

# Student & Parent Handbook 2024-2025



**Vanessa Saldaña, Head of School**

1100 Merrill Street, Houston, TX 77009

Tel: 713-802-4700

[www.houstonisd.org/hogg](http://www.houstonisd.org/hogg)

STEM Magnet & IB World School



## 2024-2025 Bell Schedule

### Monday-Thursday Schedule

Homeroom	8:30 - 8:45am
Period R1/W1	8:49 - 9:56am
Period R2/W2	10:00 - 11:07am
Period R3/W3	A Lunch 11:11am - 11:41am
	B Lunch 11:46am - 12:16pm
	C Lunch 12:21pm - 12:51pm
WIN	12:55 - 1:35pm
Period R4/W4	1:39 - 2:46pm
Period R5/W5	2:50 - 4:00pm

### Friday Schedule

Homeroom	8:30 - 8:45am
Period R1/W1	8:49 - 9:56am
Period R2/W2	10:00 - 11:07am
Period R3/W3	A Lunch 11:11am - 11:41am
	B Lunch 11:46am - 12:16pm
	C Lunch 12:21pm - 12:51pm
Advocacy	12:55 - 1:35pm
Period R4/W4	1:39 - 2:46pm
Period R5/W5	2:50 - 4:00pm

# Administration & Support Staff

## Administrative Team

**Mrs. Vanessa Saldaña, Head of School** – [VSALDANA@houstonisd.org](mailto:VSALDANA@houstonisd.org)

Office Manager: Ms. Cindy Cavazos – [CCAVAZO2@houstonisd.org](mailto:CCAVAZO2@houstonisd.org)

### 6<sup>th</sup> Grade Office

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6<sup>th</sup> Grade Principal: Mrs. LaKeysha Boleware– [LBOLEWAR@houstonisd.org](mailto:LBOLEWAR@houstonisd.org)

6<sup>th</sup> Grade Assistant: Mrs. Nadia Sevilla – [Nadia.Sevilla@houstonisd.org](mailto:Nadia.Sevilla@houstonisd.org)

### 7<sup>th</sup> Grade Office

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7<sup>th</sup> Grade Principal: Mrs. Tiffany Roque Creuzot – [Tiffany.Creuzot@houstonisd.org](mailto:Tiffany.Creuzot@houstonisd.org)

7<sup>th</sup> Grade Assistant: Ms. Selena Gamez – [Selena.Gamez@houstonisd.org](mailto:Selena.Gamez@houstonisd.org)

### 8<sup>th</sup> Grade Office

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8<sup>th</sup> Grade Principal: Ms. Mary Mulready – [MMulread@houstonisd.org](mailto:MMulread@houstonisd.org)

8<sup>th</sup> Grade Assistant: Mrs. Vanessa Segovia – [VSEGOVIA@houstonisd.org](mailto:VSEGOVIA@houstonisd.org)

### Magnet/IB Office

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IB/Magnet Coordinator: Mrs. Lynn Graham – [LGraham1@houstonisd.org](mailto:LGraham1@houstonisd.org)

Magnet Assistant: Mrs. Jeannette Pruneda-[Jeannette.Pruneda@houstonisd.org](mailto:Jeannette.Pruneda@houstonisd.org)

### Student Support

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Interventions/Test Coord: Ms. Mary Catherine Breed– [MBREED1@houstonisd.org](mailto:MBREED1@houstonisd.org)

Instructional Technologist: Ms. Glenda Aguilar – [GAGUILA1@Houstonisd.org](mailto:GAGUILA1@Houstonisd.org)

Student Support Specialist: Mrs. Amelia Roman – [AROMANAN@houstonisd.org](mailto:AROMANAN@houstonisd.org)

LEP/504 Assistant: Mrs. Alma Ramirez – [ARAMIR12@houstonisd.org](mailto:ARAMIR12@houstonisd.org)

### Special Education

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Sp. Ed. Chair: Mrs. Lindsay Berman – [Lindsay.Berman@houstonisd.org](mailto:Lindsay.Berman@houstonisd.org)

Sp. Ed. Assistant: Mrs. Kimberly Lopez– [Kimberly.Lopez@houstonisd.org](mailto:Kimberly.Lopez@houstonisd.org)

