to remain on vibrate or be turned off at all times, unless instructed otherwise.

Teachers and staff are not allowed to record faculty or PLC meetings (video or sound) without permission.

FIELDTRIPS

Field trips should be tentatively scheduled in the calendar. They must be connected to curriculum.

1. All trips must be vetted 3 weeks in advanced.
2. Must get approval from grade level administrator first, then approval from the Principal.
3. Must follow all HISD procedures regarding fieldtrips.
4. Must be able to financially support your field trip and the plan must have prior approval.
5. Please follow attendance procedures as follows: A field trip list must be turned in to the attendance office 2 days prior to the field trip so the office can code these students accordingly. The list must have student's name, ID#, and the departure and arrival time so the students are not marked absent from any class. On the day of the field trip, the attendance clerk must have an updated copy.
6. Chaperones and teacher cell numbers should be left w/grade level administrator and Front office if emergencies arise.
7. Fieldtrip forms should be fully completed. Bus Orders go to the school secretary, but should have the information filled in. Bus forms must have principal's approval. The school Administrative Assistant, Ms. Rodriguez, or the Magnet Coordinator, Ms. Jaso, will not order a bus without principal approval.

FOOD OF MINIMAL NUTRITIONAL VALUE (FMNV)

Middle schools (campus containing a combination of grades 6 - 12) may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until after the end of the last lunch period. This definition includes, but is not limited to, food and beverages sold or provided in vending machines, in school stores or as part of school fundraisers. School fundraisers include food sold by school administrators or staff, principals, coaches, teachers, students or student groups, parents or parent groups, or any other person, or company.

When violations of this policy are noted, TDA will disallow all meal reimbursement for the day and require the school to reimburse the food service account for the lost reimbursement.

- Soda Water
- Water Ices
- Chewing Gum
- Certain Candies
- Hard Candy
- Jellies and Gums

- Marshmallow Candies
- Fondant
- Licorice
- Spun Candy
- Candy Coated Popcorn
- Pizza

FREE/REDUCED MEALS

At the beginning of each school year, students who were enrolled in HISD at the end of the previous school year and receiving free or reduced meals will continue to receive this service for the first ten days while paperwork for NEW applications is processed. Remind students that they must complete and turn in NEW lunch applications at the beginning of each new school year. Mr. Plancarte, Ms. Morales, or SIR Clerk are coordinating and addressing lunch applications.

GRADES AND GRADE BOOKS

Welch teachers are expected to use the electronic grade book “Power Teacher.” Be sure to frequently back up your grades to a jump drive/USB. Do not obliterate grades for any student who withdraws from your class, as they may be needed for future reference. Grade Books are auditable documents for five years. They can also be used in court.

Teachers **must** record **two grades per week** for each student in their grade books. Teachers should keep a “hard copy” of the grade book in case of a technology issue. Each student at the end of any given six weeks should have a total of 12 grades or depending on the total number of weeks in the grading cycle. **You must have a minimum of two grades per category.**

All grades will be recorded numerically on the following forms office cards, withdrawal forms, and permanent record folders.

A printed copy of your grades should be turned in every third and six weeks to your administrator.

When an error in grading is discovered or a grade needs to be corrected, the necessary change should be executed immediately, Grade Change Forms are available in the registrar’s office and should be returned when completed. Grade change forms need the principal’s approval before the grade can be changed.

Each department must adhere the approved weighing policy that was approved by your administrator that is in your syllabus. Again, each grading category should have a minimum of two grades.

[HISD Power School Connect Flip Book](#)

GRADE CHANGES

The **only** reasons for changing a student's grade after it has been recorded are:

- If there was an error in the computation of the student's grade;
- If an error was made entering grades into Power Teacher, or
- An incomplete grade was given

All such changes must be initiated by the teacher assigning the grade and must be approved in writing by the principal and the rationale for the change kept on file. An administrator may not arbitrarily change a grade. All changes must be made before the end of the next grading period. After a cycle grade has been recorded, no additional class work may be accepted to improve a student's grade. If work assigned during the cycle was not completed, the student should receive an "INC," and the grade changed when the work is completed within the required time frame.

