

# Hamilton Middle School

## **ROYALS**

### **2022-23**



|                        |                           |                          |                           |
|------------------------|---------------------------|--------------------------|---------------------------|
| <b>Chad Cushenbery</b> | Principal                 | <b>Erica Kelly-Smith</b> | Admin Asst./Bookkeeper    |
| <b>Jake Johnston</b>   | Assistant Principal       | <b>TBD</b>               | Registrar                 |
|                        | 7th Grade & M-Z 8th grade | <b>Maria Rodriguez</b>   | Truancy                   |
| <b>Angela Brown,</b>   | Assistant Principal       | <b>Jammie Onchoke</b>    | SSC Admin Asst.           |
|                        | 6th grade & A-L 8th grade | <b>April Harris</b>      | School Nurse              |
| <b>Amy Mohr</b>        | Behavior Interventionist  | <b>Lauren Harding</b>    | 7th Grade & M-Z 8th grade |
|                        |                           | <b>Kendra Luna</b>       | 6th grade & A-L 8th grade |

Hamilton Middle School  
1407 S. Broadway  
Wichita, KS 67211  
Main Office: 973-5350 Fax: 973-5360  
<https://www.usd259.org/hamilton>

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

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[illegible]

The Pando Initiative is a non-profit agency funded, in part, by United Way of the Plains. Virginia Pollock runs this organization at our school. Her contact information is 973-5371 if you think that you may need assistance with backpacks, school supplies, and other services.



## HAMILTON HISTORY

Alexander Hamilton School was built during 1918-1919 and was completed in time for the fall opening of school in September 1919. Named for the first United States Secretary of the Treasury, Alexander Hamilton School was dedicated on January 16, 1920. Governor Henry J. Allen, a resident of Wichita, made the dedicatory address. The first principal, Mrs. Helen Eckstein, was staffed with a faculty of 19 teachers.



Beginning the 1981-1982 school year, Hamilton was renamed Hamilton Traditional Alternative Junior High School and remained as such until 1988 when all junior high schools became middle schools. Some renowned Royals are former Mayor of Wichita and our 2002 candidate Bob Knight, and Kirstie Alley, a well-known and respected actress.



# Student Passes

## Backup

We are switching to an electronic pass system. These passes were left in the agenda for this year only as a backup in case we are unable to use the electronic system.

| Aug<br>2022 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

| Sept<br>2022 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|--------------|------|-----------------|----------------|-----------------------|----------------------|
| 1            |      |                 |                |                       |                      |
| 2            |      |                 |                |                       |                      |
| 3            |      |                 |                |                       |                      |
| 4            |      |                 |                |                       |                      |
| 5            |      |                 |                |                       |                      |
| 6            |      |                 |                |                       |                      |

| Oct<br>2022 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

Student Name: \_\_\_\_\_

| Nov<br>2022 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |
| Dec<br>2022 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |
| Jan<br>2023 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |
| Feb<br>2023 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

| Mar<br>2023 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

| Apr<br>2023 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

| May<br>2023 | Date | Leaving<br>Time | Starting Point | Ending<br>Destination | Teacher' s Signature |
|-------------|------|-----------------|----------------|-----------------------|----------------------|
| 1           |      |                 |                |                       |                      |
| 2           |      |                 |                |                       |                      |
| 3           |      |                 |                |                       |                      |
| 4           |      |                 |                |                       |                      |
| 5           |      |                 |                |                       |                      |
| 6           |      |                 |                |                       |                      |

**Special Passes:** This area may be used for situations such as ongoing lunch groups and nurse issued special situation

| Date Range | Time of Day/<br>Day of Week | Reason for Pass | Teacher Signature | Additional<br>Information |
|------------|-----------------------------|-----------------|-------------------|---------------------------|
|            |                             |                 |                   |                           |
|            |                             |                 |                   |                           |
|            |                             |                 |                   |                           |

## Regular Bell Schedule

|          |       |       |                 |
|----------|-------|-------|-----------------|
| 1st Hour | 8:00  | 8:30  |                 |
| 2nd Hour | 8:34  | 9:20  |                 |
| 3rd Hour | 9:24  | 10:10 |                 |
| 4th Hour | 10:14 | 11:00 |                 |
| 5th Hour | 11:04 | 11:50 | 6th Grade Lunch |
| 6th Hour | 11:54 | 12:40 | 7th Grade Lunch |
| 7th Hour | 12:44 | 1:30  | 8th Grade Lunch |
| 8th Hour | 1:34  | 2:20  |                 |
| 9th Hour | 2:24  | 3:10  |                 |

## Half Day Schedule

|          |       |       |
|----------|-------|-------|
| 2nd Hour | 8:00  | 8:30  |
| 3rd Hour | 8:34  | 9:00  |
| 4th Hour | 9:04  | 9:30  |
| 5th Hour | 9:34  | 10:00 |
| 6th Hour | 10:04 | 10:30 |
| 7th Hour | 10:34 | 11:00 |
| 8th Hour | 11:04 | 11:30 |
| 9th Hour | 11:34 | 12:00 |

\*Grab n' Go Lunch

## Activity Schedule

|                       |       |       |                 |
|-----------------------|-------|-------|-----------------|
| 2nd Hour              | 8:00  | 8:47  |                 |
| 3rd Hour              | 8:51  | 9:36  |                 |
| 4th Hour              | 9:40  | 10:25 |                 |
| 5th Hour              | 10:29 | 11:14 | 6th Grade Lunch |
| 6th Hour              | 11:18 | 12:03 | 7th Grade Lunch |
| 7th Hour              | 12:07 | 12:52 | 8th Grade Lunch |
| 8th Hour              | 12:56 | 1:41  |                 |
| 9th hour              | 1:45  | 2:30  |                 |
| 1st Hour/<br>Activity | 2:30  | 3:10  |                 |

### Seating Assignments for Assemblies:

- 6<sup>th</sup> grade in balcony of gym or left side of auditorium
- 7<sup>th</sup> grade south side bleachers gym or right side of auditorium
- 8<sup>th</sup> grade north side bleachers of gym or middle of auditorium



## Hamilton Middle School Learning Contract



Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

At Hamilton Middle School we believe that knowledge and achievement takes place when there is a commitment between school and home to become equal partners in student learning. This learning contract is an agreement to meet our partnership responsibilities and work together to motivate, challenge and inspire each other to increase student achievement.

