

# **Louie Welch Middle School**

**Houston Independent School District**

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# **STUDENT & PARENT HANDBOOK 2020-2021**



**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:**

Wanda Adams	District IX, First Vice President
Patricia Allen	District IV, Secretary
Katherine Blueford Daniels	District II
Judith Cruz	District VIII, Second Vice President
Sue Deigaard	District V, President
Daniela Hernandez	District III, Daniela Hernandez
Anne Sung	District VII
Elizabeth Santos	District I
Holly Maria Flynn Vilaseca	District VI

**HISD Superintendent:** Grenita Lathan

**Welch Middle School Administration:**

Rosa E. Hernandez	Principal
Kelli Mack	Dean of Instruction
Ryan Upshaw	Assistant Principal/8 <sup>th</sup> Grade Admin
Demetris Carr	Teacher Specialist/ 7 <sup>th</sup> Grade Admin
Alvin Goldman	Teacher Specialist/ 6 <sup>th</sup> Grade Admin
Fermin Plancarte	Teacher Specialist
Astrid Lange	IB/ Magnet Coordinator

**Administration Support Staff:**

Raquel Rodriguez	Administrative Secretary
Susan Avila	Counselor ( <i>hourly only</i> )
Leslie Forte	Counselor
Laura Jaime Mejia	Wrap Around Specialist
Naresse Byrd	Campus Police Officer

**Leadership Team**

Juana Jaso	English Department Chair
Genee Noel	Math Department Chair
David Martisek	Science Department Chair
Crystal Parliament	Social Studies Department Chair
Brittney Hoover	PE/ Elective Department Chair
Tazamisha Provo	SPED Department Chair
Alexandra Muller	6 <sup>th</sup> grade Cluster Leader
Jason Jones	7 <sup>th</sup> grade Cluster Leader
Tracy Jackson	8 <sup>th</sup> grade Cluster Leader

**Welcome to Welch Middle School** for the 2020-2021 school year. The student/ parent handbook is produced to answer common and not so common questions.

The handbook is designed to improve communication between the school and students/ parents. The administration seeks to increase parental involvement to improve the overall academic performance of the students as well as to nurture the feeling of community at Welch Middle School. Parental involvement is directly correlated to student success and well-being. The PTO encourages parents to become more involved in your child's education by attending PTO meetings and by volunteering at the school.

Please note that information in this handbook could change during the school year. If changes are made parents will be notified in writing of the changes made.



***SIGNED STUDENT/ PARENT SIGNATURE PAGE MUST BE RETURNED TO SCHOOL AFTER THE BOOKS ARE RECEIVED.***

# Welch's Mission, Vision, and Motto

## Mission:

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

## Vision:

"Where Everyone is a Champion"

## Motto:

ACT...

LEAD...

TEACH...

THINK...

WIN...

**LIKE A CHAMPION**



Welch@Home

*Welch@En la Casa*

"Where Everyone is a Champion"

"Donde Todos son Campeones"

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## ASSEMBLIES

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

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

## ATTENDANCE

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

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

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

## TARDIES:

### Virtual Tardy Policy for Tardies

Number of Unexcused Tardies	Intervention	Disciplinary Action
1	<b>Teacher-student conference:</b> Teacher reminds student about arriving on time	
2	<b>Parent Contact:</b> Teacher reinforces expectations and privately counsels student; Teacher informs student about impending parent notification; Teacher reminds student next tardy will result in administrative phone call home	<ul style="list-style-type: none"><li>• Teacher will notify parent/guardian</li></ul>
3	<b>Administrator Parent Contact:</b> Teacher reinforces expectations; Teacher privately counsels student and informs them grade level administrator will notify parent	<ul style="list-style-type: none"><li>• Grade level administrator will conference with the student</li><li>• Grade level administrator will notify parent/guardian of tardy violation</li></ul>
4	<b>Counselor/Wrap Around Specialist Parent Contact:</b> Teacher privately counsels student; Teacher refers student to counselor and/or Wrap Around services	<ul style="list-style-type: none"><li>• Counselor/Wrap Around Specialist will conference with the student</li><li>• Counselor/Wrap Around Specialist will notify parent/guardian of tardy violations</li></ul>



## Face to Face Instruction Policy for Tardies

Number of Unexcused Tardies	Intervention	Disciplinary Action
<b>1</b>	<b>Teacher-student conference:</b> Teacher reminds student about arriving on time	
<b>2</b>	<b>Parent Contact:</b> Teacher counsels student & reinforces expectations; Teacher informs student about impending parent notification; reminds student next tardy will result in detention	<ul style="list-style-type: none"> <li>• Teacher will notify parent/guardian</li> <li>• Teacher has the option of assigning lunch detention or any approved disciplinary action</li> </ul>
<b>3</b>	<b>Detention:</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
<b>4</b>	<b>2<sup>nd</sup> Detention</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
<b>5</b>	<b>Half Day ISS:</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
<b>6</b>	<b>Half Day ISS:</b> Teacher informs student a referral will be sent to grade level administrator; administrator will notify parent/guardian	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student \</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>
<b>7</b>	<b>Full Day ISS</b>	<ul style="list-style-type: none"> <li>• Grade level administrator will conference with the student</li> <li>• Grade level administrator will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan.</li> </ul>



# WELCH MIDDLE SCHOOL

BELL SCHEDULE 2020-2021

**Blue** and **Gold** Days

70 minutes

8:25 am First Bell to Class  
8:30-9:00 Homeroom  
9:05-10:15 A1/B6 Period  
10:20-11:30 A2/B7 Period  
11:35-1:25 A3/B8 Period and Lunches

11:35-12:05 **A Lunch**      11:35-12:10 A3/B8      11:35-12:50 A3/B8  
12:10-1:25 A3/B8      12:15-12:45 **B Lunch**      12:55-1:25 **C Lunch**  
12:50-1:25 A3/B8

1:30-2:40 A4/B9 Period  
2:45-4:00 A5/B10 Period  
4:00 Student Dismissal  
4:05 Teacher Dismissal

*Where Everyone is a Champion!*





## WELCH MIDDLE SCHOOL

(EARLY RELEASE) BELL SCHEDULE 2020-2021

**Blue** and **Gold** Days

40 minutes

8:25	First Bell to Class
8:30-9:10	A1/B6 Period
9:15- 9:55	A2/B7 Period
10:00-10:40	A3/B8 Period
10:45-11:25	A4/B9 Period

