

**Dear HIMS Families,**

**Welcome to the Hamilton Family Handbook for 2008/2009!**

This Family Handbook is for YOU – we hope you will use it every time you have a question about something at Hamilton. Even if the Handbook can't answer your exact question, we hope it will let you know the next step to take to get the answer.

Families have said very clearly that better two-way communication with Hamilton helps them work together with the school so our children will succeed.

*A special note to our families: Whenever you see the word "parent" in the Handbook, it means any adult or adults who have the role of a parent in the student's life.*

We hope you will find the Handbook useful. We'd like to hear from you! At the end of the Handbook, you will find a form that you can use to let us know what parts of the Handbook work well and what needs to be better.

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**From the Principal –**

Dear Families,

Welcome to the new 2008/2009 school year at Hamilton International Middle School!

At HIMS, we work to build positive relationships between students, staff, and families. As a staff, we are committed to increasing academic achievement for every child in every classroom, and to do this we need your help. Research has proven over and over again that when families are involved in their children's school, the children do better!

As we work together for the students of Hamilton, it is my hope that each student will:

- Discover and develop their individual strengths.
- Graduate from Hamilton academically sound, respectful, and compassionate towards others.
- Share an appreciation for ethnic and cultural diversity, and possess excellent social and interpersonal skills.

I look forward to working with all of you.

Sincerely,

*Katie Cryan-Leary, Principal*

## Hamilton International Middle School International Education Overview

Hamilton was designated an International Middle School in 2000. A global perspective is integrated throughout the curriculum and students have the opportunity to study world languages, English, Spanish or Japanese. We use technology to enhance teaching and learning and form partnerships with a variety of local, national, and international organizations.

Students at Hamilton International Middle School learn to think as global citizens. Our curriculum is incorporates the following aspects of a global perspective which is guided by our essential question for every classroom, *how am I connected to the world?*

- Global Challenges: Students examine and evaluate global issues, problems, and challenges.
- Culture and World Arenas: Students study similarities and differences between peoples of various cultures.
- Global Connections: Students analyze the connections between the United States and the World.

### Partnerships

HIMS engages in partnerships both locally and throughout the world. Partners include: John Stanford International School, University of Washington, Seattle International Children's Festival, Seattle Department of Parks and Recreation, Teachers Without Borders, Amity Institute, World Affairs Council, Writers in the Schools, 826 Seattle, the International Arts Consortium, Alliance for Education, Adobe, and many more.

### Eighth Grade Project

Students at HIMS complete an eighth grade international research project as a part of their graduation requirement. Research skills are taught in the sixth and seventh grades, leading up to this culminating project of study.

### World Languages

HIMS offers English, Spanish and Japanese language study. Students with Limited English Proficiency will be enrolled in English Language Learner (ELL) classes. All students, except those participating in an academic intervention class, will take Spanish or Japanese for three years. In addition to beginning Japanese and Spanish, a world language immersion program is offered for advanced speakers.

### Language Immersion

HIMS has the middle school language immersion extension, which begins with a K-5 program at John Stanford International School. Spanish immersion began in 2005, and Japanese immersion began in 2007. Immersion students must enter the program with advanced oral and literacy levels in the target language. Immersion students will spend two class periods in an integrated language immersion class – global language and PE/International Arts periods. During this two-period block students will study language arts, social studies, art, and physical education in the target language.

### International Arts

All HIMS students will take one semester of International Arts. This includes an integrated, internationally themed program with one quarter in the visual arts and one quarter in the performing arts. Artists in Residence are an important part of the international arts program.

## **Standards for Teaching a Global Perspective**

### **Global Challenges: Examine and evaluate global issues, problems, and challenges.**

- 1.1 Students understand that global issues and challenges exist and affect their lives.
- 1.2 Students study at least one global issue in-depth and over time.
- 1.3 Students understand that global issues and challenges are interrelated, complex, and changing, and that most issues have a global dimension.
- 1.4 Students understand that global education is a lifelong process, and have the skills and abilities to evaluate new information.

### **Culture and World Areas: Study human differences and commonalities.**

- 2.1 Students know and understand at least one other culture in addition to their own.
- 2.2 Students have a general knowledge about major geographic and cultural areas of the world and the issues and challenges that unite and divide them.
- 2.3 Students know and understand that members of different cultures view the world in different ways.
- 2.4 Students know and understand that cultures change.
- 2.5 Students know and understand that there are universals connecting all cultures.
- 2.6 Students know and understand that humans may identify with more than one culture and thus have multiple loyalties.
- 2.7 Students know and understand that culture and communication are closely connected.
- 2.8 Students know and understand that cultures cross national boundaries.
- 2.9 Students know and understand that cultures are affected by geography and history.

### **Global Connections: Analyze the connections between the United States and the World.**

- 3.1 Students can identify and describe how they are connected with the world historically, politically, economically, technologically, socially, linguistically, and ecologically.
- 3.2 Students know and understand that global interconnections are not necessarily benign; they have both positive and negative consequences.
- 3.3 Students know and understand the United State's role in international policies and international relations.