[Grade Change Form](#)

GRADE LEVEL CLUSTER MEETINGS (PLC's)

Grade level cluster leaders must submit agenda, minutes, and any documents on One Note by Friday at 4:05 PM weekly. Before meetings, Cluster Leaders must submit an Outlook invite to their team with an agenda, and invite the Principal, Dean, appropriate grade level administrator, and their cluster team members. Notify your administrator if there are any changes to your schedule. Meeting times should be utilized to discuss curriculum, data, student work samples, assigned readings, SIP goals, projects, field trips, new teacher info, parent conferences, student discipline, and any required items. **Grade level cluster meetings are held on Wednesdays.** When necessary, Cluster Leaders may be asked to meet on Mondays.

[PLC Agenda](#)

GUEST SPEAKERS AND MOVIES

Teachers must obtain written approval from the principal before inviting guest speakers. Movies and videos may be shown for academic and educational purposes only. Videos may only be G or PG rated. No other ratings are permitted. All videos must be approved by your grade level administrators. This form must be submitted at least 48 hours prior to viewing and must be readily available for administration during the viewing of the video.

[Video Request Form](#)

HAZARDOUS CHEMICAL INVENTORY

State and District policy requires that every campus and individual staff members must report any hazardous chemicals found on campus. A Hazardous Chemical inventory will be completed by all staff members each school year. Faculty and staff will receive instructions on how to complete the inventory. A binder will be maintained in the main office of all chemicals found on campus. See Mr. Upshaw if you have any questions or concerns.

HOURS

Teachers' hours are Monday - Friday 8:20 A.M. - 4:05 P.M. Staff hours vary. Please see Ms. Rodriguez for your report and dismissal time.

ID BADGES

HISD mandates all faculty and staff must wear ID badges at all times while on campus. The ID badge must be visible. Please attach your security card with your ID badge to gain you access into the building.

INSTRUCTIONAL DELIVERY

Instructional materials prepared in advance (graphs, paper, models, visual, games, etc.) Teachers integrate technology into instruction. Noted below are some research-based practices utilized for instructional delivery and active student engagement. Mr. Escobar, our Technology Specialist, is your contact for all items regarding technology.

[Strategy Reference Guide](#)

INVENTORY CONTROL PROCEDURES

Due to the high cost of replacement of expensive equipment due to the possibility of loss, theft or damage, this policy for inventory control will be implemented at Welch immediately.

High-cost equipment items should not be left overnight in the classrooms. You should have a secure location such as a closet in your classroom where you can lock up these items. If you do not have a secure location, please see your grade level administrator. Examples of equipment that should be locked up include laptops, LCD projectors, digital cameras, digital video camcorders, document cameras. A good rule of thumb is any equipment that can be converted to cash at a pawn shop should be locked up.

Equipment needs to be checked out from Mr. Escobar in the Technology Department in room 122. Peripheral equipment such as Smartboards, Smartpads, Document cameras, digital video camcorders, document cameras, Mimeo's, Computer speakers, LCD projectors, laptops, etc. can be checked out to be used in the school.

If you want to check out equipment to use off campus a special form will have to be filled and approved by the principal. The equipment location is kept on a database and any move of any equipment from one room to another must be pre-approved by Mr. Escobar who will oversee Inventory control on campus. All electronic equipment is kept on this database. Mr. Escobar really needs your assistance and cooperation to maintain the inventory database as accurate and up to date.

KEYS

All staff and faculty are to check keys out from the school administrative assistant, Ms. Rodriguez. These are HISD property and must be accounted for at all times. Should you lose the key assigned to you for your classroom it should be reported to the administrative secretary immediately and a \$10.00 charge will be made to replace the key. Do not swap or trade keys without going through the school administrative assistant.