11:30-12:00 <b>A LUNCH</b>	11:30-12:00 A5/B10	11:30-12:35 A5/B10
12:05-1:10 A5/B10	12:05-12:35 <b>B Lunch</b>	12:40-1:10 <b>C LUNCH</b>

12:40-1:10	A5/B10
1:10	Student Dismissal

*Where Everyone is a Champion!*



<b>A/B Horario Estudiantil</b> <b>Lunes/Miércoles= Día A</b> <b>Martes/Jueves= Día B</b> <b>Viernes = Gira el Día A/B</b>		Los estudiantes seguirán sus horarios regulares con los horarios modificados a continuación. <b>Tiempo total de instrucción:</b> Sincrónica = 120 min (31%)   Asincrónica = 270 min (69%) Total: 390 min Horas de escuela: 8:30 a.m. to 4:00 p.m.		
<b>Periodo de clase</b>		<b>Hora de Reunión</b>		
Inicie sesión en su Clase de TEAMS		8:25 a.m. - 8:30 a.m.		
Homeroom (Bloque de Literatura)		8:30 a.m. - 9:00 a.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (10 min)</b>		
1 <sup>st</sup> / 6 <sup>th</sup> Período		9:05 a.m. - 9:50 a.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (25 min)</b>		
2 <sup>nd</sup> / 7 <sup>th</sup> Período (Tiempo de conferencia de 7.º grado durante el 2do período)		9:55 a.m. - 10:40 a.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (25 min)</b>		
3 <sup>rd</sup> / 8 <sup>th</sup> Período (Tiempo de conferencia de electiva durante el 3/8 período)		10:45 a.m. - 11:30 a.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (25 min)</b>		
<b>TIEMPO ADA: 11:00 a.m.</b>				
4 <sup>th</sup> / 9 <sup>th</sup> Período (Tiempo de conferencia de 6.º grado durante el 4to período)		11:35 p.m. - 12:20 p.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (25 min)</b>		
5 <sup>th</sup> / 10 <sup>th</sup> Período (Tiempo de conferencia de 8.º grado durante el 5to período)		12:25 p.m. - 1:10 p.m. <b>Sincrónica: Enseñanza en vivo (20 min)</b> <b>Asincrónico: Trabajo Independiente (25 min)</b>		
<b>ALMUERZO</b>		1:15 p.m. - 1:45 p.m.		
<b>Estudiantes- Trabajo independiente</b> Durante este tiempo, estudiantes deben trabajar activamente en asignaciones independientes de HUB o ser seleccionados para el tiempo de intervención. Utilice los horarios sugeridos o cree un horario que funcione para usted como académico.		1:45 p.m. - 3:15 p.m. <b>Asincrónico: Trabajo Independiente (90 min)</b> Solo sugerido: 1 <sup>st</sup> /6 <sup>th</sup> - 1:45   2 <sup>nd</sup> /7 <sup>th</sup> - 2:00   3 <sup>rd</sup> /8 <sup>th</sup> - 2:15   4 <sup>th</sup> /9 <sup>th</sup> - 2:30   5 <sup>th</sup> /10 <sup>th</sup> - 3:00		
<b>Programa de intervención</b> ☺ 1:45 p.m. - 3:15 p.m. ☺ "Donde Todos son Campeones"				
Lunes	Martes	Miércoles	Jueves	Viernes
<b>Training para la Escuela</b> (90 min)  Solo para maestros(as)	<b>ELA/Social Studies/Elective</b> 45 min- Group #1 @ 2:30-3:15 45 min- Group #2 @ 3:15-4:00  <b>Math/Science/SPED</b> 90 min- PLC's	<b>Cluster PLC</b> (90 min)  Solo para maestros(as)	<b>Math/Science/ SPED</b> 45 min- Group #1 @ 2:30-3:15 45 min- Group #2 @ 3:15-4:00  <b>ELA/Social Studies/Electives</b> 90 min- PLC's	<b>Reunión de profesores</b> (90 min)  Solo para maestros(as)
<b>Horas de oficina del maestro(as)</b> Todos maestros(as) han asignado "Horas de oficina" para llamar, enviar mensajes de texto, correo electrónico y dar seguimiento a los estudiantes / padres según sea necesario		3:15 p.m. - 4:00 p.m. <b>Asincrónico: Trabajo Independiente (45 min)</b> Durante este tiempo, estudiantes deben trabajar activamente en asignaciones independientes de HUB.		

## Que debo hacer cada día?



### Acceder a TEAMS

- Paso 1: Iniciar sesión en TEAMS para asistir.
- Paso 2: Leer el tablero del aula virtual de tu profesor para asegurarte de comprender el objetivo de aprendizaje diario y las tareas.
- Paso 3: Participar activamente en la enseñanza en vivo.
- Paso 4: Complete el trabajo asignado con ayuda, según sea necesario.
- Paso 5: Preguntar al maestro a dónde enviar tus tareas para recibir crédito.

### Acceder al HUB

- Paso 1: Iniciar sesión en HISD HUB
- Paso 2: Hacer clic en Recursos digitales para acceder al libro de texto y recursos en línea.
- Paso 3: Enviar el trabajo a su curso asignado.

### Acceder a CLEVER:

- Paso 1: Iniciar sesión en CLEVER para acceder a su libro de texto y / o recursos en línea.
- Paso 2: Hacer clic en el recurso que su maestro le ha asignado para el día (Edgenuity, Imagine Math, Imagine Literacy, IXL, MyOn, etc).
- Paso 3: Completar la asignación en línea.

## Aviso Importante:

Para ser marcado como "presente" para el día. **Los ESTUDIANTES DEBEN asistir a lecciones en vivo y haber iniciado sesión en TEAMS antes de las 11:00 a.m.**



**Los estudiantes que pierdan el tiempo límite de las 11:00 a.m. serán considerados "ausentes". Los estudiantes pueden resolver la ausencia revisando la lección en vivo grabada y luego enviando sus tareas en el HUB antes de las 11:59 p.m.**

Sus calificaciones y asistencia cuentan y determinarán si aprueba o reprueba el curso. Se requiere que los maestros asignen un mínimo de dos tareas por semana. **La política de HISD aún requiere que los estudiantes asistan al menos al 90% de sus clases y tengan un promedio de 70% o más para aprobar cada materia y recibir crédito y ser promovidos.**