**Hamilton International Middle School (HIMS)  
Family Handbook  
September 2008**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Rm #</b>	<b>Room Phone</b>	<b>E-Mail @seattleschools.org</b>
Adolphson	Scott	Science - 6th & 7th	302	252-5877	saadolpshon
Alvarez	Jesely	Asst. Principal	205	252-5816	jealvarez
Bader	Gail	Science/PE	304 B105	252-5863 252-5822	gabader
Baker	Katrina	Special Ed IA	227	252-5822	klbaker
Barilleau	Lary	Int'l Performance Arts	N203	252-5846	lgbarilleau
Bolton	Tom	Security	104	252-5842	trbolton
Bowers	Natalie	Literacy Coach	102	252-5819	ncbowers
Bringolf	Christian	Special Ed IA	228	252-5826	cabringolf
Buchanan	Jim	Math Coach	102	252-5819	jjbuchanan
Budnick	Robert	PE (Physical Edu.)	N14	252-5837	rjbudnick
Bundy	Seth	Math – 7 <sup>th</sup>	418	252-5818	ssbundy
Byers	Emily	Speech	222	252-5853	ejbyers
Caraballo-Rivera	Rafael	Visual Arts	N202	252-5858	racaraballor
Carroll	Ryan	Special Ed IA	228	252-5826	rscarroll
Chacon	Patty	LA/SS Inclusion 6th	315	252-5845	pachacon
Chapman	Wendy	ELL(English Learners)	407	252-5878	wachapman
Christiansen	Emily	LA/SS - 6th	311	252-5872	emclineschmidt
Cryan Leary	Katie	Principal	206	252-5815	ktcryan
Davis	Christopher	LA/SS – 6th	308	252-5874	cedavis
delaCruz	Sheila	Assistant Secretary	214	252-5821	sbdelacruz
Docter	Deena	PE (Physical Edu.)	B107	252-5833	dgdocter
Ellis	Margaret	Special Ed IA	N201	252-5810	meellis
Evenson	Beth	Special Ed IA	202	252-5826	baevenson
Fauntleroy	Deirdre	ELL (English Learners)	415	252-5849	dgfauntleroy
Fisher	Mark	LA/SS – 7 <sup>th</sup>	410	252-5849	mdfisher
Geddes	Ryan	Math – 6 <sup>th</sup> Grade	412	252-5884	
Gerlitz	Gina	LA/SS - 7th	417	252-5855	gjgerlitz
Green	Kim	Sp Ed Autism	228	252-5826	kagreen
Gruber	Veronica	Special Ed	409	252-5865	vmgruber
Gussin	Jordan	Math - 8th	402	252-5876	jsgussin
Hartung	Lynn	Attendance Secretary	214	252-5814	Lwhartung
Harveland	Linda	Admin. Secretary	214	252-5812	lharveland
Ho	Thuy	IA-Viet M/W/F	414	252-5852	ttho
Jarosz	Jim	LA/SS - 7th	223	252-5866	jljarosz
Kahan	Judith	Math – 8 <sup>th</sup>	220	252-5856	jskahan
Kanaa	Menkeli	LA/SS – 8 <sup>th</sup>	406	252-5848	mekanaa
Kelly	Joan	Nurse	216	252-5817	jkelly
Kernell	Karen	Special Ed	221	252-5820	kakernell
Kifle	Demere	Science - 8th	318	252-5864	dekifle
Kipp	Leila	Librarian	N201	252-5850	lkipp
Kirkness	Cathy	Special Ed IA	228	252-5826	cdkirkness
Lambert	Robin	LA/SS Inclusion 8th	404	252-5880	rllambert
LaRoche	Chris	Spanish IA	414	252-5852	chlaroche

**Hamilton International Middle School (HIMS)  
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Leonas	Julia	House Admin.	204	252-5823	jeleonas
Levin	Bill	Science - 7th	316	252-5854	wdlevin
Lloyd	J.D.	IA, 1 on 1	202	252-5868	jdllloyd
Lu	Amy	Math – 7 <sup>th</sup>	416	252-5873	aalu
MacLean	Wakae	Japanese Immersion	C115	252-5883	wimaclean
McDonald	Kayomi	Japanese Language	103	252-5869	dkmcdonald
McEvoy	Christopher	LA/SS – 7th	408	252-5841	cmmcevoy
Miller	Susanna	LA/SS - 6th	312	252-5871	shmiller
Mohamed	Musse	Bilingual IA	310	252-5852	
Muy	Nicholas	U-Wired Student	N201	252-5850	ntmuy
Nguyen	Thien	Custodian-Day	130	252-5838	tdnguyen
Nuno	Anna	LA/SS Inclusion 7th	411	252-5862	atnuno
O’Neill	Shawn	Sp Ed – EBD	202	252-5875	
Pham	Peter	Custodian-Night	130	252-5838	cdpham
Rossmann	Christopher	HOST (After School)	113	252-5831	carossmann
Rowe	Dan	Instrumental Music	C102	252-5881	dsrowe
Sandler	Claudia	Spanish-7th & 8th	114	252-5867	cssandler
Siew	Boon	Vietnamese IA	414	252-5852	bgsiew
Smith	Patty	LA/SS - 8th	405	252-5859	pmsmith
Stepovich	Lauren	Counseling Intern	109	252-5830	
Stewart	Michelle	Registrar	207	252-5832	mastewart
Temple	Lorie	Psychologist	218	252-5829	lltemple
Thurik	Jane	Math - 6th	313	252-5825	jfthurik
Tillotson	Scott	Special Ed IA	202	252-5875	sltillotson
Veit	Barbara	Science - 6th	307	252-5861	bmbraun
Von Walter	Louise	Counselor, Gr.7/8	107	252-5827	lvonwalter
White	Amy	HOST (After School)	113	252-5831	aewhite
Wilson	Karen	Special Ed	227	252-5870	klwilson
Wittmann-Todd	Liz	Spanish Immersion	C109A	252-5882	liwittmantodd
Yeda	Neil	Counselor, Gr. 6	108	252-5828	nyeda
Yohannes	Fikre	Bilingual IA	414	252-5852	fwyohannes
Yoshinaka	Catherine	Special Ed IA	221	252-5820	cayoshinaka

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## SCHOOL OPERATION

### Calendar - School District and HIMS Calendar for 2008-2009

You can also find the most current calendar on the HIMS website at <http://www.seattleschools.org/schools/hamilton/Calendar/hcalendar.htm>.

### School Day Schedule for 2008-2009

HIMS uses the standard six period middle school schedule. Each period lasts 50 minutes, and every day has the same schedule.

Period	Times
	First bell: 7:30      Passing bell: 7:40
1	7:45 – 8:35
2	8:40 – 9:30
3	9:35 – 10:25
4	6 <sup>th</sup> grade:      10:30 – 10:55 Homeroom 10:55 – 11:25 Lunch 11:30 – 12:25 Class
	7 <sup>th</sup> grade:      10:30 – 11:25 Class 11:25 – 11:55 Lunch 12:00 – 12:25 Homeroom
	8 <sup>th</sup> grade:      10:30 – 11:25 Class 11:30 – 11:55 Homeroom 11:55 – 12:25 Lunch
5	12:30 – 1:20
6	1:25 – 2:15

Most students will have the same teacher all year for their core classes of Language Arts (LA), Social Studies, Math, Science, and World Language (Spanish or Japanese). For one semester (half) of the year, students will have Physical Education (PE)/Health and for the other semester, they will have International Arts (music, dance, wood and metal shop, drama, etc.). Japanese and Spanish Immersion students will have one teacher all year for Physical Education, Health and International Arts (which will be taught in Japanese or Spanish).

Some students will have other schedules which are needed to help them succeed in school. If you have questions about your student's schedule, please call the counselor.

### School Bus (Yellow Bus) Information

Seattle Public Schools Transportation Office – 206.252.0900 or [transdept@seattleschools.org](mailto:transdept@seattleschools.org). Hours are Monday-Friday, 7:30 AM to 4:30 PM.

