



Policies and Procedures for RHS

RHS Mission

The mission of Redmond High School is to cultivate the potential and celebrate the strengths in each student, to help every student welcome challenges and use them as a catalyst for growth, and to prepare all students to embrace their role as members of their local and global community.

History

Redmond High School opened in 1964 and is the second oldest high school in the Lake Washington School District. The current building was opened in 2003 and includes many state-of-the-art technologies and environmentally friendly aspects. Throughout its history, RHS has been known for its high academic standards, unwavering school spirit, dedicated staff, and diverse student-body.

Graduation Requirements

To graduate from high school, students must meet the requirements set forth by the state. A complete description of these requirements can be found here: [Graduation Requirements](#).

The Redmond Way

The Redmond Way concisely articulates the values underlying how we act at RHS.

RHS Students are	
Respectful	<ul style="list-style-type: none">• We treat ourselves, our school, and others with kindness.• We empathize with others.• We bring a positive mindset and proper materials every day.
Honest	<ul style="list-style-type: none">• We speak and act in a truthful way.• We try our best no matter the circumstance.• We turn in work that represents our own thinking.
Safe	<ul style="list-style-type: none">• We follow rules because they're designed to keep us safe.• We ask an adult when we need help.• We make appropriate, healthy, and lawful choices.

COVID-19 Adaptations

During the COVID-19 pandemic, schools may be required to implement practices to create the safest possible environment.

Academic Dishonesty

LWSD Definition of *Academic Dishonesty* –

All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others. All Academic Dishonesty violations will be recorded in Skyward and are subject to disciplinary action.

ASB Cards, Clubs, Elections

ID and Associated Student Body (ASB) Activity Card

Most student activities such as athletics, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from ASB card sales.

All students receive an ID card when they register. An ASB sticker may be purchased for \$60.00. When presented, the ASB card provides admittance to all home, regular season football, basketball, wrestling, gymnastics, soccer, and volleyball contests free of charge. The ASB sticker may be purchased at time of registration or at any time during the school year. Students who need to replace their ID/ASB card will be charged a \$10.00 fee.

All students participating in a sport or activity sanctioned by the Associated Student Body must purchase an ASB card to participate in these events.

Student Council Elections

Many of the assemblies, events, and extra-curricular activities at RHS are organized and run by the student council. In order to become a member of the student council, students must be elected as either an ASB Executive Board Officer or a Class Officer. ASB Executive Board elections typically occur in March for students who want to oversee events pertaining to the entire school. Class Officer elections occur in April and are for students interested in fundraising and event planning for their graduating class. Positions include president, vice president, secretary, treasurer, public relations, and club coordinator.

Clubs/Activities

Please check the RHS Activities page on our school website for the most up-to-date information. That page will also have more information on meeting times and locations, as well as advisor information. Contact an advisor or club president with questions about membership.

Assemblies

Students and staff work hard to create meaningful assemblies that improve the overall experience at RHS. Assemblies are built into the school day; students and staff are expected to attend.

Athletic Participants

Redmond High School is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator regulations. In order for any student to participate in any interscholastic program, students must:

1. Meet WIAA academic guidelines—maintain passing grades in a minimum of 6 classes in a 7-period day.
2. Return to the coach or pay for all previous sports equipment/uniforms issued.
3. Complete the online registration through Final Forms: RHS Drug and Alcohol Contract; KingCo Eligibility form; ASB card (or receipt); Emergency Card; and an Inherent Risk Form per sport.
4. Complete and return Health History Form and Physical Examination Form (physicals are good for two years).
5. Have no unpaid fines or fees.
6. Pay Sports Fee and purchase ASB card. Fees must be paid at the time of turnout for no cut sports. Cut sports have one week to pay fees after they are offered a place on the roster. Parents of students who are unable to afford the fee should contact the athletic secretary at their school. Sports fee requests for refunds must be made by the end of the season.
7. Adhere to the Athletic/Activities Code of Conduct.
8. A fee of \$10 will be charged for all dishonored checks returned per RCW 62A.3-104.

Athletic Spectators

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for entry. All school conduct regulations remain in effect at school and district events and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other districts or league schools, or at school sponsored events. A student who is suspended from school on the day of a school event may not participate or attend in the event.

