Hamilton
Middle School
School Supplement to the District Policy Guide
2018-2019
Greetings Hamilton Families,

Welcome to Hamilton Middle School! Hamilton Middle School strives to educate students through relevance, rigor, and relationships. We believe that our intentional blending of academics and community building sets us apart from other middle schools. Although we are a large middle school, we intentionally, purposefully create activities so students can feel connected at various levels of the school: during classroom instruction and through our many after school club offerings. Further, at Hamilton we provide academic extensions and interventions so all students can be successfully challenged.

Hamilton has a reputation for excellence. Our reputation can be attributed to our dedicated staff, motivated student body, and supportive, involved families. Together we all work to support students and meet their social, emotional, and academic needs. No matter what a student’s needs may be, we have staff members here to support. From classroom teachers, to members of our Student Services Team, someone is always here to help!

It is my hope that families find their Hamilton years to be positive and rewarding!

Warm regards,
Jessica Taylor
Principal

School Mission Statement

The middle school is designed for pupils who are making the transition from childhood to adolescence, from elementary school to high school. This period of transition is one of emotional stresses and strains and a wide variation among pupils in social, intellectual and physical development. As a transitional school, the middle school is designed to meet the unique growth and development needs and special interests of this age group.

The middle school should create a learning environment that provides stability, promotes self-confidence, self-worth, and is sensitive to the needs of each individual child.

The middle school should:

• continue to develop and reinforce basic skills throughout the curriculum;
• continue to develop basic learning strategies with an emphasis on problem solving and decision making skills, and have opportunities to apply them;
• expand the student’s knowledge base in content/concepts in all curriculum areas; apply and extend independent learning skills unique to the student’s development level;
• extend the student’s ability to transfer skills and challenge their social, intellectual and motor strengths;
• identify, explore and develop the student’s interests and abilities.
Telephone
OFFICE: (608) 204-4620
FAX: (608) 204-0417
ATTENDANCE / SAFE ARRIVAL: (608) 204-4702

Address
4801 Waukesha St
Madison, WI 53705

Web address
https://hamilton.madison.k12.wi.us
facebook.com/MMSDHamilton

Important contact information
Principal 
Jessica Taylor 204-4624 jktaylor@madison.k12.wi.us
Asst. Principal
Nichole Von Haden 204-4626 nvonhaden@madison.k12.wi.us
Financial & Principal’s Secretary
Sandy Saether 204-4622 ssaether@madison.k12.wi.us
Student Records, Attendance & Registrar
Ada Davis 204-4636 aidavis@madison.k12.wi.us
Nurse
TBA 204-4632
Nurse Assistant
Diane Romary 204-4631 dromary@madison.k12.wi.us
Social Worker
Kristin Ensminger 204-4633 kensminger@madison.k12.wi.us
Psychologist
Andi Rubino 204-4634 amrubino@madison.k12.wi.us
School Counselors:
Boyd Snyder 204-4650 bsnyder@madison.k12.wi.us
Madeline Schafer 204-4635 mschafer@madison.k12.wi.us
Positive Behavior Support Coach
Diane Alsmo 204-4630 dalsmo@madison.k12.wi.us
Instructional Coaches:
Ann Haase 204-4644 ahaase@madison.k12.wi.us
Stacy Ackerman 204-4645 seackerman@madison.k12.wi.us
Dean of Students
Julie Riebau 204-4689 jriebau@madison.k12.wi.us
Student Service Secretary
Ellen Arney 204-4647 emarney@madison.k12.wi.us
LMC
Alex Phelps 204-4640 aphelps@madison.k12.wi.us
Library Assistant
Jill Gerth 204-4640 jgerth@madison.k12.wi.us

For a meeting with the principal, call 204-4622.
For a meeting with a counselor, please call 204-4647.

School Calendar
Please refer to the Hamilton website: https://hamilton.madison.k12.wi.us/calendar

School Hours
Monday – Friday: 7:35 a.m. – 2:42 p.m.
Early Release Mondays: 7:35 a.m. – 1:42 p.m.
(Please check calendar for specific early release dates)
Child Care/After-school Information
Hamilton Middle School Recreation Program: Hamilton offers a wide variety of after school clubs and activities. Most clubs begin in mid-September and meet once a week. Club offerings are given in the daily morning announcements and posted on the MSCR bulletin board. Clubs vary from year to year based on student interest and availability of leaders.

