

# ALEXANDER HAMILTON VANGUARD/SCHOLARS

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**Roger Bunnell**  
Principal

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Vanguard Dean

**Angela Melendez**  
Vanguard Coordinator

September 25, 2007

Dear Parents/Guardians,

The life of an Alexander Hamilton Middle School student is not an easy one. The expectations we have of our students is very high as are your expectations, or you would not have entrusted your child's academic education to us. We have a rigorous program here at Hamilton and because of this; we must be certain that we are doing everything we can to ensure student success. We have a number of systems and programs in place to help us achieve this. The one described in this letter is AIP or Academic Intervention Program.

AIP was developed to give students a chance to make up for lost or missed assignments and/or projects. Please be aware that not all teachers will utilize AIP in their classrooms.

Beginning October 2, 2007, we will hold our first AIP session. AIP takes place every Tuesday and Thursday from 3:50 to 4:30, immediately after school. A list of the dates is listed later in this letter where AIP will not be in session. Should your student be assigned to AIP, you will receive at least a two day's notice through your student via the agenda and the red AIP card he/she was given by the assigning teacher. The following are the procedures for assigning AIP, and we are sharing this with you so that you are aware of the steps that take place should your student not submit assignments.

## AIP PROCEDURES

If a student fails to submit homework, class work, or projects by the due date, he/she begins the AIP process.

1. For 6<sup>th</sup> and first semester 7<sup>th</sup> grade students, a Missing Assignment Notice is sent home to the parent by way of the agenda. This serves to alert the student that he/she has until the next class to submit the assignment. At this point, it is up to the teacher to assign a grade penalty for late work or not. The Missing Assignment Notice for 7<sup>th</sup> graders changes after the 1<sup>st</sup> semester. Eighth graders who miss an assignment will be given AIP automatically. In the second semester, seventh graders will be held to the same standard with regard to missing assignments as the 8<sup>th</sup> graders and will receive automatic AIP.
2. If the 6<sup>th</sup> or 7<sup>th</sup> grade student fails to submit the assignment by the next class, the student is assigned AIP and given the red AIP card to take home. Seventh graders will receive automatic AIP in the second semester.
3. The student has the right to accept or decline AIP. If the student declines, you will be notified by the teacher through email, agenda, or a phone call. Declining AIP results in a zero in the grade book for that assignment.
4. **On the day of the student's AIP session**, he/she is to **report to room E-6** immediately after school, with the missing assignment. If the student lost the assignment, it is his/her responsibility to get with the assigning teacher to obtain another.
5. AIP is not only another chance to correct a mistake; it also serves as a consequence for not completing assignments by due dates. We want the students to know what responsibility and accountability mean and to help promote good study habits. If a student is assigned AIP, that student is to serve the entire AIP session. There will be assignments available for students reporting to AIP with completed missed assignments, or the student may do homework.

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6. At the end of the session, the student is to submit the missed work to the AIP Manager, one of the team's teachers on the rotation schedule.
7. Students who are assigned and do not attend AIP receive an automatic zero in the grade book for that assignment, and the parent is notified by Vanguard/Scholars office personnel.
8. Seventh and eighth grade students may use three AIP sessions **per class** for the school year. Once the third has been reached, that student is no longer allowed the luxury of AIP for that class. AIP is not meant to become a crutch or excuse for submitting late work. We are utilizing a "three strikes and you're out" policy where AIP is concerned. Sixth graders are allowed to use AIP the entire school year because these students are learning what it is like to be a middle school student in a rigorous program.

Once again, teachers are not required to use AIP. Some of them already have systems in place that work wonderfully for them, and we are well aware of these systems in our office. Listed are the teachers who do not utilize AIP: Mr. Dodds, Ms. Lago, and Ms. Taylor. Ms. Goodman will use AIP, but not for daily homework assignments. If you are unaware of the policies of your teachers, please contact them as soon as possible.

**NO AIP Session dates:**

<b>2007</b>	<b>2008</b>
October 9	January 1, 3, 8, 15, 17, and 22
November 13 and 20	February 14 and 19
December 13 and 17	March 13 and 25
	<b>The final AIP session is April 15, 2008.</b>

We will do everything we can to help students achieve, but true success can only be obtained with your help at home and the student's commitment to his/her education.

Sincerely,

Ruth Sunny Bell-dela Garza  
Vanguard/Scholars Dean

Angela Melendez

Magnet/Vanguard Coordinator  
Alexander Hamilton Middle School  
*A great place to learn.*