

# Redmond Middle School

## 2020-2021

10055 166th Ave NE  
Redmond, WA 98052

School Office: 425-936-2440

Attendance/Safe Arrival Line: 425-936-2441

School Website: <http://rms.lwsd.org>

PTSA Website: [www.RMSpts.org](http://www.RMSpts.org)

District Website: [www.lwsd.org](http://www.lwsd.org)

Dana Greenberg, Principal: [dgreenberg@lwsd.org](mailto:dgreenberg@lwsd.org)

Jalynn Montes, Associate Principal: [jmontes@lwsd.org](mailto:jmontes@lwsd.org)  
(Student Support for Last Names: A-L)

Stuart Prince, Associate Principal: [stprince@lwsd.org](mailto:stprince@lwsd.org)  
(Student Support for Last Names: M-Z)

## **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 Middle School students are prepared for the challenges and rewards of high school, future educational opportunities, the global workplace, and personal life.*

## **RMS Commitments**

1. We commit to creating a culturally responsive environment that is equitable, honors diversity, that promotes democratic ideals and good citizenship, and where mutual respect exists between and among students and staff.
2. We will hold high expectations for student achievement and character and will guide students to make healthy and responsible choices for their lives and the learning process.
3. We will provide students with purposeful opportunities to choose what they want to learn and to take risks in the process of gathering and presenting information.
4. We will provide students with opportunities to learn and serve outside the classroom in our local and regional communities.
5. We will assist each student in their transition to high school by providing appropriate instruction, monitoring their progress, and offering guidance and support services tailored to individual needs.
6. We will help students assess their strengths and weaknesses to develop interests for careers.
7. We will stay current with content and best teaching practices in our subject area.
8. We will provide meaningful, interconnected learning experiences.
9. We will collaborate to plan and implement instruction and to reflect on performance data.

# THE GRIZZLY WAY

	<b>KIND</b>	<b>HONEST</b>	<b>PROUD</b>
<b>LUNCHROOM</b>	<ul style="list-style-type: none"> <li>• We respect staff and students</li> <li>• We are present with the people around us (electronics are off and away)</li> <li>• Tables are open to everyone</li> <li>• We acknowledge our neighbors</li> <li>• We are helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>• We stay in line</li> <li>• We respect others' place in line</li> <li>• We remain in the cafeteria, and ask an adult for permission to leave when needed</li> </ul>	<ul style="list-style-type: none"> <li>• We leave no trace by cleaning up the area around us</li> <li>• We leave our backpacks under the table to make room for our peers</li> <li>• We eat our own food</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• We are mindful of our surroundings</li> <li>• We keep our eyes up and electronics away</li> <li>• We keep to the right to make room for others</li> <li>• We keep our hands to ourselves</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We take care of our personal needs during passing time (bathroom, locker, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• We are kind and helpful to those we pass in the hallway</li> <li>• We arrive to class early and ready to learn</li> <li>• We leave no trace</li> </ul>
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>• We are respectful of ourselves and others</li> <li>• We disagree without being disagreeable</li> <li>• We help others</li> <li>• We encourage active participation</li> </ul>	<ul style="list-style-type: none"> <li>• We communicate our needs</li> <li>• We take responsibility over our own behavior</li> <li>• We ask for help when needed</li> <li>• We develop a growth mindset and are not afraid to learn from our mistakes</li> </ul>	<ul style="list-style-type: none"> <li>• We focus on learning by having our phones away unless directed by a teacher</li> <li>• We respect shared materials</li> <li>• We keep the classroom clean</li> <li>• We submit work that reflects our best effort</li> <li>• We bring a positive attitude</li> <li>• We come to class prepared to learn everyday</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• We model active listening</li> <li>• We give our undivided attention to the speaker and electronics away</li> <li>• We keep our hands to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>• We self-monitor our own actions</li> <li>• We stay seated with our class</li> <li>• We hold each other accountable appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• We show Grizzly Spirit</li> <li>• We participate appropriately</li> <li>• We respect equipment</li> <li>• We use the aisles when entering/exiting the bleachers</li> <li>• We walk</li> </ul>