LEAVING SCHOOL

Principal must pre-approve prior to an employee leaving early (on OneSource, phone or email). Sign-out and in on the off campus form each time you leave campus. You must sign-in and out anytime you leave the campus. This is HISD district policy. We must know your location at all times.

LESSON PLANS

Lesson plans are required of each teacher. Teachers should adhere to all GT, LEP, and SPED requirements. Lesson plans should be posted in the HUB and outside your door by 8:20 a.m. each Monday morning. Efficient and effective instruction requires careful organization and planning. In addition to the lesson plans, teachers will

adhere to the whiteboard protocol using Post-It from Teach Like a Champion. Teachers will update the Post-It daily and include all of the sections on the white board.

When a teacher is absent, the teacher's plans are needed to give the substitute a direction in his/her work. Teachers Sub Folder should contain class rosters, bell schedule, seating chart, and assigned work for students. This sub folder should be updated every six weeks. Grade Level Administrators and Cluster Leaders should be aware of where your Sub Folder is located.

[Lesson Plan Template](#)

LETTERHEAD

All letters concerning school business (such as letters to parents) are to go out on a school letterhead. Letters are to be submitted to the principal for approval before letters are sent out to the community. (**No communication should go out unless approved by the school principal.**) Email all letters to Ms. Hernandez to be approved for the WMS letter head.

LIBRARY

The school library is an integral component of the educational program.

As you plan your teaching units, plan to visit the library where you can select materials and books that supplement and enhance your teaching units. Teachers can check out books bins and keep them for an unlimited time unless requested by other teachers. Teachers can also check out books to students from their classroom library. We solicit teachers' support by requesting that they remind and encourage their students to properly care for, and to return library books on or before the date due. Please contact Ms. Navarro for assistance with checking out book bins.

Teachers are encouraged and allowed to take their whole classes to the computer lab or utilize the computers in the library and additional space. **In order to continue to render efficient services and maintain an environment conducive to learning, teachers should confer with Mr. Escobar about scheduling classes in the library or any computer lab.** The Welch library has wealth of information, and Ms. Carr and/or Ms. Boudreaux are available to assist you when you need it.

LOST AND FOUND

Lost items are to be turned in to Ms. Scott, in the main office. Students may check for lost items after school hours. Articles not claimed by the last day of school of each semester, will be donated to charitable organizations.

MAILBOXES

Teacher mailboxes are located in the main office. Each teacher is to check and clear his/her box in the morning and in the afternoon. See Ms. Rodriguez, the school Administrative Assistant, for any mailbox concerns.

MAKE-UP WORK

Students having an "excused permit" to class following an absence, or when applicable, a tardy, have the privilege of making up any graded work missed. When the student returns to class the teacher should inform him/her of the

work to be completed and a date for such completion. As a rule of thumb, three days are generally enough for each day absent.

MEETING GUIDELINES

Please adhere to the following ground rules/norms for meetings:

- Arrive on time.
- Be prepared with any required assignments, tasks, agenda, or information.
- Silence your cell phone and limit use of it during the meeting.
- Be respectful of others.
- Submit invitations to administrators and attach agendas to an Outlook invitation 24 hours prior to meetings and document meeting minutes on appropriate forms and to appropriate stakeholders.

MESSAGES

Phone messages will be emailed to you daily or placed in your mailbox by the front office clerk(s). Please check your mailbox or your e-mail on a daily basis for your messages.

MONEY/FUNDRAISER PROCEDURES

Teachers may from time to time be required to collect money for activities. An AF104 Tabulation of Monies form which lists the names from whom the monies were received and the amounts of monies that each submitted, should be turned in to Ms. Rodriguez, Administrative Assistant on the day of collections. All fundraisers should be **submitted 2 weeks in advance**. Any fundraiser must be approved prior to start of fundraiser by Mrs. Hernandez, Principal.

