

Welcome Dragons!

As a student at Hot Wells Middle School, you will have the privilege and opportunity of being a part of a school where our mission is to engage in learning that matters, develop meaningful relationships, transform learners into leaders, and prepare our students to achieve their goals and future endeavors. Your school faculty will offer you many opportunities to learn and grow. In return you will be expected to give your cooperation, effort, and enthusiasm in the classroom and throughout all your activities.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. We feel that open and clear communication between school and home is important to the success of our students. Working together, there is no limit to what we and our children can achieve!

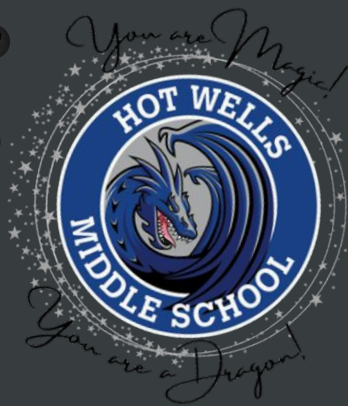
If you have any questions, you can contact our main office at
210-438-6585

Click this icon



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Hot Wells Middle School Student Handbook 2024-2025



DRAGON PRIDE

YOU ARE MAGIC! YOU ARE A DRAGON!

PRINCIPAL'S
MESSAGE

WHO IS Hot
Wells

Hot Wells
STAFF

A/B
CALENDAR

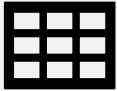
BELL
SCHEDULE

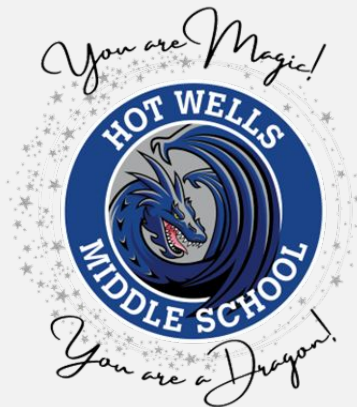
DRESS
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PRINCIPAL'S MESSAGE

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PRINCIPAL'S MESSAGE

Parents/Guardians, and Students:

We are excited to welcome many of you back and to greet others in our school community for the first time. As the principal of Hot Wells Middle School, I can tell you firsthand that our school's commitment to excellence will not be exceeded by any other middle school.

Our faculty and staff work hard to help us carry out our mission and vision to ensure that the stars align at Hot Wells this school year. Our goal is to continually improve our ability to meet the needs of all students and to increase our ability to communicate with our parents/guardians effectively and efficiently. Over the course of this school year, you will be invited to work with us as we monitor our progress. We will use our parent and family connection meetings as working meetings to review our progress and gain parent input.



My vision for Hot Wells Middle School is to constantly demonstrate our commitment to excellence through our expectations for our students. We will show our students how much we care for them by expecting all of them to succeed and excel. From the first day of school through the last day of school, you and your children will know the Dragon Pride and Magic happening at Hot Wells because of the wonderful experiences our teachers and staff will provide for them.

Please be sure you follow us on social media.

Respectfully yours,

Yvonne M. Hernández, Principal



PRINCIPAL'S MESSAGE

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WHO'S HOT WELLS

Vision

TBD

Mission Statement

TBD

Core Values

- Student-Centered
- Student Safety and Security
- Positive Relationships
- Purposeful Planning
- Communication
- Leadership
- Teamwork

Core Beliefs

- Cultivate and maintain a safe, positive, student-centered culture
- Analyze, disseminate, and utilize data to drive purposeful planning and instruction
- Participate in effective communication, leadership, and teamwork
- Honor the campus mission

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SAFETY

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WHO IS HOT WELLS

School Colors

Royal Blue and Grey

School Mascot

Dragon

School History

Then

The original Hot Wells school was established in 1912. Between 1937 and 1952 the campus also contained Hot Wells High School, which also served the junior school grades. In 1949 the Hot Wells district consolidated with SAISD and from 1952 to 2018, Hot Wells High School became a traditional middle school and was renamed Connell Middle. The Hot Wells Dragons are the pride of the southeast side of San Antonio!

Now

Hot Wells Middle School is a STEM & Dual Language campus that provides a rigorous and high-quality education focused on Science, Technology, Engineering and Math to sixth through eighth grade scholars. We offer field experiences and career exploration opportunities with engineers and scientists to our scholars in order to provide them with real-world insight. At Hot Wells Middle School, we believe in fostering children's' natural curiosity by instilling a love for learning through cross-curricular Project & Problem Based Learning. Scholars will leave our campus as innovative and creative critical thinkers with strong collaboration and communication skills mandatory for success in high school, college, and the workforce.



