

HAMILTON MIDDLE SCHOOL

Kim Sempe
Principal

12330 Kluge Road • Cypress TX 77429
(281) 320-7000

Cathy Redix
Director of Instruction

Assistant Principals

Gail Montano (6th Grade)
KaSaundra Scott (7th Grade)
Craig Brockhan (8th Grade)

Counselors

Laura Cassidy (6th grade)
Kelli Zeutschel (7th grade)
Christina Porter (8th Grade)

September 2, 2020

Tiger Families.

We are ready to begin our 2020-2021 school year and welcome all our learners through on campus or through CFISD Connect! This communication provides some startup information.

School Start Date:

- Tuesday, September 8, 2020
- Class Hours: 8:00 am (Tardy Bell) – 3:30 pm (Dismissal Bell)
 - Buses typically unload from 7:30 – 7:45 (Gym Doors)
 - Car Riders should plan to arrive no later than 7:45 (Front Doors)
- Front Doors open at 6:45 am daily – supervised, socially distanced in the Commons; students allowed to use their cell phone

Bell Schedule:

- Attached & Website

Student Schedules

- Anticipate schedules ready to view on HAC by September 6, 2020 (schedules prior to this date will not be accurate)
- On-Campus (F2F) learners will receive a copy upon arrival and report to their first period on September 8, 2020. The schedule will include a map and 6th grade teachers will be escorting groups of 6th grade students to their 1st period class.

Tiger Express

- All Tiger Express Topics will be covered during the 1st day of School
- Such as Building Tours, Cafeteria Protocols, Hallway travel, Health & Safety, Arrival/Departure, PBIS (Positive Behavior In System) expectations

Requirements for On-Campus; Face to Face (F2F) learners:

- **Masks – required for all students and staff**
 - Does the mask have to cover the nose and mouth?
 - Yes, the mask must completely cover your nose and mouth.
 - Are gaiter masks allowed?
 - No, gaiter masks will not meet the requirements of wearing a mask.
 - Are face shields allowed?
 - If you choose to wear a face shield, you must wear a mask also. A shield alone is not allowed.
 - What will happen to students who choose not to wear a mask?
 - They will have an opportunity to be a part of CFISD Connect learning from home.
 - What if my child has a documented medical condition that prevents them from wearing a mask?
 - Please call our clinic to discuss with our nurse.
 - The video that is on CFISD website has clear examples of how to wear a mask. Please take a few minutes to watch it by clicking this link:
 - https://www.youtube.com/watch?v=LxihMdvv_9A&feature=youtu.be
- **Clear Backpacks**
 - Backpacks must be clear and follow the Clear “Plus 2” District Guidelines.
 - Bags, pouches, purses and lunch kits must be approximately 6” x 9” x 5”.

- **Cell Phones**
 - Cell phones must be turned off and out of sight at 8:00 am as students are leaving the Commons to report to 1st period class (\$15 fine per violation) and may be turned back on at 3:30 pm Exception: Teacher Guided curricular activity for a limited time during class
 - District personnel will not assume responsibility for damaged, lost, or stolen items.
- **ID Badge lanyards**
 - Students will receive ID Badge and Lanyard on the 1st day of school, 1st period
 - Student ID will be used for: Bus Service, Lunch Accounts, Library Book Checkout
 - Students must wear Lanyard/ID Badge daily
 - Replacement cost: \$1 for Temporary; \$1 for Lanyard replacement; \$3 for Badge replacement; \$5 for entire (Badge, cover, lanyard)
 - Replacement/Temporary badges can be obtained in the Commons before school
 - Students must have a Badge/Temporary for afternoon transportation
- **Hallways / Stairwells**
 - Upon arrival, students will report to 1st period, eliminating Commons congregation before school; students will be allowed to obtain breakfast from the serving lines to eat in their classroom from 7:30 – 7:50; ie. Grab and go breakfast
 - There will be no loitering or congregating in the hallways at any time of the day. This is done in order to help our students socially distance from one another.
 - “Lazy River”: All hallways/stairwells are marked with “One Way” signage; students will receive training and practice during 1st period on 1st day along with guidance from staff throughout the day
- **Mitigation**
 - Hand sanitizing stations located throughout the building and in each classroom
 - Sanitization of high touch areas in the classrooms after each period
 - Sanitization of restrooms each class period
 - Sanitization of cafeteria tables between lunches
 - Desk shields for Staff and Students
- **Student Lunch, Drop-offs and Lunch Visitors**
 - No change will be given, change will be added to student’s account
 - Badges will be scanned, touchpad will not be used
 - For the fall semester, there will be no lunch visitors or lunch drop-offs for students.
- **Bus Route Information**
 - www.CFISD.net
 - Parents & Students > Transportation > What Bus Do I Ride?
 - Enter your Address
 - Bus Information will be available on Sept 2nd
 - Bus Hotline, 713-MYCFBUS (713.692.3287)
 - Bus Registration Required (New for this year)
 - <https://www.cfisd.net/en/parents-students/registration/admissions-attendance-and-transfers/cfisd-online-enrollment#>
- **Car Rider Drop-off**
 - Please refer to the Attachment for driveway lineup and traffic flow directions
 - **NEW for 2020-2021 – Traffic Light at Intersection**
 - Right Turns to exit the parking lot – encouraged from 3:30 – 3:40 for traffic flow purposes
 - Drop-off and Pick-up will occur in the front parking lot

