

Forest Brook Middle School



Student and Parent Handbook

2022-2023

Mrs. Alicia Gobert-Lewis
Principal

**7525 Tidwell
Houston, Texas 77016**

713-631-7720

SOCIAL MEDIA

<p>FACEBOOK @FBMSBULLDOGS</p>
<p>TWITTER @ForestBrookMS</p>
<p>INSTAGRAM @FBMSBULLDOGS</p>

<p>School Vision</p>

<p>School Mission</p>

<p>School Motto</p>

Welcome to Forest Brook Middle School

The faculty, administration, and staff of Forest Brook Middle School extend greetings to you for a successful 2022-2023 academic year. Despite the ongoing challenges of the current global circumstances, we want you to know that we consider the health and safety of our students and staff to be a priority. However, we are also committed to facilitating engaging and rigorous instruction in every classroom, along with supporting the social and emotional development of students and their families.

To aid in this commitment, we urge students and parents to become well acquainted with the school policies and procedures outlined in this handbook, as well as with the Code of Student Conduct of the Houston Independent School District. These policies and procedures are the result of a concerted effort of a committee of students, parents, faculty, and administration. The information will be of great value in helping you to become an active member of the FBMS Community.

With FBMS's inaugural year as a Verizon Innovative Learning School, it is especially important to closely review the *Handbook Appendix*. This supplement to our traditional handbook contains important information for students and families about expectations for technology usage at FBMS. Each Forest Brook student will be provided a new Chromebook for 24-7 use during the school year. Therefore, the care and maintenance of the personal device is essential. Additional training

for students and parents, regarding the Chromebook, will be provided before and during the early days of the school year. FBMS is grateful to Verizon and to Digital Promise for their sponsorship and support of this exciting 1:1 technology initiative.

School to Home Communication

FBMS uses a variety of means to ensure effective school to home communication. In addition to regular posts through campus social media accounts, FBMS also uses the district's call-out system called School Messenger. This tool allows for one-way communication through cell phone and email blasts with important reminders and announcements. It is imperative that families keep all phone numbers and email addresses current. Campus clerical staff can assist in making any updates to family contact information.

Report Cards and Progress Reports

Official Report Cards and Progress Reports will be distributed in accordance with the HISD Academic Calendar. Students are delivered their Report Card or Progress Report during the final class of the day and are instructed to share it with a parent or guardian. Report Card dates have been set by the district.

- Cycle 1 (27 days) October 8, 2021
- Cycle 2 (29 days) November 19, 2021
- Cycle 3 (30 days) January 21, 2022
- Cycle 4 (27 days) March 4, 2022
- Cycle 5 (33 days) April 29, 2022

- Cycle 6 (31 days) June 07, 2022

HISD Connect

HISD Connect is an electronic tool that assists students and parents in tracking grades during the grading cycles. By accessing *HISD Connect*, students and parents can actively see progress and intervene early before grades are submitted for Progress Reports and Report Cards. *HISD Connect* also provides a way for families to communicate with teachers about classroom events and instruction.

Students and parents are encouraged to create a *HISD Connect* account at (<https://www.houstonisd.org/PSC>) and to check it frequently to keep up with assignments in each class. The page also contains several videos to assist in creating an account and in navigating the various features of the online resource.

High School Credit Courses

At FBMS, students can take courses through which they earn high school credit. These course credits transfer with students to high school. It is crucial that students and parents understand that the grades earned in these courses may be recorded on a student's high school transcript. Additionally, it is important that students master the instructional content in these courses so they can successfully move to the next sequenced class in high school. High school credit classes offered at FBMS are:

- Algebra I

- Principles of Technology

Morning Student Drop-off

Families are encouraged to drop students off at the rear of the building (nearest the gymnasium) between 7:25 a.m. and 8:25 a.m. There will be no adult supervision before 7:25 a.m. Please do not drop students off before this time. Likewise, the rear entrance to the school will be closed at 8:25 a.m. No students will be permitted to enter after 8:25 a.m. and must use the entrance at the front of the school.

Students will enter the building through the back of the cafeteria. All students will be checked to ensure they are in dress code and that they have permission to be on campus. Any students not in dress code or that do not have permission to be on campus will not be permitted in the building.