Leadership Team

Administrative Team:

Ms. Hernandez-Principal
 Ms. Arispe-Assistant Principal
 Mrs. Castillo-Assistant Principal
 Mrs. DeSalme-Assistant Principal

Instructional Coaches:

Ms. Perez
 Mrs. Sanchez



SAFETY

WHO IS Hot
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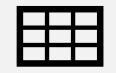
DRESS CODE

CELL
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HOT WELLS OFFICE STAFF

Office Team - 210-438-6585

Secretary	Ms. Vicki Garcia	Ext TBD
Ms. Garcia will provide you with school information and connect you with school staff, including delivering messages and setting appointments.		
Attendance Clerk	Ms. Diana Guzman	Ext TBD
Ms. Guzman can assist you with your child's attendance, including accepting documentation from absences to code excused absences.		
PEIMS/Data Clerk	Ms. Rachel Cantu	Ext TBD
Ms. Cantu will assist you with registering your child and record-keeping.		
SEMS Clerk	Ms. Yvette Bailey	Ext TBD
Ms. Bailey will work with families in our Special Education program including setting appointments and record-keeping.		



SAFETY

A

Hot Wells STAFF

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HOT WELLS STAFF

Office Team - 210-438-6585

Department	Teacher	Conference Period
ELAR 6th	Ms. Houston	6th period
ELAR 6th	Vacancy	6th period
ELAR 7th	Mr. Vargas	6th period
ELAR 7th	Ms. Vela	6th period
ELAR 8th	Ms. Angel	6th period
ELAR 6th-8th ESL	Ms. Trevino	6th period
Math 6th	Vacancy	2nd period
Math 6th & 7th	Ms. Castillo	2nd period
Math 7th DL	Ms. Lopez	2nd period
Math 7th & 8th	Mr. Vez	2nd period
Math 8th & Algebra	Ms.Mast	2nd period
Science 6th	Ms. Pamilton	3rd period
Science 6th	Ms. Trevino	3rd period
Science 7th	Vacancy	3rd period
Science 7th & 8th	Vacancy	3rd period
Science 8th	Ms. Garza	3rd period
Social Studies 6th DL	Ms. Coriano	7th period
Social Studies 7th	Ms. Estrada-Mejia	7th period
Social Studies 8th	Ms. McDonald	7th period
Social Studies 8th DL	Mr. Mora	7th period

“A teacher is a compass that activates the magnets of curiosity, knowledge, and wisdom in the pupils.”- Ever Garrison



Teachers

Your teachers are specialists in the field in which they teach and are eager to help students get the most out of their classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers are also classroom leaders who have the responsibility of supervising and directing all students in the pursuit of their education.

Department	Teacher	Conference Period
Athletics/PE 6th-8th	Mr. Callis	5th period
Athletics/PE 6th-8th	Ms. Pell Fernandez	5th period
Athletics/PE/OCI 6th-8th	Mr. Garza	6th period
Special Education/GEC	Mr. De Los Santos	2nd period
Special Education/GEC	Vacancy	2nd period
Special Education/GEC	Vacancy	2nd period
Special Education/ Dyslexia 6th-7th	Ms. Gonzales	6th period
Special Education/SOLE	Mr. Martinez	8th period
Special Education/ALE	Ms. Rodriguez	2nd period
LOTC	CSM. Guevara	4th period
LOTC	SSG.. Vigil	1st period
Partners	Mr.Garza	2nd period
STEM	Mr. Aguilar	2nd period
Spanish	Ms. Ortega	8th period
Fine Arts/Art	Mueller	5th period
Fine Arts/Band	Mr. Escobar	1st period
Fine Arts/Band	Mr. Graham	1st period
Fine Arts/Dance	Ms.Lopez	8th period
Fine Arts/Mariachi	Ms. Pasalagua	5th period
Librarian	Ms. Chaisson	TBD-OCI cover

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HOT WELLS STAFF

Counselor- 210-438-6585

Mr. Ramirez	Grades 6- 8,	Ext
<p>Mr. Ramirez will be happy to assist students with concerns regarding school and/or personal life. The function of the counselor is advisory, not disciplinary, and all information is confidential based on the district guidelines.</p>		