### As a teacher, I will promote student learning by:

- Explaining my expectations and grading system to students and their families.
- Creating a respectful and safe environment in my classroom.
- Making sure students understand assignments and when they are due.
- Grading assignments promptly and keeping grades current, so Student Vue and Parent Vue are up to date.
- Being available to students and their families to discuss questions and/or concerns.
- Encouraging students to read appropriate books and participate in the 25 Book Campaign.
- Providing students with daily objectives.
- Communicating with parents/guardians frequently and/or as needed.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### As a parent/guardian, I will promote student learning by:

- Teaching my child self-discipline and respect for authority.
- My child being at school and meeting the goal of 90% attendance to increase academic achievement. This means my child will be at school by 8:00 am and stay all day.
- Sending my child to school prepared with necessary materials for success.
- Monitoring and enforcing study time daily.
- Reviewing my child's grades using ParentVue and communicating any concerns with their teachers.
- Collaborating with the school staff for the benefit of my child.
- Providing the school with a current telephone number that I can be easily reached.
- Encouraging my child to read independently for at least twenty-minutes a night and reinforcing the message that reading is critically important as they participate in the Book Campaign.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### As a student, I will promote learning by:

- Putting forth my best effort by participating in class, being attentive, taking notes, and completing tasks. I will carry my planner and binder to all classes during the day.
- Attending each class daily and on time with necessary materials and completed assignments.
- Avoid excessive tardies and absences.
- Knowing and following all school policies, regulations, and behavior expectations.
- Read for 20 minutes every evening and keep a Reading Log.
- Not engaging in physical force, verbal abuse, threats, bullying, vandalism, or blackmail. Report any problems that develop (instead of hitting, name calling, etc) to resolve a problem.
- Showing pride in myself and my school by following Hamilton's Guidelines for Success.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hamilton Guidelines for Success



### ROYAL MISSION

#### STATEMENT

*The mission of Hamilton Middle School is to empower the individual to reach beyond his/her circumstances and encourage a love for learning through high expectations and respect, while connecting with the students in a nonjudgmental and safe environment.*

### WPS VISION

*Wichita Public Schools will be the district of choice in our region, where all students and staff are empowered to dream, believe, and achieve..*

### WPS MISSION

*Wichita Public Schools prepares all students to achieve college, career and life readiness through an innovative and rigorous educational experience.*



### REQUIRED ITEMS FOR SUCCESS

All Hamilton Middle School students are required to have a student agenda, an iPad, and a student ID. All students are expected to carry their student agenda and iPad to each class throughout the school day and home each evening. All students are required to have their student ID and to replace this ID if lost or defaced. Replacement IDs may be purchased in the office for \$2.00 before or after school. If a student is unable to produce their ID at school-related functions, access may be denied.

Students should fill out their agendas daily by writing down class assignments, activities, and homework. The student agenda is a communication tool for teachers, students, and parents/guardians. It should be used as a resource to answer any questions regarding school rules and policies. Parents who review the student agenda on a regular basis are better informed of student academic progress, school events, and teacher concerns. By communicating effectively and working together, we will ensure success for all Hamilton Middle School students.

# HMS COMMON AREA CHAMPS

**Classroom/Common Area**

**C** **ONVERSATION**  
What the conversation level should be

**H** **ELP**  
How to ask for help

**A** **CTIVITY**  
A description of the activity

**M** **OVEMENT**  
The type of movement allowed

**P** **ARTICIPATION**  
A description of what participation should look like.

**Success in school and life**

Hamilton Middle School uses the CHAMPS acronym to teach and reinforce our behavior expectations. In the CHAMPS acronym,

C = what the conversation level should be,

H = how to ask for help,

A = a description of the activity,

M = the type of movement allowed,

P = a description of what participation should look like,

S = success for all students.

The Hamilton staff have developed CHAMPS expectations for all of our common areas including: hallways, rest-rooms, cafeteria, library, auditorium, and the school bus. Hamilton teachers have also developed CHAMPS expectations for their classroom activities. CHAMPS expectations are posted in our classrooms and our common areas. Hamilton teachers will teach and re-teach CHAMPS expectations throughout the school year. Hamilton students are expected to meet CHAMPS expectations at all times.

## Standards-Referenced Grading

By implementing Standards-Referenced Grading (SRG), consistent grading practices are established across the district based on achievement of what students should know and are able to do at each grade level.

### Conversion To Letter Grades

|           |    |   |
|-----------|----|---|
| 3.00-4.00 | => | A |
| 2.50-2.99 | => | B |
| 2.00-2.49 | => | C |
| 1.01-1.99 | => | D |
| 0.00-1.00 | => | F |

