

Dear HIMS Families,

Welcome to the Hamilton Family Handbook for 2009-2010!

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 this handbook useful. We’d like to hear from you! In Chapter 10, you will find a form for you to let us know what parts of the handbook work well and what needs to be better.

From the Principal –

Dear Families,

Welcome to the new 2009/2010 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 all each students 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,

Chris Carter, Principal

Our Vision: All students will attain the skills and knowledge needed to succeed and contribute in a global society.

Our Mission: Hamilton International Middle School will provide rigorous academic curricula to prepare students for a diverse and technological society so that students will contribute to and succeed in the larger global community.

What is International Education at HIMS?

What does it mean when we call Hamilton an “international” middle school?

International education at Hamilton includes a global approach to all class work, plus an in-depth foreign language program.

Here is what Hamilton students study from their global viewpoint:

- Issues and problems from all over the world
- What is different and what is the same for all humankind
- The connections between the United States and the rest of the world.
- Most students study either Spanish or Japanese every day. (A small number of students have special needs and do not take a World Language class.)
- About 30 7th graders and an equal number of 6th graders spend two class periods each day (PE and International Arts) learning in a Spanish-only (Immersion) classroom.

You can read more about International Education at Hamilton and John Stanford International Elementary School in our joint newsletter [The Global Outlook](#), which is mailed out to all families about three times a year. It is also posted on Hamilton’s website at <http://www.seattleschools.org/schools/hamilton/International/hinter.htm>.

What can I find in the Family Handbook?

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How do I contact someone who works at HIMS?

Please call the telephone number shown below if you need to talk to someone who works at HIMS. Also, you can always call the Main Office 206.252.5810. You can also find email addresses for staff at <http://www.seattleschools.org/schools/hamilton/Staff/hstaff.htm>.

All telephone numbers start with 206-252-

All email addresses end with @seattleschools.org, for example tacena@seattleschools.org

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**Newly hired staff may not have a telephone or email address yet – please call the Main Office.*

	Title	Phone	Email	Room	Function
Administrators					
Chris Carter	Principal	5815	cecarter	207	Supervises and evaluates all staff members; makes sure all students are safe and are learning.
Jesely Alvarez	Assistant Principal	5816	jealvarez	206	Works closely on administrative team to make sure all students are safe and are learning, and supervises and evaluates staff members.
Jo Shapiro	Assistant Principal	5840	jshapiro	205	Works closely administrative team to make sure all students are safe and are learning, and in supervises and evaluates staff members.
Julia Leonas	House Administrator	5823	jleonas	204	Works closely on administrative team to make sure all students are safe and learning, and that rules are followed.
Secretaries and Other Staff					
Linda Harveland	Administrative Secretary	5812	lharveland	113	Works in the Main Office – greets visitors; answers telephone; acts as main support for school operations.
Sheila delaCruz	Assistant Secretary	5821	sbdelacruz	214	Works in the Main Office – greets visitors; answers telephone; assists the Administrative Secretary with school operations.
Lynn Hartung	Attendance Secretary	5814	lwhartung	S206 J	Takes attendance; contacts parents when students are absent, handles transportation issues.
Elizabeth Peila	Registrar	5832	elpeila	S206 A	Schedules students; makes changes in parent contact information; processes report cards.
Gail Davidson	Lunchroom Manager	5835	gadavidson	Lunchroom	Directs Lunchroom staff for breakfast and lunch; maintains students meal numbers (PINs) and account balances.
Thomlin Bolton	Security Specialist	5842	trbolton	104	Works closely with the administrative team to make sure the school is a safe place for students.
Joan Kelly	Nurse	5817	jkelly	216	Helps students with first aid/minor illness, talks to families and students about health, helps teachers and staff with problems related to student health.
Thien Nguyen	Custodial Engineer	5838	tdnguyen	130	Leads custodial staff to maintain clean and orderly school
Chris Rossman	YMCA Director	5829 5831	carossman	113	Works with teachers and staff on the international education program; arranges activities; coordinates publications and support activities Works with HIMS students and staff during the school day (Student Lounge program, teaching Youth in Government classes, etc.) and after school (developing and running the Out of School Time program, including transportation, student supervision, and snacks). Works with HIMS staff on student recognition programs, athletics, family involvement, etc.
Elizabeth Chase	YMCA Community Learning Center Director		eachase		
	Title	Phone	Email	Room	Function
Counselors					
Louise von Walter	Head Counselor; 7th and 8th Grade Counselor	5827	lvonwalter	107	Helps students with problems; makes sure class schedules are appropriate; helps families communicate with teachers and administrators