CIS-Counselors in Schools- 210-438-6585

Vacancy	CIS	Ext
<p>The Counselors in School social worker is available to assist our students and families with resources and referrals for any needs (i.e. food assistance, clothing, etc.), attendance issues, case management, one-on-one mental health support, homelessness, and crisis intervention</p>		



Library - 210-438-6585

Ms. Chaisson	Librarian	Ext
<p>Ms. Chaisson provides invaluable resources when researching class assignments, finding a great book to read and assisting you with technology, including audio books, databases, and class projects. She is available to assist you every school day from 8:00 am to 3:50 pm. Check out your Hot Wells library!</p>		

Face Specialist - 210-438-6585

Ms. Escobar	FACE	Ext
<p>Ms. Escobar works with families to engage parents and the community as partners to continually improve the academic performance of students.</p>		

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HOT WELLS STAFF

Instructional Coaches - 210-438-6585

Ms. Perez	IC - Math/Science	Ext TBD
Ms. Sanchez	IC - RLA/Social Studies	Ext TBD

Ms. Perez & Ms. Sanchez are instructional leaders who are responsible for curriculum and instruction on the campus. They work in conjunction with the Principal and Assistant Principals to achieve your child's academic success.

School Nurse - 210-438-6585

Ms. Raue	Nurse	Ext TBD
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Ms. Raue is available to help students at school with medical emergencies and will work closely with parents and physician(s) in administering prescribed medication. Please notify the school nurse of any medical conditions that may be of concern.



Police Officer - 210-354-9000 (24-hour Police Dispatch)

The police officer assists students when needed and helps maintain a safe environment. The officer helps supervise after school events and helps monitor traffic.

Assistant Principal - 210-438-6585

Ms. Arispe	Assistant Principal	Ext 74417
Ms. Castillo	Assistant Principal	Ext 74404
Ms. DeSalme	Assistant Principal	Ext 74406

The Assistant Principals Ms. Arispe, Ms. Castillo & Ms. DeSalme work directly with the Principal Ms. Hernandez in the administration and organization of the school. They oversee and assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission.

Principal - 210-438-6585

Ms. Hernandez	Principal	Ext 86587
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Ms. Hernandez is responsible to the Superintendent of SAISD for proper administration of Hot Wells Middle School. Her duty is to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. She will be glad to assist you with any concerns.

CALENDAR

GRADING PERIODS

1st Grading Per. - Aug. 13 - Oct. 10
 2nd Grading Per. - Oct. 15 - Dec. 19
 3rd Grading Per. - Jan. 7 - Mar. 7
 4th Grading Per. - Mar. 18 - May 29

ADDITIONAL NOTES

First Day: Aug. 13, 2024
 Last Day: May 29, 2025
 First Semester: Aug. 13 - Dec. 19
 Second Semester: Jan. 7 - May 29

For other Languages use link below

<https://www.saisd.net/upload/page/0456/docs/2024-2025Calendar-all.pdf>



'24 JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER							DECEMBER							'25 JANUARY							FEBRUARY						
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	26	27	28	29	30	31	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	29	30	31												23	24	25	26	27	28	

MARCH							APRIL							MAY							JUNE									
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S			
						1					1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28			
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30								
30	31																													

JULY							CALENDAR KEY						
S	M	T	W	TH	F	S							
	1	2	3	4	5	6	■ Holiday	■ Student Holiday Parent/Teacher Conferences	■ Professional Development	■ Bad Weather Makeup Day	■ First and Last Day of School	 Grading Period Start/End	
6	7	8	9	10	11	12	■ Teacher Planning Time	■ Student Holiday Prof. Dev. & Teacher Planning Time	■ Early Release				
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

BELL SCHEDULE

Arrival/Dismissal

For the safety of your child, we will begin accepting students starting at 8 a.m. The cafeteria will open for Breakfast at 8:00 a.m. Monitors are not on duty until that time.



Please be mindful and respectful of the drop-off/pick-up areas. We ask that you not park or stand idle in these areas to allow for a smooth transition of all vehicles. If you need to park, please use the designated parking areas.

All students will be dismissed at 3:50.

Students will be moved into the lobby area at 4:05 pm to wait for their ride.



Hot Wells Middle School
2024 ~ 2025
Bell Schedule



Monday -Thursday

Friday with Advisory

DRESS CODE

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with Principles 1, 2, 3 and 4 as outlined below.

Principle 1 - Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that the chest and abdomen, genitals, and buttocks are fully covered with opaque fabric. Shorts/Skirts are to be no more than 3-inches above the knee.