## Support Staff

Student Information Rep.: Mrs. Jaqueline Carranza [Jaqueline.Carranza@houstonisd.org](mailto:Jaqueline.Carranza@houstonisd.org)

Attendance: Ms. Jenny Paragulla- [Jenny.Paragulla@houstonisd.org](mailto:Jenny.Paragulla@houstonisd.org)

Receptionist: Mrs. Veronica Rodriguez Mendez – [VRODRIG5@houstonisd.org](mailto:VRODRIG5@houstonisd.org)

Campus Police Officer: Officer Ashley Stokes - [ASTOKES@houstonisd.org](mailto:ASTOKES@houstonisd.org)

School Nurse: Dr. Johnny King– [Johnny.King@houstonisd.org](mailto:Johnny.King@houstonisd.org)

School Counselor: Mrs. Hazel Javillonar - [Hazel.Javillonar@houstonisd.org](mailto:Hazel.Javillonar@houstonisd.org)

Communities In Schools: Ms. Lizbeth Cardenas – [Lizbeth.Cardenas@houstonisd.org](mailto:Lizbeth.Cardenas@houstonisd.org)

Parent Engagement Rep: Mrs. Anel Villarreal – [AVILLAR7@houstonisd.org](mailto:AVILLAR7@houstonisd.org)

# About Our School

## History of Hogg Middle School



James S. Hogg was an American lawyer, statesman, and the first native born governor of Texas. Before his election as governor, Hogg served as the county attorney of Wood County, district attorney for the old Seventh District, and Texas' attorney general. The Hogg estate donated the land on which Hogg Junior High School was built in 1926. Since its founding, Hogg Middle School has remained a fixture in the Houston Heights community and continues to offer its students a world-class educational experience.

## Mission Statement

As members of our community, students choose from a variety of electives and interest activities to create a well- rounded curriculum that ignites their academic passion. Each course offered at Hogg is infused with the principles of The International Baccalaureate Middle Years Programme to ensure all students have a global view of both education and their life. At Hogg, we value developing our students into intelligent, creative, and thoughtful global citizens.

**We are committed to a high-quality and personalized education for every child.**

## An IB World School



Hogg Middle School provides the best opportunity for a diverse group of students to receive a rigorous, internationally accredited education, with a broad range of extracurricular activities, in a safe and nurturing environment.

Every student, parent, and teacher at Hogg Middle School is a participant in the IB---it defines who we are, what we do, and who we want to be. From the moment a student steps foot onto this campus they are a member of the IB family. We are not just a school with the IB Middle Years Programme, we are an IB World School.

The goal of the IB is to look at the student's education holistically. In other words, IB wants the student to be challenged academically, while also finding creative and physical fitness outlets, getting involved in the community around them, and developing a global view that takes the student beyond their immediate environment.

## The International Baccalaureate Learner Profile

The ten aspirational qualities of the IB learner profile inspire and motivate the work of teachers, students and schools, providing a statement of the aims and values of the IB and a definition of what we mean by “international-mindedness.”

### **IB learners strive to be:**

**Balanced:** We understand the importance of intellectual, physical and emotional balance to achieve personal well-being for ourselves and others.

**Caring:** We show empathy, compassion and respect towards the needs and feelings of others. We have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Communicators:** We understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. We work effectively and willingly in collaboration with others.

**Inquirers:** We develop their natural curiosity. We acquire the skills necessary to conduct inquiry and research and show independence in learning. We actively enjoy learning and this love of learning will be sustained throughout our lives.

**Knowledgeable:** We explore concepts, ideas and issues that have local and global significance. In so doing, we acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Open-minded:** We understand and appreciate our own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. We are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

**Principled:** We act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. We take responsibility for our own actions and the consequences that accompany them.

**Reflective:** We give thoughtful consideration to our own learning and experience. We are able to assess and understand our strengths and limitations in order to support our learning and personal development.

**Risk-takers:** We approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. We are brave and articulate in defending their beliefs.

