



WELCOME!

Welcome Hamilton Families to the 2018-2019 School Year!

We are eager for the start of school and hope you are too. Thank you for all you have done to help us with a strong start to our school year! **One key item for your HIMS Back to School To-Do List: reading, filling out and returning “First Day Packet Forms.”**

FIRST DAY PACKET FORMS. We’re trying to make this process easier on our community and the environment by eliminating some of the paper that surrounds the start of school. Our First Day Packet is **ALL DIGITAL**.

Below are links to our Interactive PDF Packet, our PTSA packet, the new afterschool program, The Boys & Girls Club and all the Seattle Public Schools policy documents and information that your family needs to read and review to successfully start school.

If you choose to use Hamilton’s interactive forms, we recommend downloading and saving the interactive PDF packet to your hard drive, and viewing it there, particularly to complete the interactive forms using Adobe Reader. You can electronically sign any pertinent documents and forward via email to hamilton1stdayforms@seattleschools.org. Supply payments and Fees can be made via SchoolPay (SPS new online payment system).

If you prefer, hard copy packets will be available for pick up at Hamilton by Friday, September 7, 2018 Please contact Administrative Secretary, Sandy Adams, saadams@seattleschools.org, 252-5810, for any additional questions.

Our Interactive PDF Packet has Hamilton-specific information and some SPS-required forms that you MUST complete and return, as well as optional forms for you to complete and return as needed.

PTSA: Hamilton has an active, supportive, and innovative PTSA. Please click this link http://hamiltonms.seattleschools.org/school_involvement/hamilton_ptsa/getting_connected_to_the_ptsa to the Hamilton PTSA Getting Connected Flyer, for instructions on receiving The Hamilton Weekly News, gaining access to the Hamilton Family Directory and becoming a PTSA member. The Hamilton PTSA can be reached by emailing Acting PTSA President Camilla Layman at camillalayman@gmail.com.

Boys & Girls Club Program. We will be partnering with the Boys and Girls Club to run our HOST program again this year. We are currently finalizing plans for the schedule and class offerings. More information will be available in the coming weeks. Stay tuned!

***Copies of the Student Verification form will be available to confirm and update online through the Source. <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=16245>. Families can be provided paper copies upon individual request. The blue signature card will be sent home with your student separately. ***

Thank you very much. We ask that you kindly email or return all required forms during the first three weeks of school.

GO HAWKS!

Dorian Manza, Principal

Click on a link below to view that resource or required form:

Tip: You can click on the name of the form below to go right to it!

- **Welcome Bulletin about Hamilton International School**
- **Supply List and Fee Request**
- **Yearbook Order Form**
- **Walking Field Trip Form**
This required form is specific to Hamilton and must be returned.
- **Student Health Information**
Parents are invited to sign up for a flu shot at school through CareDox-our electronic health record system. Click here for more information and sign up at: <http://register.seattleflu.com/>
- **Emergency Information and Student Release Form**
This required form must be updated each year and signed.
- **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) and Opt-Out Form**
Submit and select option B on this form only if you do NOT want your student's directory information released. Your student's information will NOT be included in the yearbook, on the website, in any district or school photographs or videos on the website or social media channels, and in any media releases.
- **Early Dismissal Form**
Submit this commonly used form to the attendance office to have your student dismissed early. You may choose to save this form on your computer.
- **Green Card Request Form**
Submit this commonly used form to the attendance office if your student plans to take a bus different from their assigned bus. You may choose to save this form on your computer.
- **Seattle School District Survey to Identify Disabled Students (504-2)**
- **Title VII Student Eligibility Certification: Office of Indian Education**
Submit this form only if your student is new to the District and meets the definition of "Indian."

Seattle Public School District Policy Documents and Pertinent Information:

You will find the following documents and information on our Hamilton website, hamiltonms.seattleschools.org. Refer to the District Announcements section near the bottom of the webpage, where you will find the tab "2018-19 Start of School Forms and Information." Click this to go to a page with all the listed forms and information below. **TIP: You can click on the name of the form below to go right to it!**

- **Basic Rules of Seattle Public Schools, 2018-2019**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18473>

- **District Letter on State Compulsory School Attendance law**

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/forms/attendance/compulsory_attendance_letter_English.pdf

- **Schoology flyer**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=297953>

Information on Seattle Public Schools' new learning management system, Schoology. Teachers may choose to use Schoology to post assignments, homework, messages, events and calendar items.

- **The Source**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=16245>

Information on Seattle Public Schools' online communication tool, the Source, which allows parents, guardians and students access to schedules, attendance and assessment scores.

- **SchoolPay**

<https://www.seattleschools.org/cms/one.aspx?pageId=26506264>

Information on Seattle Public Schools' new online payment system, SchoolPay: a safe and quick way to review and pay all of your student's fees or fines online.