All students will be afforded the opportunity to eat breakfast. Students will be served breakfast from 7:30 a.m. until 8:15 a.m.

After students have eaten breakfast or opted not to, they will be moved to their respective grade-level holding areas:

6 th grade	Auditorium
7 th grade	Cafeteria (nearest windows)
8 th grade	Gym

No food will be permitted in these areas.

School begins at 8:30 a.m. A bell will sound at 8:25, signaling students are to report to their Advocacy period. Students will be released in a “staggered” manner by their grade-level representatives. Students will enter the hallway of their classes by using the designated route provided.

If a student arrives after 8:25 a.m., they must enter through the front of the school. The entrance to the front of the school will open at 8:30 a.m. each morning. Any students entering through the front of the building will be considered late and will be issued a tardy pass. All late students will be escorted to their classes after having their dress code and admittance status checked

Students entering the building late will not be permitted to bring “outside” food in as breakfast is provided for students. Students will need to discard of any outside food prior to entering the building.

Afternoon Student Pick Up

Students will be dismissed in a “staggered” manner.

Students who walk home are encouraged to not linger at area businesses or at the neighboring public parks. Campus security and other adults will periodically monitor these areas, but students should make a speedy exit past these areas to help ensure a safe transition from school to home. Once students exit campus, they are not allowed to return unless

permission has been granted (ie. volleyball/basketball game).

Students who are car riders will be released to the circle drive in front of the school. Students should only enter his or her car once the car has safely stopped in the circle drive. Students will not be permitted to go to other areas on campus to be picked-up (back of the school, teacher parking area, visitor/admin parking area).

Parents should follow the procession of traffic flow and adhere to the requests of the “teacher crossing guards”.

Bus riders will exit the campus through the rear of the school once busses have arrived.

Homework – Independent Studying and Reading

Each student is expected to invest time at home for studying, homework, and independent reading. While different courses will require varying degrees of homework, students should regularly review material or concepts independently at home to better build upon presented academic concepts.

Tutorials and Interventions

Tutorials and interventions are intended to provide students with assistance they may need to work towards mastery of certain concepts and skills taught in the classroom. Teachers may also send a notice home, requesting a student’s presence at tutorials based upon the student’s academic performance in

the class.

A tutorial schedule will be published during the first grading cycle. In general, tutorials are offered based upon a teacher's availability. Closer to state mandated testing in the spring semester, tutorial opportunities will also be available on select Saturdays. This schedule will be published during the fourth grading cycle.

Texas Essential Knowledge & Skills (TEKS)

The TEKS are the instructional objectives that each teacher is required to teach in their subject area. Teachers have the TEKS posted for each day's instruction, along with related class and homework assignments. This daily information is also available on Canvas, HISD's online learning management system. Students have access to Canvas through enrollment in each course. Parents have access to Canvas through *HISD Connect*.

Instruction is tied directly to the TEKS and the related student expectations (SEs). They provide a way for teachers to monitor instructional progress and to assess students' mastery of the state objectives. Students are encouraged to track the objectives they are covering along with their level of mastery.

Physical Education Classes

Participation in physical education is a required element of the middle school curriculum in the state of Texas. All students will complete at least two years of PE, but

many will take three years. PE classes are primarily divided by grade level and gender and will cover a variety of activities and athletic opportunities.

For health and safety purposes, students are required to dress appropriately in regulation athletic clothing for Physical Education classes. Required dress for PE will be presented to students at the beginning of the school year and will include the following:

- Official FBMS PE Shirt and Shorts
- Rubber-soled sport or tennis shoes
- Appropriate undergarments

All elements of a student's athletic attire should be marked with the student's name for identification purposes.

Attendance Expectations

Regular school attendance is essential for a student to be academically successful. Attendance is taken and recorded for each class period. Students must attend at least 90% of classes each semester. Students who exceed the absence limit may be required to attend summer school and may be denied course credit if they are taking high school courses. Parents are encouraged to contact the grade level Assistant Principal to communicate any extenuating or extreme circumstances.