**Thinkers:** We exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decision



## The IB Middle Years Curriculum

The IB Middle Years Programme (MYP) comprises eight subject groups or disciplines. Hogg students take courses each year in each of the eight following disciplines:

**Language Acquisition:** Hogg students are given the opportunity to develop their language skills to their full potential, as well as the possibility of progressing through various phases over the course of the MYP.

**Language and Literature:** Hogg students interact with a range of texts, they generate insight into moral, social, economic, political, cultural and environmental domains.

**Individuals and Societies:** The subject encourages Hogg students to respect and understand the world around them and equips them with the necessary skills to inquire into historical, contemporary, geographical, political, social, economic, religious, technological and cultural factors that have an impact on individuals, societies and environments.

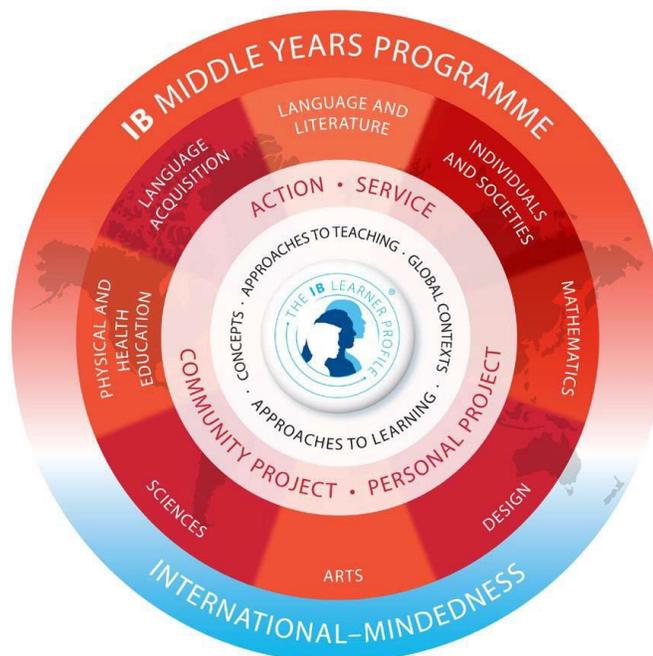
**Sciences:** Through MYP sciences, Hogg students will learn to appreciate and respect the ideas of others, gain good ethical-reasoning skills and further develop their sense of responsibility as members of local and global communities.

**Mathematics:** Hogg students learn how to represent information, to explore and model situations, and to find solutions to familiar and unfamiliar problems. These are skills that are useful in a wide range of arenas, including social sciences and the arts.

**Visual and Performing Arts:** Involvement in the arts encourages Hogg students to understand the arts in context and the cultural histories of artworks, supporting the development of an inquiring and empathetic world view.

**Physical and Health Education:** Through physical and health education, Hogg students can learn to appreciate and respect the ideas of others and develop effective collaboration and communication skills.

**Design:** As part of the Middle Years Programme (MYP), design challenges Hogg students to apply practical and creative thinking skills to solve design problems; to explore the role of design in both historical and contemporary contexts; and to consider their responsibilities when making design decisions and taking action.



## Dress Code Policy

School uniforms can improve learning by reducing distractions, sharpening focus on schoolwork, and making the classroom a more serious environment, allowing students to perform better academically. In addition, uniforms give students a sense of belonging and a feeling of equality; they provide an opportunity for mutual growth and create an identity for the school in the community. The following policy can only be successfully managed with parental support:

Top	Bottom
<p><b>Shirts</b> – Students must wear properly fitted Polo-Style shirts:</p> <ul style="list-style-type: none"> <li>6th Grade: <b>Red</b></li> <li>7th Grade: <b>Gray</b></li> <li>8th Grade: <b>Black</b></li> </ul> <p><b>College Shirts</b>- Are only allowed on Wednesdays  <b>Hogg Spirit Shirts</b>- Are only allowed on Fridays</p> <p><b>Jackets and Other Outerwear</b></p> <ul style="list-style-type: none"> <li>Hogg colors are encouraged but not required</li> <li>College insignia (does not have to be Hogg colors)</li> <li>Uniform collar and ID badge must be visible outside of jacket at all times</li> <li>Hats, caps, beanies and bandanas are <b>NOT</b> permitted</li> </ul> <p><b>ID Badges</b></p> <ul style="list-style-type: none"> <li>ID Badges should not be altered in anyway.</li> <li>ID badges must be worn on a lanyard, around your neck, out and visible.</li> <li>\$5 replacement fee for new ID badge.</li> </ul>	<p><b>Pants</b></p> <ul style="list-style-type: none"> <li>Navy, Khaki or Black uniform pants – <i>Fitted at waist</i> (no sagging or baggy pants)</li> <li>Blue, Khaki or Black Jeans – <i>Fitted at the waist and free of any holes and/or designs including camo</i></li> <li>Leggings, athletic wear, pajamas and sweatpants are <b>NOT</b> permitted</li> </ul> <p><b>Skirts, Skorts and Shorts</b></p> <ul style="list-style-type: none"> <li>Navy, Khaki or Black uniform shorts, skorts and skirts only</li> <li>Shorts, skorts and skirts cannot be <b>more than 3” above the knee</b></li> <li>Solid tights are permitted under knee length skirts. Fishnets or patterned tights are <b>NOT</b> permitted</li> <li>Jean and athletic shorts, tennis skorts, and skirts are <b>NOT</b> permitted</li> </ul> <p><b>Footwear</b></p> <ul style="list-style-type: none"> <li>Athletic shoes or other closed toed shoes</li> <li>Flip-flops, slides, sandals, Crocs, slippers or footwear with exposed toes are <b>NOT</b> permitted</li> </ul>
<b>HOOD POLICY</b>	
<b>Hoodies or jackets with hoods will NOT be permitted, even during free dress days. College apparel must not have a hood, nor are students permitted to tuck hoods into their jackets. Any hooded articles of clothing will be confiscated.</b>	

On Wednesdays, students may wear College shirts. On Fridays, students may wear a Hogg spirit shirt. Otherwise, students are expected to be in uniform on Wednesdays and Fridays. We also encourage parents to write the student’s first and last name, along with grade level, on the inside of jackets in case the item is lost or misplaced.

## ID Badge Policy

All Hogg Middle School students will be required to wear their photo ID badges every day. ID Badges should not be altered in anyway; this will help us with student safety and security. Visible photo identification helps each campus ensure that everyone in the building is authorized to be on that campus, both students and staff. In addition, the ID badges can be used in the cafeteria and library. **All students must wear their ID Badge on a lanyard around their neck**, so it is always visible when on school grounds, no exceptions. ID badges should not be kept in backpacks or in pockets. There is no cost for the original ID badge, but should a student lose or damage his/her badge, there will be a replacement fee.

### **Replacement Fees**

\$1 – Lanyards (Students may use their own lanyard)

\$5 – Replacement ID Badge

### **Temporary ID Badges**

Students who report to school without an ID badge will need to obtain a temporary pass and will be assigned lunch detention for the day; 6th grade students will report to office 101 through the front of the school and 7<sup>th</sup> and 8<sup>th</sup> grade through the mall area entrance. If a student does not attend lunch detention, they will be assigned after school detention.

## **School Hours**

- 7th and 8th grade students may enter the building through the mall entrance (Oak Ridge) beginning at 8:00am. 6th grade students may enter the building through the front entrance (Merrill) beginning at 8:00am.
- Students arriving after 8:30am are tardy. If a student arrives after 8:30am, the parent must come into the building and sign the tardy log located in the foyer. Once the parent has signed their child in, they will get a pass to go to class.
- School is dismissed at 4:00pm. Students who are not staying for afterschool activities must be picked up by 4:15pm.
- We offer an after-school program through **Hogg Heaven** for students who are not in athletics or other Hogg after school activities. Contact Ms. Johnson at [cjohns78@houstonisd.org](mailto:cjohns78@houstonisd.org) to find out more.
- Students attending after school events, including sports games outside of school must be picked up no later than 15 min after the event has ended. Late pickup will result in students being prohibited in attending future after school events.