Expectativas del Estudiante:	Expectativas de los Padres:	Expectativas del Maestro:
<ul style="list-style-type: none"> <li>• Siga el programa diario, que incluye cursos básicos, de intervención STAAR y cursos electivos.</li> <li>• Asistir a las intervenciones según sea necesario o dirigido por los maestros.</li> <li>• Los estudiantes <b>deben tener la cámara encendida para recibir instrucción en vivo</b> o según lo indique el maestro.</li> <li>• <b>Publique las tareas completadas en el HUB</b> para recibir crédito por el trabajo.</li> <li>• Trabajar de forma independiente en asignaciones o proyectos, herramientas como Imagine Math, Imagine Literacy, Edgenuity, Achieve3000, IXL, etc.</li> <li>• Estudiante, asegúrese de <b>vestirse apropiadamente para su instrucción en vivo.</b></li> <li>• Si necesita soporte tecnológico, comuníquese con el Sr. Escobar.</li> </ul>	<ul style="list-style-type: none"> <li>• Cree un espacio de trabajo tranquilo para su hijo.</li> <li>• Monitorear el tiempo de los estudiantes en la tarea y fomentar la actividad física o el ejercicio.</li> <li>• Conéctese con su hijo todos los días que funcione bien para su hogar (por la mañana o por la noche o ambos).</li> <li>• Mantener la comunicación con los maestros y la administración según sea necesario.</li> <li>• Asegúrese de que su hijo cumpla con los requisitos de asistencia y se registre y participe activamente todos los días</li> </ul>	<ul style="list-style-type: none"> <li>• Publique un saludo diario y un post-it virtual.</li> <li>• Asista a las horas designadas.</li> <li>• Publique lecciones y tareas en el HUB diariamente.</li> <li>• Brindar instrucción en cámara de acuerdo con el ciclo de la lección.</li> <li>• Grabe lecciones y cárguelas en el HUB para futuras instrucciones asincrónicas.</li> <li>• Proporcionar instrucción guiada e independiente.</li> <li>• Verifique su comprensión utilizando las mejores prácticas.</li> </ul>



# WELCH@HOME | 6<sup>th</sup> – 8<sup>th</sup> STUDENT SCHEDULE

<b>A/B Student Schedule</b> Monday/Wednesday= A Day Tuesday/Thursday= B Day Friday= Rotates A/B Day		<i>Students will follow their regular student schedules with modified times below.</i> <b>Total Instructional Time:</b> Synchronous= 120 min (31%)   Asynchronous: 270 min (69%) Total: 390 min School Hours: 8:30 a.m. to 4:00 p.m.		
Class Period		Meeting Time(s)		
Sign into your TEAMS class		8:25 a.m. - 8:30 a.m.		
Homeroom (Literacy Block)		8:30 a.m. - 9:00 a.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (10 min)</b>		
1 <sup>st</sup> / 6 <sup>th</sup> Period		9:05 a.m. - 9:50 a.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (25 min)</b>		
2 <sup>nd</sup> / 7 <sup>th</sup> Period <i>(7<sup>th</sup> Grade Conference Time during 2<sup>nd</sup> period)</i>		9:55 a.m. - 10:40 a.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (25 min)</b>		
3 <sup>rd</sup> / 8 <sup>th</sup> Period <i>(Elective Conference Time during 3<sup>rd</sup>/8<sup>th</sup> period)</i>		10:45 a.m. - 11:30 a.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (25 min)</b>		
 <b>ADA TIME: 11:00 a.m.</b> 				
4 <sup>th</sup> / 9 <sup>th</sup> Period <i>(6<sup>th</sup> Grade Conference Time during 4<sup>th</sup> period)</i>		11:35 p.m. - 12:20 p.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (25 min)</b>		
5 <sup>th</sup> / 10 <sup>th</sup> Period <i>(8<sup>th</sup> Grade Conference Time during 5<sup>th</sup> period)</i>		12:25 p.m. - 1:10 p.m. <b>Synchronous: Live Teaching (20 min)</b> <b>Asynchronous: Independent Work (25 min)</b>		
LUNCH		1:15 p.m. - 1:45 p.m.		
Students- Independent Work <i>During this time students should be actively working on HUB independent assignments or be selected for intervention time. Use suggested times or create a schedule that works for you as a scholar.</i>		1:45 p.m. - 3:15 p.m. <b>Asynchronous: Independent Work (90 min)</b> <i>Suggested Only: 1<sup>st</sup>/6<sup>th</sup> - 1:45   2<sup>nd</sup>/7<sup>th</sup> - 2:00   3<sup>rd</sup>/8<sup>th</sup> - 2:15   4<sup>th</sup>/9<sup>th</sup> - 2:30   5<sup>th</sup>/10<sup>th</sup> - 3:00</i>		
<b>Intervention Schedule</b> 🕒 1:45 p.m. - 3:15 p.m. 🕒 <i>"Where Everyone is a Champion"</i>				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>School PD Training (90 min)</b>  <i>For teachers only</i>	<b>ELA/Social Studies/Elective</b> 45 min- Group #1 @ 1:45-2:30 45 min- Group #2 @ 2:30-3:15  <b>Math/Science/SPED</b> 90 min- PLC's	<b>Cluster PLC (90 min)</b>  <i>For teachers only</i>	<b>Math/Science/ SPED</b> 45 min- Group #1 @ 1:45-2:30 45 min- Group #2 @ 2:30-3:15  <b>ELA/Social Studies/Electives</b> 90 min- PLC's	<b>Faculty Meeting (90 min)</b>  <i>For teachers only</i>
<b>Teacher Office Hours</b> <i>All teachers have assigned "Office Hours" to call, text, email, and follow up with students/parents as needed.</i>		3:15 p.m. - 4:00 p.m. <b>Asynchronous: Independent Work (45 min)</b> <i>During this time students should be actively working on HUB independent assignments.</i>		

## What do I do every day?



### Go to TEAMS

- Step 1: Log into TEAMS for attendance.
- Step 2: Read your teacher's virtual classroom board to ensure you understand the daily learning objective and assignments.
- Step 3: Actively participate in live teaching.
- Step 4: Complete the assigned work with assistance, as needed.
- Step 5: Ask your teacher where to submit your assignments to receive credit.

### Go to the HUB

- Step 1: Log into the HISD HUB
- Step 2: Click on Digital Resources to access your textbook and online resources.
- Step 3: Submit your work to your assigned course.

### Go to CLEVER:

- Step 1: Log into CLEVER to access your textbook and/or online resources.
- Step 2: Click on the resource that your teacher has assigned to you for the day (Edgenuity, Imagine Math, Imagine Literacy, IXL, MyOn, etc).
- Step 3: Complete your online assignment.