Most clubs are free and open to all students on a drop in basis. Students who choose to participate in clubs must be in their club no later than 10 minutes after the dismissal bell. Students who are not participating in clubs or working with a teacher must leave the building immediately after school. Students who are unsupervised after school will be asked to leave the building. Please coordinate with your child if you wish to pick them up after school. You may contact the MSCR office at Hamilton (204-4739) for further information.

A combined route Metro bus is available at 3:30 Tuesday - Fridays for students who participate in clubs.

Emergency situation procedures

Emergency Notification
In the event that an emergency situation (evacuation, lock-down), occurs at school, parents/ legal guardians will be notified via the District’s telephone Instant Messenger system. The District will send a telephone message with information regarding the situation to the student’s emergency contact designees. Additional information and updates will also be available on the school’s website, as well as on the MMSD webpage (www.mmsd.org).

Fire Drills
A fire evacuation plan is posted for each room. Students should become familiar with it and listen to additional instructions given by the teacher. When the fire alarm sounds, students should stand and walk from the room in an orderly fashion. Move quickly, but do not run. The first students to reach an outside door are to hold it open until all have left the building. Upon leaving the building, move at least one hundred feet away from it. A teacher will lead the group the desired distance. Stay in that area as quietly possible until the signal bell sounds for students to re-enter. One fire drill a month is required per state statute.

Tornado Drills
Tornado drill will be indicated by a steady bell. Before a drill is held, the teacher will notify the class’s designated area of safety. When a drill is held, follow these procedures.
1. Go to your designated area in an orderly fashion.
2. Absolutely no talking is allowed during the drill.
3. Leave books and supplies in your room; do not take them with you.
4. An announcement/short bell will signal end of the drill.

Safety Plans
Every classroom in all of our schools has an Emergency Procedures pamphlet which provides directions on responding to a variety of emergencies that may be encountered at the school.

Evacuation Site
If we are required to evacuate our building because of an emergency (fire, bomb threat, etc.), we will walk
Traffic Safety
Families may drop students off in front or behind the school. However, families should avoid dropping off or picking up on Waukesha Street, in front of the school as this is the Metro pick up/drop off area. Families also should not turn into the parking lots to pick up or drop off. These areas are reserved for staff and individuals in need of handicap accessibility. For student safety reasons, do NOT use the front parking lot for student drop-off and/or pick-up.

Transportation
Madison Metro Bus Company provides transportation services for Hamilton Middle School via its School Dodger Routes. Route and bus pass information can be obtained at Enrollment, by calling the school, or by contacting Madison Metro Bus Company directly.

Supervision
Supervision of the Building and Grounds are supervised by school personnel fifteen minutes before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed. School personnel do not supervise playgrounds after classes are dismissed in the afternoon.

In accordance with Board of Education policy, the following shall not be allowed on school grounds:
1. Hardball or tackle football (except in approved areas and under proper supervision);
2. Throwing of stones, snowballs or other missiles;
3. Tripping, shoving, unwanted touching, fighting or other disturbances;
4. Thoughtless running or chasing through other activity areas;
5. Climbing on fences, buildings, ledges, fire escapes, downspouts, swinging gates, etc.;
6. Making snow or ice slides on walks;
7. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, snowmobiles, etc.;
8. Dogs or other pets.

Field Trips
Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student’s family. In such cases parents/legal guardians should contact their child’s teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation.
School breakfast / lunch

Breakfast Program
All schools in the Madison Metropolitan School District offer breakfast daily. Breakfast is served 15 ~ 20 minutes prior to the start of the school day. A school breakfast generally consists of milk, fresh fruit or 100% fruit juice, and an entrée that includes grains and/or a protein source. Families may qualify for free breakfast as determined by their financial situation. For more information, please see the section on Free & Reduced Meals. Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, cannot be provided free to supplement a meal from home.

Lunch Program
Lunch is available daily at all of the Madison Metropolitan Schools. Serving times vary per location. Lunches consist of a milk, entrée containing protein and whole grains, fruits and vegetables. Our Nutrition Team is constantly searching for different and healthy choices to offer our students. We are committed to offering meals that are both great tasting and nutritious. Families may qualify for free lunch as determined by their financial situation. For more information, please see the section on Free & Reduced Meals. Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, cannot be provided free to supplement a meal from home.

