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**2008 – 2009**

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In coordination with the RJH PTSA, here is a partial list of frequently asked questions (FAQ) that were compiled and answered to better communicate some common issues to our parents. More information will be added throughout the year on the website and through PTSA.

**Communication**

1. How do we communicate with the office or principal?
  - a. By phone – 425-885-7034 ext. 6
  - b. By email – [pbarone@lwsd.org](mailto:pbarone@lwsd.org) or [cunderwood@lwsd.org](mailto:cunderwood@lwsd.org)
2. How do I communicate with teachers?
  - a. Most teachers explain this in their syllabus or classroom expectations. Typically, this is by phone or email (using the first initial and last name with @lwsd.org).
3. Who is the best person to direct questions to?
  - a. Carol Underwood, Office Manager; if she can't personally answer the question, she will forward you to the best person available.
4. How do I speak with the staff about my child's ADHD (or any medical diagnosis)?
  - a. Contact the child's counselor, Brenda Day, Genie Hagar or Dan Coleman. If necessary or requested, they can call a "staffing" to discuss any issue with all the teachers at one time.
5. Who are the students' advisors?
  - a. We have wide range of advisors for students, but no specific advisory period or teacher-advisor. We have school counselors (see above), a school psychologist, Youth Eastside Services (YES) drug intervention/prevention counselor, RPD School Resource Officer (SRO) in our faculty, and IGNITE student mentors as peer advisors.
6. How do we get more information about the school?
  - a. We have a parent handbook, student handbook, and are launching a new school website in the fall that we are loading full of information, forms and a new calendar that will have key events and programs for the entire year.

**Student Procedures**

7. Do they get a "tour" or overview of what is there?
  - a. Yes! We dedicate our entire first day to providing our new students with this overview, with staff and IGNITE mentors all contributing to welcoming our kids. They also got a mini-tour and overview when they visited RJH in the spring of sixth grade. We also spend much of the first month teaching and explaining our procedures, rules and environment to make sure that they feel comfortable at RJH. If October rolls around and your student still does not feel comfortable or doesn't understand something about RJH, please contact your student's counselor for more information or assistance.
8. Is there more information on the mentoring program?
  - a. Our mentoring program is called IGNITE. We feel it is a tremendously powerful tool to serving our new students, providing leadership opportunities for our returning students and helping maintain and produce a positive student culture. We believe IGNITE helps RJH provide high character students training and time as mentors to connect with incoming students, or mentees, who enter school looking for peer role-models, attitudes and ways to become involved in the school. Mentors are trained before school starts and throughout the year. Mentors and Mentees meet monthly (M2M) for 30 minutes during homeroom. Mentors make connections with Mentees once a week on an informal basis. Please contact the school for more information on any facet of the IGNITE program or to report a problem with a Mentor/Mentee relationship.
9. How and when do I get my child excused from class?
  - a. Call our phone number, (425)885-7034, ahead of time. We will write a note and deliver it to your child. At the time noted, your child will show the teacher the note, put away or get anything from

the locker, and report to the front office. When you come into the school, the child should be waiting for you. Sign out at the attendance window and off you go.

- i. We ask that parents try hard to schedule appointments outside of school hours, but understand that this is not always an available option for families.