[AF104 Tabulation of Monies Form](#) **[Fundraising Request](#)**

NOTICE TO PARENT RECORDS

In accordance with House Bill 72, parents or a legal guardian **MUST BE NOTIFIED AT LEAST ONCE EVERY SIX WEEKS** of unsatisfactory grades. No student is to receive a failing grade if the teacher has not followed policy on issuing the Report to Parent. Any time a student is doing unsatisfactory work, according to the level of work they **SHOULD** be doing, it is wise to send notice to parents. These are **NOT** just for students who are failing. Welch staff will distribute Progress Reports every 3 weeks and Report Cards every 6 weeks.

ONE SOURCE

One Source is HISD's system for reporting absences. Absences can vary from professional development, funeral leave, personal leave, etc. Regardless of your reason for absence, all absences and tardies must be reported in One Source. For any approval of professional development, it must be approved by the grade level administrator. For any approval of personal leave, it must be approved by the principal. See Ms. Rodriguez, the school Administrative Assistant, for any OneSource questions/concerns.

PARKING

Teachers are to park in the rear teacher parking lot by the cafeteria side or in the parking lot in front of the T-buildings. The side parking lot is reserved for parents, guests, and administrations. Please do not park on the curbs along the bus driveway or in the back by the gym.

PERFORMANCE DATA

Please use the link to access performance data.

[Data Packet](#)

PROFESSIONAL DEVELOPMENT

Faculty meetings will take place once a month during face-to-face instruction. Please see the meeting schedule for specific meeting times and dates. Please attend and be prompt. Emergency faculty meetings will be called on an as needed basis only. Professional development topics include (but are not limited to): principal updates, IB Middle Years Programme, Special Education, Gifted & Talented, PLC, Instructional Practices, data analysis, SIP, and other school-related updates.

[Professional Development Schedule](#)

PROFILES OF A STUDENT, TEACHER, AND LEADER

[HISD Profiles](#)

PROGRESS REPORTS

Teachers are required to verify progress reports with Ms. Morales or SIR Clerk each cycle. Progress reports will be issued midway through the cycle. Must have two grades per category per subject.

REASONABLE SUSPICION INFORMATION

Slurred speech, lack of coordination, and dilated pupils are symptoms of drug usage. If any student or visitor exhibits these symptoms, inform administration, the police, and the school nurse. Please read the Standard Practice Memorandum on Drug and Alcohol Use; Procedures Regarding Testing of Employees. The purpose of this memorandum is to describe procedures regarding testing of employees for drug and alcohol use.

If any staff member is suspected of drug or alcohol abuse, please report to administration. Please see *Employee Standard of Conduct* (Legal/Local).

[DFBB\(Local\)](#)

[DL\(Local\)](#)

[SDMCBQB2\(REGULATION\)](#)

RELEASING STUDENTS

Students are only to be released from school by the office. Release of students from school is to the parent or guardian who has legal custody. If ever in doubt, check with the office. **Parents must present picture identification and sign the student out of school through the office only.** We are sometimes confronted with the problem of divorced parents squabbling over children and presenting us with the delicate question of which one we are to release the children to if one of them comes to get them at school. In this case, a copy of the court papers must be presented to the office identifying the individual with custody of the child prior to the child's release from school.

Parents must put in writing (prior to the child's release) the names and pertinent information of individuals who can pick the child up from school in their absence. Otherwise, the student will not be released from school to anyone but the parent.

REPORT CARDS

Grades are to be given if the child has been in attendance in a school in this district for five days of the reporting period. If a child should withdraw prior to completing the six-week period, the teacher should give an estimated grade up to the point of withdrawal and a general statement of the child's standing in his/her grade. Withdrawal forms will be sent to the teacher from the office. When a child withdraws before the end of the school year, promotion will not be indicated on the report card. Grades from other HISD schools must be transferred to/on the student's records at Welch. All averages will be numerical on the report cards except conduct and STAAR. Parents must be notified if a student is going to receive an **F** on their report card.