<b>BATHROOM</b> <b>Go, Flush, Wash, and Leave</b>	<ul style="list-style-type: none"> <li>• We are respectful of others privacy</li> <li>• We keep interactions minimal and positive</li> <li>• We respect the physical property (walls, floors, ceiling, mirrors, etc.)</li> <li>• We leave the bathroom the way we found it</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We follow classroom procedures and sign in/out of class with a pass and return it to class</li> <li>• We keep our electronics away as the bathroom is a photography free zone</li> </ul>	<ul style="list-style-type: none"> <li>• We keep the bathroom tidy and clean</li> <li>• We wash our hands with soap</li> <li>• We wear our bathroom pass with pride</li> </ul>
<b>OUTSIDE</b>	<ul style="list-style-type: none"> <li>• We respect the personal space of others</li> <li>• We assist in keeping the peace</li> </ul>	<ul style="list-style-type: none"> <li>• We stay within the defined boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• We follow adult instructions</li> <li>• We take care of our school property</li> <li>• We seek help when needed</li> <li>• We model courtesy within our community</li> </ul>
<b>LOCKER ROOM</b> <b>Change, Lock Valuables, Leave</b>	<ul style="list-style-type: none"> <li>• We are respectful of others' privacy</li> <li>• We keep interactions minimal and positive</li> <li>• We respect the physical property (walls, floors, ceiling, mirrors, lockers etc.)</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We lock our valuables and respect others belongings</li> <li>• We keep our electronics away as the locker room is a photography free zone</li> </ul>	<ul style="list-style-type: none"> <li>• We change quickly and leave ready for Fitness class</li> <li>• We keep the locker room tidy and clean</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• We treat people, materials, and space with care</li> </ul>	<ul style="list-style-type: none"> <li>• We come to the library with purpose and are accountable for our actions</li> <li>• We return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>• We take pride in a clean, organized, and welcome space</li> <li>• We leave food, drinks, gum, and cell phones outside of the library</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• We use appropriate language</li> <li>• We assist in keeping the peace</li> <li>• Seats are open to everyone</li> <li>• We keep our hands to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>• We ride our assigned bus and use our designated bus stop</li> <li>• We communicate when we need help</li> <li>• We follow the bus driver's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• We keep our belongings at our feet or on our laps</li> <li>• We keep the bus tidy and clean</li> <li>• We represent our school and self in a positive manner</li> </ul>

## **ATTENDANCE Policies & Procedures**

**Building Hours: 7:50 AM – 3:00 PM**

**Instructional Hours: 8:10 AM – 2:40 PM**

**Attendance Office: 425-936-2440**

**Safe Arrival Number: 425-936-2441**

In an effort to maintain a safe and secure environment for all students, members of the RMS community are expected to follow the guidelines outlined in this handbook. The school follows a progressive discipline model with an emphasis on restorative practices. When appropriate, students involved in breaking a policy or procedure may have the opportunity to repair relationships broken and mend harm.

### **ARRIVAL & DEPARTURE**

- Students may arrive in the morning at 7:50 when student supervision begins. They may remain in the library, commons or great hall and may move to classrooms at 8:00 am.
- Students should be in a classroom at 8:10 when school begins.
- Students should leave campus immediately after school, unless they are under the direct supervision of an adult or are participating in a school-sanctioned activity or athletic event.
- Students participating in after school activities will not have access to the main building after 2:50.

### **EXCUSED ABSENCE/SAFE ARRIVAL – Please report all absences to 425-936-2441**

Redmond Middle is committed to the Safe Arrival Program. When a student is going to be absent, parents/guardians/families must call the Safe Arrival line at 425-936-2441 (24 hours a day) prior to 8:00 AM. If the parent or guardian has not called the safe arrival line, they should send a signed written excuse when the student returns to school or within two school days. Students marked absent from a class will generate an automated call home informing parents that the student is not in class.

**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**

All students are expected to be in the appropriate classroom or locker room at the beginning of class. Unexcused tardies may be subject to progressive discipline.

### **PRE-ARRANGED ABSENCE**

Pre-arranged absence requests should be submitted to the Attendance Office as soon as absence dates are determined. Teachers are not required to provide school work in advance; however, students may check Classroom Teams for assignments, and make up missing work upon their return. Students receive one day per day absent to make up work and should check with individual teachers to discuss these situations.

### **ACCIDENTS OR ILLNESS AT SCHOOL**

The school will make every effort to inform parents/guardians/families 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. No students will be allowed to walk home if they are leaving ill.

## **DISMISSALS DURING THE SCHOOL DAY**

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 if 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/guardians/family must pick up their student at the Attendance Office upon their arrival at school and be prepared to show identification upon request. ***Only persons identified in Skyward as emergency contacts are allowed to pick up students from school (including siblings).***

## **GENERAL Policies & Procedures**

### **ATHLETIC & 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. Spectators waiting for the game may not wait inside the school, unless they are under the direct supervision of an adult.

***Parents/guardians/families are required to pick students up within 15 minutes of any school event ending.***

### **BACKPACKS**

Students may carry backpacks to classes during the school day and are the responsibility of each student. They should be stored in a safe spot when in classrooms, and under tables in the lunchroom. Backpacks should be secured in a locked or monitored room when a student is not able to stay with his or her pack. Students should only carry items essential for the school day. Backpacks need to be small enough to fit under a classroom chair or under a lunch table.

