

Redmond Junior High

10055 166th Ave NE
Redmond, WA 98052
425 936-2440

Attendance Office - 425 936-2441
<http://schools.lwsd.org/RJH>



Parent Handbook 2011-2012

Quick Reference Guide

Absence Reporting	Safe Arrival	425.936.2441
Activities	Chris Broderick	425.936.2440 (1)
Athletics	Julie Lynd	425.936.2440 (4)
Attendance Office	Patty Doherty	425.936.2440 (1)
Bus/Transportation Info	Jeff Miles	425.936.1120
Discipline	Sean Cassidy	425.936.2440 (4)
Emergency Student Contact	Patty Doherty	425.936.2440 (1)
Ext. Illness/Vacations	Patty Doherty	425.936.2440 (1)
Fees and Fines	Sharon Wolf	425.936.2440 (4)
First Aid/Medications	Susan Johnson	425.936.2440 (3)
General Information	Patty Doherty	425.936.2440 (1)
Librarian	Kendra Friday	425.936.2440 (1)
Lockers	Susan Johnson	425.936.2440 (3)
Lost and Found	Patty Doherty	425.936.2440 (1)
Records, Report Cards	Susan Johnson	425.936.2440 (3)
Schedules	Susan Johnson	425.936.2440 (3)
Student Government/ASB	Chris Broderick	425.936.2440 (4)
Student Services Office	Susan Johnson	425.936.2440 (3)
Use of Facilities	Patty Doherty	425.936.2440 (1)
Visitor Check In	Carol Underwood	425.936.2440 (6)

Due to the DISRUPTION caused to the instructional program, telephone messages for students must be of an EMERGENCY nature and from the parent or guardian only.

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Bell Schedule (M, T, T, F)			LEAP Bell Schedule (W)		
Warning Bell 7:45			Warning Bell 7:45		
First Period 7:50 - 8:45 55 min			First Period 7:50 - 8:30 40 min		
Second Period 8:50 - 9:40 50 min			Second Period 8:35 - 9:11 36 min		
Third Period 9:45 - 10:35 50 min			Third Period 9:16 - 9:52 36 min		
			Fifth Period 9:57 - 10:33 36 min		
"A" Lunch	"B" Lunch	"C" Lunch	"A" Lunch	"B" Lunch	"C" Lunch
Lunch 10:35 - 11:05 30 min	HR/Reading 10:40 - 11:05 25 min	Fourth Period 10:40 - 11:35 55 min	Lunch 10:33 - 11:03 30 min	Fourth Period 10:38 - 11:08 30 min	Fourth Period 10:38 - 11:13 35 min
HR/Reading 11:10 - 11:35 25 min	Lunch 11:05 - 11:35 30 min	HR/Reading 11:35 - 12:00 25 min	Fourth Period 11:08 - 11:43 35 min	Lunch 11:08 - 11:38 30 min	Reading 11:13 - 11:38 25 min
Fourth Period 11:35 - 12:30 55 min	Fourth Period 11:40 - 12:30 50 min	Lunch 12:00 - 12:30 30 min	Reading 11:43 - 12:08 25 min	Reading 11:43 - 12:08 25 min	Lunch 11:38 - 12:08 30 min
Fifth Period 12:35 - 1:25 50 min			Sixth Period 12:13 - 12:50 37 min		
Sixth Period 1:30 - 2:20 50 min					

The Lake Washington School District #414 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance procedures may be directed to Personnel Office, Title IX Officer, P.O. 97039, Redmond, WA 98073-9739, telephone number (425) 702-3200.

Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Vision

Through school-wide collective commitments in a rigorous learning environment, Redmond Junior High students are prepared for the challenges and rewards of high school, future educational opportunities, the global workplace, and personal life.

We believe in...

Interconnected Learning Experiences

Students learn best when programs of study are integrated and interconnected and when learning builds upon previous learning experiences and prior knowledge.

Personalization and Individual Attention

Students learn best when they are known well by adults in the school, and when the instruction and support they receive meets their needs as learners and individuals.

Student Ownership and Engagement

Students learn best when they are actively engaged in authentic learning, when work is personally relevant, and when both teachers and students are able to articulate what students are learning, why it is important, and how students are progressing in their learning.