- **Advanced Learning Testing Opportunity**

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/forms/advanced_learning_testing_notice.pdf

Information on SPS Advanced learning services and programs.

- **District letter on Student Injuries and Insurance**

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/forms/student_accident/student_accident_letter_English.pdf

Opportunity to purchase low-cost student accident and sickness insurance.

- **Student Rights and Responsibilities**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18473>

- **Meningococcal and HPV disease, prevention and vaccines**

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/forms/health/Health_HPV_MCV.pdf

- **Volunteering in Seattle Public Schools**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=14613>

This link takes you to Seattle Public Schools' volunteer page. If you plan to volunteer at Hamilton this year, please review the volunteer requirements posted on SPS volunteer page. All forms should be returned to Hamilton's front office.

- **Family Communications: SchoolMessenger InfoCenter**

<http://www.seattleschools.org/cms/one.aspx?portalId=627&pageId=4807199>

- **College Bound Scholarship Program**

<https://readysetgrad.wa.gov/college/College-Bound-Sign-Up>

- **Discrimination Complaint Procedures**

<http://www.seattleschools.org/cms/one.aspx?portalId=627&pageId=132741>

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Read more about SPS safeguards against discrimination

- **Lunches and Breakfast**

Free and Reduced Price Meal Application

Meal Prices: Secondary Students: Breakfast \$2.25, Lunch \$3.25

Paying for School Meals Online: <https://paypams.com/HomePage.aspx>

Note: the online service requires the student ID number

- **Internet Use Form**

http://www.seattleschools.org/departments/dots/student_internet_forms/

Students are prompted to agree when they first sign on to a district computer. Parents who wish to opt out should visit link above.

- **Youth Orca card**

Form is forthcoming from the City.

- **Homeless Program: McKinney-Vento:**

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=15034>

- **Student Housing Questionnaire 2018-2019**

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/McKinney-Vento/housing/StudentHousingQuestionnaire18-19_secure.pdf

Please contact Hamilton Administrative Secretary Sandy Adams at saadams@seattleschools.org or 206-252-5810 if you have any questions. **GO HAWKS!**

GO HAWKS!

CONTACT INFORMATION

Hamilton International Middle School
1610 N 41st Street
Seattle, WA 98103

Office Hours: 8:00 am-4:30 pm

School Day Hours: 8:55 am-3:45 pm

Main Office: 206-252-5810

FAX: 206-252-5811

Attendance: 206-252-5814

Registrar: 206-252-5832

Website: hamiltonms.seattleschools.org

TIP:

Our school website is your source for complete information, news and school forms.

BOOKMARK IT & VISIT OFTEN!

To find forms, click on the "2018-19 Start of School Forms and Information" at the bottom of the webpage under District Announcements. Additional department-specific forms may be found in their related sections (Athletics, Music, Volunteering, etc.).

MAIN OFFICE DIRECTORY

Administration

Dorian Manza, Principal	dcmanza@seattleschools.org	206-252-5810
Bethany Sjoberg, 6th Grade Assistant Principal	blwalsh@seattleschools.org	206-252-5810
Samantha Huckabee, 7th Grade House Administrator	sehuckabee@seattleschools.org	206-252-5810
Anne Crowthers, 8th Grade Assistant Principal	adcrowthers@seattleschools.org	206-252-5810
Sandy Adams, Administrative Secretary	saadams@seattleschools.org	206-252-5810
Louis Shoecraft, Assistant Secretary	lshoecraft@seattleschools.org	206-252-5810

Attendance

Kelly Powers, Attendance Specialist	kapowers@seattleschools.org	206-252-5814
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Registrar

Elizabeth Peila, Registrar	elpeila@seattleschools.org	206-252-5832
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Nurse

Ann Fote, RN, BSN, School Nurse	amfote@seattleschools.org	206-252-5817
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Counseling Office

Tina Camero, 6th Grade Counselor	ticamero@seattleschools.org	206-252-5828
Lilia Goldsmith, 7th Grade Counselor	legoldsmith@seattleschools.org	206-252-5843
Kelli Colleran, 8th Grade Counselor	kjcolleran@seattleschools.org	206-252-5830

Fiscal Specialist

Lisa Melenzyer, Fiscal Specialist	Immelenzyer@seattleschools.org	206-252-5834
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Boys & Girls Club

Jonathan Delcid, Director, After School Program	jwdelcid@seattleschools.org	206-252-5831
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SCHOOL CALENDAR DATES & EARLY RELEASE DATES

Following are key SPS district calendar dates for 2018–2019. **Please note: On every Wednesday this school year, students are released at 2:30 pm, for early dismissal.** Mid-winter break is five days and includes Presidents Day. The last day of school is Friday, June 20, assuming no snow make-up days. District-wide 1-hour early release day prior to holiday is scheduled for December 21, 2018. There will be no school on Friday, October 12, 2018 as it is a waiver day dedicated to full-day professional development.