SCHEDULES

Ms. Lebiga, School Counselor, is responsible for the master schedule. Please refer to her for questions. Schedules will not be changed after the 3rd week of school, unless approved by the principal.

[Master Schedule](#)

Shared Decision-Making Committee (SDMC)

As per state mandate, a campus improvement council has been formed for campus improvement. The Shared Decision-Making Committee (SDMC) gives the faculty a voice in the decision-making process, serves as a link between the administration and the faculty, and coordinates school improvement efforts. The team/committee includes the school principal, assistant principal, pathway leaders, lead teachers, and representatives from the faculty and staff, from the community we serve, the student body and from the district's administrative staff. It meets periodically throughout the school year to discuss different methods of making Welch a more effective school. **Meetings are held the last Thursday of every month and staff are encouraged to submit agenda items to the principal no later than Monday prior to the meeting.** You are encouraged to offer your suggestions, questions, or comments on subjects and/or matters for consideration by this decision-making team. Only members of SDMC will have voting privileges, when applicable. Summaries of the meetings are provided for each staff member via email.

The format of the SDMC meetings shall be as follows:

- Welcome and Sharing
- Student Feedback
- 6th Grade/ 7th Grade/ 8th Grade

- Curriculum and Instruction
- Principal's Report
- Business Manager Report
- Assistant Principal's Report
- Specialists Report
- Technology Report
- Counselor Report
- Wrap Around Report
- Title I / Magnet Report
- Cluster Leaders Reports
- Department Reports
- Professional Representatives Reports
- Relationships
- Parent Feedback
- PTO Report
- Questions and Concerns
- Snacks
- Next Meeting Date

[2021-2022 SDMC Roster](#)

[SDMC Flyer](#)

[SDMCBQB2\(REGULATION\)](#)

SIGN-IN RECORD

A sign-in sheet is maintained in the Main Office and all employees must sign in upon arrival at school and sign-out prior to leaving. Payroll is entered from these sheets and failure to sign properly could result in an absence being recorded for that person. Personnel who have not signed in by the appropriate time each day are risking the safety of their students. During virtual instruction, teachers will log into TEAM under the Attendance channel to sign-in and sign-out each day. Teachers must log in between 8:20 and 8:25 a.m. and log out by 4:05 p.m.

STANDARDIZED TESTING

During the school year, students will be administered standardized tests. Standardized test results will be released to the parents of a child when they become available. Parents are to be shown only the results of their child's test. Test results will be filed in each student's permanent record file.

Teachers will be required as test monitors to attend scheduled in-services on tests to be given prior to the administration of the tests. The teacher will need to sign an administrator's testing oath and submit the signed oath to the counselor. They will also review the administrator manual and testing procedures. Teachers will be required to make their classroom test ready prior to each test. This test ready preparation may include covering information on walls, blackboards and bulletin boards and/or removing the information from the walls, blackboards and bulletin boards.

STUDENT MEDICATION

It is against the policy of the Board of Education for the district personnel to give medication of any kind to a student. This includes aspirin, similar preparations, or any other medication, except as specified in writing by the physician and approved in writing by the parent. See Nurse Hewitt if you have any medical concerns.

STREET TALK

It is of poor tactic to gossip, talk negatively about the personnel and our campus. Be professional at all times and adhere to all policies written DH (local) and DBB (local).

[DFBB\(Local\)](#)

[DL\(Local\)](#)

SUBFOLDER

Teachers must have a sub folder with instructions on ADA, updated rosters, ADA slips and emergency lessons. A copy of the subfolder should be available when absent. Teachers' Sub Folder should contain class rosters, bell schedule, seating chart, and assigned work for students. This sub folder should be updated every six weeks. Grade Level Administrators and Cluster Leaders should be aware of where your Sub Folder is located.

[Sub Folder Checklist](#)

TEACHER LOUNGE

All teachers are asked to participate in keeping the teacher lounge neat. Wash cups and put them away. Throw away soft drink cans and don't allow remnants of lunches to remain on the table, counter, microwave, or in the refrigerator. The HISD School Board has designated that HISD property shall be smoke-free. Please adhere to board policy and do not smoke on campus. Please ensure you take your items from the refrigerator weekly; the refrigerator will be emptied weekly.