When a student is absent, a written excuse from a parent or guardian, stating the reason for the absence,

must be given to the attendance clerk housed in the main office. Per district policy, only three (3) handwritten notes are to be accepted each school year. After three handwritten notes have been submitted, a doctor's note is to be submitted for an absence to be excused. Excused absences are only for the following reasons:

- Illness of the student
- Illness or death in the student's immediate family
- Participation in an approved school activity with the permission of the principal
- Emergencies or extenuating circumstances as recognized by the principal

Students have three (3) school days to bring a written excuse. After the three days, the absence becomes unexcused. Students with three or more unexcused absences may be required to make up instruction through attendance appeals, generally served as a Saturday detention. Failure to make up instructional time missed can lead to further disciplinary consequences as well as retention in the same grade level the following year.

Students Leaving Campus During the Day

Students will only be released to a parent, guardian, or adult listed in the student's enrollment information, as recorded in the district's student management system. Official Identification, such as a state ID or driver's license, must be presented to release a student to any

adult.

Please ensure that enrollment information is updated regularly with the proper contacts, phone numbers, and addresses. Please contact Mrs. Martinez, Forest Brook's Student Information Representative, if you have any questions or if you need to change any pertinent information.

Please note that when a child leaves school, they are missing valuable instructional time, so any effort to schedule appointments outside of school time is appreciated. Additionally, to reduce disruption of instruction, the latest a student may be released is 3:00 PM. After that time, students must remain in class until regular dismissal at 4:00 PM. If there are extenuating circumstances, it is important to communicate with the grade level Assistant Principal.

Make-up Work due to Absences

Due to the campus' new block schedule, students who have any absences, upon the return to school, will be given three school days to make up any missed work. Additional time will be extended for multiple missed days. Students, parents, and teachers are encouraged to work together to ensure that students master any missed instruction and to ensure work is turned in to respective teachers within the three days. Under extenuating circumstances, additional time to complete missed work may be coordinated between the parent and the teacher. Communication with a grade level principal or counselor will assist in making these

arrangements.

Tardies

Students who arrive to school tardy (during the advocacy period) are to obtain a tardy slip from the reception clerk/tardy station located in the school's entry hall. Students will be escorted to their appropriate classes once the tardy has been documented.

A student is counted tardy if he or she is not in the classroom when the tardy bell rings for any class period. Students who continue to arrive late to class will be subject to discipline as outlined in the HISD Student Code of Conduct.

Withdrawals

Students who are withdrawing from FBMS to attend another school must report to Mrs. Martinez (SIR). The student must be accompanied by a parent or guardian who enrolled them at FBMS. Parents or guardians must provide information about the school in which the student will be enrolling after leaving FBMS.

Cohort Learning Communities

FBMS is organized into cohorts within each grade level. Cohorts provide a learning community that helps foster relationships and teamwork both among students and with faculty. Students within each cohort share the same group of teachers for their core academic subjects: English language arts, mathematics, science, and social

studies. Teachers for each cohort have a common planning period which allows for conferences with students' families.

School Organization

The FBMS administrative team is comprised of the campus principal, Mrs. Alicia Gobert-Lewis, three grade level Assistant Principals, the Assistant Principal of instruction and an assistant principal. Each grade level Assistant Principal also works with a school counselor, as well as the wraparound services representative and an administrative clerk. As a team lead, each grade level Assistant Principal works directly with students to manage schedules, peer concerns, parent concerns, and discipline, as well as to organize grade level matters and events.

This year's teams are:

- *8th Grade*
 - Ms. Kendall – Assistant Principal
 - Ms. Anglin – Counselor
 - Ms. Webb- Clerk

- *7th Grade*
 - Ms. Rios – Assistant Principal
 - Ms. Anglin – Counselor
 - Mr. Rodriguez- Clerk

- *6th Grade*
 - Ms. Metoyer – Assistant Principal
 - Dr. Cooper- Counselor

Ms. Joseph – Clerk

- Assistant Principal of Instruction- Ms. Scott
- Assistant Principal- Ms. Walker
- Wraparound Services- Ms. Stringer

Parent-Teacher Conferences

Occasionally, parents may request a meeting with a teacher, or a teacher may request a meeting with a parent. Parents may e-mail or call FBMS and ask to set up a conference through the grade level clerk. The clerk will relay the information to the teacher so that a time and date may be finalized.