School Spirit

RHS has an excellent tradition of great school spirit. We believe school spirit has six important parts:

1. Courtesy - Toward fellow students, teachers, staff members, the opposing teams and referees/officials of school athletic contests.
2. Pride - In everything our school endeavors to accomplish and has accomplished. Our desire is to be the best we can possibly be, to reach our highest potential.
3. Loyalty - To our school, fellow students, staff, and total school community. Loyal students support their school and do their utmost to keep scholastic and activity standards at their highest possible level.
4. Sportsmanship - The ability to win or lose gracefully; to treat our opponents and officials with courtesy and respect; to represent ourselves and our school in an exemplary manner that reflects positively on our total school community.
5. Support - Whether as a participant or a spectator, positive support and encouragement are key ingredients to any successful program and are part of our tradition of great school spirit.
6. Respect - Recognizing that we are a diverse community, we want to provide a positive environment in which diversity is respected.

Spectator Regulations for Athletic Contests

These are the published KingCo and WIAA spectator guidelines:

1. There shall be no artificial noisemakers, megaphones or noise amplifiers in any student rooting section during an athletic contest.
2. "Booing" of officials or opponents is unsportsmanlike and will not be tolerated.
3. Vulgar, obscene or suggestive yells or signs are not to be part of any rooting section.
4. Spectators are to remain off the playing surface at all times!

Disciplinary Procedures Governing RHS Sporting Events

Student Expectations:

Redmond High School students attending any of our athletic events, both on our campus and at other sites, are to always demonstrate good sportsmanship and proper behavior.

Cheering is to be directed at our student athletes and coaches. Negative cheers, taunting of individual athletes, teams, or opposing spectators is strictly prohibited. Students who are removed from a game because of negative or inappropriate cheers, sportsmanship or behavior may be subject to disciplinary action up to and including suspension from attending school activities.

Attendance

Policies & Procedures: Students are expected to attend all classes on time during the school day. Students who arrive late to class will be marked tardy and repeated tardiness may result in disciplinary action. Students who are 25 minutes later or more to class will be marked absent.

1. The parent / legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1810 OR at rhsattend@lwsd.org **within 48 hours to have an absence be considered as excused.**
2. If the parent / legal guardian is aware of an impending absence, or an absence longer than 3 days, please call to notify the school in advance. A pre-arranged absence form should be completed by the student.
3. Parents / guardians may not excuse absences for students who are in the building and supposed to be in class.
4. If your student arrives to school late or needs to leave school early (for any reason), they must go to the Attendance Office to pick up a pass before entering class or leaving campus. Parents must either call in advance or send an email in order to excuse the student. Please call the attendance office at: (425) 936-1810, or send an email to: rhsattend@lwsd.org.

2022-23 RHS Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
*Office Hours 7:00 – 7:30	Office Hours 7:00 – 7:30	Office Hours 7:00 – 7:30	Office Hours 7:00 – 7:30	Office Hours 7:00 – 7:30
Period 1 7:30 – 8:20 (50)	Period 1 7:30 – 8:20 (50)	Period 2 7:30 – 8:48 (78)	Period 1 7:30 – 8:48 (78)	Period 1 7:30 – 8:20 (50)
Period 2 8:25 – 9:15 (50)	Period 2 8:25 – 9:15 (50)	HERD Connection <i>No Travel</i> 8:53 – 9:38 (45)	HERD Support <i>Travel</i> 8:53 – 9:41 (48)	Period 2 8:25 – 9:15 (50)
Period 3 9:20 – 10:10 (50)	Period 3 9:20 – 10:10 (50)	Nutrition Break (10)	Period 3 9:46 – 11:04 (78)	Period 3 9:20 – 10:10 (50)
Period 4 10:15 – 11:05 (50)	Period 4 10:15 – 11:05 (50)	Period 4 9:48 – 11:06 (78)	Period 5 11:09 – 12:27 (78) 2nd Lunch 12:27 – 12:57 (30)	Period 4 10:15 – 11:05 (50)
Period 5 11:10 – 12:00 (50) 2nd Lunch 12:00 – 12:30 (30)	Period 5 11:10 – 12:00 (50) 2nd Lunch 12:00 – 12:30 (30)	Period 6 11:11 – 12:29 (78)	1st Lunch 11:04 – 11:34 (30) Period 5 11:39 – 12:57 (78)	Period 5 11:10 – 12:00 (50) 2nd Lunch 12:00 – 12:30 (30)
1st Lunch 11:05 – 11:35 (30) Period 5 11:40 – 12:30 (50)	1st Lunch 11:05 – 11:35 (30) Period 5 11:40 – 12:30 (50)	Lunch 12:29 – 12:50 (21)	Period 7 1:02 – 2:20 (78)	1st Lunch 11:05 – 11:35 (30) Period 5 11:40 – 12:30 (50)
Period 6 12:35 – 1:25 (50)	Period 6 12:35 – 1:25 (50)	LEAP 1:30 – 3:00 (90)		Period 6 12:35 – 1:25 (50)
Period 7 1:30 – 2:20 (50)	Period 7 1:30 – 2:20 (50)			Period 7 1:30 – 2:20 (50)
Office Hours 2:20 – 3:00	Office Hours 2:20 – 3:00		Office Hours 2:20 – 3:00	Office Hours 2:20 – 3:00
<i>Period 0 classes meet every day from 6:30 – 7:20 / Period 8 classes meet after school.</i> <i>*Teachers are on-campus but may not be available to meet with students during office hours.</i>				