Principle 2 - Students Must Wear (while following Principle 1 above): A shirt with sleeves and fabric that touches the waistband in the front and back and on the sides under the arms; Pants/jeans or the equivalent (skirt, sweatpants, leggings, a dress, shorts) and shoes.

Principle 3 - Students May Wear, as long as these items do not violate Principle 1 or 2 above:

- Hats must allow the face and ears to be visible to staff and not interfere with the line of sight;
- Sweatshirts with hoods. Wearing hood over the head is allowed but face and ears must be visible to school staff
- Fitted pants, opaque leggings, yoga-style pants and "skinny jeans"
- Ripped jeans, as long as undergarments and buttocks are not exposed and/or
- Athletic attire.
- All shoes must have a backing to them

At Hot Wells:

*****Pajamas are not allowed unless its designated as a reward day by administration*****



Continue



DRESS CODE

Principle 4 - Students Cannot Wear: Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under FNCF(LEGAL):

- Hate speech, Profanity, Pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Violent language or images,
- Any clothing that reveals visible undergarments, Swimsuits (except as required in class, field trips or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).



Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire.

Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Hot wells. These items will be confiscated and documented, if necessary, in the student's discipline record



Click [HERE](#) for full SAISD Dress Code Policy



CELL PHONES

Students are not allowed to use cell phones or electronics on campus. Personal Electronic Devices, including cell phones and ear buds, must be turned off and not visible during the school day unless using the device for "teacher approved" instructional purposes. The only exception is the use of their Chromebook for class activities.

The following are consequences if a student is caught on campus using electronics, this includes the use of headphones.



1st Offense: Electronics confiscated, and students may pick up their electronics from the Attendance office after school. Warning given.

2nd Offense: Electronics confiscated, and parent must pick up the electronics from Attendance office after school.

3rd Offense: Electronics confiscated, and parent must pick up electronics after school and pay \$10.00.

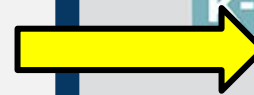
4th Offense: Electronics confiscated, and parent must pick up from Attendance office after school and pay a fee of \$15.00.

5th Offense: Electronics confiscated, and student will lose privilege of cell phone allowance for the remainder of the school year. Parent will be notified.

SAFETY

The safety of our students, staff, and visitors is our number one priority. To establish and maintain a safe environment, we need the cooperation of all school community members.

Students, parents, staff, and community members can anonymously report about a wide range of concerns, from mental health issues to threats of violence through our P3 Campus mobile app, through any web browser at P3Campus.com, or by clicking here. There are several topics throughout this handbook that pertain to the safety of Hot Wells. It is essential that everyone reads and understands the importance of following these guidelines.



P3 campus

K-12 ANONYMOUS REPORTING

Click here to report a wide range of concerns, from mental health issues to bullying to threats of violence



A – Arrival/Dismissal, Athletics, Attendance, Awards

Arrival/Dismissal

For the safety of your child, no student is to arrive before 8:00 a.m. Monitors are not on duty until that time.

Please be mindful and respectful of the drop-off/pick-up areas. We ask that you not park or stand idle in these areas to allow for a smooth transition of all vehicles. If you need to park, please use the designated parking areas.

All students will be dismissed at 3:50 p.m. Students will be moved into the lobby area at 4:05 pm to wait for their ride.

Athletics

Athletics at Hot Wells are extracurricular activities for our 7th and 8th graders and most practices are scheduled after school.

We have team sports such as football, basketball, soccer, and track for 7th & 8th grade boys.

We have basketball, volleyball, soccer, golf and track for 7th & 8th grade girls..



Athletes at Hot Wells are boys and girls who have indicated a desire to contribute time and energy for the good of them, the team, and their school. We recognize this contribution in various ways. We expect our athletes to be good representatives of Hot Wells wherever they may go. An athlete is first a lady or a gentleman, who acts courteously, and is always an example of good conduct and grooming for others to follow. The student athlete must maintain a passing grade of 70 or above to remain eligible to participate in any extra-curricular activities. There are no special privileges for athletes and none are expected. The athlete is assuring for himself or herself a more well-balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope that it will result in victorious competition.

Attendance

If your child is absent, he/she MUST bring either a written note from the parent or the doctor. Notify the school immediately if your child is going to be absent for an extended period. It is the parent's responsibility to obtain classwork. Our attendance clerk Ms. Guzman is here to help with all attendance concerns. She can be reached at 210-438-6585, ext 77409

Continue



A – Attendance, Awards

Attendance (continued)

If you pick your child up prior to the end of the school day, it is considered a “partial day absence” and will count against their attendance. Report directly to the office to sign your child out. If your child is leaving early for a doctor’s appointment, an excuse from the doctor will be accepted to excuse the partial day absence.

