

**Alexander Hamilton Middle School**



# **Student and Parent Handbook**

**2022-2023**

**Mrs. Erika Carter  
Principal**

**139 East 20<sup>th</sup> Street  
Houston, Texas 77008**

**713-802-4725**

## SOCIAL MEDIA

### FACEBOOK

[www.facebook.com/Hamiltonms1](https://www.facebook.com/Hamiltonms1)

### TWITTER

[www.twitter.com/Hamiltonms1](https://www.twitter.com/Hamiltonms1)

### INSTAGRAM

[@hamilton\\_ms](https://www.instagram.com/hamilton_ms)

### School Vision

*Hamilton is a safe, innovative, student-centered Vanguard magnet middle school committed to developing collaborative scholars who are equipped with social and emotional intelligence.*

### School Mission

*At Hamilton Middle School we provide rigorous learning experiences that promote student success in academics, athletics, and the arts through innovative, problem-based, and interdisciplinary studies in a safe and nurturing environment.*

### School Motto

*Strengthen the Knowledge. Strengthen the Character.  
Strengthen the Future.*



## Welcome to Alexander Hamilton Middle School!

The faculty, administration, and staff of Alexander Hamilton 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 AHMS Community.

With AHMS 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 AHMS. Each Hamilton student will be provided a 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. AHMS is grateful to Verizon and to Digital Promise for their sponsorship

and support of this exciting 1:1 technology initiative.

Since its founding over 100 years ago in 1919, AHMS has maintained a reputation for quality academics, arts, and athletics, as well as a commitment to instructional innovation. We welcome you and your partnership in continuing our legacy of excellence.

### **School to Home Communication**

AHMS uses a variety of means to ensure effective school to home communication. In addition to regular posts through campus social media accounts, AHMS 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. School social media is the most fluid and up-to-date form of communication with the school, so follow us!

## 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 (29 days) October 7, 2022
- Cycle 2 (23 days) November 11, 2022
- Cycle 3 (28 days) January 13, 2023
- Cycle 4 (33 days) March 3, 2023
- Cycle 5 (27 days) April 20, 2023
- Cycle 6 (31 days) May 31, 2023

## *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.

## **Vanguard Gifted and Talented Program**

AHMS's Vanguard Program is a specialized learning community which offers enriched curriculum specifically differentiated for Gifted and Talented (G/T) students. Vanguard students will be challenged in a variety of ways that promote their natural capacity for critical analysis and problem-solving.

All Vanguard students will complete an annual Genius Hour project that aligns with the Texas Performance Standards Project. If your student is not part of the Vanguard Program and you would like to have testing to determine if they qualify, please contact our G/T Coordinator, Mia Agnew. Vanguard classes are labeled with HADV-V on the student's schedule.

## **HISD Advanced Academics**

HISD advanced coursework is offered to engage students intellectually with the rigor of higher-level learning. Advanced academic courses in middle school prepare students to handle advanced courses in high school, which can, in turn, help students earn college credit before high school graduation. Advanced classes are labeled with HADV on the schedule.

## High School Credit Courses

At AHMS, 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 AHMS are:

- Spanish Language (3 Levels)
- Advanced Placement Spanish Language
- Algebra I
- Integrated Physics and Chemistry
- Principles of Applied Engineering
- Principles of Information Technology
- Art I

## Morning Student Drop-off

Families are encouraged to drop students off along 22<sup>nd</sup> Street, which runs along the back of the school building and playing field. Bus traffic moves west along 20<sup>th</sup> Street, so passenger vehicles must travel from the west.

Crossing guards are positioned at the school gate to help ensure a safe crossing. As an alternative, families are encouraged to drop students off along Harvard Avenue, south of 22<sup>nd</sup> Street after its intersection with Harvard. Students who walk to school should plan to enter the campus from 22<sup>nd</sup>

Street.

Before the 8:25 bell, signaling students to report to their Advocacy period, students will not be able to enter the school directly from 20<sup>th</sup> Street. Additionally, dropping students along 20<sup>th</sup> Street creates a hazard for students, as well as interrupts area traffic flow.