## Important Reminder:

*To be marked "present" for the day, **STUDENTS MUST attend live lessons and have logged into TEAMS by 11:00 a.m.** Students who miss the 11:00 a.m. deadline will be considered "absent". Students can resolve the absence by reviewing the recorded live lesson and then submitting their assignments in the HUB by 11:59 p.m.*

*Your grades and attendance count and will determine if you pass or fail the course. Teachers are required to assign a minimum of two assignments per week. HISD policy still requires students to attend at least 90% of their classes and have a 70% average or above to pass each subject area to receive credit and be promoted.*

Student Expectations:	Parent Expectations:	Teacher Expectations:
<ul style="list-style-type: none"> <li>• Follow daily schedule, which includes core, STAAR intervention, and elective courses.</li> <li>• Attend interventions as needed or directed by teachers.</li> <li>• Students <b>must have their camera on for live instruction</b> or as teacher directs it.</li> <li>• <b>Post completed assignments in the HUB</b> to receive credit for the work.</li> <li>• Work independently on assignments or projects, tools such as Imagine Math, Imagine Literacy, Edgenuity, Achieve3000, IXL, etc.</li> <li>• Student please ensure you are <b>dressed appropriately</b> for your live instruction.</li> <li>• If you need technology support, reach out to Mr. Escobar.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a quiet working space for your child.</li> <li>• Monitor students time on task and encourage physical activity or exercise.</li> <li>• Connect with your child everyday that works well for your household (morning or evening or both).</li> <li>• Maintain communication with teachers and administration as needed.</li> <li>• Ensure your child meets the attendance requirements and logs in and actively participates daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Post daily greeting and Virtual Post-it.</li> <li>• Take attendance at designated times.</li> <li>• Post lessons and assignments in the HUB daily.</li> <li>• Provide on-camera instruction according to lesson cycle.</li> <li>• Record lessons and upload to the HUB for future asynchronous instruction.</li> <li>• Provide guided and independent instruction.</li> <li>• Check for understanding using best practices.</li> </ul>

## **BUILDING & CAMPUS HOURS**

The campus is open to students at 7:45 a.m. **Any student arriving before 7:45 a.m. will not be allowed in the building and must wait at the front (middle) entry gate.**

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

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

## **BUS**

The 2020-2021 bus schedule will be issued to all students. Students should be at the bus stop five-ten (5-10) minutes before the designated time. To report a bus that has broken down, call 713-556-9400. Also, if parents have any concerns regarding the late arrivals of busses you are asked to contact the bus barn. This is not a campus issue.

Students are responsible for their behavior on the bus and should consider riding the bus a privilege that may be enjoyed as long as rules and regulations are followed. The bus driver is responsible for all students riding the bus and will not tolerate misbehavior. Students who misbehave will be reported to the grade level administrator and Mr. Upshaw, the assistant principal. Misbehavior on the school bus may result in having bus privileges removed immediately.

Students who ride the bus must be on time. They should be at the bus stop five-ten (5-10) minutes before the scheduled pick-up time. Good behavior at the bus stop, and on the bus is very important. Students are expected to be courteous to fellow pupils and the bus driver. Do not distract the driver's attention by making unusual and/or loud noises. Keep your hands and feet inside the bus at all time. No smoking is permitted on the bus. It is important for students and parents to know their bus driver's name and bus number/ route. Damage to the school bus is considered destruction of school property and will not be tolerated. Students who damage any part of the bus will be held responsible.

## **CAFETERIA**

Students who are eligible for free or reduced lunch must have current year applications on file. Basic prices (subject to change) for students are:

- Student Breakfast – Free for all students (\$1.40 for 2<sup>nd</sup> breakfast)
- Student Paid Lunch - \$2.25
- Student Reduced Lunch - .40
- Adult Paid Breakfast - \$2.50
- Adult Paid Lunch - \$4.00

Parents are allowed to check-in via the main office and eat lunch with their child; however, food brought in cannot be shared with other students for dietary reasons. Parents are not allowed to bring cake/ cupcakes to the school to share with other students during lunch and/or instructional time.

**GENERAL CAFETERIA GUIDELINES FOR STUDENTS:**

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

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

**CALENDAR**

**Welch Middle School  
2020-2021 Calendar**

September 7, 2020	Labor Day
September 28, 2020	Fall Holiday (Students Only)
November 23-27, 2020	Thanksgiving
December 21, 2020 - January 1, 2021	Winter Break
January 18, 2021	Martin Luther King, Jr. Day
March 15-19, 2021	Spring Break
March 29, 2021	Chavez-Huerta Day
April 2, 2021	Spring Holiday
May, 31 2021	Memorial Day



## Early Dismissal Days

Monday, September 28, 2020	8:30 a.m.- 1:10 p.m.
Wednesday, October 21, 2020	8:30 a.m.- 1:10 p.m.
Wednesday, February 24, 2021	8:30 a.m.- 1:10 p.m.

### **CHANGE OF ADDRESS/ TELEPHONE NUMBER**

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

### **CLINIC**

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

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

# Information from the School Nurse



Dear Wolfpack Parents,

We would like to prepare you and your Welch student for the Welch Middle School, **Home of the Wolfpack**, 2020-2021 school year. We understand it is difficult during this unprecedented time. However, guidelines are still effective to protect our students, staff, and community. **All**

**students must be up-to date with required immunizations per grade level.** The following important information is to assist you regarding your Welch student's health in the upcoming school year.

**NO MEDICATION WILL BE GIVEN TO A CHILD UNLESS THERE IS A SIGNED DOCTOR'S ORDER GIVEN TO SCHOOL NURSE**

Inclusive of Over the Counter Medications (Tylenol, Ibuprofen, Neosporin, Pepto Bismal etc.) Asthma Pumps and Epi Pens for food allergies HISD forms must be completed by prescribing physician. Forms are available in the school clinic.