Cell Phones

Cell phones are to be put away in bags or pockets during class time unless permitted for a specific academic purpose by the teacher.

Closed Campus

For the safety of all students, staff, and our community, RHS is a closed campus. All visitors and guests must check in through the main office upon arrival and display a visitor badge while on campus.

Only juniors and seniors with off-campus passes are allowed to leave campus during lunch.

Students leaving campus without an off-campus pass will be subject to school discipline. Students may not bring non-RHS friends/acquaintances onto campus without approval. Off campus passes may be obtained in the main office and require parent and administrative approval.

Campus Boundaries: Students are expected to remain on the RHS campus and in their assigned classrooms during the school day. The athletic fields and tennis courts are out of bounds except during a supervised class. Hartman Park is always out of bounds. Students who leave campus without a pass are subject to search on return.

College and Career Center

The College & Career Center provides resources to help students navigate their post high school options. Resources include career exploration, college planning and visits, scholarships, and employment and volunteer jobs. The resources in the College & Career Center are accessible to all students regardless of grade level, including college visits. For more information visit the College & Career Center link on the RHS webpage.

Counseling

Each student is assigned a counselor based on the student's last name. See the list below to identify your counselor:

Make an appointment here:



<https://bit.ly/2NU5bZS>

2022-23
Redmond High School
Counselors

Counseling Office x61804



A-CA

Kimberly Herring
kiherring@lwsd.org

CE-GARC

Lindsey Hanson
lihanson@lwsd.org

GARD-KAN

Sarah Gray
sgray@lwsd.org

KAO-LEA AND VIM- Z

Micaela Crapo
mcrapo@lwsd.org

LEB-MAZ

Katie Bunyard
kbunyard@lwsd.org

MC-RAJ

Ellen Zambrowsky-Huls
ezambrowsky-huls@lwsd.org

RAK-SUG

Derik Detweiler
ddetweiler@lwsd.org

SUH-VIL

Justine Oshiro
joshiro@lwsd.org

Administrators

Office Main x61800

Christine McMillan
9th A-HOF & 10th Grade
cmcmillan@lwsd.org

Trina Gilday
9th HOL-PRI & 11th Grade
kgilday@lwsd.org

Rob Jones
9th PRO-Z & 12th Grade
rojones@lwsd.org

Jill VanderVeer – Transition
jvanderveer@lwsd.org

The RHS Counseling staff provide the following services to all students:

- Academic, personal/social and career advising
- Coordination of referrals for community resources
- Course registration and scheduling
- Comprehensive guidance programming delivered in classroom or other settings
- Monitoring of student academic credits and on time graduation plans
- Guidance for post-secondary planning and application requirements

Please see the RHS website for more information about counseling services.

Counseling appointments can be made in person or online:

<https://outlook.office365.com/owa/calendar/RHSCounseling@lwsd.org/bookings/>

Course Changes

Student-Initiated Schedule Changes

The courses that students selected during our registration process helped us develop the courses (and in some cases, hire teachers) for the upcoming school year. Requests must contain one or more of the following reasons for a schedule change:

- a senior needs a specific class for graduation
- a student's schedule is incomplete
- a student is in a class for which she/he has not met the prerequisite

- a student is placed in a course not requested and an alternate class can accommodate an additional student
- a teacher recommends the student move to a different level within the same discipline

Schedule change requests based on teacher choice, teacher style, or lunch assignments will NOT be considered. Students must follow announced schedule request timelines.

Students must attend their original classes until the schedule change process is complete. Not attending a class does not constitute a “dropped” class. Students must follow the proper procedures outlined by the Counseling Center for schedule changes.