At a conference, parents are encouraged to bring concerns related to their child’s current standing in any class, as well as work with teachers to determine ways to better serve the child’s social, emotional, and academic needs.

It may be that either a parent or a teacher may request a more formal evaluation of a student’s academic or social progress. This consultation will also be coordinated by the campus and will include the Intervention Assistance Team (IAT) coordinator. This meeting can be a first step toward designating more structured supports or interventions designed to support the student’s progress or to help the student regain traction.

Hallway Safety

At FBMS, students have five minutes to transition to classes. During this time, students are to handle their personal needs, as well as to ensure they are prepared for their next class. For safe and successful passing periods, students are to conform to the below expectations. From time to time, students may hear the reminder phrases in the parenthesis.

- Keep traffic flow on the right side (Right & Ready)
- Maintain a safe and purposeful speed to get to class on time (Walk with Purpose)
- Respect others' personal space (Mind Your Bubble)
- Abide by the dress code, even during passing periods (Wear It Right)

Advocacy

Students will receive daily announcements and reminders, as well as participate in the pledges and moment of silence during Advocacy. Attendance will be recorded daily in the advocacy period, so it is important that students are present at school and on time.

Other advocacy activities may include participation in weekly circles and daily readiness checks. Circles are community building interactions designed to address students' social-emotional needs. Readiness checks are a personal inventory of supplies needed for the day and a review of instructional technology preparedness.

Lunch Procedures

Students may choose to eat from the cafeteria or bring their own sack lunch. During the current health crisis, families are not permitted to bring or share a lunch with their student. Additionally, FBMS will not accept delivery from individual food establishments or from delivery services such as Uber Eats, Door Dash, etc.

Students will be escorted to lunch by the teacher for the period closest to the scheduled lunch time. Students will also be escorted back to class by the teacher for the period closest to the end of the scheduled lunch. Students needing to use the restroom during lunch must ask a lunch monitor for permission. On select days, students may be permitted to take a portion of their lunch time outside. This privilege is at the discretion of the campus administrative team.

To maintain a safe and orderly lunch period, students are asked to:

- Pass through a designated food lines (unless providing a lunch from home)
- Throw away trash at the designated time
- Keep tables and the nearby floor area clean
- Walk to and from tables
- Not take food or drinks from the cafeteria

Students may not use cell phones during lunch. Students may use their chrome books during lunch, only after he or she has finished eating and cleaned the table

area.

Lunch Detention

Students who fail to abide by lunch procedures, or who commit other minor discipline infractions, may be assigned lunch detention. Lunch detention entails a student sitting at a designated table during lunch and silently eating. Failure to comply with expectations may result in more severe disciplinary measures. Lunch detention will be supervised by leadership team personnel assigned to the student's lunch period.

HISD Student Code of Conduct

At FBMS, we uphold the behavior expectations outlined in the *HISD Student Code of Conduct*. Students are to adhere to this code of conduct to ensure a safe and effective learning environment. A copy of the code of conduct is available on the FBMS school website, as well as from the district's webpage. Limited numbers of a hard copy of the code is available in the principal's office. Highlights from the code are reviewed with students at the start of the year. However, it is the responsibility of each student and family to be familiar with the contents.

Student Support Center (SSC)

FBMS is committed to the concept of restorative justice, sometimes referred to as restorative discipline. Restorative justice is an acceptable means of reducing the impact and frequency of more severe disciplinary

measures such as school suspensions. Consequently, FBMS will maintain a monitored alternative setting established to return students quickly and efficiently to the regular academic setting, following minor violations.

While in the SSC, students are asked to study or complete current course work or to write behavior reflections on school policy or the district *Code of Student Conduct*. Students may also be visited by a school counselor to address poor habits or conduct that resulted in the SSC assignment.