**NO MEDICATION MAY BE SENT IN THE STUDENT'S BACKPACKS! MEDICATIONS MUST BE BROUGHT IN BY PARENT OR GUARDIAN WITH COMPLETED DOCTOR'S ORDERS. THIS IS IN VIOLATION OF HISD HANDBOOK, POLICIES AND PROCEDURES.**

**\*DOCTOR'S ORDERS ARE VALID FOR 1 SCHOOL YEAR ONLY!!! AUGUST TO AUGUST. Every new school year requires new doctor's orders and other required additional emergency action plans must be renewed. NO EXCEPTIONS. \*This includes medications/treatments administered from prior school year!**

- 1. IMPORTANT\* ALL 7<sup>TH</sup> GRADERS ARE REQUIRED TO OBTAIN A CURRENT TDAP BOOSTER AND MENINGOCOCCAL (MCV4) VACCINATION. PLEASE TAKE ADVANTAGE AND OBTAIN IMMUNIZATIONS OVER THE SUMMER PRIOR TO NEW SCHOOL YEAR. HISD HAS THE RIGHT TO EXCLUDE STUDENTS WHO ARE NOT UP TO DATE WITH REQUIRED IMMUNIZATIONS!**
- 2. Just a reminder, it is the parents or guardian responsibility that your child is up to date with ALL TEXAS REQUIRED VACCINATIONS; if you are unsure what is needed for your child, please ask the child's physician clinic or school nurse**
3. If the student is ill with signs of a cold or flu: joint pain, congestion, coughing, and sneezing with drainage and no relief from OTC medication. HISD advises to keep student home and seek medical attention to treat and diagnose the condition and prevent the spread of communicable diseases to other children or staff.

4. If the student has a fever greater than 100.0 F with no relief from Tylenol or Motrin (Ibuprofen) and fever continues above 100.0 F, student may not return to school until student is fever free for 24 hours; fever is a known symptom that there is possible bacterial infection that requires treatment by a medical professional.
5. If there is a known communicable disease (such as the Flu, Strep throat, Pneumonia, Meningitis, or other medical condition) diagnosed by a physician, please provide **physician documentation** to the school nurse as well as the attendance office of student's excused medical absence.

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

Please update phone numbers with the front office staff to prevent delay in contacting parents. Let's work together for the success of our Welch students in obtaining and sustaining a healthy 2020-2021 school year.

Sincerely,

Nurse (Quiana) Hewitt, RN, BSN

Louie Welch Middle School



## DISCIPLINE

### CLASSROOM RULES AND REGULATIONS:

1. Abide by the dress code. No hoodies (worn on head) or sagging pants allowed. No rips, holes, frays, designs or prints on pants/Jean.
2. ABSOLUTELY NO FIGHTING!
3. All uniforms should be clean, nice, and neat always.\
4. Be on time and in your assigned seat when the tardy bell rings.
5. Be prepared daily by bringing all needed supplies and books to class.
6. Be respectful to yourself, as well as others and their property. (Keep your hands and feet to yourself,
7. Cell phone / technology usage, including charging is not permissible during the school day (this includes ear buds/ earphones.)
8. Classroom.
9. Do not use abusive and profane language.)
10. No eating, chewing gum, or drinking in the classroom or hallways.No sodas are to be consumed on campus. (No selling of any items for profit.)
11. Once inside the classroom, no students will be allowed to leave without a permit from the teacher.
12. Students must raise their hands to get permission before speaking out, leaving seats/desks or the leaving the classroom. **THE TEACHER DISMISSES THE CLASS, NOT THE BELL!** Students will be given three to five (3-5) minutes to pass to each class.

### RUBRIC FOR INFRACTIONS:

*Please refer to the rubric on pages 18-22.*

## Level 1 Offenses

Offenses that generally occur in the classroom and should be corrected by the teacher

<ul style="list-style-type: none"> <li>• Deface or destruction of property (cleanable, fixable, removable)</li> <li>• Derogatory pictures, notes</li> <li>• Disrespect toward peer or adult (mildly rude interaction)</li> <li>• Drinking</li> <li>• Eating</li> <li>• Failure to participate</li> <li>• General misbehavior/off-task behavior</li> <li>• Horseplay</li> <li>• Inappropriate language (profanity not intended at anyone)</li> <li>• Making excessive noise</li> <li>• Name calling</li> <li>• No materials</li> <li>• Put downs</li> <li>• Sleeping</li> <li>• Talking</li> <li>• Talking back</li> <li>• Teasing/</li> <li>• Throwing small objects</li> <li>• Violation of teacher rules or procedures</li> </ul>	
<b>Interventions performed by the teacher</b>	Oral correction
	Redirection
	Proximity
	Review, re-teach, practice expectations
	Time out in class
	Teacher-student conference
	Loss of classroom privileges
	Parent contact
Counselor referral; Teacher detention	
<b>Offense</b>	<b>UNEXCUSED TARDINESS</b>
1st	Teacher-student conference
2nd	Teacher-parent contact
<b>Offense</b>	<b>UNEXCUSED TARDINESS</b>
3rd	Parent contact/School detention
4th	Parent contact/School detention
5th	Parent contact/half day ISS
6th	Parent contact/half day ISS
7th	Parent contact/full day ISS



## Level 2 Offenses

Offenses that are more serious in nature or a continuance of Level 1 conduct

<ul style="list-style-type: none"> <li>• Cheating, plagiarism</li> <li>• Defiance of authority</li> <li>• Failure to abide by rules and regulations at extracurricular activities</li> <li>• Loitering in unauthorized areas</li> <li>• Persistently not following directions</li> <li>• Profanity, vulgar language, or obscene gestures</li> <li>• Repeated violation of classroom rules</li> <li>• Throwing dangerous objects</li> </ul>	
<b>Interventions performed by the teacher</b>	Oral correction
	Redirection
	Proximity
	Review, re-teach, practice expectations
	Time out in class
	Teacher-student conference
	Loss of classroom privileges
	Parent contact
	Counselor referral; Teacher detention
<b>Offense</b>	<b>SKIPPING CLASS</b>
1st	Parent contact/warning
2nd	Parent Contact/Detention
3rd	Parent contact/Required administrator-student-parent conference
4th	1 day SRC
<b>Offense</b>	<b>SKIPPING DETENTION</b>
1st	Parent contact/1 day detention
2nd	Parent contact/half day SRC
3rd	Parent contact/1 day SRC
4th	Parent contact/2 day SRC
<b>Offense</b>	<b>LEAVING THE CLASSROOM WITHOUT PERMISSION</b>
1st	Parent contact/Detention
2nd	Parent contact/Required administrator-student-parent conference
3rd	Parent contact/1 day SRC
4th	Parent contact/2 day SRC
<b>Offense</b>	<b>LEAVING SRC WITHOUT PERMISSION</b>
1st	Parent contact/Administrator-student conference/warning/return to SRC
2nd	Parent contact/1 additional day SRC
3rd	Parent contact/1 day OSS
<b>Offense</b>	<b>LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION</b>
1st	Parent contact/Required administrator-student-parent conference/1 day SRC
2nd	Parent contact/2 day SRC
3rd	Parent contact/3 day SRC
4th	Parent contact/1 day OSS
<b>Offense</b>	<b>REFUSAL TO REPORT TO SRC</b>
1st	Parent contact/pick up/required administrator-student-parent conference/ 1 day SRC
2nd	Parent contact/pick up/required administrator-student-parent conference/ 2 day SRC