Texas State law requires that students attend a minimum of 90% of the year to be promoted. If an excuse note is not turned in, the absence will be counted as an unexcused absence. Three unexcused absences will result in a court referral warning and/or a court referral. Excessive tardies and early dismissals could also result in a court referral. Please note that we will call all homes of absent students to confirm their absence.

If a student arrives on the campus late, he/she must report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court.



Please note: Students must have PERFECT attendance to be eligible for a Perfect Attendance award. This means NO partial-day absences, which includes tardies and early releases (without a doctor's excuse).

Awards

Counselor - Mr. Ramirez

In order that students may be duly recognized for outstanding achievements, awards will be presented at the end the year. Students will receive honor roll ribbons at the end of each nine weeks grading period except for the last nine weeks. To be on the “A” honor roll, the student must have A’s in all subjects. To be on the “A and B” honor roll, the student must have all A’s and B’s in all subjects. Students cannot have N’s or U’s in Conduct to receive honor roll status.



B – Backpacks, Band/Mariachi/Orchestra, Bus

Backpacks

Students will be allowed to carry backpacks with them to class throughout the day. Large athletic bags for athletic purposes must be carried by student throughout the day.

Band/Mariachi/ Orchestra

Band - Mr. Escobar
Band Assistant-Mr. Graham

Mariachi-Ms.Pasalagua
Orchestra -TBD

Students in band/Mariachi/Orchestra will have instruments provided to them. Students are expected to take care of their instrument and report if they are damaged, lost, or stolen report to your fine arts teacher right away. Students are required to attend all performances as part of their grade. Students are also expected to attend before and after school rehearsals as needed in preparation for upcoming concerts.

Bus

Students are expected to ride the designated bus assigned to them by the transportation department. Students are not allowed to ride a different bus than the one assigned to them. Bus dismissal will be at 3:50 p.m. Teachers will walk bus students only to competition gym.

We are very happy to provide you with transportation information such as school bus pickup times and locations for your home address. Please click [HERE](#) and follow these steps:

- Enter your house number and street name.
- Click search.
- Then click on a stop in the list to highlight the location on the map.

Please ensure your child is at the bus stop at least ten (10) minutes before the scheduled time to ensure they are there when the bus arrives.

Please note that this program does not provide bus stop information for special education. Households with students who utilize special education buses will be contacted directly by the Transportation Department with their student's specific transportation information.

Please check back often for the first few weeks of school. There can be significant time changes as the routes grow due to new stops and students.



C – Cafeteria, Clubs, Class Dojo

Cafeteria

Students will be served breakfast and lunch. Breakfast will be served in the cafeteria from 7:30 a.m. - 8:00 a.m. Students may bring a sack lunch with them in the morning. Sharing any food/drink from a student's breakfast or lunch is **NOT** allowed. Due to federal guidelines, parents may **NOT** bring take-out food to serve in the cafeteria.

Clubs

Membership in clubs is open to all students. Every student will benefit from the varied experiences which he/she will enjoy as a member of a club. Regular meetings are held once each month, either before or after school

Club	Sponsor
NJHS	Ms. Estrada/Ms. Castillo
Student Council	Ms. Vela
Yearbook	Ms. Pamilton
Newspaper	Mr. Vargas
Spirit Team	Ms. Vela



ClassDojo/School DoJo – Dragons R.O.A.R.

Hot Wells Middle School is a PBIS school. PBIS, Positive Behavior Intervention and Support, establishes a social culture and the behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students.

All Dragons should follow **R.O.A.R.** at all times in all areas:

- R- Respectful Action**
- O- Only Safe Behaviors**
- A- Always Be Successful**
- R- Responsible Choices**



Dragons can be recognized for ROARing by any teacher or staff member with points in ClassDojo. Points in ClassDojo accumulate for students to be able to participate in events and purchase items from our PBIS cart.



D – Dance, Deliveries, Detention, Discipline, Dress Code

Dance- Ms. J. Lopez

Students in Dance may be provided performance wear based on availability. Students are expected to take care of the items assigned to them and report if they are damaged, lost, or stolen. The student must report any issue/s to their fine arts teacher right away. Students are required to attend all performances as it's part of their grade. Students are also expected to attend before and after school rehearsals as needed in preparation for upcoming performances.