10. How do I get an item or message to my student during the day?
  - a. Bring them to the front office and drop them off or write the comment out on paper. We will send an "Office Delivery" slip to the student. The student will then come down to the office between classes or on a break to pick up the delivery or note.
11. When do kids receive their class schedules/locker assignments?
  - a. Students receive both the class schedule and locker assignment on the same sheet of paper in the commons on the first day of school or semester (winter). Thank you to the PTSA volunteers for staffing these tables every year!
12. Where are bicycles stored? Is it safe storage?
  - a. We have two areas for locking bikes. One is in front of the gymnasium, the other is on the patio behind the Great Hall. They are as safe as the locking mechanisms that are provided and correctly used. We occasionally will sweep the area and frequently notice students who have left bikes unlocked.
13. Can I email the attendance office when I know my child will be absent, or do I have to write a note?
  - a. We prefer a phone call to our Safe Arrival line (425) 702-3436. If you email, our staff will have to call anyways, which when multiplied is a time issue, to confirm that the parent is actually the person who sent the email. A note with a signature is acceptable as well, but the phone call is our preference.
14. When I call Safe Arrival and say that my child is absent due to illness, do I need to also send a note to excuse the absence?
  - a. No. One call each day a student is absent is enough. Often kids are sick two or three days in a row. Please call each day to excuse each absence. We may receive a call for the first absence, but without a call on day two or three, we have to start treating those additional days like a truancy or unexcused absence, which does need an additional note or phone call.
15. Am I supposed to email teachers about my child's absence?
  - a. No. The attendance is recorded in the office and teachers can see on their computers who is here and who is absent. Parents may want to email teachers during extended absences or illnesses about work that can be completed or made up prior to returning to school. Students typically have a day to make up daily work for each day they were absent. Long term assignments or projects need to follow the teacher's policy for work completion and absences.
16. When is it the responsibility of the student to contact the teacher? When can the parent step in?
  - a. A student should always feel free to contact a teacher about a question. We encourage kids to make an appointment (10 min. break, lunch, before or after school) if the question is either too long or too sensitive to be asked during class time. To build student advocacy, have the child deal with issues that they can clearly communicate with parents. If they have trouble explaining the situation to a parent, they may need some help talking to a teacher. If they can explain it in detail, then monitor the interaction from home and ask students "how it went" after the meeting. If there is still uncertainty or questions remaining, parents should contact the teacher directly. RJH values parental input and participation in helping nurture and guide the learning of each student.
17. What should be done if my student is the subject of intimidation?
  - a. Have the student report it to a staff member at school (Principal, Asst. Principal, Teacher, SRO, Coach, etc). If they won't, then step forward as the parent and help us make sure it stops. We need to know about the intimidation, harassment or bullying in order to ensure it ends. If the victim keeps quiet, it does two things. First, it gives the bully the understanding that the victim is not going to tell and therefore, they are not going to get in trouble. Second, knowing that the bully will not get in trouble, the bully will increase the intensity of the intimidation or harassment or spread it to other children. Encourage your child to speak out and get help. They can be the heroes by stopping the pattern of bullying. Retaliation of any kind is also banned and enforced.

## ASB & Activities

18. What does ASB stand for?
  - a. Associated Student Body
19. What is an ASB card?
  - a. A common name for our student ID cards; it becomes a true “ASB” card when student pay the ASB fee and a small logo or sticker is added to the corner of the card.
20. Does my child really need to pay the ASB fee?
  - a. All students who participate in athletics, clubs or programs that use ASB funds are required to pay the ASB fee. Joining the ASB provides kids discounts to various dances and purchase throughout the year. See the ASB section of the student handbook for more details.
21. What are the sports schedules, music, drama events, evening programs, student expectations and programs at RHS that 9<sup>th</sup> graders can attend etc.?
  - a. Opportunities are generally limited to those sports and activities that the Junior Highs do not offer. Specific events or programs from RHS are welcome to advertise to our 9<sup>th</sup> graders (with Administrative approval) through lunch presentations and our morning bulletin to encourage participation. See the RHS website or contact the school directly for more information about a specific program.
22. What extra activities, such as clubs, can my child join?
  - a. A list of student clubs, with club advisor name, is listed in the student handbook located at the front of the student agenda.
23. Can we get more information about after-school activities?
  - a. Outside of our athletic teams, clubs and ASB programs, we also host a few after school activities.
    - i. Mon – Study Hall 2:30 – 3:30
    - ii. Tues – Study Hall & *RJH After Hours* 2:30 – 3:30
    - iii. Wed – Study Hall & Open Gym 1:00 – 3:30
    - iv. Thurs – Study Hall & *RJH After Hours* 2:30 – 3:30
    - v. Fri – Study Hall 2:30 – 3:30
  - After-school study hall is in the Red Cedar pod. Study hall is led by a district instructional aide, with teacher drop-ins. Mostly self-guided work time with computer access.
  - We host staff from the City of Redmond’s Old Redmond Firehouse youth program, called *RJH After Hours*. They produce a wide variety of programs including, but not limited to dance, sports, computers, music, food, etc. and distribute flyers and additional program information to our students at school.
  - We also host an open gym for kids on Wed. with some volunteers from local youth organizations where kids can play sports, socialize, watch movies, eat popcorn, etc.
24. How can we have more advanced notice of school dances?
  - a. School dances are planned and schedule before school starts each year. Students start getting informed in the morning bulletin and posters around the school from our ASB Leadership Team at least two weeks prior to dances at school. We start ticket sales three days before dances. All our ASB events for the year will be placed on the calendar section of the upcoming school website.
25. When are assemblies?
  - a. There are two main times of day listed in the student handbook, an AM and a PM schedule. Spirit/Sports/Student Recognition assemblies (called *Grizzly Gatherings*) are typically quarterly on Fridays at the end of the school day. We have some assemblies based on the calendar, such as Veteran’s Day or Martin Luther King Jr. Day. We also have some assemblies based on events in the school year, such as our Magazine Drive Kick –Off or Touch of Class (end of year recognition) assemblies.