Equity and Cultural Responsiveness

Students learn best in a culturally responsive environment that is equitable, honors diversity, promotes democratic ideals and good citizenship, and where mutual respect exists between and among students and staff.

Challenging and Meaningful Curriculum

Students learn best when curriculum is rigorous, relevant, specifies standards for both content and student performance, and when those content and performance standards are made explicit to students.

High Expectations and Quality Instruction

Students learn best in an environment where the prevailing belief is that intelligence, talent and ability is created by effort, where adults expect every student to succeed with effort, and where high quality instruction reflects educational best practice and results in student performance.

POLICIES & PROCEDURES

STUDENT HOURS AT SCHOOL

7:20 AM – 2:50 PM

Attendance Office-425 936-2440 Safe Arrival Number - 425-936-2441

Because our students need to be supervised in a safe environment, we have developed the following policies for students on campus. Students are required to understand this material and will be held accountable for their actions and/or behaviors.

ARRIVAL & DEPARTURE

Many students are eager to be at school. Because of this, they arrive at school too early and/or stay too long beyond the end of classes. The school cannot accept responsibility for supervision of students on the school premises outside of the teacher duty hours of 7:20 AM to 2:50 PM, unless they are involved in a supervised school activity such as study club or athletics. Additionally, students that are not under the direct supervision of an adult need to leave campus by 2:30 PM.

The custodians will lock the entrances at 3:30. Any school business occurring after 3:30 must be pre-arranged. Students participating in after school sports activities will not have access to the main building after 2:50.

ATTENDANCE

Missing school affects school performance. Attending school regularly will foster greater academic success. Once students arrive at school, they are required to remain on campus and attend each class, unless properly excused by the Attendance Office.

The school will determine whether absences or tardies are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law, RCW 28A.225 also called “the Becca Bill” and LWSD policy) include the following: illness, medical appointments, family emergency, religious holiday, school related field trips, suspensions, or other pre-arranged absence. If insufficient reason for absence is provided, the absence will be considered unexcused.

SAFE ARRIVAL

Redmond Junior High is committed to the Safe Arrival Program. Parents are requested to call the school’s Safe Arrival line at 425.936-2441 (24 hours a day) when a student is going to be absent prior to 8:00 AM on the day of the student’s absence. Parent volunteers or the attendance secretary will call home to confirm the student’s absence for each occasion. If parent contact has not been made previously, the student must have a written excuse signed by a parent or guardian upon return to school or within two school days. If the student does not present an authorized excuse, the absence will be considered unexcused and the student will be reported as truant.

As mandated by State Law, the Becca Bill, students who accumulate five (5) unexcused absences in 30 days or ten (10) unexcused absences in a school year will be referred to the King County Juvenile Court System. The court may impose sanctions on either the student and/or the parent/guardian.

TARDIES

Tardiness is disruptive to the teaching/learning process and negatively effects student performance. When the bell starts to ring, all students must be in the appropriate classroom or locker room. Unexcused tardies will be subject to progressive discipline. In periods two through six, teachers will assign detentions for the second and third tardies and the student will be referred to the assistant principal for four or more tardies. First period unexcused tardies will be handled by the attendance office with a 30 min. lunch detention for the day of the tardy. Examples of unexcused tardies to first period are: missed bus, overslept/alarm didn’t go off, and variance students with transportation problems.

UNEXCUSED ABSENCE/BECCA BILL

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, planned trips not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the "Becca Bill", students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian. Parents will be required to complete a brown verification sheet.

EXCESSIVE ABSENCES OR TARDIES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed 4 unexcused absences in a semester will be sent a letter of concern. Parents/guardians and students who exceed 7 unexcused absences in a semester will be required to meet with the Assistant Principal; contact will be made with the LWSD Becca Coordinator for referral. If a student exceeds 10 total absences (excused and/or unexcused) in a semester, the school may require documentation to verify the excessive absences. Unexcused tardiness to school will result in the assignment of detention or school service.

SCHOOL DISMISSALS

If it is necessary for students to leave the school grounds due to illness or other emergency they must sign out at the Attendance Office. Dismissals for medical or dental appointments will be approved in the Attendance Office provided that the school office is notified in advance with a written notice or phone call. To obtain an early dismissal slip, students must bring their notice to the Attendance Office before the school day begins on the day they are to be dismissed. Parents should pick up their student at the Attendance Office upon their arrival at school and be prepared to show identification upon request.