Deliveries

In order to minimize interruptions of the learning environment, we do not deliver items directly to students. However, we also recognize the need for a child to receive forgotten items. Therefore, we will gladly accept any item delivered by a parent to the office.

Balloons, flowers and personal gifts for students will not be delivered to the student during the day. All items will be held in the front office for student pickup at the end of the day.

We do not allow food deliveries for students from delivery vendors such as Doordash.

Detention (Lunch)

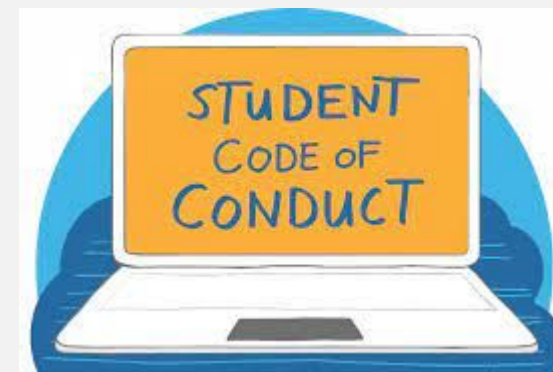
Teachers may assign lunch detention as needed. Administrators will escort students to designated area. They will be given lunch to take to lunch detention.



Discipline

In order to provide a safe atmosphere for all students, we expect students to follow all school rules. Each teacher will implement these rules in the classroom. Parental support in enforcing firm discipline is expected and appreciated. Every family has access to the [SAISD Student Code of Conduct](https://www.saisd.net/SAISD-Student-Code-of-Conduct) at SAISD.net. It is expected that rules will be consistently enforced by the teachers and followed by the students. Contact your child's teacher immediately if you have questions or concerns about discipline.

Every teacher/team has a discipline plan that includes classroom rules, disciplinary procedures, and a plan for rewarding appropriate behavior along with the campus Wide PBIS. Our emphasis is on the prevention of discipline problems through the implementation of a strong instructional program. On Campus Intervention (OCI) class may be used when a teacher has followed all strategies in their discipline plan without success.



Continue



D – Dress Code

Dress Code

District policy expands clothing options for our students. Read the full policy [HERE](#).

The district's dress code is implemented; therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus. In an effort to promote a safe and positive school environment which is conducive to learning, students should wear appropriate clothing that will not cause disruptions in learning or safety.

Inappropriate, indecent, suggestive or distracting clothing will not be allowed. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.



Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing if parents cannot be reached.

Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Hot Wells Middle School. These items will be confiscated and documented, if necessary, in the student's discipline record.

Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.



E – Electronic Policy, Extra-curricular Activities

Electronic Policy

Students are not allowed to use cell phones or electronics on campus. Personal Electronic Devices, including cell phones and ear buds, must be turned off and not visible during the school day unless using the device for “teacher approved” instructional purposes. The only exception is the use of their Chromebook for class activities.

The following are consequences if a student is caught on campus using electronics, this includes the use of headphones.

1st Offense: Electronics confiscated, and students may pick up their electronics from the Attendance office after school. Warning given.

2nd Offense: Electronics confiscated, and parent must pick up the electronics from Attendance office after school.

3rd Offense: Electronics confiscated, and parent must pick up electronics after school and pay \$10.00.

4th Offense: Electronics confiscated, and parent must pick up from Attendance office after school and pay a fee of \$15.00.

5th Offense: Electronics confiscated, and student will lose privilege of cell phone allowance for the remainder of the school year. Parent will be notified.



Extra-Curricular Activities

All Hot Wells students are encouraged to participate in extracurricular activities. Students must maintain their academic eligibility to participate fully. However, students who do not attend school on the day an extra-curricular event is scheduled may not participate in that activity. Students will be allowed to attend home games conducted at Hot Wells Middle School. Students are expected to follow the Hot Wells Middle School Dress Code. Attendance at events is contingent on good standing in regards to behavior and attendance. Students will report directly to the cafeteria on event days and will be escorted to the event by an administrator. Students are expected to follow the SAISD code of conduct.

Students are not allowed to leave the campus prior to the event. Any student who leaves must be dropped off by a parent/guardian. After the event is concluded, all student spectators must be picked up no later than 10 minutes. Any student who is not picked up in this time frame may be subject to removal of the privilege to attend future events. For events scheduled after 6:00 PM (i.e. music concerts) student spectators will not be allowed to stay on campus and may return no earlier than 30 minutes prior to the start of the event. A parent is required for student spectators to be in attendance for these events.