The Seattle School District Transportation Office decides about bus routes, times, and who can ride a bus, and which bus they ride on. If you have questions, please call the above number. You can ask other bus questions at the Hamilton Attendance Office.

“Green Cards” – If your child needs to ride a bus they are not assigned to or if they need to get off the bus at a different stop, they must have a “green card” to show the bus driver. In order to get a green card, a parent/guardian note is needed. The note must have the student’s name, date of the bus change, the bus route number, the bus stop, and the parent/guardian signature. Students need to bring this note to the Attendance Office before school. Bus changes CANNOT be made over the telephone. A student can ride on a different bus only if there is space, so it is best to check with the bus driver ahead of time.

### **Building Hours and Visitors**

#### During the regular school year

- 7:00 AM Attendance Office opens
- 7:00 AM Main Office opens; breakfast is served in the Lunchroom. Students must stay in the Auditorium or Lunchroom until the first bell rings at 7:30 AM
- 7:30 AM First bell rings
- 7:45 AM Classes start
- 2:15 PM School day ends
- 2:30 PM Students must be out of the building unless they are staying for an after school activity.
- 4:00 PM Main Office closed

#### During summer vacation (hours can change, so please call 252-5810 first)

- 8:30 AM Main Office opens
- 2:00 PM Main Office closes

#### HIMS welcomes adult family and community visitors!!

For student safety, all visitors **must** report to the Main Office before going to any part of the school. School staff can ask any visitor to say who they are and why they are in the building.

Children who are not HIMS students are not allowed to visit HIMS during the school day – even if they are friends or relatives of HIMS students.

If you want to have a conference with a teacher or visit a classroom, please make an appointment with the teacher. Remember to check in at the Main Office when you get to the school.

### **Student Identification (ID) Cards**

Student ID cards are made each year, on the same day as student pictures. There is no cost for the ID. If students lose their ID, they cannot get a new one. Student ID cards help students get reduced prices for some student events, like ASB dances.

### **Snow/Ice Storm or Other Emergency (earthquake, etc.)**

HIMS will send information about snow/ice bus routes in early November. Please keep this information handy. Listen to the radio and TV, so you can hear about which schools are closed or starting late. Please do not call the school.

If a bad snow or ice storm starts during the school day, listen to the radio or TV to find out how the schools are sending students home.

In case there is another type of emergency, listen to the radio or TV. Please do not call the school or come to the school unless the radio or TV says to do so.

### **Closed Campus (school property or school grounds) Rules**

The Seattle School District has a rule that all middle schools must have a “closed campus”. This means that students must stay on school property from the time they arrive at school until they leave for the day. If your child needs to leave the school during the day for an appointment or other reason, they must sign out at the Attendance Office. See the Attendance chapter for more information.

### **Student Possessions and Lockers**

Backpacks, bags, purses – Seattle School District policy says that in middle school all backpacks, athletic bags, and purses must be placed in student lockers. For safety reasons, these items are not allowed in the halls or classrooms during the school day.

Bicycles – Student bicycles must be parked in the cage behind the school. The cage is locked during school hours, but students should still have their own bike lock and use it. Hamilton and the school district are not responsible for bike theft or damage.

Scooters and Skateboards – Students may ride scooters and skateboards to school. The student must carry the scooter/skateboard on school property, and it must be stored in the student’s locker during the school day. Scooters/skateboards can only be taken on the (yellow) school bus in a bag which covers the wheels.

Lockers – All students are assigned their own locker. (A locker is a small metal closet in the hallway at school.) The school gives each student a lock with a combination (a set of numbers only the student knows). Students need to keep their lockers always locked. If something is stolen or lost from a locker, the school is not responsible. Students are informed that lockers are checked by the school several times during the year. Students are responsible if any items that are against the rules are found in their locker.

Lost and Found – Found clothing is in a box in the main hallway. Found books, jewelry, eyeglasses, and other personal items are kept in the Main Office. Several times during the year, any found items not claimed are donated to charity.

LEAVE AT HOME!! – Students need to leave certain things at home. Their student planner has a complete list.

### **School Fines**

If your child loses or damages textbooks, library books, PE locks, or other school equipment and materials, they will be expected to pay for the damaged item (pay a fine). Students with unpaid

fines usually cannot go to events like dances and ASB field trips. Please let the teacher know if you need to set up a payment plan (paying a little money at a time).

## **Security**

School staff can search a student and their possessions if they have a good reason to think the student has something dangerous or illegal.

Like all the other Seattle middle schools, HIMS has a full-time Security Specialist. The job of the Security Specialist is to help keep our school community safe.

Theft – If a student thinks something was stolen, they need to report it to our Security Specialist. Students can get Incident Report Forms in the Attendance Office.

## **Lunchroom**

Breakfast is served daily in the Lunchroom from 7:15 to 7:40 AM. The three 30 minute lunchtimes are scheduled between 10:55 AM and 12:25 PM. A student's assigned lunchtime depends on their grade and class schedule (almost all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students have lunch with their grade level).

Breakfast costs \$1.00 and lunch costs \$2.00. (For families who qualify as low-income, there is NO CHARGE for school meals this year. Low-income family applications are mailed out during the summer, and are available in the Main Office and from the Lunchroom staff.) Students can either pay for their food each day or pay ahead. To pay ahead, your child needs to bring a check made out to "HIMS" and give it to the Lunchroom Manager.

Students can bring a lunch from home and buy milk in the Lunchroom for \$.40.

There are no food vending machines for student use in HIMS. Also, students cannot leave the school to buy lunch.

*School district rules say that students cannot charge (pay later) their breakfast or lunch. Students who do not have money will get fruit, vegetables, and milk for no more than three days.*

## **Telephones at School**

Classroom telephones are for the staff only. Students need to take care of their personal telephone calls before or after the school day. Counselors or administrators help students who need to make an emergency telephone call.

While students are on school property, they can use their cell phones before and after school only. Students MUST keep cell phones or pagers in their lockers during the school day – including lunch.

## **Textbooks (School books) and Money for Classes (Materials Fees)**

Students need to take good care of the textbooks they use. Students must pay back the cost of any damaged or lost textbooks. (Most textbooks are very expensive, about \$50.) See School Fines above.

Some classes need extra money for supplies, materials, and extra activities. Hamilton asks for **one** \$35.00 payment at the beginning of the year to cover the costs for the whole year. Families told the HIMS Site Council that they would prefer to pay once, instead of getting a letter from each teacher requesting money for classroom supply costs. If you did not get a Classroom Fee letter, please call 206.252.5810 and a letter will be sent to you.