## **Cell Phone Policy**

**Students are NOT permitted to use personal cell phones, smartwatches, tablets, AirPods, headphones or any other non-approved digital devices at any time while on campus or during school-sponsored events.** Students are allowed to bring their cell phones to school; however, they must be turned off and stored in their backpacks. Students are not permitted to carry their phones in their pocket during the school day. Digital devices used during school hours will be confiscated, held in a locked safe within the Main Office (203), and returned subject to a **\$15 fine**, per HISD policy. A parent or guardian must pick up the device from the Main Office (203) between 8:30am-4:30pm. Digital devices will not be given back to students. For more information regarding HISD cell phone usage policies, consult the Student Code of Conduct at [www.houstonisd.org/codeofconduct](http://www.houstonisd.org/codeofconduct). Please do not call or text your child during the school day on their cell phone. You may call the front desk with messages for your child and the receptionist will see that the information is delivered to the student accordingly. Calling or texting a student directly during school hours is a violation of the above policy and will result in confiscation of the device.

## **Food and Lunch Policy**

As part of a Title I school, free lunch is available to all students regardless of need. Students may eat the free lunch provided by HISD or bring their own lunch from home. Parents/students are not allowed to order food to be delivered to Hogg from any delivery service. **Any food delivered to Hogg will not be given to students.** Parents are also not allowed to hand-deliver/drop off lunch to Hogg during school hours. Parents are also not allowed to bring special foods such as birthday cakes, cookies, or cupcakes to share with other students because of potential food allergies or other health-related risks.

## Hall Passes and Passing Periods

**Hall Passes:** Students must always carry a teacher hall pass when in the hallway, during class time for any reason. Students found in the hallway without a hall pass will be sent back to class and disciplinary action may follow.

**Passing Periods:** Students are allotted 4-minute passing periods between each class. Students arriving to class after the passing period has ended will be subject to our class tardiness policy (see section *Attendance Guidelines* below).

## Attendance Guidelines

Regular attendance is essential for a student to be academically successful. Daily attendance is mandatory by the State of Texas. Attendance is taken and recorded for each class period. The compulsory attendance law applies for each class period.

Students must attend at least **90% of classes each semester**. Students who exceed the absence limit will be required to attend summer school and may be denied course credit.

**Absence from School:** When a student is absent, the student will be given three days to bring in a written excuse from his/her parent or guardian or a doctor's note stating the reason for the absence to the attendance office in room 101. **After three days, the absence becomes unexcused.**

Excused absences are only allowed for the following:

1. Illness of the student.
2. Illness or death in the student's immediate family.
3. Emergencies or extenuating circumstances as recognized by the principal or her designee.

### **Penalties for Excessive Absences:**

- Students with 3+ unexcused absences in a month or 6+ unexcused absences in a grading period will automatically be placed on a **mandatory Attendance Contract**.
- Excessive unexcused absences may incur the following additional penalties:
  - Mandatory parent/administrator meeting
  - Address verification; Magnet/Transfer Growth Plan (as applicable)
  - Referral to HISD Truancy Officer
- Other Considerations:
  - High School Credit classes will not be awarded credit for absences in excess of 10%.
  - Magnet transfers may not be renewed the following year due to excessive absences.
  - Failure to make up lost instructional time during Saturday School may lead to further disciplinary consequences as well as retention in the grade level the following year.
  - If a student has an unexcused absence for the day, he or she will not be allowed to participate in extracurricular events (including sporting events, cheerleading, karate, etc.) on the day of the absence.

Please review the full attendance guidelines on the Federal and State website found here: [Federal and State Compliance / Attendance \(houstonisd.org\)](https://www.houstonisd.org/attendance)

**Tardiness to Class:** A student is counted tardy if he or she is not in the classroom when the tardy bell rings. Administrators reserve the right to conduct periodic hall sweeps and assign 1-hour after-school detentions as punishment. Students who continue to arrive late to class will be subject to the rules in the HISD Student Code of Conduct.

**Leaving Early:** Parents are encouraged to make medical, dental, and personal appointments for their students outside of school hours. If a student must leave campus during school hours, the parent must visit the front desk, provide a valid photo ID to the receptionist, and sign the student out. Check-out cutoff time is 3pm unless proof of a doctor/dental appointment is provided. If someone other than a parent or guardian checks out a student, he or she must be listed as a designated representative upon enrollment and provide a valid photo ID; otherwise, the student will not be released.