Deliveries During the School Day

Per our safety policy, students should not have food or other deliveries made to the school during the academic day as it is inviting unknown persons onto our campus. Students will not be excused from class to meet delivery drivers or accept food. School staff will not accept student deliveries (Uber Eats, Door Dash, etc.) nor communicate with students regarding deliveries.

Dress Code

Students are expected to be dressed appropriately for the occasion or task at hand, or in a manner that will not detract from the personal safety of the individual or group. A shirt, bottom (pants, shorts, leggings, a skirt, etc.) and footwear must always be worn. Clothing that is see-through, displaying offensive or distracting words, pictures or slogans, advertising or promoting alcohol, illegal drugs, or a controlled substance, or containing sexual innuendos are not allowed. Sexual organs, nipples, and the buttocks must be covered.

Flag Salute

Redmond High School adheres to the Washington State law regarding the United States flag procurement, display and exercises. RCW 28A.230.140 states, in part, *“They (School Board) shall cause appropriate flag exercise to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the following salute to the flag:*

“I pledge allegiance to the flag of the Unites States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.” Students not reciting the pledge shall maintain a respectful silence. The salute to the flag or the national anthem shall be rendered immediately preceding interschool events when feasible.

HERD Time = Connection (Wednesday) & Support (Thursday)

HERD Connection (Wednesday) - Students will go to and remain with their HERD Time (formerly “Homeroom”). During this time, Students will connect with their HERD Time teacher, watch the student video & announcement, sign-up for FLEXI for Thursday, and engage in Social-Emotional Learning and culture building. This is a time for connections.

HERD Support (Thursday) - Students check in with their HERD Time teacher and then may go to see one of their academic teachers for support, assignment make-up, or questions. Students will use FlexiSched to sign up for this time and remain with that teacher for HERD Support time.

Human Dignity District Policy

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race; gender; creed; religion; color; national origin; honorably discharged veteran or military status; sexual orientation, including gender expression or identity; marital status; age; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Appropriate consequences for students who violate this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be subject to discipline as appropriate, pursuant to collective bargaining agreements and state and federal laws.

Commitment to Equity

The core values of RHS are honesty, excellence, respect, and diversity. We intentionally work to create a welcoming school for all. Our HERD is large and diverse. RHS does not tolerate racist, sexist, homophobic, transphobic, or any other language or behavior that separates and/or causes harm. Sometimes people say things that unintentionally harm others — it is important for us all to understand that the impact of what we say and do matters. As a school, we address issues related to equity with the intent to repair harm and educate so that all students are prepared to embrace their role as members in their local and global communities.

In School Suspension Process

Why: In School Suspension provides a consequence for students, while also keeping them connected to their classwork. C104 is the room used for this consequence; students are supervised in that room as they use their laptops and textbooks to complete classwork and communicate with their teachers.

✓ **Expectations:**

- Check in at the main office as soon as arriving on campus
- Be respectful and responsive to all staff
- Engage in schoolwork to stay caught up in classes
- Leave cell phone at home or check it with ISS staff person
- Staff member will escort students to and from bathroom

Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities
<ul style="list-style-type: none"> • Students have the right to a safe environment free from intimidation, sexual harassment and assault. • Students have the right to a productive learning environment. • Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms. • Students have the right to safe passage to and from school, and while on campus. • Students have the right to expect staff to help them solve their problems. • Students have the right to engage in the grievance process. • Students have the right to remain anonymous when reporting a violation of school rules. • Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment. • Students have the right to actively participate in a problem-solving process in order to facilitate successful closure. • Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others. 	<ul style="list-style-type: none"> • Students are responsible for their own behavior. • Students are responsible for respecting the property of other people and school property. • Students are responsible for attending school and all classes daily and on time. • Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities. • Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis). • Students are responsible for informing staff of behavior that may be harmful to an individual or themselves. • Students are expected to make a determined effort to learn. • Students are expected to follow the instructions of teachers and other school staff. • Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Security Cameras

A security camera system is in use at Redmond High School. The security camera system helps maintain safety and security and also diminishes the potential for loss or destruction of property during non-school hours. Cameras are installed in public areas only and are not installed in areas where there is a reasonable expectation of privacy.

The security camera system may or may not be monitored or in operation at any given time. If you have reason to suspect that a camera may have recorded a crime or a violation of school rules, please report your concerns to one of the school administrators. The administrator may review security camera footage as needed to investigate a potential crime or violation of school rules.

Searches: Student possessions including contents of cell phones and computers may be reviewed or searched as part of investigations.