HOMEWORK REQUESTS

In case of absence, schoolwork may be requested by the parent through the Attendance Office or by directly e-mailing the teacher(s). Collection of work requires one full school day. Parents should be prepared with the locker number and combination if books need to be picked up. It is expected that work obtained in this way will be completed and turned in on the day the student returns to class. Otherwise, additional days allowed to complete makeup work will equal the days absent.

VACATION PRE-ARRANGED ABSENCE

Parents and students sometime request excused absences for vacations. These requests should be submitted to the Attendance Office at least ten (10) days in advance of such absence. It should be understood that some schoolwork is difficult to duplicate away from class and such absences may affect a student's grade.

YEAR-END EARLY RELEASE POLICY

RJH understands that special family circumstances occur that require students to be released from school prior to the end of the school year. We have developed the following policy to assist both the student and the teacher in planning for the early release from school.

1. Parents/guardians will complete an early release form obtained from the Attendance Office and submit it to the office not less than five (5) days prior to the expected withdrawal date.
2. The Attendance Office will notify all teachers of this request.
3. When a student is released ten (10) school days or fewer before the end of the year, he/she will be awarded the grade earned as of the day of withdrawal from school and assigned any year-end adjustments or tests. When a student's last day of attendance is more than ten (10) school days prior to the end of the year, he/she must complete all work assigned by the teachers by the last day of attendance.

LOST AND FOUND

Lost and found clothing items can be found at the custodian's office. Other items including watches, jewelry and wallets may be claimed at the Attendance Office. If items are labeled, every effort is made to return items to the student. Several times a year, the lost and found items are donated to a local charitable organization and notices of these occurrences are announced in the student daily bulletin.

ACCIDENTS OR ILLNESS AT SCHOOL


The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home. No student will be sent home unless a parent, guardian or emergency contact has been notified.

REQUIRED SUPPLIES FOR ALL STUDENTS

Learning how to study is an important part of our curriculum at Redmond Junior High. Each student will learn the skills of organizing assignments and resources and managing time efficiently. To help our students become more proficient in developing these skills and ultimately learning more effectively, the following items are required supplies for each student:

1. A three-ring binder to store and sort all papers
2. Three-holed paper (avoid spiral notebooks)
3. School Agenda (students will be provided with one, \$3 fee for replacement)
4. Dividers
5. Pens and pencils
6. Book covers (if available, the school will supply)

STANDARD HEADING FOR STUDENT WORK

	First Name Last Name
	Teacher
	Subject
	Date
	Assignment (optional)

GRADING SCALES

*LWSD policy requires that A- and D- are not offered on grade transcripts.

A = 90% plus*	B+ = 89-87%	B = 86-83%	B- = 82-80%	C+ = 79-77%
C = 76-73%	C- = 72-70%	D+ = 69-67%	D = 66-60%*	F = 59% & below

AGENDA USE POLICY

Students will use agendas to record class work and homework on a daily basis. Teachers and parents should monitor this behavior to hold students accountable. The agenda will also be used as the students' hall pass. To replace a lost agenda, students may purchase one at the Attendance Office for \$3.00.

HOMEWORK POLICY

Recognizing that our students participate in many family, church, school and community activities outside of school, we strive for balance in our approach to homework.

STUDENT USE OF OFFICE TELEPHONES

Students will be allowed to use the student phones located outside the Attendance Office in an emergency under the direct supervision of a staff member. If a student is excused from class to use the telephone, he/she must report to a secretary with a signed pass. Students are reminded to use the phone with care. Students are not allowed to use the teacher telephones.

STUDENT FINE/FEE PROCEDURES

Students are issued, on loan, some items such as textbooks, library books and P.E. locks that are the property of LWSD. These items are expected to be returned in satisfactory condition at the end of the loan period. During the time an item is checked out to a student, it is the responsibility of that student. When loss or damage occurs, the student who had the item checked out is obligated to make restitution. To facilitate this, a fine list is processed at the end of each quarter. Sports and club clearances are withheld from any student owing a fine. Additionally, yearbooks will not be distributed to students owing fines and ninth graders will not be allowed to participate in the end of the year activities. A fee of \$10.00 will be assessed for checks returned for non-sufficient funds.