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Neil Yeda	6th Grade Counselor, Special Education, Bilingual/English Language Learner (ELL) Counselor	5828	nyeda	108	
Keith, Juli	Counselor	5830	jckeith	105A	Helps students with problems; makes sure class schedules are appropriate; helps families communicate with teachers and administrators.
Lori Temple	Psychologist	5829	ltemple	218	Provides resources for school counselors and others working with student issues, conducts evaluations to determine eligibility to receive specialized instruction.
Byers, Emily	Speech/Language	5853	ejbyers	222	

	Pho ne	Email	Ro om	Subject
Teachers (alphabetically)				
Adolphson, Scott	5877	saadolpshon	302	6 th Grade Science
Bader, Gail	5863	gabader	304	8 th Grade Science
Barilleau, Lary	5846	lgbarilleau	N203	International Performing Arts
Buchanan, Jim	5892	jjbuchanan	S305	Math Coach
Buchanan, Matt	5886	mabuchanan	419	6/7 APP/Honors Math
Budnick, Robert	5837	rjbudnick	N14/ B14	Physical Education/Health
Bundy, Seth	5818	ssbundy	418	7 th /8 th Math
Chacon, Patty	5874	pachacon	308	LA/SS Inclusion 6th
Chapman, Wendy	5878	wachapman	407	English Language Learners
Emily Christiansen	5872	emclinesch midt	311	7 th Grade Language Arts/Social Studies/Spectrum
Courtier, Destine	5833	dkcourtier	B107	Physical Education/Health
Davis, Chris	5895	cedavis	S307	Literacy
Ellison, Katheryn	5884	kaellison	412	7 th /8 th APP LA/SS
Fauntleroy, Deirdre	5879	dgfauntleroy	415	ELL Math/Science
Geddes, Ryan	5894	rsGEDDES	S306	6 th Grade Math
Gerlitz, Gina	5855	gjerlitz	417	7 th Grade Language Arts/Social Studies
Gruber, Veronica	5865	vmgruber	409	Special Education Math/LA/SS
Gussin, Jordan	5876	jsgussin	402	8 th Honors/Regular Math
Hoffacker, Heather	5849	hmhoffacker	410	7 th /8 th LA/SS APP/Regular
Hu-Eide, Florence	5856	fwhueide	2209	Special Education
Jarosz, Jim	5866	jljarosz	223	Literacy (LAP)
Kanaa, Menkeli	5848	mekanaa	406	8 th LA/SS/APP & Regular
Kernell, Karen	5820	kakernell	221	Special Education
Kifle, Demere	5864	dekifle	318	Science
Kipp, Leila	5850	lkipp	N201	Librarian and Information Technology
Levin, Bill	5854	wdlevin	316/ B105	7 th Science/PE
Leyton, Heidi	5826	hjleyton	228	Sp Ed - Autism
Lu, Amy	5873	aalu	416	7 th Honors/Regular Math
MacLean, Wakae	5889	wimaclean	S209	Japanese Immersion
McDonald, Kayomi	5869	dkmcdonald	103	Japanese Language
McEvoy, Chris	5841	dmmcevoy	408	6 th Grade LA/SSS
Miller, Susanna	5871	shmiuller	312	6 th LA/SS Spectrum/Regular
Nuno, Anna	5890	atnuno	S208	Spanish
O'Neill, Shawn	5875	sponeil	202	Special ED-EBD
Pounder, Gary	5896	gjPounder	S308	8 th Grade APP Math
Rowe, Dan	5881	dsrowe	C102	Instrumental Music
Sandler, Claudia	5887	cssandler	S205	Spanish/French
Serpe Jr., Richard	5858	raserpe	N202	International Visual Arts
Shadow, Marcelyn	5867	mhshadow	114	6 th LA/SS/Read. APP

