STUDENT HOURS AT SCHOOL: 7:20 AM - 2:35 PM

Attendance Office: 425-936-2440 Safe Arrival Number: 425-936-2441 Email: **redmondmsattend@lwsd.org**

ATTENDANCE POLICIES & PROCEDURES

We want our students to be in a safe and supervised environment. We have developed the following policies for students on campus to support this. Students are expected to understand this material and will be held accountable for their actions and behaviors.

Redmond Middle School follows a discipline model aligned with the Student Rights and Responsibilities with an emphasis on restorative practices. When appropriate, students involved in breaking a policy or procedure may have the opportunity to repair broken relationships and mend harm.

ARRIVAL & DEPARTURE

- Students may arrive in the morning at 7:20 AM when student supervision begins. They may remain in the library, commons or great hall and may move to classrooms at 7:45 AM.
- Students should be in a classroom at 7:50 AM when school begins.
- Students should leave campus by 2:35 PM after dismissal, unless they are under the direct supervision of an adult or participating in a school-sanctioned activity or athletic event.
    - Students who walk home are expected to leave campus by 2:35 PM.
    - Students should be picked up by a parent or guardian by 2:35 PM.
- School entrances will be locked during the school day and after school.
- Building usage occurring after 3:00 PM must be prearranged.
- Students participating in after school activities will not have access to the main building after 2:35 PM.

DISMISSALS DURING THE SCHOOL DAY

If it is necessary for students to leave the school grounds due to illness or other emergencies, they must sign out at the Attendance Office. Dismissals for medical appointments, travel, etc. This will be approved in the Attendance Office, if the school office is notified in advance with an email or phone call. Early dismissal slips will be delivered to the students in the class period they are being picked up in. It can take up to 20 minutes to retrieve the student if the parent does not notify the school at least an hour ahead of time. 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). Authorization must be in writing.

PRE-ARRANGED ABSENCE

Pre-arranged absence requests should be submitted to the Attendance Office as soon as an absence date is determined. Teachers are not required to provide schoolwork in advance; however, students may check their Canvas course pages for assignments and make up for 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. Some schoolwork is difficult to duplicate away from class, and such absences may affect student grades.

SAFE ARRIVAL - Report all absences to 425-936-2441 or to redmondmsattend@lwsd.org

Redmond Middle is committed to the Safe Arrival Program. When a student is going to be absent, parents/guardians/families can email the attendance office at redmondattend@lwsd.org or call the Safe Arrival line at 425-936-2441 (24 hours a day) prior to 7:40 AM. If the parent or guardian has not emailed the attendance office or called the safe arrival line, they should email with a written excuse when the student

returns 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 affects student performance. All students must be in the appropriate classroom or locker room at the beginning of class. Unexcused tardies will be subject to discipline:

Tardy	Actions
1st & 2nd	• Teacher talks privately with the student.
3rd & 4th	• Teacher talks privately with student and contacts home.
5th & 6th	• Teacher talks privately with student. • Teacher refers the student to the appropriate administrator and contacts home.
7th and more	• Teacher talks privately with student. • Teacher refers the student to the appropriate administrator. • Office staff schedules a meeting with student and family.

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 feeling ill without verbal or written permission from parent or guardian.

GENERAL POLICIES & PROCEDURES

ACADEMIC DISHONESTY

Academic integrity is vital to learning. For this reason, there are serious consequences for students who plagiarize or copy work, in whole or in part, and represent that work as their own. Copying or borrowing the work of others constitutes cheating, which includes the use of digital AI tools (such as Chat GPT) to fabricate work that is not your own.

We expect all Grizzlies to follow the Grizzly Way and be honest in their work. When cheating or plagiarism occurs, a student's grade on their assignment will be adjusted. We believe that all Grizzlies should have the opportunity to demonstrate their learning when academic dishonesty has occurred.

• 1st offense within school year:

FORMATIVE (homework/quiz)	SUMMATIVE (project, essay, test)
• Teacher will discuss matter with student • Student will complete reflection form • Teacher will contact home • Student can re-do the assignment for up to 85% max	• Administrator will discuss matter with the student • Student will complete reflection form • Administrator will contact home • Student will be assigned community service at school • Student can make up the summative assessment for up to 85% max (teacher will have discretion as to the nature of the make-up assessment)

• 2nd or more offense within school year:

FORMATIVE (homework/quiz)	SUMMATIVE (project, essay, test)
• Teacher will discuss matter with student • Student will complete reflection form • Teacher will contact home • Student can re-do the assignment for up to 70% max	• Administrator will discuss matter with the student • Student will complete reflection form • Administrator will contact home • Student will be assigned community service at school • Student can make up the summative assessment for up to 70% max (teacher will have discretion as to the nature of the make-up assessment) • Parent Conference with student and administrator will be required before make-up assessment is taken.