**ADVANCED**

**4** Student demonstrates advanced knowledge beyond grade level expectations - wow!

**MASTERY!**

**3** Student shows mastery of grade level standard. This is the target - celebrate!

**DEVELOPING**

**2** Student shows basic understanding, and is partially proficient at grade level standard

**EMERGING**

**1** With help student shows some understanding of foundational skills and standard

USD159.ORG/GRADING





# USD 259 WICHITA PUBLIC SCHOOLS

## School Year Calendar

### 2022-2023

| JULY 2022        | AUGUST 2022   | SEPTEMBER 2022           |
|------------------|---|--------------------------|
| M T W T F        | M T W T F   | M T W T F                |
| (4) 5 6 7 (8)    | (1) (2) 3 4 5   | (5) 6 7 8 9              |
| 11 12 13 14 (15) | 15 16 17 18 19  | 12 13 14 15 16           |
| 18 19 20 21 22   | 22 23 24 25 26  | 19 20 21 22 23           |
| 25 26 27 28 29   | 29 30 31  | 26 27 28 29 30           |
| OCTOBER 2022     | NOVEMBER 2022   | DECEMBER 2022            |
| M T W T F        | M T W T F   | M T W T F                |
| 3 4 5 6 7        | 1 2 3 4   | 5 6 7 8 9                |
| 10 11 12 13 (14) | 7 8 9 10 (11)   | 12 13 14 15 (16)         |
| 17 18 19 20 21   | 14 15 16 17 18  | 19 20 21 22 (23)         |
| 24 25 26 27 28   | 21 22 (23) (24) (25)  | (26) (27) (28) (29) (30) |
| 31               | 28 29 30  |                          |
| JANUARY 2023     | FEBRUARY 2023   | MARCH 2023               |
| M T W T F        | M T W T F   | M T W T F                |
| (2) 3 4 5 6      | 6 7 8 9 10  | 6 7 8 9 (10)             |
| 9 10 11 12 13    | 13 14 15 16 17  | (13) (14) (15) (16) (17) |
| (16) 17 18 19 20 | (20) 21 22 23 24  | 20 21 22 23 24           |
| 23 24 25 26 27   | 27 28   | 27 28 29 30 31           |
| 30 31            |   |                          |
| APRIL 2023       | MAY 2023  | JUNE 2023                |
| M T W T F        | M T W T F   | M T W T F                |
| 3 4 5 6 (7)      | 1 2 3 4 5   | 5 6 7 8 (9)              |
| (10) 11 12 13 14 | 8 9 10 11 12  | 12 13 14 15 (16)         |
| 17 18 19 20 21   | 15 16 17 18 19  | 19 20 21 22 (23)         |
| 24 25 26 27 28   | 22 23 24 (25) *26   | 26 27 28 29 (30)         |
|                  | (29) *30 *31  |                          |
| JULY 2023        | CALENDAR LEGEND   |                          |
| M T W T F        | — School not in session<br>( ) Administrative Offices closed - No School<br>□ District Inservice Days - No School<br>○ Conference Release Days - No School<br>○ New Teacher Orientation - No School<br>◇ Nonteaching Duty Day - No School |                          |
| 3 (4) 5 6 (7)    |   |                          |
| 10 11 12 13 (14) |   |                          |
| 17 18 19 20 (21) |   |                          |
| 24 25 26 27 28   |   |                          |
| 31               |   |                          |

| MONTH            | DATE  |
|------------------|---|
| <b>JULY</b>      | Enrollment ..... 25-27  |
| <b>AUGUST</b>    | Orientation for new teachers ..... 1-2<br>District Inservice (all teachers) ..... 3-12<br>Orientation for 6th & 9th grade students ..... 12<br>First day of school ..... 15   |
| <b>SEPTEMBER</b> | Labor Day Holiday ..... 5<br>District Inservice ..... 6<br>Official Enrollment Count ..... 20   |
| <b>OCTOBER</b>   | Nonteaching Duty Day ..... 14<br>End of First Grading Period ..... 14   |
| <b>NOVEMBER</b>  | Veterans Day Holiday ..... 11<br>Conference Release Day ..... 23<br>Fall Recess ..... 24-25   |
| <b>DECEMBER</b>  | Nonteaching Duty Day ..... 16<br>End of Semester ..... 16<br>Student Winter Recess ..... Dec 16-Jan 3<br>Winter Recess ..... Dec 23-Jan 2   |
| <b>JANUARY</b>   | District Inservice Day ..... 3<br>Students return ..... 4<br>Martin Luther King, Jr. Day Observed ..... 16  |
| <b>FEBRUARY</b>  | District Inservice Day ..... 17<br>Presidents Day Holiday ..... 20  |
| <b>MARCH</b>     | Nonteaching Duty Day ..... 10<br>End of Third Grading Period ..... 10<br>Spring Recess ..... 13-17  |
| <b>APRIL</b>     | Conference Release Day ..... 7<br>District Inservice Day ..... 10   |
| <b>MAY</b>       | Last Day of School ..... 24<br>Elementary Progress Reports issued ..... 24<br>Nonteaching Duty Day ..... 25<br>Memorial Day Holiday ..... 29<br>*Possible make-up days due to inclement weather ..... May 26, May 30-31 |
| <b>JUNE</b>      | See Summer Hours  |
| <b>JULY</b>      | Independence Day Holiday ..... 4  |

*This calendar may be changed at the discretion of the Board of Education and/or the Administration.*

EVERY STUDENT  
**FUTURE READY**  
 .....  
 EMPOWERED TO  
**DREAM • BELIEVE • ACHIEVE**

#### GRADING PERIODS

August 15 - October 13  
 (42 contact days)  
 October 17 - December 15  
 (40 contact days)  
 January 4 - March 9  
 (44 contact days)  
 March 20 - May 24  
 (46 contact days)

#### SUMMER HOURS

7:00 a.m. - 5:30 p.m.  
**Monday - Thursday**  
 (June 6, 2022 - July 15, 2022)  
 7:00 a.m. - 5:30 p.m.  
**Monday - Thursday**  
 (June 5, 2023 - July 21, 2023)

*Approved by the BOE on February 7, 2022*



## Hamilton Important Dates 2022-23



### August:

- 1-2: New Teacher Orientation
- 3: All staff report
- 11: AVID Site Team Meeting (3:25 PM)
- 12: 6<sup>th</sup> grade orientation
- 15: First Day of School!!!
- 18: Open House
- 22 – Sept 1: Fall ~~FastBridge~~ window