No child will be left out because they cannot pay extra money. The Classroom Fee letter explains how to ask for a scholarship.

## **Library**

Checking out books – Students can check out books from the HIMS Library.

Fines – There are no library fines for overdue books. However, students must pay for lost or damaged books.

Internet – Students need your permission before they can use the Internet. Permission forms are sent out at the beginning of the year.

## **ATTENDANCE**

Students can only be successful in school if they are IN SCHOOL. The State of Washington says that parent/guardians are legally responsible for making sure that children go to school. We contact families of students who miss too much school. If the problem continues, the Seattle School District office may have to take legal action.

### **When does my child have a good reason for missing school or being late?**

Missing school or being late (tardy) for a good reason is called an “excused absence”. Examples of excused absence are being sick, going to the doctor, religious observance, riding on a bus that is late, and certain family emergencies or reasons.

### **What should I do when my child has an excused absence?**

If a student misses school or is late due to an excused absence, a parent/guardian needs to call the Hamilton Attendance Office at 206.252.5814 on the morning of each missed day or late arrival. The Attendance Office opens at 7:00 AM – please call as early as you can.

When your student returns to school, they need to bring a note signed by their parent/guardian with the student’s full name, the date(s) they were tardy or absent, and the reason. The student takes the note to the Attendance Office before going to class.

If you know ahead of time that your child will have an excused absence lasting a week or more, you need to send a letter to the Attendance Office before your child is absent.

### **What if my child misses school or is late without a good reason (unexcused absence)?**

When a student misses school or is 10 or more minutes late (tardy) with no good reason, it is an unexcused absence, which is also called a “class cut” or “skip”. Cut classes or unexcused absences result in discipline.

If a student is less than 10 minutes late, the teacher will handle it. If it happens a lot, it may result in discipline.

### **What if my child needs to be taken out of school early?**

If you are taking your child out of school for a doctor or dentist appointment, etc., please give them a note (with your full name, telephone number, signature, the date, and the reason) to take to the Attendance Office before school starts. The Attendance Office will give your child an Early Dismissal slip. Students must check out of school at the Attendance Office before leaving the building even when they have an Early Dismissal slip.

If your child gets sick during the school day, the nurse or other school staff will contact you.

Students are not allowed to leave school property unless they have permission from the Attendance Office, nurse, or administrator.

**How can my child get back into class when they come back from an appointment, etc?**

When your child returns to school, they need to get a pass from the Attendance Office in order to return to class.

**What about missed school work?**

- If your child is absent four or more school days in a row –

You can call the Attendance Office and arrange to pick up your child's missed schoolwork. It will take 24 hours to get all the missed schoolwork ready for you to pick up.

- If your child is absent three or fewer days in a row –

When they return to school, they need to ask the teachers how to make up the missed schoolwork.

**How do I arrange for a planned absence, in case of family need or emergency?**

You need to send a signed letter to the Attendance Office with the dates your child will be gone and the reason. If your child will have a planned absence of a week or more, you can pick up the schoolwork that your child will miss while they are gone. You need to give your child a letter to show to each teacher. This needs to be done at least one week before the start of the absence. Your child is responsible for collecting the schoolwork assignments. If you or your child cannot do this or have problems, please contact the counselor who will help you.

**What do I need to do if I am taking my child out of Hamilton to go to a different school?**

Give your child a note to bring to the Registrar's office at least one day before leaving Hamilton. If you need copies of your child's school records, please ask ahead of time to make sure the copies will be ready. Your child must return all books and pay all fines before leaving Hamilton.

## **STUDENT BEHAVIOR STANDARDS**

In our Hamilton school community, there are about 900 people who must get along and work together so that all students are successful. This means that we need some rules and guidelines about behaviors that are OK and not OK.

The list of rules and guidelines seems long, but it all fits into these four areas:

- Students staying safe
- Students respecting themselves
- Students respecting others
- Students doing their best work

Students must follow “The Basic Rules of Seattle Public Schools” which is given out to all students every September (or on the first day they start at HIMS).

All school rules apply in school buildings, on school property, on school transportation, at school bus stops, and at all school sponsored events.

### **Students Staying Safe**

#### Seeing or hearing about something dangerous

If a student sees something or someone doing something that is dangerous or illegal, they need to get an adult’s help immediately.

If your child hears any kind of rumor or gossip about a weapon or anything else dangerous at school or on the bus, they need to report what they heard to an adult right away. Seattle Public Schools has a 24-hour Safety Hotline at 206.252.0510.

#### Bus safety

All bus riders need to have a safe ride to and from school. All students riding a school bus must follow the bus rules. Students must use their assigned bus and assigned stop only, unless they have a “green card”. (See the School Operations chapter for “Green Card” rules.)

Riding the bus is a privilege. If students cause problems on the bus, they may end up not being able to ride the school bus. If a student is suspended from riding the bus for misconduct, the parent/guardian must take over getting the student to and from school.

### **Students Respecting Themselves**

Students respect themselves when they are honest, even if it means admitting they made a mistake. Students respect themselves when they take responsibility for any mistake they have made.

## Students Respecting Others

### “No Harassment” Rule at HIMS

At Hamilton, students may NOT tease, touch or assault someone for any reason, including:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| → Which country they came from      | → How they look                   |
| → The color of their skin           | → Whether they are a boy or girl  |
| → Their religion or religious dress | → Whether they have a disability  |
| → The language they speak           | → Whether they like boys or girls |
| → If their family is poor or rich   | → What they wear to school        |

Sometimes, teasing seems like fun to students, but it is a form of harassment or bullying. Harassment and bullying is against Seattle School District rules, and state and federal laws. Harassing and bullying will result in a parent conference and consequences.

**HARASSMENT AND BULLYING IS NOT OK AT HAMILTON. WE TREAT EVERYONE IN OUR COMMUNITY WITH RESPECT.**

In 2003, HIMS started the Olweus Anti-bullying Program. For more information on the anti-bullying program please contact the House Administrator.

### Sexual Harassment

Sexual harassment is NOT allowed at HIMS, and is against Seattle School District rules, state, and federal laws.

What is sexual harassment? Sexual harassment happens when someone:

- approaches (“comes on to”) someone in a sexual way that is unwelcome;
- asks someone to do something sexual that is unwelcome;
- in a sexual way, acts, talks, or uses pictures that get in the way of another person’s learning or work, or makes where they learn or work an unpleasant place.