STUDENT DELIVERIES

Items that need to be delivered to a student should be brought to the Attendance or Student Services Offices. A delivery pass will be sent to the student for pick-up at the end of the period. Flowers/balloons are not school appropriate and should not be brought to the school.

STUDENT DIRECTORY

A student directory is available through membership with PTSA.

ACADEMIC HONESTY POLICY

Any student who is found to be cheating, plagiarizing or copying on any test or assignment (including homework) will be required to complete a similar assignment /activity. Parents will be contacted, and disciplinary consequences may be imposed.

LUNCH PROCEDURES

1. Stand in the correct line to purchase the food for lunch.
2. To purchase lunch using a lunch account, the student **must have their ASB ID card**. A basic school lunch will be provided for students without this card. These students will have to wait until all ASB card and cash sales are complete before their transaction are accepted.
3. Lunch is to be eaten only in the commons, food is not allowed in the Great Hall, Gym, hallways or outside.
4. Clean up the tables. The freedom received at lunch may be affected by the way they clean up.
5. Money can be deposited directly to the cafeteria with a personal check, phone or online.

LUNCHROOM GUIDELINES

1. Use common sense during lunch. Avoid yelling and screaming. Do not run, chase, jump or engage in general roughhousing with other students. Lunch is not recess.
2. Do not throw food (or anything else) in the cafeteria.
3. Use restrooms in the main hall downstairs. The hallways, pods and drinking fountains are closed and off-limits during lunch, but can be accessed with adult permission.
4. The library will be available for student use during the lunch time provided classes are not being conducted. A pass must be obtained from the library in the morning.
5. We encourage all students to stay seated for the first 15 minutes of lunch to finish their meal. Lunch activities will not start until the 15 min or half way mark of each lunch.
6. The outside area will be closed as a result of poor weather, student behavior, or administrative decision.
7. Student notebooks, folders, textbooks, etc must be placed in lockers or classrooms prior to lunch. They will be confiscated and held in the office pending progressive discipline.

GENERAL GUIDELINES

ATHLETIC OR AFTER-SCHOOL EVENTS

Spectators are welcome. However, students are expected to sit in the stands in the gym/commons. Once students leave the event, they are expected to leave the school grounds.

BACKPACKS/PURSES

Students are to put backpacks and purses in their locker upon arrival to school. They are to be left there until the end of the school day. Backpacks/purses are not permitted in the classrooms, locker rooms, hallways or commons.

CELL PHONES/OTHER ELECTRONIC DEVICES

Cell phones, cameras, and music players (IPOD's, etc.) are to be turned off and put away prior to entering the building in the morning and may not be taken out until the student leaves the building at the end of the day. Additional personal electronic devices such as book readers and laptops must have an educational purpose within the classroom setting. This means email use is restricted to school email only, and the use of the internet is for school-related research, accessing grades or teacher portals. Students are not to be playing personal games on these devices for any reason during the school day. This includes USB drives; students are not to run games or programs off these items. They are to be used for storing school-related projects only. Violators of any of these expectations will have the item confiscated and returned at the end of the day. On a second offense, the item will only be returned to a parent. If a third offense occurs, students will be given progressive discipline for defiance of a staff member. All electronic devices brought to school are the student's responsibility; the school is not responsible for loss or damages to personal property of any kind brought to school.

CLOSED CAMPUS

Redmond Junior High School is a closed campus, which means students cannot leave the school grounds once they have arrived (even before first period) or enter the campus grounds when absent without checking in at the Attendance Office. Closed campus also means that unauthorized visitors are not allowed. Parents are discouraged from picking up students during lunch, unless for medical appointments or emergency reasons.

COMPUTERS

Students are expected to use caution and care when working at computers. No gum, pop or candy should be near any computer. Students are not to tamper with hardware (mice), screens, control panels, disk drives or printers. Restitution will be expected from anyone damaging a computer. Each student is to purchase his/her own USB drives, and not borrow from another student. Anyone erasing or taking someone else's USB drive will be charged with theft. Students using unauthorized software on school equipment will be charged with vandalism. LWSO On-Line and other networks are not to be used for illegal, harassing, inappropriate or obscene purposes.