G – Goal-setting, Grades

Goal-Setting

Students will set academic goals for themselves at the beginning of the school year. They will track their progress throughout the year and can share their progress with their parents at any time. Advisory teachers will work with students on the goal-setting process and conference with students throughout the year to discuss progress and interventions.



Grades

Progress reports will be sent to parent emails at the 3 weeks and 6 weeks mark. Report cards are finalized at the 9-week mark. Parents can access their student(s) grades through the Frontline Parent Portal. Students can access their grades through the Frontline Student Portal. If there are any questions regarding grades, please call 210-438-6585 to set an appointment to speak with the teacher.



frontline
education.

parent
portal

The new SAISD Parent Portal is an easy-to-use and secure communication tool that allows

parents/guardians to monitor their child's progress in real time:

- View your child's attendance, grades, and schedule
- Contact your child's teacher by e-mail
- Receive alerts and notifications on your phone

For Parent Portal - [Click Here](#)



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education.

Student Portal

Students can now monitor their Grades, Attendance, and schedule

For Student Portal - [Click Here](#)

H – Health (Medication)

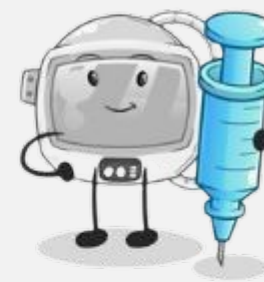
Health (Medication)

Health and Safety protocols will be followed at all times. All staff, students, and visitors must adhere to and practice the following:

- Wash or sanitize hands regularly.
- Walk on the right side of the hallway during transition.
- Drinking fountains for water bottles are allowed and encouraged and can be refilled at water bottle filling stations.
- No food or drink items can be shared with others.

Medication

Medication will **NOT** be administered at school without a completed consent form signed by the doctor and parent. See the nurse if you have questions about your child's health or if there is a need for medication.



L – Leaving Campus, Library, Lunch Deliveries

Leaving Campus

Students are not allowed to leave campus after they have arrived without parents checking in at the front office and following student check out procedures. School district police will be called for students who leave campus throughout the school day without being checked out with a parent. Students who are attending after school events are not allowed to leave campus and return without a parent.

Library

Librarian - Ms. Chaisson

The library is a vital tool in the educational process. In order to maintain the library effectively, a set of regulations has been formulated. Library hours are from 8:00am- 4:00pm. Students may use the library during the school day with an appropriate pass from the teacher. We do not charge fines for overdue items, but students are responsible to pay for the loss or damage of library materials.

Lunch Deliveries

All students will receive free breakfast and lunch during the school day. Students will be able to purchase al la carte menu items. Parents wishing to join their child for lunch may do so, however food may not be delivered and left for child to pick up at the front office. Bringing lunch for other students or groups is not permitted without administrator approval.

Using a 3rd party delivery service (Doordash, Uber Eats, etc.) will be prohibited due to safety issues and payment complications.



O – OCI, Office Hours

OCI - On-Campus Intervention

Students who cannot conduct themselves appropriately on campus as well as in their regularly scheduled classes may be assigned to the OCI class. Upon entering the OCI classroom, students will surrender their cell phones and any other electronic devices to the OCI teacher and it will be returned to the student at the end of the day. Students are expected to display appropriate behavior and complete all assignments while in OCI.

Office Hours

The main office hours are from 8:00 am- 4:15 pm each school day. All school business should be transacted during these hours.



O

P

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W

P – PDA, Parent Conferences, Progress Reports, Parent Portal

Public Displays of Affection (PDA)

Public displays of affection are not appropriate in a school environment and are subject to regular disciplinary procedures.

Parent Conferences

Teachers will be contacting all parents for scheduled parent conferences. If you need to meet with the teacher to discuss concerns, call the office to schedule a conference during their conference time or after school. Do not try to conduct conferences before school or during class time when the teacher must focus on instruction. Avoid conferences at dismissal or in crowded areas. Conferences should be private conversations with the teacher's attention devoted to the discussion.