After the 8:30 start of school, families will need to drop-off students in the front parking lot for students to enter the building's primary front entrance. The 22<sup>nd</sup> Street gate will be secured at that time. Upon entering the front door, a student will register a tardy and will receive a pass to continue to the Advocacy period. Students arriving after 9 AM must be accompanied by a parent or guardian to sign in.

During inclement weather in the morning, arriving students will be directed to either the cafeteria, gym, or the auditorium, according to grade level. Supervision will be provided in these locations. Students will be dismissed from these areas in time to be in attendance in their Advocacy period.

### **Afternoon Student Pick Up**

As during the morning routine, students may be picked up after school along 22<sup>nd</sup> Street or along Harvard Avenue. Crossing guards are posted along 22<sup>nd</sup> Street to assist families and students in navigating the congestion generated by the confluence of buses, cars, and pedestrians.

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.

Bus riders are picked up on 20th street. Students will wait in the cafeteria until their bus number is announced for pick up.

### **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. Some at-home assignments are long-term in nature, such as the Genius Hour project for Vanguard students, and require planning and time management. Other assignments may be shorter and are intended to review concepts taught in class.

### **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 afterschool from Monday through Thursday. The schedule is based on teacher availability and on demonstrated student need. Closer to state mandated testing in the spring semester, tutorial opportunities will also be available on select Saturdays.

## 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 AHMS 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. Students should also have a combination lock for their gym locker. These are available at many local retailers or available for purchase from the assigned PE teacher. Students are not permitted to share lockers.

## Attendance Expectations

Regular school attendance is essential for a student to be academically successful. Attendance is taken and recorded for each class period. Each semester, students must attend at least 90% of classes for at least 90% of class time. 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 school 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 school 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 Ms. G. Casas, Hamilton'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 school.

## **Make-up Work due to Absences**

Due to the campus 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 tardy are to obtain a tardy slip from the reception clerk located in the school's entry hall. This pass will allow the student to report directly to the appropriate classroom.

A student is counted tardy if 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 AHMS to attend another school must report to the campus registrar. The student must be accompanied by a parent or guardian who enrolled them at AHMS. Parents or guardians must provide information about the school in which the student will be enrolling after leaving AHMS.

## Cohort Learning Communities

AHMS 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 AHMS administrative team is composed of the campus principal (Mrs. Erika Carter) and three grade level administrators (listed below). The campus also has two school counselors. Each grade level 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:

- *8<sup>th</sup> Grade*

- Ms. Knight – Grade-level Administrator
- Ms. Maria Martinez – Counselor (A - L)
- Ms. Lacretia Bluiett - Counselor (M - Z)
- Ms. Sonia Ruiz – Clerk

- *7<sup>th</sup> Grade*

- Ms. DeJonnette Childress – Grade-level Administrator
- Ms. Maria Martinez – Counselor
- Ms. Margarita Garcia – Clerk

- *6<sup>th</sup> Grade*

Ms. Jayna Hawkins – Grade-level Administrator

Ms. Loretta Bluiett – Counselor

Ms. Nelda Reyes – Clerk

## 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 AHMS 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 AHMS, students have a three-minute passing period to report to their following class. 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)
- Be in class during the first and last ten minutes of the period (10 In - 10 Out)

## Advocacy

During Advocacy, students will receive daily announcements and reminders, as well as participate in the pledges and time of silence. 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. Parents who choose to bring their students food must do so prior to their designated lunch time. Additionally, AHMS will not accept delivery from individual food establishments or from delivery services such as Uber Eats, DoorDash, 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 and may only use the first-floor restrooms when a restroom pass is available. On select days, students may be permitted to take a portion of their lunch time outside. This privilege is at the campus administrative team's discretion.

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

- Pass through 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.