### **CELL PHONES/OTHER ELECTRONIC DEVICES**

Students must place all electronic devices and headphones in their backpacks between 8:10 AM and 2:40 PM and all devices must stay off and out of sight. An individual teacher may choose to allow music devices or phones in his/her classroom for a specific activity. The students **MUST** have all parts of the device and headphones put away in their backpacks when directed, and before leaving that classroom or they will be subject to the consequences below.

***1st offense:*** Item will be confiscated and delivered to the main office. Item may be picked up by the student at the end of the day.

***2nd offense:*** Item will be confiscated and delivered to the main office. Item must be picked up by a parent/guardian.

***Further offenses will be handled by administrator.***

**Parents/Guardians/Families: PLEASE DO NOT CONTACT YOUR STUDENT BY CELL PHONE during the school day.** You may call the office and we will be happy to deliver messages that are of an urgent nature. Students may also use the student phone in the office to contact home as needed. Redmond Middle School will not be held responsible for damage to, or loss of, such items brought to school that are unnecessary to the learning process.

## **CHEATING/PLAGIARISM**

1<sup>st</sup> offense within school year: Student can re-do the assignment for a level 3 or 85% max (depending on the grading of the class), teacher will contact home, the offense will be noted in Skyward with the grade. 2<sup>nd</sup> or more offense within school year: Student will receive an F/O in the gradebook, teacher or administrator will contact home and/or meet with family, and student will work on an activity informing them of the effects of cheating/plagiarism.

## **CLOSED CAMPUS**

Redmond Middle 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.

## **COMPUTERS**

Students must review and understand the LWSD Authorized Use Permit (AUP) at the beginning of the school year. School issued laptop computers are intended for school work only. Students should not personalize, add, or remove software on school computers. Students are expected to use caution and care when working at school computers and will be responsible for damage or unauthorized changes made to computers. Students are expected to save school work on One Drive and are responsible for notifying school library staff of laptop issues or concerns.

## **DRESS CODE**

Primarily, we ask that student attire should be safe and appropriate for the middle school setting. Items that are prohibited include

- Any item or personal belonging may not display designs or messages about sex, drugs, alcohol, obscenity, gang affiliation, violence or harassment of any group.
- Private body parts must be covered.
- Hats and hoods are not to be worn inside the school building, except for medical and religious reasons.
- Spirit/Dress-up Days – Students who fully participate in these days may wear hats and clothing that is unique to that day style and costume, but may not cover their face.
- Masks or clothing that covers the face may never be worn at school.

## **FOOD and BEVERAGES**

Water is the only allowable beverage to be consumed in classrooms. Snacks may be consumed in classrooms at appropriate times designated by teachers. Gum is not allowed in certain classes because of safety concerns. Your teacher will let you know. .

## **HALL PASSES**

Students must have an authorized pass when leaving the classroom. Red Grizzly Passes are used for quick trips to the restroom or to get a drink. Written passes are required for other movement around the building during class times.

## **HOMEWORK POLICY**

Recognizing that our students participate in many family, faith-based, school and community activities outside of school, we strive for balance in our approach to homework. Please check with your teacher for specific classroom homework expectations.

## **LOST AND FOUND**

Lost and found clothing items can be found beneath the main stairs. 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.

## **LUNCH PROCEDURES**

1. Stand in the correct line to purchase food for lunch.
2. To purchase lunch using a lunch account, the student **must have their ASB/ID card**.
3. Money can be deposited directly to the cafeteria with a personal check, phone or online.
4. Lunch is to be eaten only in the commons.

## **LUNCHROOM GUIDELINES**

1. Display appropriate behavior in the commons. We expect safe, respectful, and responsible behavior in all areas of the school (see the Grizzly Way for more details).
2. Use restrooms in the main hall downstairs with adult permission.
3. Students are to sit down at their tables immediately after getting lunch or entering the lunchroom if bringing lunch from home. Students are to remain seated during lunch.
4. All students are expected to help clean up their table and personal space, throw away trash and wait for dismissal by table. They may be allowed to go to the library or outside (weather permitting) for part of a lunch period and must remain in these designated, supervised areas.

## **PERSONAL PROPERTY**

Any personal item brought to school that is not required by for academics by the school or teacher, including electronics of any kind, are brought at the risk of the student and parent and are not the responsibility of Redmond Middle School or the Lake Washington School District. If any of these items are broken, lost, or stolen they will not be investigated or replaced by the school and are the responsibility of the student and parents.