## **Lunch Procedures**

26. What are the lunch times?
  - a. These are found in the student handbook on the inside cover. Three lunches, each thirty minutes long. First lunch is mostly 7<sup>th</sup> grade, second lunch is mostly 8<sup>th</sup> grade, third lunch is mostly 9<sup>th</sup> grade, with small exceptions in each lunch period.
27. What is offered for lunch?
  - a. Our district has a fantastic lunch program with a wide variety of offerings. It would take too much space to list it all. Try the LWSD website on the parent page under “what’s for lunch?” At the bottom of the webpage, the monthly secondary menu will be posted. In short, we have sandwiches, pizza, burgers, paninis, salads, and an ever-changing assortment of different dishes.
28. How do we pay for lunch?
  - a. There are four ways to add money to a student’s lunch account:
    - i. Set up an automatic monthly withdrawal from your checking account by filling out an Automated Clearing House ([ACH](#)) [Withdrawal Form](#). If you cannot print out the form, you can pick up a form from your child’s school office. After filling out the form completely, mail it to: LWSD Food Services; PO Box 97039; Redmond, WA 98073-9739 Funds added via ACH will become available on the sixth or seventh of each month.
    - ii. Send a check or cash to the school office with your child’s name attached.
    - iii. Charge your Visa or MasterCard by calling the Food Services office: (425) 702-3393
    - iv. Charge your Visa or MasterCard online through the secure [Parent Access](#) site. If you would like step by step instructions for using this secure site, see our [online payments](#) page.
29. What is my student buying for lunch?
  - a. There are about 275 kids in each lunch, so physically tracking what kids eat is too hard. Yet, with a case-by-case request, we can ask Food Services to print out what a student has purchased with their account, scan the document and email it to your home address. It has a few coded names, but a parent can still track the basic idea of what they are buying.
30. Where can my student go during lunch?
  - a. After kids are done eating (typically the first 15 min.), students can use five main common spaces,
    - i. Lunchroom/Cafeteria/Commons – to chat, visit and finish lunches or snacks. This is the only place kids are allowed to eat at school.
    - ii. Gym – to play basketball, football, soccer, etc with friends.
    - iii. Great Hall – to visit and talk, waiting to go to lockers or classes
    - iv. Outside Patio – weather permitted, kids can go outside to relax, talk and chat
    - v. Library – to check out a book, study quietly, use a computer. This is a quiet area.

## **Physical Education (PE)**

31. Do they have some PE time?
  - a. PE is a semester class. If a student has PE this semester, they will not next semester. If they do not have PE this semester, they will next semester.
32. When do we buy the PE shirt?
  - a. Many buy PE shirts during Fees and Form days prior to school starting. They may not have PE semester one, but then in semester two, the shirt is already purchased. Kids need to be wearing the PE shirts and dressing into appropriate shorts/sweats and shoes after the first week of the semester.
33. How does my child get the PE shirt?
  - a. After purchasing the shirt at the register in the front office, students take the receipt to the PE teacher and they get the shirt at that time. Please make sure the student’s first name and last initial (ex. Sean C.) is written in the area on the front of the shirt in permanent marker.