### **Lunch Detention**

Students who fail to abide by lunch procedures, or who commit other minor disciplinary 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 AHMS, 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 AHMS school website, as well as the district's webpage. 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)

AHMS 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, AHMS 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 11:30 AM. Detention may be used to fulfill attendance appeals or to mediate student infractions not resolved through the SSC or lunch detention. During after school 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 AHMS will operate on a traditional seven-period class schedule. In total, students will have seven periods of instruction each day.

### Hamilton Middle School 22-23 Bell Schedule

Period	Start Time	End Time	Total Minutes
Advocacy	8:30 am	8:40 am	10 minutes
1	8:43 am	9:37 am	54 minutes
2	9:40 am	10:34 am	54 minutes
3	10:37 am	11:31 am	54 minutes
4	11: 34 am	1:09 pm	98 minutes
5	1:12 pm	2:06 pm	54 minutes
6	2:09 pm	3:03 pm	54 minutes
7	3:06 pm	4:00 pm	54 minutes

### Lunch Schedule

6th Grade	7th Grade	8th Grade
11:31 am - 12:01 pm	12:05 pm - 12:35 pm	12:39 pm - 1:09 pm

## 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 – navy blue
  - Seventh grade – light blue
  - Eighth grade – gray
- Patterns, graphics, and oversized logos are not permitted.
- School club, school spirit, or school organization shirts may be worn any day
- University or college logo shirts may be worn on designated days.

### Pants, Shorts, & Skirts

- Patterns, graphics, and oversized logos are not permitted.

- Should 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.
- Crocs, house shoes, slippers, slides, flip-flops, sandals, high heeled and platform shoes are also a safety concern and are not permitted.
- Athletic shoes are encouraged for daily wear.

### Jackets/Outerwear/Sweaters

- Should be solid colored light blue, gray, or dark blue. During the school day, students are encouraged to wear sweaters and outerwear that match the above grade level color designations.
- Patterns, graphics, and oversized logos are not permitted during the school day. Such items may be worn to and from school, but they are to

be placed in a student's backpack during the school day.

- Hooded garments may be worn inside the building, however no hoods should be on a student's head. Students may be asked to remove any hooded item and to store it in the student's backpack, locker, or the grade level office during the school day.

### 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 Hamilton teams, student organizations, and community spirit.
- Jeans may not be oversized, undersized, ripped or torn.

### Hats

- Beanies, hats, caps, bandanas, hair wraps, bonnets, 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**

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

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.

However, there will be occasions where students will need access to rudimentary school supplies, such as pens and notepaper. Some of these items will be provided by AHMS teachers, but students should carry the below listed items in a

mesh or clear backpack, daily.

- AHMS ID
- Pencils (regular or mechanical)
- Pens – ink in blue or black
- Composition books (as needed)
- Chromebook and carrying case (campus issued, fully charged device – power cords should remain at home for daily recharging)

***\*Note: Student lockers are susceptible to search at any given time by school leadership and/or campus police.***

### **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.

## Cell Phones and Electronic Devices

Through the Verizon Innovative Learning Schools (VILS), AHMS 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 principal to make a call.

If a cell phone 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 cell phone or device. AHMS does not assume responsibility for the damage or loss of any student's cell phone or electronic device.

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

## Technology Acceptable Use Policy 2022-2023

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

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

## DATA PLAN

***REMEMBER – You only get 8GB 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 the Chromebook camera.

## HOW TO WRITE AN EFFECTIVE EMAIL

### Example-

Send	To	<input type="radio"/> TeacherEmail@houstonisd.org
	Cc	<input type="radio"/> 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 recipient's email habits, it may be 48 hours before you receive a response.

# 2022-2023

## Student and Parent Handbook

### Alexander Hamilton Middle School

*I have read the 2022-2023 Student and Parent Handbook  
for Alexander Hamilton Middle School.*

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**Student's Name**

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**Parent's Name**

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**Student's Signature**

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**Parent's Signature**

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**Date**

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**Date**

The 2022-2023 Student and Parent Handbook is always made available for reference on the Hamilton website.