## **RESTRICTED AREAS**

The wooded area of campus is always off limits . Students may not loiter in the wooded area or on streets adjacent to the school before or after school. Students not abiding by this policy will be subject to discipline.

## **SCHEDULE CHANGES**

Classes at Redmond Middle School last either a semester or are full-year courses. To provide the optimal learning environment for students, schedule changes during the semester are not permitted.

## **STUDENT FINE/FEES PROCEDURES**

Students are issued, on loan, some items such as textbooks, library books, laptops, 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, a fee of \$10.00 will be assessed for checks returned



for non-sufficient funds. Assistance may be available for fines/fees if a family is unable to cover. Students/families should contact their school counselor for more information.

### **STUDENT USE OF OFFICE TELEPHONES**

Students will be allowed to use the student phones located outside the Attendance Office and in the Student Services Office in an emergency under the direct supervision of a staff member. If a student is excused from class to use the telephone, they must report to a secretary with a signed pass. Students are reminded to use the phone with care.

### **SKATEBOARDS, ROLLER SKATES AND OTHER WHEELED VEHICLES**

No skateboards, roller skates, roller blades or other wheeled items are to be on campus at any time; we have no secure area to store them. Bicycles may be ridden to/from school and bicycle racks are available for locking them during the day. RMS is not responsible for damage or loss to student property, including bikes.

### **TRANSPORTATION**

Students who arrive by car are dropped off in the front of the school. Students arriving by bus will be dropped off in the back of the school in an area designated for busses only. When students arrive they should head directly to the Commons, the Great Hall or the Library to wait for the 8:00 bell. At dismissal time students line up on the sidewalk, by bus number. Students should refer to the Bus Conduct section of the *LWSD Students Rights and Responsibilities* later in this document for expected behavior at bus stops and while riding a school bus. To ride a bus you are not assigned, a written note from a parent/guardian is required in advance.

## **ASB AND ACTIVITIES**

### **ASSOCIATED STUDENT BODY**

Every student at Redmond Middle School 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. Assistance may be available for fee if a family is unable to cover. Students/families should contact their school counselor for more information.

### **ASB ACTIVITIES**

ASB host three socials throughout the year. Socials are held on Fridays between sports seasons. ASB also supports the athletics program, cultural activities within the school day, and sponsors student-led clubs. There are many, and an ever-growing list of ongoing clubs that are open to ASB card holders. New clubs/groups are introduced each year by our students. Students with an idea for a club/group will need to:

1. Contact the ASB/Activities coordinator
2. Collect signatures from other interested students
3. Find a teacher willing to serve as an advisor
4. Develop a club constitution (worksheet will be provided)
5. Submit all this information to the ASB executive board for approval

**HONOR SOCIETY:** This club recognizes academic excellence and service to the community. Eligible

students are 7th and 8th graders who have a 3.6 grade point average or above. Students are invited to join this club and are selected based on academics, character, service and citizenship. The club organizes activities that promote respect for our school and community.

**SOCIALS:** Socials are sponsored by the ASB for the student body of RMS; only RMS students are permitted to attend school socials. Students must purchase tickets prior to the event as announced. No tickets are sold at the door for any reason. Most socials will be held immediately after school, and students may not leave the social until it is over unless the parent is present to pick up the student. Appropriate student conduct is expected, and discipline policies/actions are the same as those for the regular school day.

## ATHLETICS

The RMS 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 individual 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. To maximize participation for all students, the middle school athletic program is organized into three levels of competition: *Varsity, Junior Varsity, and Regionals*. Intramurals do not involve competitions against other schools. Schools will determine the sports/activities that are offered. Each program will be open to all interested students.

### ATHLETIC ELIGIBILITY

- 🐾 *Student/Athletes are required to pass all classes and maintain a 2.0 GPA. Grades will be checked multiple times throughout the season.*
- 🐾 *Students must have attended at least 1/2 day of school to attend or participate in sporting events.*

### ACTIVITY BUS

Transportation will be provided to and from away contests (return to Redmond Middle School). Parents/guardians/families are responsible for transportation after practices/games and are required to pick up students within 15 minutes of the event ending.

### SCHOOL SPORTS PARTICIPATION FEE

Fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for siblings who attend the same school (not middle school 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 current school year (team managers are not required to pay fees):

#### MIDDLE SCHOOL LEVEL

- 🐾 **\$75 per sport with an individual cap of \$150**
- 🐾 **Same-level family cap of \$225**

**IMPORTANT TO NOTE:** 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. Assistance may be available for fines/fees if a family is unable to cover. Students/families should contact their school counselor for more information.

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.