3 <sup>rd</sup>	Parent contact/1 day OSS
<b>Offense</b>	<b>UNAUTHORIZED USE OF ELECTRONIC DEVICES</b>
	Confiscate/\$15
<b>Offense</b>	<b>REFUSAL TO GIVE UP ELECTRONIC DEVICE</b>
1st	Parent contact
2nd	Parent contact/Required administrator-student-parent conference/ 1 day SRC
3rd	Parent contact/Required administrator-student-parent conference/ 2 day SRC
4th	Parent contact/Required administrator-student-parent conference/ 3 day SRC
5th	Parent contact/1 day OSS
<b>Offense</b>	<b>INAPPROPRIATE DISPLAYS OF AFFECTION</b>
1st	Parent contact/student conference
2nd	Parent contact/detention/refer to counselor
3rd	Parent contact/1 day SRC
4th	Parent contact/2 day SRC
5th	Parent contact/1 day OSS
<b>Offense</b>	<b>ACCESSING MATERIALS/SITES ON INTERNET DEEMED INAPPROPRIATE</b>
1st	Parent contact/student conference/1 day SRC
2nd	Parent contact/2 day SRC
3rd	Parent contact/3 day SRC
4th	Parent contact/1 day OSS
<b>Offense</b>	<b>DELIBERATE DRESS CODE VIOLATION</b>
1st	Parent contact/student conference/SRC until clothes brought to school
2nd	Parent contact/student conference/SRC until clothes brought to school/1 day detention
3rd	Parent contact/student conference/SRC until clothes brought to school/2 day detention
4th	Parent contact/student conference/SRC until clothes brought to school/1 day ISS
<b>Offense</b>	<b>POSSESSION of CONTRABAND (matches, fireworks, lighters, flammable items, etc...)</b>
1st	Parent contact/student conference/1 day SRC
2nd	Parent contact/student conference/2 day SRC
3rd	Parent contact/student conference/3 day SRC
4th	Parent contact/student conference/1 day OSS
<b>Offense</b>	<b>POINTING A LASER AT A STUDENT/STAFF MEMBER</b>
1st	Parent contact/Required administrator-student-parent conference
2nd	Parent contact/1 day SRC
3rd	Parent contact/2 day SRC
<b>Offense</b>	<b>GAMBLING (SHOOTING DICE, CARDS, ETC...)</b>
1st	Parent contact/Required administrator-student-parent conference
2nd	Parent contact/student conference/1 day SRC
3rd	Parent contact/student conference/2 day SRC
4th	Parent contact/student conference/3 day SRC
<b>Offense</b>	<b>SELLING OR SOLICITING FOR SALE ANY MERCHANDISE/ITEMS WITHOUT PRINCIPAL APPROVAL</b>
1st	Administrator-student conference/warning/confiscate food & money
2nd	Parent contact/1 day SRC/confiscate food & money
3rd	Parent contact/Required administrator-student-parent conference/2 day SRC
4th	Parent contact/1 day OSS

### Level 3 Offenses

Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of level I, II, or III misconduct.

<b>Offense</b>	<b>FIGHTING (MUTUAL COMBAT)</b>
1st	Parent contact - pick up/required administrator-student-parent conference/1 day OSS
2nd	Parent contact - pick up/required administrator-student-parent conference/2 day OSS
3rd	Parent contact - pick up/required administrator-student-parent conference/3 day OSS
<b>Offense</b>	<b>ASSAULT</b>
1st	Parent contact - pick up/required administrator-student-parent conference/1 day OSS
2nd	Parent contact - pick up/required administrator-student-parent conference/2 day OSS
3rd	Parent contact - pick up/required administrator-student-parent conference/3 day OSS
<b>Offense</b>	<b>**ASSAULT (WITH BODILY INJURY)</b>
1st	See Hernandez/Consequences TBD
2nd	
3rd	
<b>Offense</b>	<b>SMOKING, USING, POSSESSING TOBACCO, TOBACCO PRODUCTS, SMOKELESS CIGARETTES, E-CIGARETTES, ANY OTHER NICOTINE DELIVERY DEVICE</b>
1st	Parent contact - pick up/required administrator-student-parent conference
2nd	Parent contact/refer to counselor
3rd	Parent contact/1 day SRC
4th	Parent contact/1 day OSS
<b>Offense</b>	<b>**POSSESSING, SELLING, GIVING, DELIVERING A CONTROLLED DRUG OR SUBSTANCE</b>
1st	See Hernandez/Consequences TBD
<b>Offense</b>	<b>**POSSESSING, SELLING, GIVING, DELIVERING MARIJUANA, ALCOHOL, DESIGNER DRUGS, AND/OR ILLEGAL DRUGS</b>
1st	See Hernandez/Consequences TBD
<b>Offense</b>	<b>**USES, EXHIBITS, OR POSSESSES A KNIFE, SWITCHBLADE, RAZOR BLADES, OR ANY OBJECT DESIGNED TO CUT</b>
1st	Parent contact - pick up/required administrator-student-parent conference/ See Hernandez/Consequences TBD
<b>Offense</b>	<b>**USES, EXHIBITS, OR POSSESSES A CLUB (instrument specifically designed to inflict serious bodily injury or death when a person is struck and includes a blackjack, nightstick, mace, tomahawk, brass knuckles, etc...)</b>
1st	Parent contact - pick up/required administrator-student-parent conference See Hernandez/Consequences TBD
<b>Offense</b>	<b>ENGAGING IN THREATS, OR OTHER ACTS OF INTIMIDATION; VERBAL ABUSE OF OTHERS INCLUDING NAME-CALLING, SLURS OR DEROGATORY STATEMENTS</b>
1st	Parent contact/Administrator-student conference/refer to counselor
2nd	Parent contact/Required administrator-student-parent conference/behavior contract
3rd	Parent contact/3 day SRC
4th	Parent contact/1 day OSS
<b>Offense</b>	<b>BULLYING (written, verbal, or physical conduct; has or will have the effect of physically harming a student/student's property, placing a student in reasonable fear of harm or damage to property; is sufficiently severe, persistent, or creates an intimidating environment for student; interferes with a student's education or substantially disrupts operation of a school)</b>
1st	Parent contact/Required administrator-student-parent conference
2nd	Parent contact/counseling/behavior contract/2 day SRC/refer to counselor
3rd	Parent contact/1 day OSS