### September:

- 1: AVID Site Team Meeting (3:25 PM)
- 2: Progress Reports Due by 3:20 PM
- 5: NO SCHOOL Labor Day
- 6: District Inservice
- 6: CKH Process Champions Meeting 3:25
- 13: Staff Meeting (VILS Workshop) 3:25 3:25
- 16: Progress Reports Due by 3:20 PM
- 21-22: Fall Predictive Interim (Math & ELA)
- 27: CKH Process Champions Meeting 3:25
- 28: Progress Reports Due by 3:20 PM
- 29: Picture Day (Fall)
- 29: Conferences (4:00 – 8:00)
- 30: Conferences (1:00 – 4:00)

### October:

- 4: CKH Process Champions Meeting 3:25
- 6: AVID Site Team Meeting (3:25 PM)
- 11: Building Leadership Team Meeting 3:25
- 13: Students vs Staff Volleyball Game (activity schedule)
- 14: Progress Reports Due by 3:20 PM
- 14: Nonteaching Duty Day/End of Q1 Grading Period
- 18: Staff Meeting 3:25
- 25: CKH Process Champions Meeting 3:25

### November:

- 1: CKH Process Champions Meeting 3:25
- 3: Picture Retakes
- 3: AVID Site Team Meeting (3:25 PM)
- 4: Progress Reports Due by 3:20 PM
- 8: Building Leadership Team Meeting 3:25
- 11: NO SCHOOL Veteran's Day
- 15: Staff Meeting 3:25
- 18: Progress Reports Due by 3:20 PM
- 21 – Dec 2: Winter ~~FastBridge~~ window
- 22: CKH Process Champions Meeting 3:25
- 23: NO SCHOOL Conference Release Day
- 24-25: NO SCHOOL Fall Recess

### December:

- 1: AVID Site Team Meeting (3:25 PM)
- 2: Progress Reports Due by 3:20 PM
- 6: CKH Process Champions Meeting 3:25
- 6: Building Leadership Team Meeting 3:25
- 6-7: Winter Predictive Interim (Math & ELA)
- 13: Staff Meeting 3:25
- 16: Post grades by 3:20 PM
- 16: Nonteaching Duty Day/ End of 1<sup>st</sup> Semester
- 19 – 1/2: Winter Recess

### January:

- 3: District Inservice
- 4: Students Return
- 5: AVID Site Team Meeting (3:25 PM)
- 10: Building Leadership Team Meeting 3:25
- 13: Progress Reports Due by 3:20 PM
- 16: NO SCHOOL Martin Luther King Day
- 17: Staff Meeting 3:25
- 24: CKH Process Champions Meeting 3:25
- 27: Progress Reports Due by 3:20 PM

### February:

- 2: AVID Site Team Meeting (3:25 PM)
- 7: CKH Process Champions Meeting 3:25
- 10: Progress Reports Due by 3:20 PM
- 14: Building Leadership Team Meeting 3:25
- 17: District Inservice Day
- 20: NO SCHOOL Presidents' Day
- 21: Picture Day (Spring)
- 21: Staff Meeting 3:25
- 22: Progress Reports Due by 3:20 PM
- 23: Conferences (4:00 – 8:00)
- 24: Conferences (1:00 – 4:00)
- 28: CKH Process Champions Meeting 3:25

### March:

- 2: AVID Site Team Meeting (3:25 PM)
- 7: CKH Process Champions Meeting 3:25
- 9: Students vs Staff Basketball Game (activity schedule)
- 10: Progress Reports Due by 3:20 PM
- 10: Nonteaching Duty Day/End of Q3
- 13-17: NO SCHOOL Spring Break
- 21: Building Leadership Team Meeting 3:25
- 28: Staff Meeting 3:25
- 31: Progress Reports Due by 3:20 PM

### April:

- 4: CKH Process Champions Meeting 3:25
- 6: AVID Site Team Meeting (3:25 PM)
- 7: NO SCHOOL Conference Release Day
- 10: District Inservice
- 11: Building Leadership Team Meeting 3:25
- 14: Progress Reports Due by 3:20 PM
- 18: Staff Meeting 3:25
- 25: CKH Process Champions Meeting 3:25
- 28: Progress Reports Due by 3:20 PM

### May:

- 1 – 12: Spring ~~FastBridge~~ window
- 2: CKH Process Champions Meeting 3:25
- 4: AVID Site Team Meeting (3:25 PM)
- 9: Building Leadership Team Meeting 3:25
- 12: Progress Reports Due by 3:20 PM
- 16: Staff Meeting 3:25
- 24: Last day of School
- 25: Post grades by 3:20 PM
- 25: Nonteaching Duty Day/End of 2<sup>nd</sup> semester
- 29: Memorial Day

# Start on Time

Getting to class on time is a very important component of a quality education. Students who are late to class not only miss out on important beginning of the class instruction, but they also interrupt the learning of other students.



## Hamilton Tardy Policy

Each student will receive 2 free tardies to class per nine weeks. Students will receive a lunch detention each for their 3rd, 4th, and 5th tardies. Students who are late to class 6 or more times will be assigned an after school detention each time they are late. Additional consequences may be given out by administration for students who are habitually late to class. It is our hope that students are on time to class.

- 1st Tardy = warning
- 2nd Tardy = warning
- 3rd Tardy = lunch detention
- 4th Tardy = lunch detention
- 5th Tardy = lunch detention
- 6th Tardy or more = After School Detention

**Teachers reserve the right to not issue passes during the first and last 5 minutes of class.**

Definition of Bullying: an intentional action to hurt a student or staff member. Bullying is a choice. It is a hurtful action that happens repeatedly. **Bullying can be physical:** harm to someone's body or property such as hitting, kicking, pushing or stealing. Bullying can be **verbal:** harm to someone's self-esteem or feelings of safety such as teasing, name-calling, insulting, or threatening. Bullying can be **social:** harm to someone's group acceptance such as spreading lies about someone, spreading gossip, making someone do something they do not want to do or making mean faces or gestures towards others. Bullying can be **sexual:** singling out a person because of gender and demonstrating unwanted sexual behavior such as sexual comments, abusive comments or unwanted physical contact. Bullying can be **racial:** rejection or isolation of a person because of race or ethnicity such as racial slurs or taunts, name calling, making fun of customs/ skin color/ accent/ food choices. Bullying can be **cyber-based:** intentionally hurting, humiliating, embarrassing or threatening someone using an electronic device.