School Detention

School-wide detention is held after school until 5:00 PM on Tuesdays and Thursdays. It may also be held on assigned Saturdays from 8:00 AM to 12:00 PM. Detention may be used to fulfill attendance appeals or to mediate student infractions not resolved through the SSC or lunch detention. During afterschool or Saturday detention, students are asked to study or complete current course work or to write behavior reflections. If a student is disruptive, they may be referred to the grade level principal's office for more stringent disciplinary action.

2022-2023 Bell Schedule

This year FBMS will operate on an A/B alternating block schedule. Additionally, each day will contain five instructional periods with a morning Advocacy period. In total, students will have ten periods of instruction spanning over two instructional school days. This

schedule will assist Forest Brook in reaching the guidelines establish through recent state legislation, known as HB-4545.

PERIOD		START TIME	END TIME
Advocacy		8:30	9:00
A1/B1		9:05	10:15
A2/B2		10:20	11:30
A3/B3		11:35	1:25
A Lunch		<i>6th Grade to Lunch</i>	11:35
	<i>6th Grade to Class</i>	12:10	1:25
B Lunch	<i>7th Grade to Lunch</i>	12:15	12:45
	<i>7th Grade to Class</i>	12:50	1:25
C Lunch	<i>8th Grade to Lunch</i>	12:55	1:25
A4/B4		1:30	2:40
A5/B5		2:45	4:00
	<i>Release Walkers</i>		3:50
	<i>Release Car Riders</i>		3:55
	<i>Release Bus Riders</i>		3:58
Final Dismissal			4:00

Uniform Dress Code

All students are expected to be in dress code every day. Parents and guardians are urged to support their student's compliance with the campus dress policy. Students found to be out of compliance may be asked to contact a parent or guardian to bring the proper school attire to campus for the student to change. As an alternative, students may be assigned to the SSC for the day.

The following guidelines were reviewed and approved by the campus Shared Decision-Making Committee:

Shirts or Tops

- Are to be short or long-sleeved polo style and suitably sized.
- Are to be solid colored following the grade level assigned color:
 - Sixth grade – yellow or gold
 - Seventh grade – gray
 - Eighth grade – dark blue or black
- Patterns, graphics, and oversized logos are not permitted.
- School club or organization shirts may be worn on announced Fridays
- University or college logo shirts may be worn on designated days.

Pants, Shorts, & Skirts

- Patterns, graphics, and oversized logos are not permitted.
- Are to be a solid color tan/khaki, dark blue, or black.

- Patterns, graphics, and oversized logos are not permitted.
- Pants and skirts are to be worn appropriately without revealing undergarments.
- Leggings or tights should be tan/khaki, dark blue, or black. They may be worn under shorts or skirts, but not in place of pants, shorts, or skirts.
- Skirt and short length is to be modest, generally no shorter than five inches above the knee.
- Oversized, undersized, torn, or ripped pants/shorts are not acceptable.
- Jeans or colored denim may be worn on announced Fridays or other principal designated days.

Shoes

- Must be closed-toed and have a back. This is a safety measure for campus stairways.
- House shoes, slippers, slides, flip-fops, sandals, high heeled and platform shoes are also a safety concern and are not permitted.
- Athletic shoes are encouraged for daily wear.
- Crocs must be worn in sport-mode.

Jackets/Outerwear/Sweaters

- Are to be solid colored light blue, grey, or dark blue.
- Hooded garments are not to be worn inside the building. Students may be asked to remove any hooded item and

to store it in the grade level Assistant Principal's office during the school day. Repeated infractions will result in disciplinary consequences.

Jeans

- Jeans will be permitted on specified days as a reward or incentive. They may also be permitted at the principal's discretion in celebration of Forest Brook teams, student organizations, and community spirit.
- Jeans may not be oversized, undersized, ripped or torn. Tights may not be worn to circumvent the no ripped jeans policy.

Hats

- Hats, caps, bandanas, hair wraps, combs, picks, costume wear, sunglasses, sweat or athletic bands, etc. are not permitted on campus unless approved by the principal.

Miscellaneous

- Students may not draw words, symbols, designs, or the like on exposed skin or clothing.
- Any exposed tattoos that are deemed inappropriate by administration must be covered.
- Piercings are permitted but should not be excessive. For safety, spikes, loops or hoops over ½ inch or gauges are not permitted. Campus administration has discretion in

determining excess piercings or jewelry and will contact parents or guardians in case of a concern.