Progress Reports – Frontline Parent and Student Portal

All students will receive a progress report every three weeks during the grading period. We feel that it is important for parents and students to be aware of the child's progress. Parents and students have access to student grades through Frontline Portals. If you are not receiving progress reports or need help accessing the Parent or Student Portals, please contact the school. Please contact the teacher for a conference if you have questions or concerns about your child's progress.

frontline | **parent portal**
education. | The new SAISD Parent Portal is an easy-to-use and secure communication tool that allows parents/guardians to monitor their child's progress in real time:

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For Parent Portal - [Click Here](#)

frontline | **Student Portal**
education. | Students can now monitor their Grades, Attendance, and schedule

For Student Portal - [Click Here](#)



T – Tardy Policy, Testing, Tutoring/Saturday School

Tardy Policy

1st and 2nd Tardy

Teacher/ Student conference

Warning-Teacher makes parent contact

3rd Tardy

Parent phone conference (please keep phone numbers current)

4th Tardy

Parent conference with teacher and counselor

5th Tardy

Office referral

Administrative conference with parent and student

Testing, Tutoring and Saturday School

We monitor student progress at every grade level. Please be aware of the tests that your child will be taking and make sure that they come to school prepared and comfortable. Also, be aware that we use the results of your child's assessments to make instructional decisions. Poor performance on assessments may result in a need for small group support, after-school tutoring, Saturday school when available and possibly retention. Notices will be sent out.



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V – Visitors

Visitors - For the safety of all students, we will NOT make any exceptions.

Visits from parents and patrons are encouraged by Hot Wells Staff. We welcome you, but all parents and patrons are required to register at our front office to pick up your visitor's pass. Everyone must buzz the front office to enter the building. All visitors must have a valid Driver's License or State-issued ID card every time they visit and sign in at the main office. Visitor's will not be allowed into the building without a valid ID. Please make sure that you have an ID ready for EVERY visit.

Visitors will be given a printed name tag with their destination listed. This must be worn in the hallways to show that you have signed in. Staff members are expected to stop visitors who do not have a nametag.

- If you are coming for a large school event we recommend that you come early to allow time to sign in.
- Name tags are only good for the day they are issued and cannot be reused.
- We do not sign in visitors and issue name tags until after announcements in the morning.
- As a safety precaution for students, we do not allow public access to the restrooms.

An important task of the office staff is to ensure that instructional time is not interrupted. We understand that parents often have business with the teacher, but we must work to avoid interrupting instruction.



W – Withdrawing from school

Withdrawing from School/Records Request

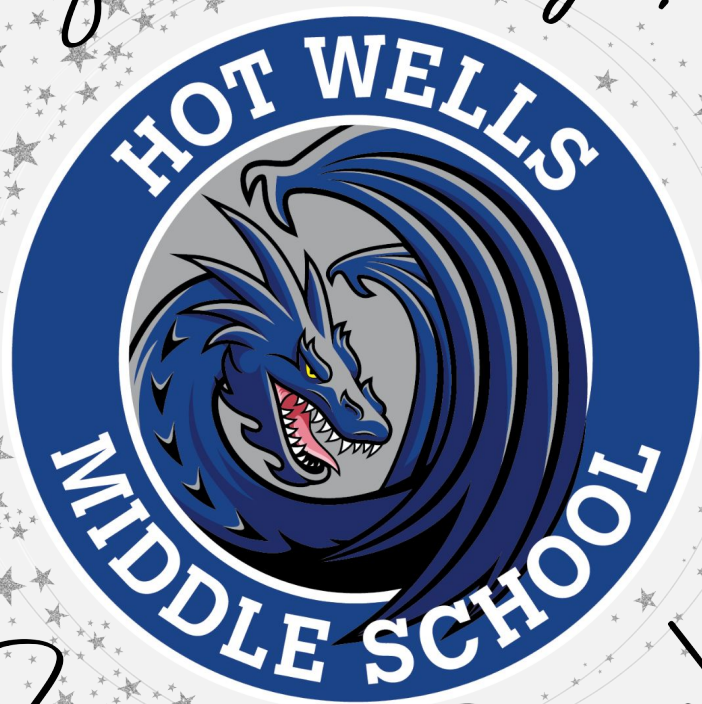
In order to complete the withdrawal process, the school needs 24-hour notice to complete the necessary paperwork. Call or come by the office and inform the data clerk of the student's last day and the new school the student will be attending. Parents must stop by the office at the end of the last day to sign the withdrawal papers and clear the student.

In order to withdraw, students must return all technology, library books, and textbooks that have been issued to them. If they have lost technology or books, the parents will be charged for their replacement. Records will not be released until items are returned or paid for.



Thank you!

You are Magic!



You are a Dragon!



Hot Wells Middle School, SAISD



@saisdhotwellsms044