## **Bullying of any kind will not be tolerated at Hamilton!**

If someone is bullying you: try to ignore them, tell them to stop, walk away, find friends to be with, tell an adult you trust, report it to the school office or other school staff, report it anonymously at Speak Up at [www.speakup.usd259.org](http://www.speakup.usd259.org) and by calling the SSC at 316-973-5350 opt 2.

If you are a bystander and you witness someone getting bullied tell the bully to stop, stand up for the target of the bullying, tell an adult you trust, report it to the school office or school staff.

Powerful Skills to have: use "I" messages, offer a compliment, smile, change the subject, make a joke, don't go to unsafe spots, look them in the eye, act confident, say "whatever" or "leave me alone", be willing to tell someone what is going on.

Powerless Skills: crying, yelling, hitting, call names, act terrified, holding your head down, quit coming to school, run away from home, don't tell an adult, start letting your grades drop.

Social Media Pitfalls to Avoid: posting personal information, friending strangers, posting or sending provocative messages, texting or posting mean messages, talking about sex, harassing or embarrassing people.

**Students receive anti-bullying lessons several times throughout the school year.**



## **Students should be dressed appropriately for the day's learning activities.**

The dress code is not intended to be all inclusive. Any clothing item that is deemed disruptive to the learning environment or dangerous to students will not be allowed. The administration maintains the right to deal individually with students concerning dress code issues. Students are expected to be in dress code while they are on school property.

### **General Clothing Guidelines**

- Clothing, buttons, jewelry, or other items, which contain vulgar words or pictures, or promote the use of alcohol, drugs, illegal substances, profanity, derogatory statements, racial/sexist slurs, gang affiliation, weapons, or sexual content, will not be allowed.
- Shorts, skirts, skorts, and jumpers will be no shorter than mid-thigh. All clothing is to be free of holes, rips, slits, and cuts above the finger mid-thigh, unless tights are worn underneath.
- All clothing must be worn so that no undergarments or excessive skin shows.
- Winter coats, fanny packs/purses, sunglasses, and non-religious head coverings are to be removed when entering the building and remain in lockers during the school day. Head coverings include, but are not limited to: hats and stocking caps. Hoods on a student's sweatshirt may be worn.
- Bandanas of any color will not be worn or brought to school
- Backpacks are to remain in the student's assigned locker during the school day.
- Other items such as blankets, stuffed animals, and other items not necessary for school should stay at home or in the student's locker.

### **Shirts & blouses**

- Shirts and blouses must cover the upper chest, and must be long enough so as not to show any skin in the waist area.
- No midriffs should be showing, no strapless or spaghetti straps are allowed.

### **Consequences**

Students choosing not to be in dress code will be sent to the office and arrangements will be made to correct the issue. Students will be assigned lunch detention, after-school detention or in-school suspension if the dress code issue is not able to be resolved. **Repeat offenses of the dress code policy may result in more severe disciplinary action.**

### **BOE policy P1473 - Standardized Dress Code – Regulations**

It is within the discretion of the administration and the site council at each school to determine what type of dress code is most suitable to implement. Furthermore, the administration at each school will include in any dress code policy the underlying purpose of enacting the stricter dress code. Such dress code may include, but is not limited to, a standard uniform, restrictions relating to jewelry, and restrictions on colorful hair and extreme hairstyles. Reasonable criteria for determining appropriate appearance are based on health, safety, and public decency considerations. The relationship of dress and appearance to the safety of the individual pupil varies depending upon the nature of the activity or class. Any wearing apparel which, in the opinion of the principal, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action.



## **ELECTRONIC DEVICE POLICY**

Every school year, reports are made about lost or stolen property. Hamilton Middle School will not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device. Best practice is to either keep your property at home or secure it in your locker.



Cell phone or other PED devices are **not** allowed during the school day from 7:50—3:10 per BOE policy 1464. This includes passing periods, lunch and recess.

**Video recording is also strictly prohibited.**

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions. If a student is caught using an electronic device or other prohibited items, they will be asked to put the item away. Repeat offenses will result in the item being confiscated and delivered to the office. On the first offense, students may get their phone back at the end of the day. For every subsequent offense, a parent/guardian must come to the school during regular school hours to retrieve the device.

## **TELEPHONE USE & MESSAGES TO STUDENTS**

The office telephone is a business line and should not be used by students except with permission from a staff member or in case of emergencies. Unauthorized use of a classroom phone by a student results in consequences. We will deliver emergency messages to students in classrooms by calling 973-5350, option 2. In order to minimize disruptions to classrooms, phone calls will not be forwarded.



Please use ParentVUE to email messages to your student's teachers.

## **Food & Drink Policy**



1. No Food or Drinks are allowed in the classrooms or hallways.
2. Food must stay in the cafeteria area only.
3. If food is allowed in the classrooms by teacher's discretion, it must stay in that classroom.

## Lunch Detention

Lunch detentions will be given to students who are late to class (see Start on Time policy) or assigned by an administrator for disciplinary reasons. These students will eat lunch and have their recess at a different location with a lunch detention monitor.

## ASD (After School Detention)

An after school detention can be given as a consequence for inappropriate behavior by an administrator and/or as the consequence for 6 or more student tardies.