- Teeth grills are not permitted.
- Hair is to be neat and clean with no shaved words, symbols, or designs; neither mohawks nor fauxhawks are permitted.
- Hair coloring is permitted, but family discretion is advised.

If a student is not wearing the appropriate shirt or pants, and as consequence is assigned to the SSC, the student will remain responsible for the in-person instructional elements missed for the day. Frequent violations of the student dress code may lead to further disciplinary action.

Supplies and Backpacks

FBMS students are requested to carry only minimal supplies to school and to class each day.

Only clear backpacks will be allowed. Girls are permitted to carry a small purse for personal items.

Additionally, once all parent and student trainings related to participation in the Verizon Innovative Learning School initiative are completed, students will be carrying a Chromebook throughout the school day. Specifics related to the Chromebook are published in the Appendix of this handbook.

Athletes will be provided an additional locker for uniform and equipment storage during the school day. His or her will provide more information regarding storage of these items when appropriate.

Student Identification (IDs)

Student IDs are to be worn on a lanyard around the neck while on campus. No alterations may be made to the ID card, especially changes that cover the face. Lost or damaged IDs will be replaced at a nominal cost to the student.

Cellphones and Electronic Devices

Through the Verizon Innovative Learning Schools (VILS), FBMS provides students with one-to-one technology in the form of a Chromebook. Consequently, there is no need for student access to other technology during the school day.

Cellphones and other electronic devices must remain turned off and out of sight throughout the instructional day, including passing periods, physical education classes, and lunch. This policy is to prevent distractions and potential behavior issues. Students who encounter an emergency and need to contact home, should seek permission to visit the office of the grade level Assistant Principal to make a call. Likewise, please reach out to the school if you need to contact your student regarding a pressing matter.

If a cellphone is confiscated by any adult on campus, it

will be delivered to the student's grade level office. Per HISD policy, a parent or guardian will be responsible for a \$15 fee for picking up the cellphone or device. FBMS does not assume responsibility for the damage or loss of any student's cellphone or electronic device.

Likewise, police nor FBMS personnel will investigate lost or stolen cell phones as it is the student's responsibility to secure this item on his or her person. Alternative storage will be made available during the PE period.

**THE VERIZON INNOVATION LEARNING SCHOOL
APPENDIX FOR CHROMEBOOK USE & MAINTENANCE**

Technology Acceptable Use Policy 2021-2022

Forest Brook Middle School is a Verizon Innovative Learning Schools campus that provides access to Chromebooks and wireless LTE data for use on and off campus. In order for students to use HISD devices and accounts (both on and off campus), we require all students to comply with our technology policies. **Please read this document carefully** before signing the agreement page. Contact us if you have any questions.

As a Forest Brook M.S. student, I will...	As a Forest Brook M.S. student, I will NOT...
<p>Use educational technology for educational purposes.</p> <ul style="list-style-type: none"> ● I will bring my Chromebook to school every day. ● I will follow directions for assignments and submit my work in the digital format requested by my teachers. ● I will use the sites and programs assigned by my teachers. <p>Communicate respectfully and responsibly.</p> <ul style="list-style-type: none"> ● I will use my school email and HUB tools to communicate and collaborate with teachers and classmates. <p>Use all devices carefully and responsibly.</p> <ul style="list-style-type: none"> ● I will follow all directions from teachers and administration regarding technology use. ● I will only use my 	<p>Use technology to interrupt learning.</p> <ul style="list-style-type: none"> ● I will not use school technology for games, social networking, or anything other than educational tasks. <p>Harass or abuse others.</p> <ul style="list-style-type: none"> ● I will not use technology to be unkind or abusive in any way. ● I will not write, post, or view anything that I would not want my teachers, parents, and administration to see. <p>Use any technology without permission.</p> <ul style="list-style-type: none"> ● I will not use technology in class unless instructed to do so. ● I will not use employee equipment or applications without prior authorization and proper supervision. <p>Damage or alter technology equipment and programs.</p> <ul style="list-style-type: none"> ● I will not vandalize any