DATES	OCCASION
September 5:	First Day of School (not an early release day)
October 12:	No school, professional development day
November 12:	Veteran's Day
November 22-23:	Thanksgiving Break
December 21:	1-hour Early Release day; School ends at 2:45 pm
Dec. 24, 2018 - Jan 4, 2019	Winter Break
January 21:	Martin Luther King, Jr Day
January 30:	No school, day between semesters
February 18:	Presidents Day
February 18-22:	Mid-winter Break
April 8-12:	Spring Break
May 27:	Memorial Day
June 20:	Last Day of School

 For a complete SPS District one-page calendar, please click on the following link: https://www.seattleschools.org/UserFiles/Servers/Server_543/File/calendar/one-page-calendar.pdf

TRANSPORTATION

The **SPS Transportation department**, 206-252-0900, determines bus routes, pick-up/drop-off times and student eligibility for bus transportation. As the school year begins, buses may run late and your student's stop may differ from the stop listed in your initial paperwork from SPS.

Green Card Request. Your student will need a Green Card to board a bus different from their assigned bus. To receive a Green Card, your student must submit the Green Card Request Form to the attendance office, with a guardian's written permission, before the start of school on the day(s) your student plans to take a different bus. Green Cards allow students to take a temporary school bus route for a period of 1-10 days. Arrangements cannot be made over the phone.

Activity Buses. Students participating in HIMS-sponsored athletic events, an after-school Hawks out of School Time Program (HOST) or music class may take a SPS-operated bus home. Arrangements for activity buses are made during registration for after-school athletics or classes.

HAMILTON SCHOOL DAY:


Starts at 8:55 am

Ends at 3:45 pm

Breakfast is served in the Commons beginning at 8:15 am each morning. Students may not go to their lockers or classrooms until the 8:40 am bell.

ATTENDANCE PROCEDURES

Consistent attendance is essential to academic success. (Your first day packet includes SPS district information on WA state's Compulsory School Attendance Law.) If your student misses school or is late due to an excused absence, please contact Ms. Kelly Powers, kapowers@seattleschools.org, 252-5814, in the attendance office, that morning. Excused absences include those resulting from illness, injury, doctor appointments and family emergencies. Students returning to school should bring with them a note signed by their parent/guardian that includes their full name, date and reason(s) for absence or tardiness. Students should take that note to the attendance office before returning to class.

 Find all attendance-related forms on the Resources and Services tab of our website, **Attendance Policy/Forms**. Forms include the **Pre-Planned Absence Form**, the **Early Dismissal Form**, **Green Card Request** (see **Transportation**), and **Educational Trip Form**.

- **Early Dismissal Form.** Submit this form before school on the day you need your student dismissed early. The attendance office will issue your student an early dismissal pass to show to the teacher who will release them from class. Meet your student at the attendance window, where you will sign the Early Dismissal Log, required by SPS for security reasons.
- **Pre-planned Absence Form.** Submit this form at least three school days before the start of a planned absence of more than two days.
- **Educational Trip Form.** Submit this form well in advance to document and request an excused absence for an educational trip.

HEALTH

A nurse or nurse designee is at Hamilton Monday through Friday every week.

Immunizations. Washington state law requires all students to be fully immunized on or before the first day of school. Students must have completed their DPT (within the last five years), Polio, MMR and HepB series. State law now requires that students in Grades K through 12 have two doses of the Varicella (Chickenpox) vaccine. Students are strongly encouraged to have the meningococcal and the HPV vaccine (information included on the website). Please contact our school nurse, Anne Fote, RN, BSN, amfote@seattleschools.org, 206-252-5817, to ask specific questions and to update your student's immunization status.



Find the immunization schedule on the Services tab of our website, Health Center section.

MEDICATIONS AT SCHOOL

Authorization for Medications to Be Taken at School Form. Students who take medications at school must have this form on file with the school nurse. No prescription or over-the-counter medication can be given to a student without a complete form signed by parents/guardians and filled out by the student's health care provider.



Find this form on the SPS website under Health and wellness tab, <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=992096>

ATHLETICS

Hamilton offers fall (girls soccer, co-ed Ultimate Frisbee), winter (girls and boys basketball), and spring (girls volleyball, co-ed track, boys soccer) sports. In most sports, there is a varsity, junior varsity and developmental team. Student athletes must have a Registration/Physical Form, "Physical," signed by a doctor and turned into the front office before tryouts. Physicals

are valid for 24 months. Please check with the front office to ensure your student has an updated physical on file.