Parking / Driving on Campus

Parking Permits:

To obtain a parking permit a student needs to do the following:

- Print out a Parking Permit Application (also available in the Main Office).
- Fully read, complete and sign the application.
- Pay the Parking Permit Fee to the RHS Bookkeeper or online through Parent Access.

- Bring their completed application, fee receipt, driver's license and student ID card, and proof of insurance to the parking coordinator to pick up a parking permit.

Students are always expected to drive and operate motor vehicles in a safe and responsible manner when on campus.

1. The campus speed limit is 10 m.p.h. Speed bumps are designed as cross walks for student safety – take extra caution when crossing.
2. All cars parked on the school grounds must be registered with the school and display a current parking permit.
3. Student cars with permits must park only in spaces designated for students. All other areas of campus are off limits to student cars. Student cars parked illegally, in fire lanes, handicapped spaces and visitors' areas will be ticketed. Parking tickets should be paid to the school bookkeeper. Illegally parked cars are subject to being towed.
4. Forms for parking permits are available in the Main Office. They cost \$57.00 for individuals, \$27.00 for part-time parking (Running Start, WANIC).
5. LWSD does not assume liability for damaged vehicles. Student cars are not to be left on the campus overnight due to potential risk of damage/vandalism of vehicle.
6. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
7. Vehicles may not be parked in a handicapped zone unless the student has a handicapped condition and a disabled parking permit.
8. Students are responsible for notifying the parking attendant if they change cars during the school year.
9. Parking permits are non-transferable. One may not give others permission to park on campus.
10. Students may not park in Visitor/Staff parking before 3:00 p.m.
11. Students may not park in the Hartman Pool parking lot during school hours 7:00 a.m. to 2:30 p.m.
12. If a student feels there are extenuating circumstances concerning parking, see an administrator.

FAQ

Where can I find the absence procedures?	https://rhs.lwsd.org/studentsfamilies/attendance
How do I pay a fine?	https://payments.lwsd.org/ or see the bookkeeper to pay in person
What is a mandatory reporter?	A mandatory reporter is required by law to report suspected child abuse and/or neglect to the proper authorities. All school employees are mandatory reporters.
How do I report harassment, intimidation or bullying?	You can talk to any teacher, the dean, or administrator.
Who is my administrator?	Mrs. McMillan: 9th A–HOF and 10 th grade Mrs. Gilday: 9th HOL-PRI and 11 th grade Mr. Jones: 9th PRO-Z and 12 th grade
How do I set up a lunch account?	https://www.lwsd.org/students-families/breakfast-and-lunch-menus

How do I get help with technology?	Need to reset your student password? Email Greg Lawson, RHS Librarian: grlawson@lwsd.org Have a tech question? Email the LWSD student Helpdesk: ftaccess@lwsd.org Need to speak to someone at the LWSD student Helpdesk? Call 425-936-1322
How do I get help paying for things?	Contact your Counselor to direct you to the correct resource.
How do I find out which bus I ride?	https://www.lwsd.org/programs-and-services/transportation
How do I join a club?	https://rhs.lwsd.org/athleticsactivities
How do I withdraw from RHS?	See the registrar (counseling office)
How do I get a transcript?	https://rhs.lwsd.org/counseling/transcript-requests
How do I sign up for a sport?	https://rhs.lwsd.org/athletics/sports-registration
What does the School Resource Officer (SRO) do?	School Resource Officers (SRO) in LWSD are present to provide immediate first response to and coordination for school emergencies. The SRO can also help students file police reports.
How do I get help if I'm struggling academically or emotionally?	Your Counselor can help you find the right supports based on your needs.

Community Service Numbers

Al-Anon/ Alateen (if you have friends with alcohol/drug problems)	206-625-0000
Alcohol/Drug 24-hour Help Line	1-800-562-1240/206-722-3700
Child Protective Services	1-800-609-8764 Day/ 1-800-562-5624
Children Response Center	425-688-5130
Community Information Line	206-461-3200
Crisis Clinic / Teen Link / Safe Schools (for bullying problems)	206-461-4922 / 866-833-6546
Eastside Domestic Violence	425-746-1940
Eastside Mental Health	1-800-827-8840 / 425-827-9100
HIV / AIDS Hotline	1-800-272-2437
King County Sexual Assault Resource Center	1-888-998-6423 / 425-226-5062
Planned Parenthood/Eastside	425-747-1050
Runaway Teen Crisis Line/Emergency Shelter	206-236-5437
Teen line	206-722-4222
Youth Eastside Services	425-747-4937