<p>fingers on the keyboard (not pencils, pens, or other devices.)</p> <ul style="list-style-type: none">● I will keep my Chromebook in my Chromebook case when I transport my device to and from school.● I will leave all devices in the condition they were in prior to my use or better, so that other students will have the opportunity to use school technology.● I will be careful when accessing and putting away devices. <p>Be a safe and conscientious digital citizen.</p> <ul style="list-style-type: none">● I will log into devices and programs using <u>only</u> my school account and password.● I will log out of my account when finished.● I will give credit to the authors and owners of content by citing my sources.● I will be mindful of what I post or submit online. <p>Ask for help when I need it.</p> <ul style="list-style-type: none">● I will ask a teacher for guidance if I am not sure that I am using technology the right way, or if the website I am using is appropriate.	<p>school property.</p> <ul style="list-style-type: none">● I will not change settings or programs on school devices without authorization from the IT Administration.● I will not remove inventory tracking tags such as HISD asset and serial number stickers.● I will not download files or install programs on school workstations or laptops without permission from my teachers.● I will not use unauthorized USB drives from home on campus workstations because they present a risk of virus infection.● I will not physically damage technology equipment including but not limited to: scratching, marking, dropping, bending, writing on, or otherwise misusing them.● I will not store additional items in the Chromebook compartment other than the laptop itself.● I will not eat or drink near technology equipment. <p>Avoid unsafe or dishonest internet practices.</p> <ul style="list-style-type: none">● I will not share my login and password.● I will not log into computers or programs with anything other than my school
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<p>Return equipment and accessories on time.</p> <ul style="list-style-type: none">● I will return the Chromebook and all accessories during my designated “end of year” campus collection dates, or pay for any unreturned items.● I will return the Chromebook and all accessories if I withdraw, or transfer from Hamilton M.S. to another school, or pay for any unreturned items.	<p>account.</p> <ul style="list-style-type: none">● I will not use technology to cheat or copy someone else’s work.● I will never share my personal information such as my phone number or home address online or in emails.
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CHROMEBOOK CARE

- Place Chromebook in case when not in use.
- Keep food and drinks away from Chromebook.
- Swipe or sweep keyboard before closing Chromebook.
- Shut down and charge up Chromebook, nightly.

DATA PLAN

REMEMBER – You only get 10GB each month!

- Do NOT stream videos on your Chromebook.
- Do NOT play video games on your Chromebook.
- Do NOT share your Chromebook WIFI access.
- Do NOT use Chromebook camera.

HOW TO WRTE AN EFFECTIVE EMAIL

Example-

Send	To	<input type="text" value="TeacherEmail@houstonisd.org"/>
	Cc	<input type="text" value="ParentEmail@personalaccount.com"/>
	Bcc	
Subject		Missing Assignment

Dear Mr. Michaels:

I noticed that I have a missing assignment in your class. I'm not sure what I need to do. Can you help me during class?

Thank you,

Janette Casas

Email Components-

Send	To	Type the email address of the person to whom you are writing
	Cc	(Carbon Copy) Add other people to your email, like a parent. These are individuals who also need to be aware of your message.
	Bcc	(Blind Copy) Avoid using this space.
Subject		Always include a BRIEF description of the purpose of the communication. Think of it like title. Be short and specific.

Greeting (using the person's name and title, when possible):

This is the place for your message. Remember to write in complete sentences, using the elements of good writing (capitalization and punctuation), as well as overall good grammar.

Closing (*Sincerely* or *Thank you* are always acceptable.),

Your Full Name (Hit *send* after you have proofed your writing and are ready to email your message.)

Email Tips-

- Your HISD email for school use only. Think of it as your professional *work* email.
- Be respectful! Avoid emailing when you are upset and always proof your message before hitting *send*.
- Never use ALL CAPS. Doing this communicates shouting online.
- Use complete, well punctuated sentences. Do not use text talk.

- Email has some built-in grammar and spelling tools. Use them and even ask a friend or adult to also proof your message before you send it.
- Be patient for a response. Generally, it may take at least 24 hours for someone to respond. Depending on the recipients email habits, it may be 48 hours before you receive a response.