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. They 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. Students should not bring cologne or perfume to school at all.

CELL PHONES/OTHER ELECTRONIC DEVICES

In classrooms, hallways, and at lunch, students must always follow the cell phone and electronics policy. This includes using earbuds, Air Pods or other electronic devices. Students who do not follow these guidelines will have consequences outlined on the RMS website and posted around the school.

- Phones and personal electronic devices are turned off and away during the school day (first bell to last bell).
- Devices used without teacher or staff permission will be stored in the main office.
- Parents or guardians may be required to pick up the device at the end of the school day.

Parents/Guardians/Families: please do not contact your student by cell phone during the school day. This includes calling or texting. 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.

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 Acceptable Use Policy (AUP) at the beginning of the school year. School issued laptop computers are intended for schoolwork 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 schoolwork on One Drive and are responsible for notifying school library staff of laptop issues or concerns.

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. Students who use gum to deface property or litter will be responsible for helping to clean up the gum. Glass bottles should not be brought to school.

HALL PASSES

Students must have an authorized pass when leaving the classroom. Classroom bathroom passes are used for quick trips to the restroom or to get a drink. Students must sign out and back into class when leaving to use the restroom or get a drink of water. 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 Canvas or email specific teachers for their homework policies.

LEARNING ENVIRONMENT

In order to promote a safe and productive school environment, students should be mindful of their use of cologne and perfume. These items should not be brought to or used at school. Students are asked to limit their use of cologne and perfume before coming to school, as students and staff have sensitivity and allergies to strong scents.

LOST AND FOUND

Lost and found clothing items can be found in the lunchroom. 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 announcements.

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 or ID number.
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, 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 the first 15 minutes of 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

Personal property brought to school is the responsibility of each student; the school is not responsible for loss or damage to personal property brought to school.

RESTRICTED AREAS

The wooded area of campus is always off limits. Students may not hang out 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 an optimal learning environment for students, schedule changes for the current semester are not permitted.

SKATEBOARDS, ROLLER SKATES AND OTHER WHEELED VEHICLES

No skateboards, roller skates, roller blades, "Heelys," or other wheeled items are to be on campus at any time; we have no secure area to store these items, and they can be a safety risk for students. 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.

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.

TRANSPORTATION

Students who arrive by car are dropped off in 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 this fee if a family is unable to cover. Students/families should contact their school counselor for more information.

ASB ACTIVITIES

ASB hosts several social events throughout the year including after school dances and movie nights. 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.

CLUBS

A current list of clubs can be found on the ASB section of the RMS website. 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 scholarship, character, service, leadership, and citizenship. The club organizes service activities that promote respect for our school and community.

SOCIAL EVENTS: Social events including after school dances and movie nights are sponsored by the ASB for the student body of RMS; only RMS students are permitted to attend school social events. Students must purchase tickets prior to the event as announced. Students may not leave the event until it is over unless parent/guardian 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.

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

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 levels of competition: Varsity and Junior Varsity. 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 (3.5 hours) 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. 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 insufficient funds.

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 doesn't 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 extracurricular school activities. Inquiries regarding compliance procedures may be directed to Personnel Office, Title IX Officers P.O. 97039, Redmond, WA 9807349739, telephone number (425) 702-3200.

Last updated June 2025

Student Acceptable Use Procedures (AUP)

Scope

The following procedures apply to all District students and cover all aspects of the District network. The district network includes wired and wireless computers/devices and peripheral equipment, files and storage, e-mail, and Internet content and all computer software, applications, or resources licensed to the District.

Appropriate Network Use

The District expects students to exercise good judgment and use the computer equipment in an appropriate manner. Use of the equipment is expected to be related to educational purposes.
Should personal equipment be used on the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats. As a condition of using the district's networks, a student will provide the requested device immediately.
Unacceptable/Prohibited network use by students includes:

- Commercial Use: Using District Network for personal or private gain, personal business, or commercial advantage is prohibited.
- Political Use: Using District Network for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office.
- Illegal or Indecent Use: Using District Network for illegal, bullying, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect or creating an intimidating, a hostile. or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
- Disruptive Use: District network may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of District computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").
- Personal Use: District Network may not be used for purposes of personal use not specifically authorized by a teacher or other district staff member. This includes connecting personal devices to the district network.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis deliveries, or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Internet Safety

Students should not reveal personal information, including home address and phone number on web sites, e-mail, or as content on any other electronic medium. Students should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school, or district web site unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Internet Safety Instruction