HIMS administrators and staff tell everyone in the school what sexual harassment is and that it is never OK. Anyone, including a student, who feels like they are being sexually harassed, needs to tell an administrator.

### Respect in the Classroom

Students respect others when they treat everyone with courtesy and consideration. Talking out, visiting, walking around, passing notes, etc. is disrespectful of other students’ learning.

## Clothing

School is the students' workplace. They respect themselves and others when they dress in a way that respects their "workplace".

Hamilton students must follow the Basic Rules of the Seattle Public Schools which say, "Dress appropriately for school in ways that will not cause safety or health problems, or disruptions." There are also some specific kinds of clothing that are against the rules at Hamilton – the list is in the student planner.

Any student who does not abide by the Hamilton dress code will have to change their clothes or be sent home.

## No Fragrance Policy

HIMS has this policy because many people get very sick when they are around perfume or other fragrances. Bringing perfume or cologne to school is against HIMS rules.

## **Students Doing Their Best Work**

Every day, students need to come to class on time and ready to do their best, with all needed supplies and with their homework done.

## **SERIOUS RULE-BREAKING**

HIMS and the Seattle School District have rules that say "NO" to violence, criminal behavior, and other behavior that is dangerous. You can find the complete list of the rules and consequences in "The Basic Rules of Seattle Public Schools" given to you in September, on the day your child enrolled, or whenever you request a copy.

Some of these rules are also laws and breaking them will result in a police report.

## **What are the different kinds of behavior consequences?**

If a student does not follow the Seattle School District or HIMS rules, there will be consequences. Please see "The Basic Rules" for more complete information.

You may or may not be called by the school in the following situations.

Class suspension – Student is kept out of class for some period of time. Classwork is sent to the student to be done.

Teacher lunch detention – Student must eat lunch and spend their lunch time in the teacher's room. They usually have extra work to do.

Administrative lunch detention – Student is assigned by an administrator to spend their lunchtime in detention.

You will always be called by the school for the following situations:

- After school detention – Student must stay after school until 4:15 PM with extra work to do. The student’s family is responsible for transportation home.
- In-school suspension – Student must spend the school day in a special classroom or office. Classwork and lunch are brought to them. They are escorted to and from the bathroom.
- Short-term home suspension – Student must stay home from one to 10 days. The student cannot come to school property or attend school events, including sports and dances. Families can arrange to pick up schoolwork.
- Long-term home suspension – The same as short-term suspension, but lasts for 11 or more days.
- Expulsion – Student is permanently removed from the school. The student cannot come onto school property, cannot attend school events, and schoolwork is not provided.

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There is also a special situation called an emergency “expulsion” –

Sometimes, because of a safety problem, a student must be immediately removed from the school. An emergency expulsion does not always mean the student is permanently expelled. An emergency expulsion lasts for one to 10 days, while school district staff investigate the problem and decide the best way to handle it.

## **CLASSWORK, GRADES, AND TESTING**

### **Talking with Teachers**

Family members are welcome at HIMS. If you want to talk with a teacher, please contact the teacher for an appointment. Family members need to call ahead if they want to visit a class. Please remember to check in at the Main Office when you get to the school.

### **Homework**

Your child is given homework because it helps them:

- Be an independent learner
- Practice their skills more than just in school
- Develop home study habits they will need as a life-long learner

You can check your child's student planner for homework that is due. If your child has no classwork to do at home, they are always expected to read (to themselves or someone else) for at least 20 minutes each night. Students do better on their homework if they have a quiet place to study. Family members are the most helpful when they encourage the student to do their best on homework assignments. You do not need to help the student with the homework itself.

### **What schoolwork is covered at HIMS?**

Classes	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8th Grade	
All Year	Language Arts	Reading, writing, listening, speaking		
	Social Studies	Ancient Civilizations of the World	History of the United States	World Geography and Washington State History
	Math	Mathematics (Connected Math Project or CMP)		
	World Language	Spanish or Japanese		
	Science	May include: Inquiry-based Science; Pollution; Magnets and Motors; Diversity of Life	May include: Human Body; Earthquakes and Volcanoes; Groundwater; Energy, Machines, and Motion	May include: Ecology and Evolution; Earth in Space; Properties of Matter
One semester	Physical Education (PE) and Health	Physical Education (Required for all students for one semester) – fitness, body parts, team sports, teamwork, lifelong fitness skills, good self image, good health habits and healthy eating.		
	International Arts	Classes in art from around the world: performing arts (especially music and dance), visual arts (drawing, painting, etc), and industrial arts (metal and wood shop). Usually, half the time during the semester will be performing arts, and the other half visual/industrial arts.		
Spanish/Japanese Immersion Class		The Immersion students will have a regular schedule with other students for Language Arts, Social Studies, Math, and Science. Japanese or Spanish, PE/Health, and International Arts will be taught all year in a separate 2-hour class, in which students are completely immersed.		

Instrumental Music (After school)	This year, students who choose instrumental music (band, jazz band, and/or orchestra) will have music class after school. Class is taught by a regular (certificated) teacher, will show on the report card, and will earn credit hours.
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**What schoolwork is done in Special Ed?**

Students can be in Special Education (Special Ed or SPED) classes for a variety of reasons: developmental disabilities, learning disabilities, health impairments, speech/language disabilities, behavioral problems, etc.

A variety of Special Ed classes provide individualized teaching, and many students are also part of regular classrooms. Special Ed students are in self-contained classrooms, inclusion classrooms, or regular classrooms, depending on the requirements of their Individualized Education Plan (IEP).

**What schoolwork is done in English Language Learner (ELL) class? (Also called English as Second Language or ESL class.)**

ELL classes help students learn to speak, read, and write English. ELL students are also helped when they are in regular classrooms.

**How and when is schoolwork graded?**

Grades in Middle School

Middle school grades are different from elementary school – the letter grades of A, B, C, D, E, and P are used.

- |                    |   |
|--------------------|---|
| A – Excellent work | D – Below Average work                  |
| B – Good work      | E – Work that does not meet grade level |
| C – Average work   | P – Passing work (no grade assigned)    |

At the beginning of the year, each teacher will let you know how grades are given in their classroom.

Progress Reports

In the middle of each quarter, students receive progress reports from each teacher. The week of progress reports is shown on the Calendar in the School Operation chapter. Please contact the teacher if you did not get a progress report.

The teacher will contact you before the end of the quarter if your child is not passing their class. You can always contact the teacher or counselor to talk about your child’s grades.

Report Cards

Report cards are mailed home at the end of each quarter. The School Calendar shows these dates. Please call the Main Office at 206.252.5810 if you do not receive a report card for your student within a week after the mailing date.