## **Grading Policy**

### **General Information**

Grades should reflect student mastery of content according to the Texas Essential Knowledge and Skills (TEKS) system. To determine content mastery, teachers may assign tests, quizzes, projects, homework, classwork, etc. Overall course grades are reported according to the student's performance in specific grade categories, which are weighted differently depending upon significance or importance. The following chart illustrates our basic grade categories, and the weight ranges parents/guardians and students should expect at Hogg M.S.:

<b>Grade Category</b>	<b>Percent of Overall Grade</b>
<b>Classwork</b>	50%
<b>Major Assessments</b> Tests, Quizzes, Projects	40 %
<b>Homework</b>	10 %

### **Hogg Grading Practices**

1. All grades are to be directly linked to student mastery on specific standards.
2. Grades are to be entered in PowerTeacher Pro on a weekly basis and students are to receive one grade per week for single blocked classes and two grades per week for double blocked classes.
3. To ensure consistent grading practice across classes, where two or more teachers are instructing the same course, common assessments are to be taken for a grade and must be the same.
4. For all summative assessments (common assessments, unit tests), any student who scores below an 80 may request to retake the assessment AFTER the skills/content have been retaught by the teacher. The retake is to occur within two weeks of the initial assessment date. The new test grade is to be entered in PowerTeacher Pro in the retake column and will replace the first test grade.
5. For all class assignments and formative assessments, if a student requests an opportunity to make up or redo the assignment or formative assessment, the teacher shall comply as long as the request is made within one week of when the grade was recorded in PowerTeacher Pro. The previous grade will be replaced with up to an 80.
6. Students shall not be given the opportunity to make up or redo homework unless they are absent.

7. Notes are to be entered into PowerTeacher Pro in the Modification blank for any student who receives modified assignments or assessments, including up not limited to extended time, oral administration, and shorted assignments.
8. Each teacher must also include a Citizenship and Effort grade utilizing the **Excellent (E)**, **Satisfactory (S)**, **Poor (P)**, and **Unacceptable (U)** Conduct system. Most students should earn an “S” for their conduct. “E” is reserved for students who demonstrate exceptional behavior consistently over the course of a grading cycle. A “P” or “U” in conduct, on the other hand, indicates a serious disciplinary issue in class that must be addressed immediately. If a student earns a “P” or “U” during a given grading cycle, the teacher will call the parent to discuss the conduct issue and, if necessary, arrange a parent conference to remedy the issue.
9. Students are allowed and expected at Hogg MS to make up work when absent. When the student returns to class, it is the student’s responsibility to ask the teacher for all missed work and a date for such completion. As a rule of thumb, two days are generally enough for each day absent.

**Report Cards & Progress Reports**

Report cards and Progress Reports will be **sent home with students** at the conclusion of every grading period. Distribution dates are listed in the table below:

**6-Week Report Card Distribution Dates**

<i>Cycle</i>	<i>Grading Periods:</i>	<i>Report Card sent home on:</i>
<b>1</b>	August 12, 2024 – September 20, 2024	September 27, 2024
<b>2</b>	September 23, 2024 – November 1, 2024	November 11, 2024
<b>3</b>	November 4, 2024 – December 20, 2024	January 13, 2025
<b>4</b>	January 7, 2025 – February 21, 2025	February 28, 2025
<b>5</b>	February 24, 2025 – April 21, 2025	April 25, 2025
<b>6</b>	April 21, 2025 – June 4, 2025	June 4, 2025

Please check PowerSchool regularly! Do not wait for one of the dates above to find out that your child is struggling.

**Middle School Promotion Standards**

Hogg Middle School operates according to HISD’s standards for grade level promotion:

<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<ul style="list-style-type: none"> <li>• State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language Arts (average of reading and English), Mathematics, Science, and Social Studies.</li> <li>• Students must have sufficient attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language Arts (average of reading and English), Mathematics, Science, and Social Studies.</li> <li>• Students must have sufficient attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• State requirement of overall yearly average of 70 or above and a local requirement of an average of 70 or above in three of the four core courses: Language Arts (average of reading and English), Mathematics, Science, and Social Studies.</li> <li>• Students must have sufficient attendance.</li> </ul>

## Student Behavior

At Hogg M.S., we believe that relationships are at the center of all learning. To that end, any behavior that damages relationships must be addressed, which is why we use a restorative practice. The goal of our approach is to teach our students that their behavior affects others. When students make a poor choice, they are expected to take responsibility for that choice and to find a way to make it right. All students at Hogg Middle School are expected to abide by the policies outlined in the HISD Student Code of Conduct.