COMPUTER LAB IN PODS

Students are able to use computer labs only with teacher approval and supervision. Computer Labs are only to be used by students while working directly with teachers. There will be no computers used in labs before school, lunch or after school without direct teacher supervision. Students should use the library, if necessary.

DANCES: Dances are sponsored by the ASB for the student body of RJH. Students must purchase tickets prior to the dance as announced. No tickets are sold at the door for any reason. The doors close one half hour after the start of the dance and no one is allowed to leave the dance until it is over unless the parent is present to pick up the student. In order to attend the dance, students must be in attendance at school for at least 1/2 of the school day. Appropriate student conduct is expected and discipline policies/actions are the same as those for the regular school day. Only Redmond Junior High students are permitted to attend school dances.

DRESS CODE

To support our primary focus of education, we have established the following guidelines to limit distracting clothing and attire during the school day. Students are encouraged to consult with administrators prior to the school day, with no disciplinary consequences, if there is a concern about meeting the dress code standards. During the school day, if any staff member considers an item to be in violation, the student will be expected to change clothes and progressive disciplinary action may result.

Primarily, we ask that students' attire should be safe, appropriate, non-disruptive, and decent. To help define this concept, the following bullets have been added (with quick measures in parenthesis).

- Clothing, bandanas, bracelets and personal belongings should not display designs or messages about sex, drugs, alcohol, obscenity, gang affiliation, violence or harassment of any group.
- Revealing clothing is not permitted. All garments should have sleeves that cover shoulders and chest area, no tank tops. Necklines should prevent any cleavage showing (armpit level). Mid-drifts and underwear should not be exposed (no sight of skin, boxers or underwear). Skirts and shorts need to be decent while both standing and sitting, holes and wear marks are included (hems must extend past hanging fingertips at side). Tights worn under inappropriate skirts and shorts do not make them acceptable for school.
- Hats and hoods are not to be worn inside the school building.
- Spirit/Dress-up Days - Students who fully participate in these days are allowed to wear hats and clothing that is unique to that day's style and costume, but common sense needs to be observed and students may be asked to change if attire does not follow our primary focus of safety, appropriateness, non-disruptiveness and decency.

FOOD, GUM, BEVERAGES

Students are expected to consume food and beverages only in the commons. Food and beverages will be confiscated if being consumed in an undesignated area. Gum chewing is not allowed on campus at anytime. Students will receive an automatic detention for chewing gum. For a second offense the student will be assigned a Wednesday after school campus clean-up and a third offense will result in In-School Suspension. Clear water is allowed in classrooms only, not in computer labs.

LOCKERS

Lockers are the property of the school and may be inspected at any time by a school staff member. Each student will be issued an individual locker combination that must be kept private. Students are responsible for the contents of their locker and are expected to maintain their locker in an orderly manner. Adhesives are not permitted to be used in or out of the locker. The school is not responsible for any items that may be stolen from lockers (including P.E. lockers). No mirrors are to be hung inside lockers. Students are expected to keep their lockers closed and locked.

PERSONAL PROPERTY

Personal property brought to school is the student's responsibility; the school is not responsible for loss or damages to personal property brought to school.

SCHOOL BUS TRANSPORTATION

The driver is in full charge of the bus and is responsible for enforcement of the rules of conduct. Standard procedures of discipline will be followed for bus misconduct and may include riding privileges being removed. Students must have written parent permission and must obtain a bus pass from the Student Services Office in order to ride a bus other than the one to which they are regularly assigned. Additional rules and regulations will be provided by district drivers.

WHEELED VEHICLES

No skateboards, roller skates, roller blades or other items are to be on campus at any time. Bicycles may be ridden to/from school and bicycle racks are available for them to be locked to during the day. RJH is not responsible for damage or loss to student property, including bikes.

RJH ASB AND ACTIVITIES

ASSOCIATED STUDENT BODY

Every student at Redmond Junior High is eligible to be a member of ASB by purchasing an ASB card. This entitles the holder to join the ASB clubs, participate on school sport teams, vote in all school elections, and receive discounts on ASB functions and activities.