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	Pho ne	Email	Ro m	Subject
Teachers (<i>alphabetically</i>)				
Smith, Patricia	5859	pmsmith	405	LA/SS – 8 th Spectrum
Smith, Robin	5880	rllambert	404	8 th LA/SS Incl & Reg
Tanaka, Darrel	5845	dtanaka	315	6 th /8 th APP Science
Thurik, Jane	5825	jfthurik	313	6 th Math
Veit, Barbara	5861	bmbraun	307	6 th /7 th Sci/Hon/Reg/APP
Ward, Natalie	5891	ncbowers	S303	Literacy Coach
Wilson, Karen	5870	klwilson	227	Special Education
Wittmann-Todd, Liz	5882	lwittman todd	C109 A	Spanish Immersion
Instructional Assistants				
Abdalle, Mohamoud	5852	maabdalle	310	Language IA - Somali
Baker, Katrina	5870	kabaker	227	Special Education
Bringolf, Christian	5826	cabringolf	228	Special Education
Eide, John	5856	jseide	220	Special Education
Ellis, Margaret	5850	meellis	N201	Special Education
Evenson, Beth	5875	baevenson	202	Special Education
Ho, Thuy	5852	ttho	310	Language IA – Vietnamese
Kirkness, Cathryn	5826	cdkirkness	228	Special Education
Lloyd, J.D.	5875	jdloyd	202	Special Education
Siew, Boon	5852	ggsiew	310	Language Ch/Viet
Yohannes, Fikre	5852	fuyohanes	310	Language Tigrina/Amaric
Yoshinaka, Cathy	5820	cayoshinaka	221	Special Education
Other Contacts				
Rodgers, Christie, PTSA President	206-548-9588		Christie@ohana.org	
VACANT, Site Council Chair				

2009-2010 SCHOOL YEAR CALENDAR

Important Dates/Key:

Prof. Development - Staff/No Students	
Vacations - No School for Students/Staff	
Holidays - No School for Students/Staff	
2-Hour Block Time	

Aug. 17 220's report to work	+
Sept. 1 TRI (District)	
Sept. 2 Certificated 182-day Calendar Begins	
Sept. 2 201's report to work	
Sept. 2 Professional Development Day (LID)	
Sept. 3 Professional Development Day (LID)	
Sept. 4 No School staff/students	
Sept. 7 Labor Day Holiday	
Sept. 8 Teacher Workday (Bldg. TRI)	
Sept. 9 First Day of School for Students	++
Sept. 30 2-Hour Early Dismissal for Students	
Oct. 9 Prof. Development Day (waiver)	
Oct. 28 2-Hour Early Dismissal for Students	
Nov. 11 Veterans' Day Holiday	
Nov. 26-27 Thanksgiving Holiday	
Dec. 21- Jan. 1 Winter Break	
Dec. 25 Christmas Holiday	
Jan. 1 New Year's Holiday	
Jan. 18 Martin Luther King Holiday	
Jan. 29 Day Between Semesters (unpaid)* (or inclement weather make-up day)	!
Feb. 3 2-Hour Early Dismissal for Students	
Feb. 15 Presidents' Day Holiday	
Feb. 16-19 Mid-Winter Break	
Mar. 3 2-Hour Early Dismissal for Students	
Mar. 19 Prof. Development Day (waiver)** (or inclement weather make-up day)	!
Mar. 29-Apr 2 Spring Break	
Apr. - May WASL Testing	
May 19 2-Hour Early Dismissal for Students	
May 31 Memorial Day Holiday	
June 22 Last day for Students	++
June 23 Prof. Development Day (waiver)* (bldg. option w/vote)	
June 23 Last day for 201's	
July 2 Last day for 220's	+

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Note: The first 3 inclement weather make-up days added at year end; 4th day Jan. 29; 5th day Mar. 19; Prof. Dev. make up will be negotiated.