CFISD Connect Learners – Important Information for Connect Students & Parents – Attached

- In preparation for the first day of school, please read the attached document and encourage your student to login to Schoology **prior to the first day of school**
- CFISD Connect Information & Expectations – Website below
 - <https://www.cfisd.net/en/lead-safely-2020-21/schoology>
- CFISD Connect Etiquette – Attached
- Athletic practices and game information coming soon via Parent/Coach meeting and/or email
- All students subject to CFISD Code of Conduct

Log in and Password Help

- The Customer Care Center is prepared to support students who have difficulty logging in (281) 897-4357
- If a student needs their password reset, please direct the student to use the self-serve password reset link
- If a student does not know their s#, the Customer Care Center will attempt to confirm they are speaking to the guardian by asking the person to provide certain identifying information. If the Customer Care Center is unable to confirm the person who they are speaking to is the guardian, the person will be directed to contact the campus

Schoology Parent Account

- Parents can retrieve their Schoology code from HAC
- The attached document provides screenshots of what a parent will see in HAC
- The Customer Care Center will also help parents log in to HAC
- Parents will see the same welcome message as students see. They will not be able to see their student's schedule or teacher information

CFISD LTE 1:1

- The goal is for every student to receive a device by December 2020.
- Until all students are issued a device, HMS will allow in-person learners to bring their own device (phone, tablet, chromebook, etc) to be used for academic purposes. Please note this is **optional and not required**. Any personal device brought to campus is subject to the Responsible Use Guidelines in the Student Handbook and the Telecommunication Device Policy in the Student Code of Conduct.
- Learning will not be impacted if a student does not have a device.

As we continue to receive information vital to the success of your student returning to campus or beginning CFISD Connect learning, we will share and communicate reminders, updates, and new information. Please know, our priority this year is your student's health and safety, as well as their academic success through these unprecedented times.

Your support and partnership is vital to the safety and efficiency of our school. We appreciate your cooperation and are excited about having a great 2020-2021 school year with your students.

Sincerely,

Kim Sempe
Principal
Hamilton Middle School

Attachments:

- Bell Schedule
- Car Rider Map
- Connect Student & Parent Info
- Parent Code in HAC Directions
- Connect Etiquette

Hamilton Middle School 2020 - 2021 Bell Schedule

8:00 am -- 3:30 pm

6th Grade	
Period	Time
1	8:00 - 8:49
2	8:53 - 9:42
3	9:46 - 10:35
Lunch 6A	10:35-11:05
4th-FIT	11:09-11:35
5	11:39 - 12:39
6	12:43 - 1:43
7	1:47 - 2:36
8	2:40 - 3:30
4th-FIT	10:39 - 11:05
Lunch 6B	11:05-11:35