### **What are the school district tests that my child must take?**

Washington Assessment of Student Learning (WASL) – Given to students to make sure they are learning the skills they need in order to succeed in and graduate from high school. 6<sup>th</sup> graders are tested on Math and Reading; 7<sup>th</sup> graders are tested on Math, Reading, and Writing; 8<sup>th</sup> graders are tested on Math, Reading, and Science.

Test results are mailed to families. HIMS uses the test scores to decide what changes are needed to help students with their learning.

If you are worried about your child's test scores, please contact the school counselor.

### **What extra help can I get for my child?**

#### In-school tutoring

Teachers can ask for a volunteer tutor to help students. Ask the teacher if you think your child needs the help of a tutor.

#### After school tutoring

The Hamilton Out of School Time (HOST) Program has tutoring and other after-school help with homework. The HOST activities start in early October, and information will be sent home before then.

#### Summer School

The Seattle School District and the YMCA run Summer Schools. Schools identify students who need to attend summer school, and families can also ask for their child to go to summer school. Talk to a HIMS teacher or administrator if you would like your child to go to summer school.

### **Field Trips**

Field trips are a part of learning in many HIMS classes. The school will send you a permission paper (where you sign to say that you give permission for your child to go on the trip) with a medical release paper (where you give information about your doctor and emergency phone numbers, and permission for your child to be medically treated if they need it). These papers are needed for each field trip.

Field trips sometimes cost extra money. Please let the teacher know directly or on the permission slip if you cannot pay all of the cost of the field trip. No child will be left out of a

class-related field trip because they cannot pay the extra cost. For ASB-related field trips, we will do everything we can to make sure all students can attend.

Parents who want to help other students go on field trips can also include a donation when they pay for their child's field trip.

Students who do not go on a field trip must still come to school. They will do regular classwork.

### **Assemblies**

During the school year, many different kinds of student assemblies are held:

- Student performances (band, orchestra, drama, etc.)
- Guest performers from around the world
- Assemblies to celebrate student achievement
- Guest speakers

Families are always welcome to attend assemblies.

### **Classroom Use of Movies and Videos**

A teacher who shows a video/movie needs it to be directly connected to the curriculum and the students' learning.

These rules apply to movie/videos shown to students:

- Before the movie is shown to the class, the teacher must watch the entire movie.
- "R" rated video/movies are never to be shown.
- Teachers must send home a permission slip when showing PG-13 video/movies.
- Families have the right to say "no" to their child watching a video/movie. The teacher must provide an alternate assignment something else for the child to learn.
- Cultural, religious and social values must be respected when choosing video/movies.

If you have a question or are concerned about a video/movie, please call the HIMS Principal or Assistant Principal.

## HEALTH AND WELLNESS

### School Nurse

Hours – The school nurse is at HIMS every day except Friday.

Functions – The school nurse helps students with first aid and minor illness, talks to families and students about health (hygiene, healthy eating, and changes as their bodies grow up). She also helps teachers and administrators solve problems that are part of student health.

### What should I do if my child has an allergy?

Food allergies (peanuts, fish, citrus, etc.) – Your child needs to be sure to let the school nurse know about allergies that are health problems.

No Fragrance Policy – HIMS has this policy because many people are allergic or get very sick from asthma when they are around perfume or other fragrances. Bringing perfume or cologne to school is against HIMS rules.

### How can my child take their medicine at school?

If your child needs to take medicine at school, you need to send a note, and include a note from your child's doctor. Your child needs to take this note to the school nurse. This rule is for any kind of medicine, including the kind you can get without a prescription (aspirin, Tylenol, etc.).

Any medicine that you send to school needs to be sent in the original bottle (containing only the amount that will be taken during the school day(s)) and taken to the school nurse.

### Vaccinations

The State of Washington says that all students starting the 6<sup>th</sup> grade need to have a second Measles, Mumps, and Rubella (MMR) vaccination or they may not be able to come to school. At the beginning of the year, you will get a form to fill out about your child's vaccinations.

### Medical Emergencies

In a medical emergency, school staff will:

- ✓ Give first aid
- ✓ Call 911 if needed
- ✓ Call you (if you are not there, the school will call the person you said is your emergency contact)

- ✓ Have an ambulance take your child to the nearest hospital, if needed
- ✓ File an accident or medical report

## STUDENT ACTIVITIES AND RECOGNITION

Families are invited to help with student activities. Student activities help children work and strive together, which helps them be more successful in school. Please help support our student activities.

The Hamilton school emblem is the hawk, and the school colors are blue and gold.

### Go Hamilton Hawks!

#### Associated Student Body (ASB)

ASB is the student-led government at HIMS. The ASB officers are: President, Vice-President, Secretary, Treasurer, Webmaster, 7<sup>th</sup> Grade Senator, and 6<sup>th</sup> Grade Senator. A HIMS teacher is the ASB advisor.

ASB activities include the following:

- School Dances – There are three or four school dances during the year. The dances are after school, from 2:30 to 4:00 PM. Tickets cost \$2.00 to \$3.00. Students going to the dance must sign in, and then stay until they leave the dance. If students stay for the dance, the school does not provide a bus ride home.
- Service Projects – ASB sponsors community service projects providing clothing and personal items for homeless teens, raising money for the International Heifer Program (providing farm animals to families in developing countries), etc.

#### Hamilton Out of School Time (HOST) Program (after school activities)

Hamilton has lots of outstanding activities for students after school on Monday through Friday, from early October until June. Over two-thirds of HIMS students do some kind of HOST activity. Information on HOST registration and activities is sent home regularly.

At HIMS, the HOST program is run by YMCA Community Learning Center staff. It is funded by the City of Seattle Families and Education levy, voted for by the citizens of Seattle.

#### Student Recognition

Families are very welcome to come to student award assemblies. Students are recognized for doing well on their class work (academics) and for having good attendance.

#### Sports

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Student sports at Hamilton are soccer, track, basketball, ultimate frisbee, and volleyball. Sports are part of the HOST program, so student athletes can use the HOST bus to get home after practice. However, athletes must get to the games on their own. Most teams have tryouts; some teams are open to students of any ability level. Students must have a physical exam and insurance before they can play sports. Free or low cost physical exams may be available. Please ask the school nurse or teacher/coach for more information. Students must also have a Grade Point Average (GPA) of 2.0 or above according to the weekly grade sheet required during their sports season AND they must maintain good behavior.