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 2009-2010

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: 7:50 Tardy bell: 8:05
1	8:05 – 8:55
2	9:00 – 9:50
3	9:55 – 10:45
4	6 th grade: 10:50 – 11:15 Homeroom 11:15 – 11:45 Lunch 11:50 – 12:45 Class
	7 th grade: 10:50 – 11:45 Class 11:45 – 12:15 Lunch 12:20 – 12:45 Homeroom
	8 th grade: 10:50 – 11:45 Class 11:50 – 12:15 Homeroom 12:15 – 12:45 Lunch
5	12:50 – 1:40
6	1:45 – 2:35

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.). Spanish Immersion students will have one teacher all year for Physical Education/Health/International Arts (which will be taught in Spanish).

Some students will have other schedules that provide additional support for them to 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. Hours are Monday-Friday, 7:00 AM to 5:00 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 children need 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. 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 Main Office opens; Students must stay in the Lunchroom until the first bell rings at 7:50 AM
- 7:20 AM Attendance Office opens
- 7:35 AM Breakfast
- 7:50 AM First bell rings
- 8:00 AM Passing bell rings
- 8:05 AM Classes start
- 2:35 PM School day ends
- 2:50 PM Students must be out of the building unless they are staying for an after school activity.
- 3:50 PM Attendance and Registrar's office closes
- 4:00 PM Main Office closes

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

- 8:00 AM Main Office opens
- 3:00 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.

For additional information you can go to these internet sources:

<http://inside.seattleschools.org/area/main/index.dxml>

<http://www.seattleschools.org/area/transportation/Reference.xml>

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. Students who lose their lock will need to pay a lock fine of \$8.00 to replace lost lock.

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 certain things at home. Their student planner has a complete list. Please review this list with your student.

School Fines

If your child loses or damages textbooks, library books, PE & locker 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.

HIMS, like all Seattle middle schools, has a police officer assigned to the school. The officer comes to the school each day and:

- works on developing good relationships with the students;
- helps students learn to make better choices, especially the students who are having behavior problems;
- helps students and their families deal with the police department and legal system.

Theft – If students think 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 7:30 to 7:55 AM. The three 30 minute lunchtimes are scheduled between 11:15 AM and 12:45 PM. A student's assigned lunchtime depends on their grade and class schedule (almost all 6th, 7th, and 8th grade students have lunch with students in their grade level).

Breakfast costs \$1.50 and lunch costs \$2.50. (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 \$.50.

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

School district rules now 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 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 or pagers ONLY with permission from a HIMS staff member. 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 of a class 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 parent/guardian 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. In the State of Washington, parents/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 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 absences are: sickness, doctor appointment, religious observance, late bus, and certain family emergencies/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 7:20 AM – please call as early as you can.

A returning your student needs to bring a note signed by a parent/guardian with the student's full name, the date(s) and the reason(s) for absence or tardiness. The student must take 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 children 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 children return 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 –

Upon returning to school, your child needs 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.

Expectations

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. Information on the anti-bullying program is sent to families during the school year.

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, on 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.

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 the filing 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. Class work is sent to the student to be done.

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

Administrative lunch detention – Students are assigned by an administrator to spend their lunchtime in a special classroom. They must complete a special writing task.

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 – Students 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 on 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.