ASB OFFICERS

President	Mahre Connor
Vice President	Nora DeWater
Secretary	Christina Dias
Treasurer	Connor York
Public Relations	Rebekah Hurley

STUDENT GOVERNMENT

ASB Officers are elected in the spring by the ASB membership. President, Vice President, Secretary, Treasurer and Public Relations make up the Executive Board. Officers serve a one year term in office.

The ASB Cabinet is an advisory board made up of the runner-up candidates in the ASB election process. This year's ASB Cabinet consists of Joseph Ballantyne, Evan Blajev, Hannah Kuracina, Daria Liborski and Jonathan Qu. This group has the power to make decisions and begin actions when a full ASB Council cannot be called.

Any qualified member of the ASB may run for the position of ASB Representative. Each homeroom elects a representative to serve a one semester term on the ASB Homeroom Representative Council. It is this body that formally governs the activities, budget and actions of the entire student body. The representative has a very important role in communicating the wishes and concerns of the students in the class. It meets at least once a month in order to maintain an efficient government.

ASB ACTIVITIES

The following are samples of clubs that are open to ASB card holders and their activities are briefly described.

GAMES CLUB: Test your skills in a variety of board games.

SPIRIT CLUB: This club is open to all students and it promotes RJH pride through school wide activities and assemblies.

HONOR SOCIETY: This club recognizes academic excellence. Eligible students are 8th and 9th graders who have a 3.6 grade point or above. Students are invited to join this club and are selected on the basis of academics, character, service and citizenship. The club organizes activities that promote respect for our school and community.

MATH TEAM: This club gives an opportunity for students with excellent math skills to compete. A team of 13 students competes in events including algebra, geometry, team problem solving, arithmetic computation and concepts and computer math.

YEARBOOK/ANNUAL: This group creates the yearbook/annual for the ASB. Students with talents in writing, photography, art and layout skills are encouraged to join, and beginners are welcome.

ENVIRONMENTAL CLUB: This club thinks globally, but acts locally. Students participate in Earth Day activities, recycling programs and work to raise awareness in the community.

ACADEMIC GAMES: This club competes against other schools in activities that stretch your thinking, push your problem-solving skills and tests your ability to work in groups, while having a great time and lots of fun.

CHESS TEAM: This is for students who want to learn, play and compete with other students over the game of chess. Any skill level is accepted from beginners to experts.

ATHLETICS

PHILOSOPHY

The Redmond Junior High athletic program plays an integral role in the total educational process of developing capabilities and providing a variety of opportunities for young people. An effective athletic program should enhance each participant mentally, emotionally and socially as well as physically. The mission of developing each individual's potential should be emphasized above and beyond achieving team results.

Interscholastic athletics in the LWSD are intended to provide opportunities for students to participate in structured and supervised programs that promote good sportsmanship and fair play in a competitive environment.

ATHLETIC ELIGIBILITY

- *Student/Athletes are required to pass all classes and maintain a 2.0 GPA. Grades will be checked twice, once one week into the season and once at a mid-season check.*
- *Students must have attended at least 1/2 day in order to attend or participate in sporting events.*
- *For those 9th graders who wish to participate at Redmond High School, the LWSD HS Athletic Policy can be found on the RHS Athletic website.*

To maximize participation for all students, the junior high athletic program will be organized into three levels of competition:

District Competition: Competition for students on Varsity and Junior Varsity teams.

Regional Competition: Competition within the designated geographic regions of Juanita, Lake Washington, and Redmond or regions as determined by the Activities Board.

Intramural Competition: Competition within each building. Schools will determine the sports/activities that are offered. Each program will be open to all interested students.

ACTIVITY BUS

Transportation will be provided to and from away contests (return to Redmond Junior High). Parents/guardians are responsible for transportation after practices/games.

SCHOOL SPORTS PARTICIPATION FEE— (subject to change pending LWSD Board decision)

Fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for brothers/sisters who attend the same school (not junior high and senior high). Fees must be paid separately for each sport and it will be noted on the clearance form completed by the school ASB secretary. Payment needs to be in by the first day of practice to be eligible to participate. A fee of \$10.00 will be assessed for checks returned for non-sufficient funds. The following participation fees apply for the 2006-07 school year (team managers are not required to pay fees):

JUNIOR HIGH LEVEL

- ⇒ \$105 per sport with an individual cap of \$210
- ⇒ Additional siblings at the same school are capped at \$105
- ⇒ Same level family cap of \$315

HIGH SCHOOL LEVEL (For 9th graders participating at Redmond High School)

- ⇒ \$275 per sport with an individual cap of \$550.
- ⇒ Additional siblings at the same school pay \$275 with a cap of \$450.
- ⇒ Same level family cap of \$1000

*These fees are non-refundable with exceptions for quitting due to illness, injury or a move prior to the first competition. These refunds must be requested prior to the end of the related season. Quitting due to placement on team levels (varsity, junior varsity, etc) does not warrant a refund.