Sport	Practices (after school)	Transportation	Number of Games/When	Location/Transportation
<b>Fall (Sep-Nov)</b>				
Girls Soccer	2 per week	Family/HOST bus	7-8/Saturdays	Varies/Family
Coed* Ultimate Frisbee	2 per week	Family/HOST bus	7-10/Saturdays	Varies/Family
<b>Winter (Nov-Mar)</b>				
Boys Basketball	2 per week	Family/HOST bus	7-10/Thursdays	Varies/Family
Girls Basketball	2 per week	Family/HOST bus	7-10/Thursdays	Varies/Family
<b>Spring (Mar-May)</b>				
Coed* Track	2 per week	Family/HOST bus	5-7/Thursdays+1/Saturday	Varies/Family
Boys Soccer	2 per week	Family/HOST bus	7-8/Saturdays	Varies/Family
Girls Volleyball	2 per week	Family/HOST bus	7-10/Saturdays	Varies/Family

\*Girls and boys play on the same team.

### **8th Grade Promotion**

8<sup>th</sup> Grade Promotion is an evening celebration for 8<sup>th</sup> graders who are moving on to high school. Parents of 6<sup>th</sup> and 7<sup>th</sup> graders help the PTSA to plan, decorate, and serve food. The PTSA pays for many parts of the celebration. Information is sent home in the spring.

## **FAMILY, COMMUNITY, VOLUNTEERS**

### **School and Family Working Together**

When families and schools work together, we help our children succeed in school. Many families have a hard time helping out with middle school because most middle schoolers want the adults in their families to “go away!”. However, research into student success has shown again and again that **family involvement with the school and with your child’s learning is THE biggest way to help children succeed in school.**

### **Families Talking to HIMS**

One way to be a partner in your child’s learning is to talk to your child’s teacher or counselor if you have questions or concerns about any part of your child’s schoolwork. The Staff chapter in this Handbook talks about how to contact teachers and other staff.

You are welcome to visit HIMS!! For student safety, all visitors MUST report to the Main Office before going anywhere in the school. If you want to visit a teacher, please contact them to ask for an appointment. If you want to visit a class, please call ahead.

### **HIMS Talking to Families**

Families have asked Hamilton to be a good partner by letting families know what is going on in the school. Here are several ways HIMS talks to families:

#### **Newsletters**

- The PTSA monthly newsletter, Hey Hawks – lets you know about fundraising, school events, and how the school is run (school governance). The newsletter is mailed to all HIMS families, whether they are PTSA members or not. Families are welcome to send items to be published. The Editor decides what can go in and what has to be left out. The Editor also may contact the writer about changing or shortening the article.

#### **eBulletin**

HIMS has about 60% of its families on our weekly email bulletin list. If you do not have email at home, you can look at our email bulletins on the PTSA website: <http://www.hamilton-ptsa.org> when visiting the Seattle Public Library, where computers are available for public use.

### **Family-School Events**

- Events – There will be many family-school events. Families and children are welcome at all events except the adults-only Curriculum Night (early October). When children come to events, they must come with an adult who is responsible for them. You will get lots of information about family-school events.
- Parent-Teacher Conferences – Teachers set up parent-teacher conferences by calling the family of any student who needs extra help. If you are concerned about your child's learning, and no one has contacted you, please call your child's counselor, let them know what you are concerned about, and ask for a meeting. (Meetings like this are set up for the teacher's "preparation period" during the school day or after school.) Interpreters are available to help with conferences.

A special note for families of 6<sup>th</sup> graders – You may be wondering why this is different from "parent-teacher conference night" (what happens in most elementary schools, when the parents all come to the school on one night to talk with the teacher). Here is the reason: In almost all elementary schools, teachers have 30 or so students for all or most of the day. This means that schools can have all parents come on one night for to talk with a teacher, and the teacher has time to talk with everyone. In middle school, though, the teachers for each subject have 90-150 students, so it is almost impossible for them to talk to a parent for even 5 minutes or so. This is why HIMS reserves parent-teacher conference time especially for students who need extra help.

### **Communication with English as Second Language (ESL) Families**

HIMS knows that many families use another language at home and need to get information from HIMS in their home language. We try to have someone who speaks your home language call you. Sometimes, though, we cannot translate information, and sometimes we can only translate into the most common home language groups at HIMS (Spanish, Vietnamese, Laos, Somali and the Chinese languages).

### **Family Involvement**

## **School + Family = Student Success**

**What is the one main thing that parents can do to help their students succeed in school?** The answer is simple – all across the country, it has been proven that students do better in school when their family is involved with the school.

All families want their children to do well in school. As you think about what activities might interest you, here is a wide choice of ways you can be involved at Hamilton.

*We have lots of choices because we know what you can do has to fit into your family's busy and complicated life!! When you look at the choices, please remember that you can choose a small action, something big, or something in between – it is up to you.  
And, you will always have lots of help!!*

## **PTSA (Parent Teacher Student Association)**

Even if you choose other activities to be involved in, please join the PTSA, too!

The Hamilton PTSA is part of the state and national PTA (Parent Teacher Association) which works to improve the lives and achievement of our children. The monthly HIMS PTSA meetings are open to anyone, but in order to be a voting member, you must pay a membership fee. Meeting times are on the Calendar in the School Operation chapter, and you can find out more by calling the PTSA President (see the Staff chapter).

HIMS PTSA works for our children in five ways:

- **Building community** – Keeping parents in touch with parents and connected with the school with fun programs and events
- **Supporting HIMS teachers and staff** as they work on student success
- 
- **Increasing communication** between families and the school
- **Providing information** about parenting middle schoolers and about the programs at HIMS
- **Raising money** to support PTSA goals. Some examples are: purchasing refills for science learning kits, helping to pay for student leadership programs like Natural Helpers, buying books for the library, etc. In addition, the PTSA pays to print and mail the monthly HIMS newsletter. NOTE: At Hamilton, there is NO fundraising done by students or families selling candy, wrapping paper, etc.

*There is an opportunity for you to be involved that exactly fits your busy life...keep reading if you are looking for even more ideas!*

## **Site Council**

Parents who pick Site Council for a way to be involved want to be an important part of knowing about and deciding how Hamilton is run. Site Council parents, teachers, and administrators meet monthly to talk about the following areas, and make recommendations for changes and improvements. Parents who have concerns about something that is happening at the school can bring their issue to the Site Council – meetings are open to anyone. Meeting times are on the

Calendar in the School Operation chapter, and you can find out more by calling the Site Council Chair (see the Staff chapter).