<b>Offense</b>	<b>CYBERBULLYING</b> (use of internet, cell phones, or other devices to send, post, or text images and material intended to hurt or embarrass. Sending or posting threats, sexual remarks, or hate speech)
1st	Parent contact/Required administrator-student-parent conference
2nd	Parent contact/refer to counselor/behavior contract/2 day SRC
3rd	Parent contact/1 day OSS
<b>Offense</b>	<b>FAILURE TO COMPLY AND/OR DEFIANCE OF SCHOOL PERSONNEL</b>
1st	Parent contact - pick up/required administrator-student-parent conference
2nd	Parent contact/Required administrator-student-parent conference/1 day SRC or/1 day OSS
3rd	Parent contact/2 day SRC or/2 day OSS
	<i>*Dependent upon severity of situation/Admin may use SRC or OSS at its discretion</i>
<b>Offense</b>	<b>PROFANITY TOWARDS ADULTS</b>
1st	Parent contact/1 day SRC
2nd	Parent contact/Required administrator-student-parent conference/2 day SRC
3rd	Parent contact/1 day OSS
4th	Parent contact/2 day OSS
	<i>*Dependent upon severity of situation/Admin may use SRC or OSS at its discretion</i>
<b>Offense</b>	<b>DISPLAY OF GANG ACTIVITY THRU SIGNS, SYMBOLS, OR SOUNDS</b>
1st	Parent contact/administrator-student conference
2nd	Parent contact/refer to counselor
3rd	Parent contact/refer to gang task force
4th	Parent contact/1 day OSS
5th	Referral to DAEP
<b>Offense</b>	<b>MISDEMEANOR STEALING/THEFT OF PROPERTY</b>
1st	Parent contact/pick up/required administrator-student-parent conference
	See Hernandez/consequences TBD
<b>Offense</b>	<b>CONDUCT INVOLVING THE OFFENSE OF FALSE ALARM OR TERRORISTIC THREATS</b>
1st	Parent contact-pick up/required administrator-student-parent conference/2 day OSS
2nd	Parent contact-pick up/required administrator-student-parent conference/3 day OSS
3rd	Referral to DAEP
	<i>* Students may be ticketed based upon severity of incident</i>
<b>Offense</b>	<b>VANDALISM (OVER \$500)</b>
1st	Parent contact-pick up/required administrator-student-parent conference/2 day OSS
2nd	Parent contact-pick up/required administrator-student-parent conference/3 day OSS

## **DRESS CODE**

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

### **BOTTOMS:**

- Jeans are acceptable (no rips, holes, frays, designs, or print)
- Navy, khaki, gray, or black long pants (uniform or cargo)
- No capris
- No cropped pants
- No form fitting or baggy clothes- Pants must be true to size and worn at the waist.
- No jogging pants and warm-ups
- No shorts
- No skirts or skorts
- No spandex, denim, denim-like, nylon, stretch clothing or parachute fabric
- Pants should not be rolled up at any time.

### **BELTS:**

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

### **CASUAL DAY:**

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

- All other school/ dress code rules still apply.
- Hats, and any other head gear, are still against policy.
- House shoes are NOT to be worn
- Jean shorts are not allowed.
- Jeans may be worn (blue, black, khaki, or gray)
- No athletic attire of any sort (i.e. warm-ups)
- No holey, torn, or ripped jeans
- No leggings of any sort.
- No shorts
- No spaghetti strapped shirts
- No sunglasses or non-prescriptive eyewear
- Pajamas are not allowed
- Shirts must have appropriate language

### **COATS/ JACKETS/SWEATERS:**

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



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

### **GROOMING REGULATIONS:**

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

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

- Headgear such as hats, caps, scarves, do-rags, sunglasses, or bands/ bandannas are not allowed. Glitter (cosmetic or art) colored mousses or colored spray, shaving cream or any other substance that may cause bodily harm (eye irritation, infection, etc.) are not permitted. Hair spray is not to be used while on campus.
- Sweatbands are not permitted to be worn on the head or arms. The physical education coach may permit head sweatbands during P.E. classes.
- Large head wraps, bows, and ribbons are not allowed.
- Tattoos and body art should not be a distraction and must be covered during the instructional day.
- Purses larger than 8" \*5"\* 3" are not allowed. Purses should never be used in the place of a backpack
- Backpacks must be clear or mesh.

### **SHIRTS:**

- Plain polo type shirts (with a collar and 3 buttons) may be worn
  - 6<sup>th</sup> grade- Gray
  - 7<sup>th</sup> grade- Gold
  - 8<sup>th</sup> grade- Navy
- Welch authorized t-shirts, or college shirts can be worn only on Fridays to promote school spirit. (This does not include the P.E. uniform t-shirt)
- Only white t-shirts/ undershirts are allowed to be worn underneath uniform shirts.

### **SHOES:**

- No house shoes or flip flops.
- No shoes with rollers underneath. No mesh, jelly-like shoes or Crocs.
- No slides.
- No thong shoes or sandals.
- Shoes must be safe and have a heel strap.
- NO SHOES DEEMED UNSAFE BY SCHOOL ADMINISTRATION.

## **EARLY DISMISSAL**

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

## **EARLY MORNING ARRIVAL**

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

## **EARLY PICK UP**

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

## **FIELD TRIPS**

Monies and permission slips for field lessons must be collected before the day of the field lesson. Verbal authorization to attend a field lesson **will not** be allowed.

## **GRADING CYCLE**

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

<b>Grading Cycle</b>	<b>Cycle Date</b>	<b>Report Card Dates</b>
1 <sup>st</sup> 6 weeks	Sept 8-Oct 16	October 23, 2020
2 <sup>nd</sup> 6 weeks	Oct 19-Dec 4	December 11, 2020
3 <sup>rd</sup> 6 weeks	Dec 7-Jan 28	February 5, 2021
4 <sup>th</sup> 6 weeks	Feb 1-March 12	March 26, 2021
5 <sup>th</sup> 6 weeks	March 22-April 30	May 7, 2021
6 <sup>th</sup> 6 weeks	May 3-June 11	June 11, 2021

## GRADING SCALE & CONDUCT

90-100 = A
80-89 = B
75-79 = C
70-74 = D
Below 70 = F

### **Conduct Grades**

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

- **E= Excellent**

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

- **S= Good**

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

- **P= Poor**

Probationary, conduct not satisfactory; needs improvement.