Athletic Offerings by Season	
<u>Sport Season 1</u> - Sept. — October Boys: Basketball (7 th grade), Football (8 th & 9 th grades), Tennis, Golf (HS), Cross Country (HS) Girls: Badminton, Softball, Soccer (HS), Cross-Country (HS), Swimming/Diving (HS)	<u>Sport Season 2</u> - Nov. — January Boys: Basketball (8 th & 9 th grades), Swimming/Diving (HS) Girls: Basketball, Gymnastics (HS)
<u>Sport Season 3</u> - January — March Boys: Wrestling Girls: Volleyball (8 th & 9 th grades)	<u>Sport Season 4</u> - April — June Boys: Baseball, Track, Soccer (HS) Girls: Tennis, Track, Volleyball (7 th grade), Golf (HS)

BEHAVIOR EXPECTATIONS

PHILOSOPHY

We believe that students and staff at Redmond Junior High need an emotionally and physically safe environment, friends, fun, opportunities to make decisions/choices, order and structure, positive reinforcement, acceptance, self-discipline, self-esteem, success, to be listened to and to know that someone cares for them.

We also believe that all people can and will learn and that discipline is not separate from, but is a part of the learning process. The ultimate in discipline is self-discipline. Self-discipline happens when people make wise, informed decisions.

The staff, students and parents of Redmond Junior High will work together to create an environment that enables every student to develop his/her unique academic, social and physical skills. One critical step in creating this positive environment is to provide students the opportunity and skills necessary to make wise choices concerning their actions. This self-discipline will result in positive consequences and a productive atmosphere at our school.

STUDENT AND STAFF RIGHTS

Each student has the right to:

- Expect that the school will strive to provide for the needs stated above;
- A productive learning environment;
- Expect adult support for learning and resolving problems;
- Be treated in a courteous and respectful manner by others.

Each staff member has the right to:

- Teach without behavioral interference from students;
- Be treated with respect and dignity;
- A safe and orderly work environment.

STUDENT, STAFF AND PARENT RESPONSIBILITIES

All students are responsible for:

- Their own behavior at school and at all school-related activities;
- Respecting the rights and property of the school and others;
- Their schoolwork and individual academic progress.

All staff are responsible for:

- Providing for the needs of students and staff as stated above;
- Teaching students and assuring that all students have an opportunity to learn;
- Teaching school expectations and enforcing them in a firm, fair and consistent manner;
- Maintaining active communication with parents/guardians.

All parents/guardians are responsible for:

- Providing a safe and healthy environment;
- Creating a trusting atmosphere that encourages student responsibility;
- Supporting the educational process by serving as a resource for his/her student;
- Maintaining active communication with staff and student.

CLASSROOM DISCIPLINE PROCEDURES

Our goal is to have all student behavior fall within the *General Behavior Expectations*. To clearly communicate these expectations, teachers yearly develop, post and engage in teaching students how to successfully navigate the rules and regulations of the school and classroom. At times, expectations are revisited to address a growing concern in the classroom.

When a disciplinary situation occurs, the following steps will be followed:

1. Student is made aware of inappropriate behavior.
2. Student identifies and displays a more appropriate behavior or repeats the unacceptable behavior (WARNING).
3. If an unacceptable behavior is repeated, student experiences a consequence (options listed below) issued by the teacher with parental notification (CONSEQUENCE).
 - a. Conference with the student to come to an agreement
 - b. Time-out
 - c. A sincere written or spoken apology
 - d. Natural consequences (the consequence should be closely aligned with the problem). Examples include writing on desk-clean the desk; damage to property-replace it; waste time-make it up; not bringing materials-spend detention time doing work with materials)
 - e. Teacher assigned detention
 - i. 10 - 30 minutes before, during or after school (at teacher discretion) with one day notice, or sooner with parent notification
 - f. Student misconduct of an extreme nature will require immediate action. The student will be removed from the classroom and directly referred to an administrator.
4. Student is referred to an administrator (OFFICE REFERRAL).
5. Further consequences will be determined by law, school district and building policies and the judgment of the administrator.