<https://www.houstonisd.org/codeofconduct>

## PowerUP 1:1 Device Use

**PowerUP 1:1 Device Initiative:** To support our commitment to integrating technology into the classroom, we offer a 1:1 device program. Participation in this program requires:

- A non-refundable \$25 fee to cover device maintenance and insurance.
- Completion of required agreement forms by both parents and students, acknowledging the terms of use and responsibilities.
- Adherence to the school's policies regarding device care and appropriate use.

This initiative is designed to provide each student with individual access to technological resources, enhancing the learning experience.

**Day Use Device Policy:** Students who participate in the Day Use Device, which mandates the exchange of personal cell phones for school-provided devices during academic hours. This ensures a focused learning environment and promotes responsible use of technology. Students must adhere to the following guidelines:

- Exchange personal cell phones for designated devices upon arrival at school.
- Use school-provided devices for educational purposes only, as per teacher instructions.
- Maintain the integrity and condition of the equipment, reporting any damage immediately.
- Return the devices at the end of the school day in the same condition as received.

This policy is designed to enhance the educational experience while maintaining a balance with technology use.

**Consequences for Non-Compliance:** Failure to comply with the device care and appropriate use policies will result in the following disciplinary actions:

- **First Offense:** Warning and a mandatory additional session on device care and digital citizenship.
- **Second Offense:** Temporary revocation of device privileges for one week and a meeting with parents/guardians.
- **Third Offense:** Permanent loss of device privileges, a \$25 fine to cover potential damages, and possible further disciplinary measures in line with the school's code of conduct.

These measures are in place to ensure that all students understand the importance of responsible device use and the impact of their actions on the learning environment.

## Essential Digital Resources

Digital resources are available to all students, teachers, parents, and administrators at Hogg Middle School. Contact Ms. Aguilar at [gaguila1@houstonisd.org](mailto:gaguila1@houstonisd.org) for assistance.

Canvas is a reliable and reputable web-based learning management system (LMS). It allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

PowerSchool (SIS), an online service launched by HISD to allows registered users (i.e., parents and students) to log in to access student's grades and attendance. Users can even choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class. For assistance, reach out to grade level administrative assistant.

<https://hisdconnect.houstonisd.org/public/>

## Parent/Guardian Engagement

We encourage parents/guardians to be active and involved on campus. Parents/guardians may make appointments or conferences with grade level teachers or administrators by emailing the teacher or grade-level principal directly. It is necessary for parent to confirm and commit to the agreed upon date and time of any scheduled conference with team leaders or administrators.

Our primary form of communication at Hogg M.S. is email. It is very important for parents to have a current email address on file with our registrar. Our weekly newsletter, *The Razorback Express*, goes out to all parents via email at the end of each week. Teacher email addresses can be found in the Staff Directory of our school website ([www.houstonisd.org/hogg](http://www.houstonisd.org/hogg)). Our campus policy requires that teachers return emails from parents 48 hours after the email is received. If you experience any delay in response from a teacher, please reach out to your child's grade level Assistant Principal and/or Administrative Assistant.

### 6<sup>th</sup> Grade Office

Assistant Principal: LaKeysha Boleware – [LBolewar@houstonisd.org](mailto:LBolewar@houstonisd.org)

Administrative Assistant: Nadia Sevilla [Nadia.Sevilla@houstonisd.org](mailto:Nadia.Sevilla@houstonisd.org)

### 7<sup>th</sup> Grade Office

Assistant Principal: Tiffany Roque Creuzot– [Tiffany.Creuzot@houstonisd.org](mailto:Tiffany.Creuzot@houstonisd.org)

Administrative Assistant: Selena Gamez – [Selena.Gamez@houstonisd.org](mailto:Selena.Gamez@houstonisd.org)

### 8<sup>th</sup> Grade Office

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