The following procedures are to be observed:

- After school detention will be held from 3:20pm-4:50pm.
- If a student is issued a detention, the student will have 24 hours notice unless a parent/guardian wants them to serve the same day.
- Students serving a detention must be in the auditorium on time (before 3:20). Administration may “sweep” students scheduled to serve detention during 9<sup>th</sup> hour if necessary. Students should have all necessary materials with him/her. Students will not be allowed to leave detention to go to his/her locker. Detention monitors will escort students to the appropriate detention room from the auditorium.
- Students should serve his/her detention on its initial due date.
- Students refusing to serve detention on the second day will be assigned an in-school suspension.
- Students should take care of all personal needs prior to arriving at detention.
- There will be no sleeping, talking, gum chewing, food or drink allowed in the detention rooms.
- Students must be off school property within 10 minutes of the detention ending. If a student rides the bus, they may utilize the activity bus.

# Detention



## ISS (In-School-Suspension)

### Agreement for In School Suspension

I realize that the In-School-Suspension program is a positive alternative to out of school suspension. I realize it is a privilege to attend In School Suspension instead of being suspended from school. I **agree** to follow all rules set forth in the In School Suspension room and to follow instructions given by the In-School-Suspension Supervisor.

I will follow the schedule set forth by the In School Suspension Supervisor.

I will attempt to complete work assigned by the In School Suspension Supervisor.

I will not sleep or put my head down during In School Suspension.

I will not mark on the desks or tables in the In School Suspension room.

I will stay in my assigned seat unless given permission.

I will not eat, drink, or chew gum in the In School Suspension room.

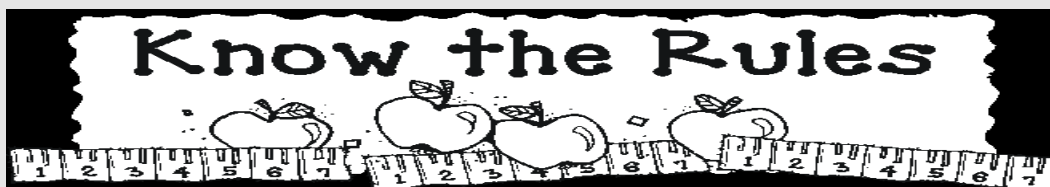
I will cooperate with the other students in In School Suspension and I realize that non-cooperation or any act of insubordination will not be tolerated.

I will talk only when given permission from the In School Suspension supervisor.

I will follow all Hamilton Middle School rules and policies published in the Student Agenda.

I will follow the rules of In School Suspension and realize I could be suspended from school if I fail to comply with **all** that is expected while I am in In School Suspension.

**\*Cell phones are not allowed in ISS\***



We discourage parents from bringing fast food/restaurant lunches for their students when they are in ISS because it disrupts the ISS classroom. Students will get a lunch in the cafeteria.

The Wichita Public Schools require a specific dress code for Physical Education classes. School clothes, including PE uniforms, need to be clean, stain free and hole free. Students are required to wear athletic wear (i.e. gym shorts and t-shirts). Sneakers or athletic shoes are required. Sweatpants and sweatshirts are only allowed on cold days. Tank tops are not allowed under any conditions. It is the student's responsibility to have their name on their t-shirt and shorts. Schools are providing a PE shirt per student included with your standardized fee payment. There is a replacement fee of 5.00 if the student needs a replacement shirt.



### LOCKERS

Lockers are assigned by administration. Locker combinations are kept secure. **Students should not give their combination to anyone else nor share their locker with anyone else!** If you allow another student to share, you will be held responsible for all contents in your assigned locker. Locker combinations are changed every summer and each locker is checked to make sure the combination works. If you experience problems with your locker, you may seek help from teachers or team leader. Please be aware that your locker is "rented" to you for the school year and is still the property of Hamilton Middle School and USD 259. Therefore, it should be returned clean and in good condition when you "move out" at the end of the school year. Also, searches may be conducted per the Board of Education Policy P1469. For safety and health reasons, regular locker "clean-outs" will be scheduled throughout the year. Your teacher and/or the assistant principal will check lockers occasionally to assure they are kept free of food or any other prohibited items. The physical education teachers will assign gym lockers and combination locks to students in the first few days of class.

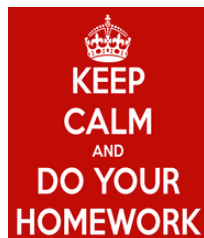
Students may only visit their lockers before/after school and before/after their Advocacy/Lunch hour. They may not visit them during regular passing periods.

**Lock your locker and do not share lockers!**

**Hamilton is not responsible for items lost or stolen from lockers!**

Hamilton Middle School has developed the following building-based policies to support the USD 259 policies on late work, missing work, and homework.

*It is the responsibility of the pupil to make up assignments. Teachers shall make reasonable efforts to encourage and assist the pupil to make up missed assignments, shall give credit for such work, and shall allow the pupil a reasonable period of time to complete such missed assignments.*



### HOMEWORK

The purpose of homework is to provide opportunities for students to practice, review, and prepare for demonstration of the learning in class. Feedback will be provided by teachers in a time frame that allows the student to understand how he or she is progressing on the standard.

### OFFICE CALLING TREE

When calling 973-5350, the caller will hear: "Press 1 for English, Press 2 for Spanish,. The following is a quick-reference directory for your convenience: After hours ER Services call 973-2100, Press 9 for weather related closings. Press 3 to quickly reach the office. In order to get you to the proper place please listen carefully at the prompts:

Press 1 for Attendance or Office  
Press 3 for the Office

Press 5 for the Bookkeeper  
Press 7 Counselors

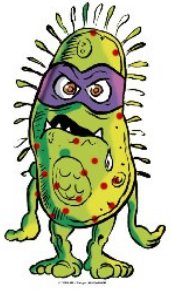
Press 2 for SSC, transportation,  
Press 4 for Questions regarding lunch money

Press 6 for School Nurse  
Press 8 for Social Worker

### ATTENDANCE

It is very important that students are in class and on time every day. If an absence occurs, parents are to call **973-5350 Option 1**, to report the absence to the attendance clerk. If parents are unable to call they should write a note explaining the absence. Voicemail will accept absence calls from 3:30PM to 7:20 AM. Please keep in mind that the State of Kansas requires schools to report unexcused, chronic absences of **three (3) days in a row, five (5) days out of a semester, or seven (7) days out of a year**. Students arriving to class after 8:00 AM will be scanned as late and will be assigned an in-school suspension after every 4th tardy. Parents are responsible for getting their child to school on time each and every school day.