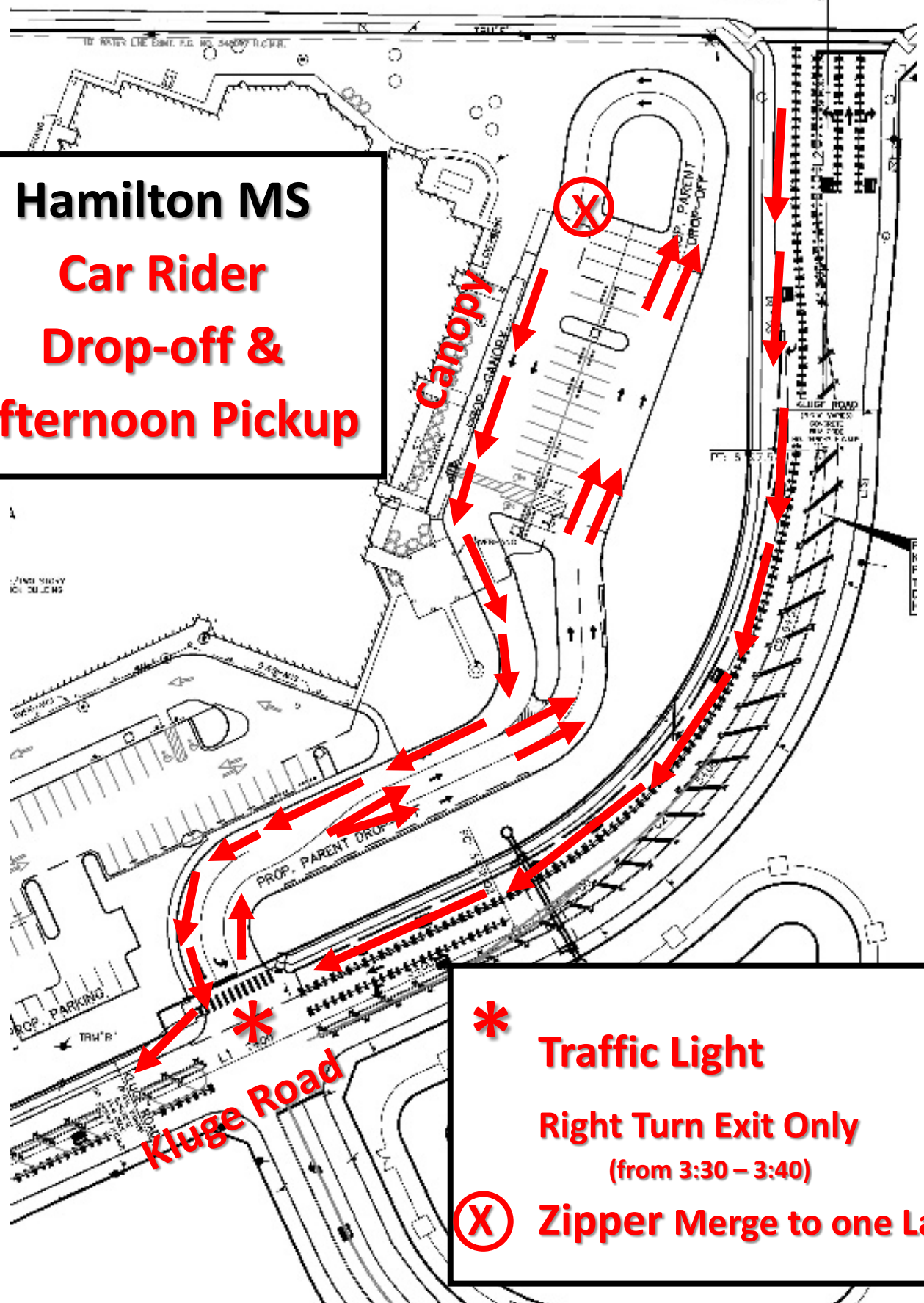
7th Grade	
Period	Time
1	8:00 - 8:49
2	8:53 - 9:42
3	9:46 - 10:35
4	10:39-11:35
Lunch 7A	11:35 - 12:05
5th-FIT	12:09 - 12:39
6	12:43 - 1:43
7	1:47 - 2:36
8	2:40 - 3:30
5th-FIT	11:39 - 12:09
Lunch 7B	12:09 - 12:39

8th Grade	
Period	Time
1	8:00 - 8:49
2	8:53 - 9:42
3	9:46 - 10:35
4	10:39-11:35
5	11:39 - 12:39
Lunch 8A	12:39 - 1:09
Advisory	1:13 - 1:43
6	1:47 - 2:36
7	2:40 - 3:30
Advisory	12:43 - 1:13
Lunch 8B	1:13 - 1:43

* FIT (Focused Instruction Time)

Grant Road

Hamilton MS
Car Rider
Drop-off &
Afternoon Pickup



*** Traffic Light**
Right Turn Exit Only
(from 3:30 – 3:40)
(X) Zipper Merge to one Lane

Remote Learning Etiquette & Expectations

Online class meeting sessions are an important component of remote learning. In large measure, they provide the needed interaction of a live traditional class. Given the constraints of the medium, all participants in the online class session should adhere to the following rules and best practices in order to ensure the best possible learning environment. **Remote instruction is a virtual classroom; therefore, all classroom rules apply.**



Proper Name/Profile

Students should only enter, or attempt to enter, their regularly scheduled assigned class meeting session using their proper name and appropriate profile picture.



Prompt

Students should arrive on time for the class meeting session. The student will be admitted to the “waiting room” before being admitted to the class.



Class Participation

Posture in front of the camera should be conducive to active learning and participation. The student’s full face should be visible in the camera frame.