- **U= Unsatisfactory**

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

## HALLS

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

## HOMEWORK

Parental monitoring of regularly assigned homework is necessary. Monitoring often results in satisfactory school progress and develops good study habits. Neighborhood libraries have books, games, video equipment, and reference materials for study and family enjoyment. If your child is ill, please request the assignments from the school in the morning so that at the end of the school day you can pick them up; instructional time cannot be interrupted for these requests. Requests should be made to the grade level administrative assistants. (6<sup>th</sup> grade- Ms. Richardson at [Jazmyn.Richardson@houstonisd.org](mailto:Jazmyn.Richardson@houstonisd.org) | 7<sup>th</sup> Grade- Ms. Navarro at [Vanessa.Navarro@houstonisd.org](mailto:Vanessa.Navarro@houstonisd.org) | 8<sup>th</sup> Grade Mr. Johnson at [Tristan.Johnson@houstonisd.org](mailto:Tristan.Johnson@houstonisd.org)

## IMMUNIZATIONS

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

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

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

## **LOST AND FOUND**

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

## **MAKE-UP WORK**

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

## **MEDICATION REQUIREMENTS**

Employees designated by the principal shall administer medication. Administration of medication is allowed only with physician and parental permission. **The parent must sign form 40.3740 and the physician may sign the form or attach a statement. This form must be on file before the medication is administered.**

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

## **MESSAGES & GIFTS FOR STUDENTS**

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

## **PARENT SCHOOL COMMUNICATIONS**

Welch Middle School will communicate important information via letters, newsletters, postcards, and/or a telephone recorded message. Our administrators and specialists are on duty to assist the students in achieving success and in coping within the limits of their abilities. Information is available on the test taking skills, extra-curricular activities, the testing schedule, career choices, as well as other academic social, vocational, or personal concerns. Any student or parent may make an appointment with the grade level administrator.

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

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

## **PARENT & TEACHER CONFERENCES**

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

## **PHYSICAL EDUCATION PARTICIPATION**

State Law requires physical education for all middle school students. All students are expected to dress out for physical education each day as part of class participation. Every student is required to purchase a physical education uniform for \$20.00 within the 1<sup>st</sup> two weeks of class. If a student does not participate in physical education due to illness or injury, a note from the parent to their physical education teacher, should be written; teacher's discretion and/or consultation with the school nurse will determine the level of participation. A physician's statement is required for a lengthy excuse or waiver from participating in physical education due to health conditions.

## **REGISTRATION REQUIREMENTS**

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

1. Proof of residence such as a current utility bill (electricity, gas, water) or copy of lease with the correct name and address.
2. Certified copy of birth certificate or birth registration card and social security card
3. Report Card or transcript from the last school

4. Test scores
5. Immunizations records (up to date)
6. Withdrawal form from previous school if enrolled during the school year.
7. Guardianship papers if the student is residing with someone other than the parent.
8. Copy of ARD papers (if applicable)
9. Parent Identification Card

## **SUPPLY LIST**

This is a general supply list to begin the year. A more detailed list from each teacher will be distributed after school begins.

- 2 glue sticks
- 3-inch binder w/pockets and clear view sleeve.
- 7 folders (with pockets and brads) – multi-colored
- **Clear** or **mesh** backpacks (all students must have a backpack)
- Colored Pencils, 12 pack
- Combination Lock for Gym ONLY
- Composition notebook (1 per class Math, Science, English, History)
- Dividers 8 pack (7 sets)
- Erasers
- Graph paper
- Highlighters
- Index cards 100 count (standard)
- Lunch kit (if child brings lunch from home) Lunch kit must be kept in backpack. No student will be allowed to carry around grocery bags (must be placed in backpack).
- P.E. Uniform
- Pair of scissors
- Paper (loose leaf and wide ruled)
- Pencil bag (3 ring)
- Pencil Sharpener
- Pencils #2 (4 boxes)
- Pens (12 black;12 blue;12 red)
- Ruler
- USB flash drive

## **STUDENTS DISRUPTIONS**

A student who leaves class to take part in a boycott, instigates a boycott, or otherwise fails to abide by the rules and regulations and the reasonable request of the school personnel will immediately be suspended from school. The suspension shall be up to three (3) days and the student shall not be allowed back to school without a parental conference.

## **TECHNOLOGY**

MP3's, iPod's, cameras, electronic games, toys or other electronic items that interfere with the educational process are not to be brought to school. Cellular phones are permitted on the campus, however they must be

concealed and turned off at all times (should never be visible during school hours). Any cellular phones that are confiscated will be released only to the parents. A \$15.00 fine will be assessed before the cellular phone is released to parents. Cellular phones can be picked up by parents only after arrangements have been made with the grade level administrator; thereafter, you will need to pay the \$15 fine to Ms. Rodriguez, administrative secretary, in the main office. Electronic devices taken up during the year may be picked up by parents at the end of each semester (December and May). Electronic devices not picked up by the last day of school will be discarded. \*\*Phones that are visible (with the exception of being placed in a backpack) at any time during the school day will be confiscated.

## **TELEPHONES**

Students will not be permitted to use the school telephone except in urgent cases and with and administrator's permission. Students will use the telephone only in the designated grade level administrator's office.

## **TEXTBOOKS**

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

## **VISITORS**

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

## **VOLUNTEERS & PARENT TEACHER ORGANIZATION**

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

The Parent Teacher Organization (PTO) support us with fund raising projects to provide the school and the students with needed equipment. The concern and dedication of these parents are a testimony to the "WE CARE" slogan.

## **WELCH@HOME**

To be marked "present" for the day, STUDENTS MUST attend live lessons and have logged into TEAMS by 11:00 a.m. Students who miss the 11:00 a.m. deadline will be considered "absent". Students can resolve the absence by reviewing the recorded live lesson and then submitting their assignments in the HUB by 11:59 p.m.

Your grades and attendance count and will determine if you pass or fail the course. Teachers are required to assign a minimum of two assignments per week. HISD policy still requires students to attend at least 90% of their classes and have a 70% average or above to pass each subject area to receive credit and be promoted.



## **WITHDRAWAL PROCEDURES**

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

## **ZERO TOLERANCE**

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

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

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

## **Notice to Parents About Pesticide Applications**

### **Information on Pesticide Applications**

As required by law, the school district is providing this notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's integrated Pest Management (IPM) Coordinator at:

**Telephone Number:** 713-867-0818



### **Houston Independent School District**

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

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

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

**Welch Middle School  
Handbook Acknowledgement**

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

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

Parent/ Guardian Signature

Date

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Student Signature

Date

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Print Student Name

Date

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