Parents needing to take their child out of school before the end of the school day may do so by coming in the office, signing them out with showing proper photo identification. We will not accept calling ahead to



## HEALTH AND MEDICATION AT SCHOOL

Specific board approved guidelines are followed by the nurse for health and medication issues. Students should stay home from school if they are running fevers over 100.3, have an unidentified rash, a contagious illness, serious injury and/or vomiting excessively. Student should be fever free for 24 hours (without the use of fever-reducing medication) before returning to ensure full recovery. Any suspicious possible communicable disease such as rashes, pinkeye, etc. must either be cleared up or have a note from the doctor saying it is not contagious before returning. The nurse will use these guidelines when deciding to send a student home for the day. If a student bypasses the nurse and calls home on his/her own, the absence will not be excused.

Prescription and over the counter medications must always have documentation signed by both parent and doctor before bringing it for the nurse to administer. Medication should also be brought in a labeled prescription bottle or original container with the child's name and dosage amount. The nurse can fax forms to the doctor if they are signed by the parent

### Hygiene

Poor Hygiene can be a concern and we ask that you please ensure that your student has had **regular** showers, uses antiperspirant **deodorant**, and wears **clean** clothing. Poor hygiene can be disruptive to the learning environment and unfortunately, middle school students don't always respond appropriately to the situation. We appreciate your cooperation and will assist any parents with these issues if the need arises.



## INTERNET ACCESS AND COMPUTER USE

The Wichita Public Schools require a Student Access Contract, signed at enrollment, for students to use computers. Regardless of any "technology protection measure" implemented by the District as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers. Network administrators, teachers, and other appropriate district staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; students should not expect that files stored on district servers will be private. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges.

### **Hamilton Middle School** **Home Game Procedures for Students**

The gymnasium will open for home games will open at **3:10 p.m.** Student attending home games will need to follow the following procedures:

- Report to the gymnasium entrance by **3:20 p.m.** **No student will be allowed in after 3:20 p.m. unless accompanied by a parent/guardian.**
- Pay the \$1.00 entrance fee at the gymnasium door
- Students are expected to remain in school dress code during all home games
- No students are allowed in the balcony without a parent
- School rules will be enforced during home games
- Once the game starts, students will be only be allowed to leave the gym during half time, between games, or with permission from a supervisor.
- Notify supervisor for emergencies
- Students can use electronic devices in the gym
- If a student chooses to leave the Building, they will **not** be allowed to return unless accompanied by a parent/guardian.
- If a student is asked to leave the event by a staff member then they will not be allowed to attend any future events unless accompanied by a parent/guardian.
- Students must leave the school grounds or be picked up an adult no later than 15 minutes after the game ends. Students who are not picked up within 15 minutes of the game ending will not be allowed to attend any future games unless accompanied by a parent/guardian.

If a student is moving to another Wichita Public School, we will need 24 hours notice in order to complete an exit card. During this time, the student will be required to secure grades from teachers, return textbooks and library books, and take care of any other obligations. We will also ask for a forwarding address and phone number. Students will have three school days to enroll in a school within our district. Failure to enroll within the three days will result in a truancy referral.

Address or phone number changes - The office needs to be notified within 24 hours of any address and/or phone changes. If a student moves out of Hamilton's area, an exit card must be filled out or a special transfer form requested.

Students moving out of the district - Same exit procedures will be followed except the student has five school days to enroll in another school.

Family emergencies - If a student is going to be absent due to a family emergency, please try to allow for 24 hours advance notice (when possible). Parents must sign a 'Request to Be Absent Form' for any anticipated absences from **3 days to 10** school days. We will also ask for an emergency phone number. The principal will approve as either excused or unexcused.

### INTERSCHOLASTIC SPORTS

#### **Cross Country, Volleyball, Basketball and Track**

Only 7th and 8th grade students may participate in competitive interscholastic sports. Boys and girls may participate in cross country, basketball and track. Volleyball will only be available for girls. Information on dates and times of games will be given to students as they are available. Participants of all competitive sports must meet the following criteria:

- All students must obtain a physical signed by parents and physician prior to the first day of try outs/practice. The KSHSAA physical forms are available at enrollment and from the Hamilton coaches. One physical is good for the entire academic year. An insurance form must also be completed.
- Detentions, ISS, and out of school suspension may lead to removal from the team or loss of playing time. Consequences of that nature will be left to the discretion of the coach.





## VISITOR POLICY

- Parents are always welcome to visit their child's classrooms during the day. Our doors remain locked at all times.
- We have a doorbell system for visitor use that will be answered by the office. Please identify yourself and the purpose of your visit through the intercom system and the office will let you in. During school hours, we require parents or guests to report to the office before going to the classroom or anywhere in the building. Extended visits require prior administration approval. See next page for instructions.
- Former students wishing to visit teachers will need prior administrative approval. No student visitors will be allowed on calendared in-service or non-teaching duty days.
- Children who are not enrolled at Hamilton Middle School are not allowed to "shadow" friends for liability reasons

*Any parent wishing to meet with their child's teacher/ team may do so by scheduling a meeting.*

### All visitors are required to follow these procedures:

1. Bring your Driver's License or ID for the office staff to scan into with Hall Pass system.
2. Put the name tag on where it is visible while you are in the building.
3. Visit the classroom
4. Return to the office and scan out of the Hall Pass system

**\*See page 38 for more information**

## PARKING LOT POLICY

### Dropping Off / Picking up

Parents are encouraged to drop off or pick up their student at the Pawn Shop Parking Lot located at the south end of the building on Boston Street. Parents can drop off and pick up on Market Street, however do not park or sit too long because it is a no parking zone. Parents can also use the parking lot to drop off students. Morning buses unload on Boston Street & on Zimmerly Street and afternoon buses load in the Hamilton Parking lot and on Zimmerly Street.