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

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 investigates the problem and decides 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 children are given homework because it helps them:

- Be independent learners

- Practice their skills more
- Develop home study habits they will need as life-long learner

You can check your child’s student planner for homework that is due. If your children have 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 th Grade	7 th 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 Immersion Class	The Spanish Immersion students will have a regular schedule with other students for Language Arts, Social Studies, Math, and Science. Spanish, PE/Health, and International Arts will be taught all year in a separate 2-hour class, in which students are completely immersed in Spanish.			
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.			

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 the grades given in 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, teachers will let you know how grades are given in their classrooms.

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 teachers 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 the 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. (You might hear these skills called by another name - Essential Academic Learning Requirements or EALRs.) 6th graders are tested on Math and Reading; 7th graders are tested on Math, Reading, and Writing; 8th 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 Out of School Time (OST) Program offers tutoring and other after-school help with homework. The OST 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 it is OK 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 needed). 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 video/movie needs to be able to show how it connects to the students' class work. Video/movies shown for rewards are an exception, and they should be used only about once per quarter.

These rules apply to movie/videos shown to students:

- Before the movie is shown to the class, the teacher must watch the movie all the way through.
- “R” rated video/movies are never to be shown.
- Teachers must send home a permission slip when showing PG-13 video/movies.
- Teachers are to avoid video/movies containing nudity, frequent and intense swearing, and/or extreme violence. If a film contains a little of this (for example, “Dances with Wolves”) but is still a good connection to the classwork, a note will be sent home BEFORE the film is shown.
- Families have the right to say “no” to their child watching a video/movie. The teacher must provide something else for the child to do.
- 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.

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 6th 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, 7th Grade Senator, and 6th 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 OST activity. Information on OST registration and activities is sent home regularly.

At HIMS, the OST 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 classwork (academics) and for having good attendance.

Sports

Student sports at Hamilton are soccer, track, basketball, ultimate frisbee, and volleyball. Sports are part of the OST program, so student athletes can use the OST 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
Fall (Sep-Nov)				
Girls Soccer	2 per week	Family/OST bus	7-8/Saturdays	Varies/Family
Coed* Ultimate Frisbee	2 per week	Family/OST bus	7-10/Saturdays	Varies/Family
Winter (Nov-Mar)				
Boys Basketball	2 per week	Family/OST bus	7-10/Thursdays	Varies/Family
Girls Basketball	2 per week	Family/OST bus	7-10/Thursdays	Varies/Family
Spring (Mar-May)				
Coed* Track	2 per week	Family/OST bus	5-7/Thursdays+1/Saturday	Varies/Family
Boys Soccer	2 per week	Family/OST bus	7-8/Saturdays	Varies/Family
Girls Volleyball	2 per week	Family/OST bus	7-10/Saturdays	Varies/Family

*Girls and boys play on the same team.

8th Grade Promotion

8th Grade Promotion is an evening celebration for 8th graders who are moving on to high school. Parents of 6th and 7th 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.

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. Sometimes, there isn’t a lot of room for articles, so 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.
- The Global Outlook is the newsletter for HIMS and our sister international school, John Stanford International School. It describes the exciting events and programs at HIMS and JSIS in international education. The Global Outlook is sent to all HIMS families about three times each year. You can see all the past issues at http://www.seattleschools.org/schools/hamilton/International/in_overview.htm.

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 school website (www.seattleschools.org/schools/hamilton) 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 worried about your child's schoolwork, 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 schoolday.) Interpreters are available to help with conferences.

A special note for families of 6th 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 about whom there are concerns.

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, 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.

<i>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!</i>

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). Contact the International Program Director (see Staff chapter).
- **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.

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/pub/login/index.html>

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
1610 N 41st St
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. What would make it better?	1 2 3 4 5
11. The Other Help and Information chapter contains useful information. What would make it better?	1 2 3 4 5
12. Fast Help contains useful information. What would make it better?	1 2 3 4 5
13. If you need the Handbook information in a different language, what ideas do you have about how we could meet that need?	