For more information, please refer to the District Policy Guide: www.mmsd.org/policy-guide

Releasing children from school during the day
If your child is going to be absent or late, call 204-4702 (available 24 hours a day) and leave a message on the tape. Please give the child’s first and last name (clearly and slowly spelling the last name), grade, reason for absence/tardy and the date. Please remember to speak slowly and clearly. In this way the office can let all teachers know on Infinite Campus that the student is absent. Students returning to school after any absence, tardiness, or appointment, MUST CHECK IN AT THE OFFICE and pick up a return-to-class slip.

Planned absences
All students who will be out of school on a planned vacation MUST complete a “Request for Pre-approval of a Planned Absence” form. These forms are available in the office or on the Hamilton website (https://hamilton.madison.k12.wi.us). A student may stop by to pick up a form to take home for completion and return it to school OR the parent may stop by the office to complete the form. When the form has been completed, the student will show a copy to each teacher. The teacher and the student will then make the decision regarding how and when the work missed by the student during the absence will be completed. The specifics of the work to be completed should be noted in the student’s planner.

It is expected that all parents will keep these requests to an absolute minimum to avoid the loss of instructional time.

Tardy Policy
- **1st period only:** Student reports to office and obtains a pass.
- **Tardies 1-3:** Reminding or redirecting language by the teacher
- **4th tardy:** Phone call home by teacher, Full Problem Solving Conference and/or Fix-It (at lunch or after school) with the teacher that recorded the tardies (minimum of two week intervention)
- **Subsequent tardies after minimum of two week intervention(s):** Phone call home by referring teacher, Contact student’s School Counselor (Maddie Schaefer or Boyd Snyder and School Social Worker - Kristin Ensminger) for follow-up (i.e. Restorative Circle involving family if tardies are 1st hour and/or possible CICO, modified if necessary)
- **Subsequent tardies:** Will result in administrative action

Students get a fresh start each quarter.
Releasing children from school during the day
Please make sure you give your student a note to bring to the office BEFORE school to get a pass for an appointment occurring during the school day. The note should include the type of appointment and the time the student will be picked up in the office. The student will receive a pass with the time of their pick up and will meet the parent in the office at the appointed time. Due to safety concerns, students will not be allowed to wait in the Breezeway or leave the school without the parent coming to the main office to sign out the student. Students should bring the pass back to the office upon their return to school. The time of their return will be noted on the pass and student will use this pass to re-enter class.

Anti-bullying
Schools must create a culture in which bullying is not tolerated. We encourage students to take a part in this culture by reporting known bullying and being helpful to classmates who are bullied.

We must support and assist the person being bullied, giving him/her tools to empower him/ herself and overcome the negative effects of bullying and we must also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by (1) teaching new skills of communication and empathy, (2) communicating with parents and (3) providing appropriate, gradual discipline. Students, parents or guardians, and other persons who become aware of bullying incidents are encouraged to make a verbal or written report. Written reports may be made on the form entitled "Report of Bullying Incident" and submitted to any teacher, student services staff or administrator. This form can be found on the MMSD website, in the school office or in the Student Services Office.

Dress Code
Please refer to the District Policy Guide – Middle and High Schools (Under the Behavior Section).

Parent/teacher conferences
Parents/legal guardians receive formal reports on their children’s progress four times during the school year in the form of quarterly progress reports and final quarter grades.

When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

It is vital that parents/legal guardians and teachers be in communication with each other frequently so that the child understands that everyone is working together. If you have any questions about your child’s progress or educational program, do not hesitate to call your child’s teacher or the school principal.

Family Engagement
Families can engage in a variety of ways at Hamilton. Families are encouraged to contact staff members directly, volunteer, or be part of our PTO.