Consequences may be given to students who refuse to leave the school campus and/or Pawn Shop parking lot after 3:20. Students who participate in after school activities must be promptly picked up and/or be off campus no later than ten minutes after the conclusion of the activity.





**K-8 STUDENT EXPECTATIONS ON THE BUS**  
**Transportation Services Department**

It is the right of every student being transported on a bus to receive this service in the safest possible manner. In order to insure this, it is necessary for all students to know, and to follow the rules and regulations set forth by the State and the local Board of Education. Below is a copy of the CHAMPS poster that will be posted on each bus with additional student expectations following. Parents are urged to help their children understand the importance of these rules as they relate to their personal safety. Remember the bus ride is an extension of the school day and that school and classroom conduct is expected at the bus stop as well as on the bus.

- |          |                          |  |
|----------|--------------------------|--|
| <b>C</b> | <b>Conversation</b>      | Voice Level 1 or 2 – Whisper or quiet conversation (Level 0 – No talking at railroad tracks)   |
| <b>H</b> | <b>Help</b>              | Raise your hand and ask bus driver for help.   |
| <b>A</b> | <b>Activity</b>          | Be a respectful rider in your words and actions.   |
| <b>M</b> | <b>Movement</b>          | Stay seated in assigned seat unless otherwise directed. (Exit and enter safely using handrails, walk, feet on floor, face forward, keep body parts and objects inside the bus)   |
| <b>P</b> | <b>Participation</b>     | Follow directions (No food, drink or gum, backpacks in appropriate place)  |
| <b>S</b> | <b>Success in school</b> | Safety for all riders <ul style="list-style-type: none"> <li>• Be on time to your assigned bus stop.</li> <li>• Bring only school appropriate items on the bus.</li> <li>• Obey the driver and/or aide at all times.</li> <li>• The use of Personal Electronic Devices such as cell phones and iPods may be allowed on the bus when used quietly and appropriately. Students are personally responsible for the security of any Personal Electronic Devices.</li> <li>• A student with transportation as a related service who rides on a Special Education bus needs to be received by a parent/guardian. Pre-K students must be received hand-to-hand at the bus.</li> <li>• A Kindergarten student riding a regular education bus needs to be received by a parent/guardian.</li> </ul> |

**Violation of the bus rules could result in suspension or revocation of the privilege to ride the bus.**

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**Other Transportation Information for Parents**

1. Students are encouraged to arrive at their assigned bus stop 5 minutes prior to the scheduled stop time.
2. For your student's safety he or she may only use the assigned bus stop.
3. The following items will not be allowed on the bus: skateboards, balls not secured in a backpack, water guns or toy replicas of weapons, animals/pets, scooters, balloons, flower bouquets, or any object that is prohibited by district policy, may cause a distraction, or is a safety hazard on the bus.
4. In case of an emergency while the bus is in transport, the driver will follow the bus contractor's protocol. The appropriate responders will be contacted and sent to assist. Depending on the nature of the incident, the school will be contacted and will notify parents if appropriate and possible.

5. If buses are in transit when a tornado warning is issued, bus drivers will be directed to follow their severe weather plan and when appropriate to proceed to the nearest USD 259 secondary school in the morning and elementary school in the afternoon to seek shelter. Bus drivers will remain with students at that location until released to resume the bus run.
  
6. A parent, guardian, or emergency contact person (listed at the school) must receive any student receiving Special Education transportation. The adult must be visible to the driver. Pre-K students must be received hand-to-hand at the bus.
  
7. A parent, guardian, or emergency contact person (listed at the school) must receive a Kindergarten student transported on a regular education bus. The adult must be visible to the driver. Exception: A regular education Kindergarten student who has an older sibling riding the bus may exit the bus with the older sibling or be met at the bus by a sibling who is in middle or high school. On a day when the older elementary age sibling does not attend school or ride the bus, the Kindergarten student must be received.

**The following information identifies who to contact when certain situations arise:**

| QUESTION               | WHO TO CALL  | PHONE NUMBER          |
|------------------------|--|-----------------------|
| Lost Child             | First Student<br>Transportation Services                             | 832-9231<br>973-2190  |
| Stop or Address Change | School   |                       |
| Driver Problems        | School<br>Transportation Services                                    | 973-2190              |
| Student Not Picked Up  | First Student  | 832-9231              |
| Eligibility for Bus    | School   |                       |
| Lost Items on Bus      | First Student  | 832-9231              |
| Parent Emergency       | School   | <u>973-5350 opt 2</u> |
| School Closings        | USD 259 Hotline  | 973-4259              |
| Discipline             | School   | 973-5350 opt 2        |
| Bus Stop Information   | School   | 973-5350 opt 2        |
| Late Bus               | First Student<br><i>If no answer call</i><br>Transportation Services | 832-9231<br>973-2190  |
| Attendance Boundary    | Pupil Accounting   | 973-4498              |

Revised 2016

### BUILDING ACCESS

The building will be open for students who are not eating breakfast at 7:50 AM. Students will not be permitted inside to use the restroom, so they will need to take care of their needs before arriving at school. **During extreme cold and/or rainy conditions, students will be permitted inside the building at a designated location.** Students eating breakfast may enter the cafeteria at 7:30. The final school bell rings at 3:10 and all students need to be out of the building or in their supervised activity by 3:20. **Once a student has left the building, he/she will not be permitted to re-enter the building for any reason.** All students must be off campus and out of the Pawn Shop parking lot by 3:40 PM. Students must arrange for a ride prior to the school day ending as office phones are only to be used by students in emergency situations.

**\*\*\*\*Late buses will be provided for those that normally ride a bus at 05:20pm for those that attend after school activities only\*\*\*\***

NOTES

Lined area for notes, consisting of horizontal ruling lines.