TELEPHONES

A telephone is available in the Teacher's Lounge and in most classrooms. The purpose of installing phones for teacher use is to make parent contact more immediate and convenient. Staff should limit personal calls. Please do not use the phones in the Main Office, unless approved by ad administrator.

TEXTBOOKS

Textbooks will not be distributed to each student. Class sets will be issued to each teacher only if requested and if available. Please see your department administrator for more details or questions.

Any teacher who leaves the building for any reason during the school year must make arrangements with their appraiser to clear completely all records involving textbooks.

Student Withdrawal Procedures:

<p>Step 1: All technology (s) must be turned in and cleared by Mr. Escobar. All textbooks must be cleared by Mr. Upshaw.</p>

Step 2: Parent must complete and submit information with Ms. Morales or SIR Clerk.

(The form is to be completed by the counselor.)

- Present photo ID (a copy will be made)
- Provide valid telephone number and address
- Provide the correct school name and district the that their child will attend
- Explain reason for withdrawal. Ms. Morales or SIR Clerk will input the correct coding on the form.

Step 3: Paperwork should be sent to Ms. Morales or SIR Clerk.

Step 4: Ms. Morales or SIR Clerk will request signature from the administrator assigned to the student and input information into Power Schools.

Step 5: The name of the student, grade level, valid telephone number and address, and the school that he/she will attend along with the district.

Step 6: After 10 days, Ms. Morales or SIR Clerk will verify the student has successfully enrolled in a school.

VISITORS

All visitors to the school should be directed to the office where they will sign in and receive a visitor's badge. This is a protection for the children and employees. Parents must go to the office to take a student from school for any reason. **DO NOT** release any student until you have been notified by the office staff. Be aware of and question any school personnel on campus without proper HISD identification displayed appropriately. Redirect such individuals to the office and/or notify security.

WOLF PACK NEWSLETTER:

The Wolf pack Newsletter will be emailed to the faculty and staff on Monday of each week (as necessary). Communications are distributed weekly to impart information of importance regarding our work here at Welch. **It is your responsibility to read the Wolf Pack News and carry out all directives within the newsletter.** The newsletter is intended to substitute for weekly faculty meetings that would otherwise be necessary and required. It will serve as one of my primary means of communication on what is happening at Welch Middle School, thus please ensure you take the time to read it carefully.

Appendix: (All Forms)

Phone Tree

[2021-2022 SDMC Roster](#)
[AESOP](#)
[AF104 Tabulation of Monies Form](#)
[Assessment Calendar](#)
[Class Management Plan Sample](#)
[Class Management Plan Template](#)
[Counselor Referral Form](#)
[Data Packet](#)
[Department Curriculum and Resources](#)
[Detention Form](#)
[DFBB\(Local\)](#)
[Discipline Rubric](#)
[DL\(Local\)](#)
[Duty Schedule](#)
[Fundraising Request](#)
[Grade Change Form](#)
[HISD Power School Connect Flip Book](#)
[HISD Profiles](#)
[HISD Style Guide](#)
[Lesson Plan Template](#)
[Master Schedule](#)
[Nurse Letter](#)
[PLC Agenda](#)
[Post It Strategy DOC](#)
[Post It Strategy PDF](#)
[Professional Development Schedule](#)
[Regular Bell Schedule](#)
[Repair Request Form](#)
[SAF Wraparound Form](#)
[Safety Folder](#)
[SDMC Flyer](#)
[SDMCBQB2\(REGULATION\)](#)
[Sub Folder Checklist](#)
[Strategy Reference Guide](#)
[Video Request Form](#)
[Welch Middle School Calendar](#)
[WMS Tardy Policy](#)
[www.aesoponline.com](#)
[www.houstonisd.org/parentuniversity](#)

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