Electronic devices
Students are not allowed to use cell phones, iPods or other electronic devices/toys during the school day. We strongly suggest that these items remain at home. The school cannot be held liable for any damage or theft of these, or any, items. If your child must carry a cell phone, it should be locked in the student’s locker or on their person with the power off. They may use their cell phone before and after school ONLY. Our school policy is door to bell, meaning devices should be off and away before they enter the building and stay off until the final bell rings. If caught using these devices during the school day (which includes lunch recess) the device will be confiscated and placed in the main office. The first time a student’s electronic device is confiscated the student
may pick it up in the office after dismissal. Any and all additional occurrences require a parent/guardian come to school to retrieve it.

**Student Personal Property**
Every article found should be taken to the Lost & Found Lockers immediately. These lockers are located between the Copy Room (room 157) and the Student Services office (159). Those who have lost articles should look for them there. Textbooks will be returned to the homeroom or course teacher. For lost items of considerable value, or small in size, please check with the office to see if it was turned in there. If not, please complete a Report of Loss Form in the office.

**Student support services**
Members of the Student Services Team at VHMS assist students, parents, and staff in a variety of ways. Promotion of good mental health as well as academic excellence are the goals of this team. Two full time guidance counselors, a full time school social worker, a part time school psychologist, a full time PBS Coach, a school nurse, and a nurse’s assistant are available.

**Assistant Principal**
The Assistant Principal assumes major responsibility for the coordination and supervision of a Progressive Discipline Program. In addition, he conducts conferences with students on conflict resolution among peers and staff and functions as liaison with staff and parents regarding student affairs.

**Counselors**
Each student at Hamilton Middle School has a counselor. A counselor can help you learn more about yourself and others, and can help you adjust to school. If you have concerns about school work, friends or your schedule, you are invited to stop in the counseling office and talk to your counselor.

**Health Services**
Hamilton has a nurse and nurse’s assistant on staff who are available to perform a number of health-related services including: administration of medication during the school day, hearing and vision screening, reviewing immunization records and caring for sick or injured students.

If a student feels ill during class time, the pupil should get a pass slip from the teacher to go to the health office. The nurse and assistant keep a record of all student contacts. If a student becomes ill when the nurse or assistant is not in, report to the middle school office. Students who are ill will be excused from school through the middle school office only.

Other health care services that are coordinated by the school nurse include: medication and procedure management, health counseling and health screening services. The nurse assists children and families to access medical resources, participates in the special education evaluation process and is a resource for students, families and teachers/school staff regarding individual student health concerns. The nurse is available as an educational resource for health and medical topics.

The nurse meets regularly with our Student Services Support Team. You may reach our nursing staff by call the school’s health office number: 204-4631 or 204-4632.

**Psychology**
Psychologists provide: individual and group support to help students solve problems, support for students concerned about grades or other issues, assistance when a crisis occurs at school or home, mental health assistance referrals and information about educational programs to meet the educational needs of students.

The school psychologist is available to meet with students, parents and staff on any issue related to school, family and/or community functions. In addition, the psychologist can be involved in making diagnostic decisions concerning students with learning and/or behavioral difficulties.
**Social Work**
School Social Workers help students, friends and families in crisis or in conflict, provide guidance in family/friend relationships, family change, sexual orientation, depression, self-esteem, gender issues and trauma, help students learn about protective behaviors, alcohol and drugs, keep track of student attendance concerns, families who are homeless, and provide guidance and referrals to outside agencies.

The School Social Worker is available to meet with students 1–1 or in small groups, families, school staff and community agencies and meets regularly with the Student Services Support Team.

**Positive Behavior Support Coach**
The Positive Behavior Coach coordinates all aspects of the school-wide Positive Behavior Support program. This includes coordinating and leading the work of the PBS teams, tracking and sharing behavioral data, developing lessons for staff that teach and reinforce positive behavior and helping the Student Services Team design support systems for students not meeting the universal expectations.

**Behavior**
At Hamilton we follow the Behavior Education Plan, which can be found at [www.mmsd.org/BEP](http://www.mmsd.org/BEP). Our Positive Behavior Support Team along with staff and students have created a behavior matrix of school-wide expectations. Our three expectations include:

**RESPECTING EVERYONE, EDUCATION and the ENVIRONMENT**

There is a 91” x 45” banner of our matrix, in a glass case, hanging in our main entry hallway for all to see, and smaller posters of the matrix in each classroom. We also take time at the beginning of each year to develop a social contract with all students. A consensus building process is used for students to determine our annual school-wide values and guidelines.