Find the Registration/Physical Form on District SPS Forms, <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=15097>

BOYS & GIRLS CLUB

We will be partnering with the Boys and Girls Club to run our HOST program again this year. We are currently finalizing plans for the schedule and class offerings. More information will be available in the coming weeks. Stay tuned!

COUNSELING

The HIMS Counseling Center team creates a safe environment for students to share their concerns in a confidential setting. Grade-level counselors provide support to students in four primary areas: *Academic Planning/Scheduling Assistance; Testing; Career Development; and Personal/Social Assistance.*



Find more information and links to helpful community resources on the Services tab of our website, Counseling Center section.

VOLUNTEERING

Volunteering is a great way to support your student and connect with the Hamilton community. Volunteers working directly with students (chaperoning, working with students in the classroom or on a school-sponsored event) must be screened through Washington State Patrol's Washington Access to Criminal History (WATCH) program. A new application is required every year. We cannot process your annual background check without it. For more information about volunteering please look here: <https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=45414169> Volunteers must also take an online, one-time Adult Sexual Misconduct

Prevention course located here: <http://www.seattleschools.org/misconductvideo>



Find volunteering instructions and the SPS Screening Form on the Get Involved tab of our website, Volunteering section. For complete information on the District's volunteer program including all forms and the ASMP online course look here: <http://www.seattleschools.org/volunteer>

FOMAHI

Friends of Music at Hamilton International (FOMAHI) is a music booster group consisting of parents/guardians and friends that supports Hamilton's concert and jazz bands, vocal ensembles and orchestras by providing students with access to music education and performance opportunities.



Find information on the music program, the performance schedule, and how to volunteer with FOMAHI on the Student Life tab of our website, Music (FOMAHI) section.

PTSA

The Parent Teacher Student Association (PTSA) provides financial and volunteer support to the HIMS community, and communicates our legislative and budget priorities to the state PTA and state legislators.



Find information on how to get involved with the PTSA on the School Involvement tab of our website, PTSA and Volunteering sections.



RULES FOR SCHOOL PICK-UP/DROP-OFF

In order to be courteous to our residential neighbors and reduce traffic congestion, please follow the established traffic patterns for student drop-off /pick-up:

- **N. 41st in front of Hamilton is restricted to drop-off/pick-up only, 8:00 am-4:30 pm.**
- **Drive WESTBOUND only on N. 41st Street.**
- **Keep conversations brief and DO NOT stop in the middle of the street to drop-off/pick-up students. It is dangerous and blocks traffic.**
- **DO NOT drive or park on Densmore and Woodlawn Avenues (on the east and west sides of Hamilton). These narrow blocks are reserved for school buses only.**
- **Pay careful attention to parking zone signs.**
- **Do not park your car in front of driveways.**



PEDESTRIANS: Please use the crosswalks, and remember to look both ways.

BICYCLISTS: Bike racks are located on the east side of Hamilton, near the bus loading zone, and on the play top to the north. Make sure you have a secure lock.

BUS INFORMATION: Families whose students ride the bus should have received information regarding the bus route and pick-up/drop-off times from SPS Transportation Department. Please contact this department at 206-252-0900 if you have questions or concerns.

HAMILTON MIDDLE SCHOOL BELL SCHEDULES

Please refer to our website for the 1-hour and 2-hour late start schedules.

Standard Schedule	
PERIOD	TIME
1st	8:55-9:50 am
2nd	9:55-10:45 am
3rd	10:50-11:40 am
4th	11:45-1:15 pm
1st lunch	11:45-12:15 pm
* 2nd lunch	12:15-12:45 pm
3rd lunch	12:45-1:15 pm
5th	1:20-2:10 pm
ADVISORY	2:15-2:50 pm
6th	2:55-3:45 pm

Wednesday Schedule	
PERIOD	TIME
1st	8:55-9:35 am
2nd	9:40-10:20 am
3rd	10:25-11:05 am
4th	11:05-12:35 pm
1st lunch	11:05-11:35 am
* 2nd lunch	11:35-12:05 pm
3rd lunch	12:05-12:35 pm
5th	12:40-1:20 pm
ADVISORY	1:25-1:45 pm
6th	1:50-2:30 pm

1-Hour Early Release	
PERIOD	TIME
1st	8:55-9:45 am
2nd	9:50-10:40 am
3rd	10:45-11:35 am
4th	11:40-1:00 pm
1st lunch	11:35-12:05 pm
* 2nd lunch	12:05-12:35 pm
3rd lunch	12:30-1:00 pm
5th	1:05-1:55 pm
6th	2:00-2:45 pm

* Students with 2nd lunch go to class for half a period before lunch and then return to class for the remainder of the period.