Class Meeting ID

Class meeting IDs should not to be shared with others outside of the class.



CFISD Network Log-in

Students should log into the class meeting session using their CFISD student network user log-in.



Respect

As expected of any class interaction, participants are to treat each other with courtesy and respect. Appropriate language should be used for all forms of communication. Use of any profanity - written, drawn, displayed or spoken - during a meeting is unacceptable.



Screen Background

The background for a class meeting session should be the student’s setting and not a virtual image unless explicit permission is given by the teacher. This setting should be appropriate to the other participants and offer enough light for the student’s face to be visible.



Dress Code

Students should report to their class meeting session properly groomed and dressed for class. (see Student Handbook for guidelines)



Screenshots/Recordings

Students should refrain from taking screenshots or screen recordings of virtual classrooms without the explicit permission from the teacher and class members.



Important Information for Connect Students and Parents



In preparation for the first day of school, students may login to Schoology using their district S# and network password. Parents may access the CFISD Home Access Center (HAC) to receive a parent access code to join Schoology.

STUDENTS

Students should use their student login to access Schoology before the first day of school to make for an easy transition into Connect Learning. Students will:

1. Navigate to my.cfid.net
2. Use their S# and Password
3. Click the Schoology icon on their dashboard.
4. Students will NOT need to join a course. Courses will appear on the first day of school.

For a video walk-through on how to login to Schoology please view this [video](#).

If a student does not remember their password, they can visit - <http://stugo.cfid.net>

PARENTS

Parents can access Schoology and connect to their student's by following these steps:

1. Receive your Parent Schoology Access code in Home Access Center (HAC).
 - a. To access HAC please visit - www.cfid.net - click Parents & Students->Home Access Center->Home Access Center Login
 - b. You will need:
 - i. Your username and password that was supplied by the District.
 - c. In Home Access Center
 - i. Click Home → School Links → "Schoology Parent Code"
2. Navigate to www.schoology.com.
3. Click Sign-Up - Select Parent
4. Enter in the Access Code
5. Fill-In the Required Information to Register

For a video walk-through on how parents login to Schoology, please view this [English](#) or [Spanish](#) version video.

Specific course and teacher information will not appear until the first day of school.

Trouble connecting your student's Chromebook? - <https://www.cfisd.net/en/CFISD-LTE-1-1>

If your student needs help with their student number, please contact their campus.

Parent Schoology Code in HAC



Parent Registration for Schoology

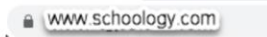
2020 - 2021 Campus: Cypress Springs High School

Name: [redacted] Student ID: [redacted] Grade: 10 Date of Birth: [redacted]

Parent Code : XXXX-XXXX-XXXX

Step 1

Open a web browser and go to www.schoology.com



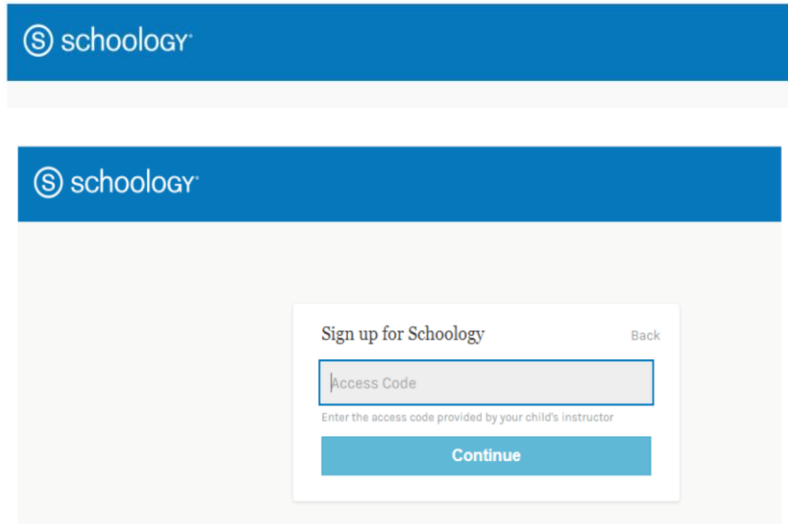
Step 2

Click on Sign up -> Parent



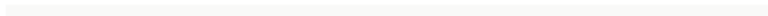
Step 3

Enter the access code provided here



Step 4

Fill in the required information to register



Parent Schoology Code in HAC

Sign up for Schoology

[Back](#)

First Name Last Name

Email or Username

Password

Confirm Password

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By clicking **Register**, you are agreeing to our [Privacy Policy](#) and [Terms of Use](#)

Register