- **Academics** (including inclusion model for Special Ed, Spectrum changes, immersion classes for World Languages, reducing the achievement gap, etc.)
- **School policies** (including fundraising rules, equal access to field trips and events, discipline and homework policies, progress reports, classroom “fees”, etc.)
- **Budget** (Site Council parent involvement is required in setting the annual school budget)
- **Advocacy/support for Hamilton** (attending School Board meetings, writing letters to newspapers, visiting elementary schools, etc.)
- **Community liaison** (working with the neighborhood Lincoln Liaison Committee for the high schools moving into the Lincoln building, parking for staff in the Hamilton neighborhood, safety for students who are walking/biking to school, etc.)

*Still looking for ways to be involved? Keep reading!!*

#### **Parent participation is also needed for:**

- **International Programs / International Business Breakfast** (integrating Hamilton’s academic goals with our school-wide international focus and partnering with Seattle’s businesses).
- **Advanced Learning / Spectrum Workgroup** (developing a system and procedures for our Spectrum/Honors classes). Contact the Assistant Principal (see Staff chapter).
- **Volunteering** (one-on-one work with students, helping out in classrooms, working on building projects, gardening, etc.) Contact PTSA President and YMCA Community Learning Center Directors (see Staff chapter).

*Please think about how YOU would like to be involved. You can ask questions, talk to other parents, and then sign up!!*

#### **Five Ways that Families Can Help with Student Learning at Home**

##### **1. Establish a Proper Study Area**

Students think they can study better when the TV, radio, tape player, or CD player are on. They are sure they are right about this, but research shows they are not right. To do homework well, students need to not be distracted. Also, they need a “special place” for homework that is comfortable and has good light - it does not need to be fancy. It should be a place that says “homework time” to them.

##### **2. Provide Homework Supplies**

In order for students to finish their homework, they need the school “tools” to do their assignments. Most of the tools they need will already be in their school binder: pencils, pens, colored markers/pens, erasers, tape, glue stick, scissors, lined 3 hole paper, and a calculator. They will also need a dictionary and a thesaurus. Access to a computer to do word processing is important, but they can reserve computer time at the public library.

### **3. Schedule Homework at a Regular Time Each Day**

If a child has to decide every night, “Will I do my homework?” or “Do I feel like doing my homework?”, they probably will not do it! Many parents think it does not work to ask, “Do you have any homework?” since most students will say “No” every time. It is better to make homework a scheduled activity, at a regular time. Also, saying that homework time will always be some set number of minutes helps to stop students from racing through their homework to just “get it done”. Parents can be ready with a book for their child to read when there is no homework or it has been left at school.

### **4. Help Your Child Learn How to Organize**

Children need to know how to be organized. This means knowing how to get things done independently, how to manage time, and how learning begins. Parents are more important teachers in this area than the school.

### **5. How to HELP with Homework Without DOING the Homework**

The goal for parents is to get their child to do homework independently. Children need to know that parents care about the homework they do. Here are some ideas to help you become more involved with your child’s homework. You do NOT need to be able to do the schoolwork yourself in order to help your child.

If your child has a difficult time getting started:

- Ask your child to explain the homework assignment.
- Be sure they have all the tools and books to do the assignment. Maybe a trip to the library is needed or a call to the Math Homework helpline.
- Make sure your child understands the directions. Have your child explain the directions in their own words.
- Help your child get started by working on the first problem together.

### **Once your child is doing a good job on homework, they still need your help:**

- Check to see that your child is doing homework at the proper time.
- If your child needs help, suggest a call to a classmate (5 – 10 minutes should be long enough!).
- Try to not help until you are sure that your child has tried to solve the problem or answer the question on their own.
- How much time is your child spending on homework? Both too much and too little homework time can be a problem.
- Occasionally talk to your child about the kinds of homework they have.

- Help your child figure out how to make sure they turn in their homework at school. Even when middle schoolers have done their homework, they have trouble remembering to TURN IT IN.

## **HELP AND INFORMATION**

### **Safety**

Emergency – Call 911

School Safety Reporting Hotline (anything that affects school safety) – 206.252.0510

### **Homework Help**

Math Homework Helpline – 206.252.4690

Seattle Public Library Quick Information – 206.386.4636

**SOURCE** website: <https://source.seattleschools.org/>

### **City Bus Transportation**

Metro Bus Rider informaton – 206.553.3000 or <http://transit.metrokc.gov/>.

### **Counseling/Medical/Support**

Crisis Clinic – 206.461.3222

Teen Link – 206.461.4922

King County Sexual Assault Resource Center – 1.800.825.7273

Alcohol and Drug 24-Hour Help Line – 206.722.3700

Child Protective Service (CPS) – 1.800.609.8764 (day) or 1.800.562.5624 (night)

Al-Anon/AlaTeen – 206.625.0000

Medical Assistance – 1.800.337.1835

Cash, Food Stamps, or Child Care help – 206.272.2140 for office directions

Child Support – 206.341.7000

**Tell us what you think about the Hamilton Family Handbook!**

We would love to hear what you have to say about the Family Handbook. So, the next page is for you to fill out and send back to the school. You can send it with your child, or mail it to:

HIMS Family Handbook  
4400 Interlake Avenue N  
Seattle WA 98103

**FEEDBACK ON THE HIMS FAMILY HANDBOOK**

Circle whether you:  
1=Strongly Disagree  
5=Strongly Agree

1. In general, the Family Handbook looks like something I will use to answer my questions about Hamilton.  Comments:	1	2	3	4	5
2. The Welcome chapter contains useful information.  What would make it better?	1	2	3	4	5
3. The Staff chapter contains useful information.  What would make it better?	1	2	3	4	5
4. The Attendance chapter contains useful information.  What would make it better?	1	2	3	4	5
5. The School Operation chapter contains useful information.  What would make it better?	1	2	3	4	5
6. The Student Behavior Standards chapter contains useful information.  What would make it better?	1	2	3	4	5
7. The Class work, Grades, and Testing chapter contains useful information.  What would make it better?	1	2	3	4	5
8. The Health and Wellness chapter contains useful information.  What would make it better?	1	2	3	4	5
9. The Student Activities and Recognition chapter contains useful information.  What would make it better?	1	2	3	4	5
10. The Family, Community, Volunteers chapter contains useful information.	1	2	3	4	5

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What would make it better?					
11. The Other Help and Information chapter contains useful information.	1	2	3	4	5
What would make it better?					
12. Fast Help contains useful information.	1	2	3	4	5
What would make it better?					
13. If you need the Handbook information in a different language, what ideas do you have about how we could meet that need?					