ADMINISTRATIVE DISCIPLINE PROCEDURES

In situations which require administrative disciplinary action, the following procedures will be used: (Note: Anywhere in this document where the word principal is used, the principal, assistant principal or his/her designee applies.)

1. Conference with student. The student will be given an opportunity to provide information and be informed of any accusation against him/her.
2. Consequences will be administered on a progressive basis. However, the principal reserves the right to alter or move to any stage of disciplinary action when deemed appropriate.
 - a) Principal conference
 - b) Principal conference, parent notification, detention or campus clean-up/community service
 - c) Principal conference, parent notification, short term suspension (1 - 10 days in-house or out of school)
 - d) Principal conference, parent notification or conference, long term suspension (11 - 90 days)
 - e) Expulsion
3. Principal conference with parent and student may be required upon the student's return from a suspension.

APPEAL PROCESS

1. Inform student and parent of appeal procedure.
 - a) A suspension of ten days or less may be appealed to the principal.
 - b) A suspension of eleven days or more may be appealed to the district hearing officer.
2. Inform parents of decision and procedures for requesting a hearing.
3. Formal grievance information will be provided by a building administrator upon request or at any time a long term suspension is issued.

**POSSIBLE CONSEQUENCES FOR
VIOLATION OF STUDENT BEHAVIOR EXPECTATIONS**

Time out or Systematic Exclusion

Student is temporarily removed from the classroom or activity.

Removal of Privileges

Student privileges are removed. Examples: sports activities, club activities, small group meetings, hall passes, field trips, cafeteria use, etc.

Detention

Student is detained by a teacher or school administrator before or after school. One day's notice, verbally or by e-mail, will be given unless earlier arrangements are made with parents and the student. Student and parents are responsible for transportation.

Lunch Detention

Student is assigned a 30 minute detention during the lunch period. Students bring their lunch immediately to a designated table away from peers that is supervised by an adult. Students eat in silence and after eating, help custodians clean the lunch room and tables for the next lunch.

Wednesday Campus-Cleanup

Students are required to pick up trash, wash tables/desks, stack chairs, etc. as assigned after school on the early release Wednesdays from 1:00 to 2:30pm. This is used as an intermediate step to avoid short-term suspensions.

Confiscation

Items inappropriate for school will be taken away. Immediate notification of Redmond Police on weapons confiscated at school.

Restitution

Damaged or stolen property is replaced or repaired. May be accomplished by monetary payment or student labor.

Probation/Behavior Contract

Student is placed on a contract & is told what the next consequence will be for similar offense.

Class Suspension

Student is removed for a maximum of two days from a specified class or classes. Classroom teacher is responsible for notifying parents. Consequence may be assigned by an administrator.

In-House Suspension

The student is permitted to remain in school, but is maintained in a room apart from the general school population. The student is not allowed to attend classes, but is afforded the opportunity to work on daily assignments. Teachers provide assignments. In-House Suspension may involve some assignments to campus work detail (gloves will be provided). Students may not stay after school or attend evening activities on days assigned to In-House Suspension. Inappropriate behavior will result in short or long term suspension.

Short-Term Suspension

Administered by a building principal, students are removed from school for one to ten days. Parents are contacted by phone, if possible, and the student is sent home. Formal notification, in writing, is also given. Students may not come back on campus during or after the school day for the duration of the suspension.

Long-Term Suspension

Administered by a building principal, students are removed from school for eleven or more school days. This suspension is subject to the district level appeal process. Formal notification is made in writing. Students may not come back on campus during or after the school day for the duration of the suspension.

Emergency Expulsion

Student is removed from school when he/she is considered a danger to himself/herself or others, or is considered an immediate threat to the educational process. Formal notification is made in writing. The expulsion is subject to the district level appeal process but the student is not allowed to return to school pending the appeal. Students may not come back on campus during or after the school day for the duration of the expulsion which may be for an indefinite period of time.