All students will be educated about cyber bullying awareness and response and about appropriate online behavior, including interacting with other individuals on e-mail and/or on social networking sites and in chat rooms. Schools will make every effort to provide Internet Safety Instruction; however, in the absence of such instruction, students are still expected to follow all Acceptable Use Procedures (AUP). Age-appropriate training materials will be made available to administration, staff, and families.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered as identified by the superintendent or designee.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings, use of personal portable Wi-Fi devices, and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- The use of USB (aka thumb drive) emulators to run games, bypass proxy, or otherwise run non-district installed .exe files or other emulation software is strictly prohibited. USB drives should only be used for non-executable, school related content;
- District provided storage (e.g., One Drive, portal, Outlook, laptop hard drive, PowerSchool Learning, or Class Notebook) is for storing only content generated as part of the student's education or required for educational process. Attempt to store or storage of games or any executable files or inappropriate content is strictly prohibited;
- E-mail inconsistent with the educational mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not use personal wireless hotspot devices;
- Do not connect personal smartphones, personal computers, personal storage devices, or any non-district device to the district's network;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;

- Do not use the “remember password” feature of Internet browsers; and
- Lock the screen or log-off if leaving the computer.

Attempts to install or installation of malware, proxy bypass software, network, administration tools, local administration tools, or any software, malware, or tool that allows for the manipulation of user accounts or administrative privileges are strictly prohibited. Such install attempts or installation of such malware, software, or tools will be considered exceptional misconduct.

Student Data

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Permission to publish any student work requires permission from the parent or guardian.

Privacy

The District network, computers, internet, and use of e mail are not inherently secure or private. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and,
- Any and all information transmitted or received in connection with network and e-mail use.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

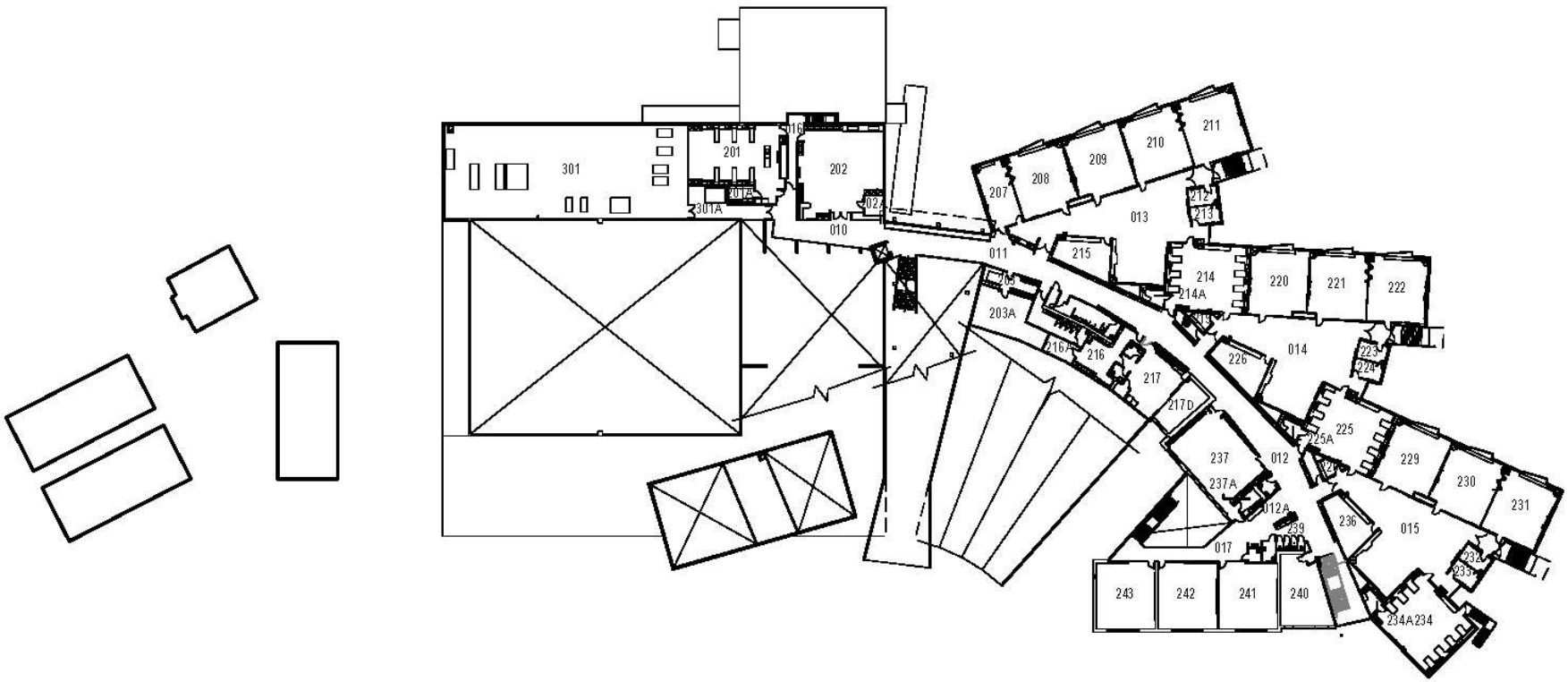
Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

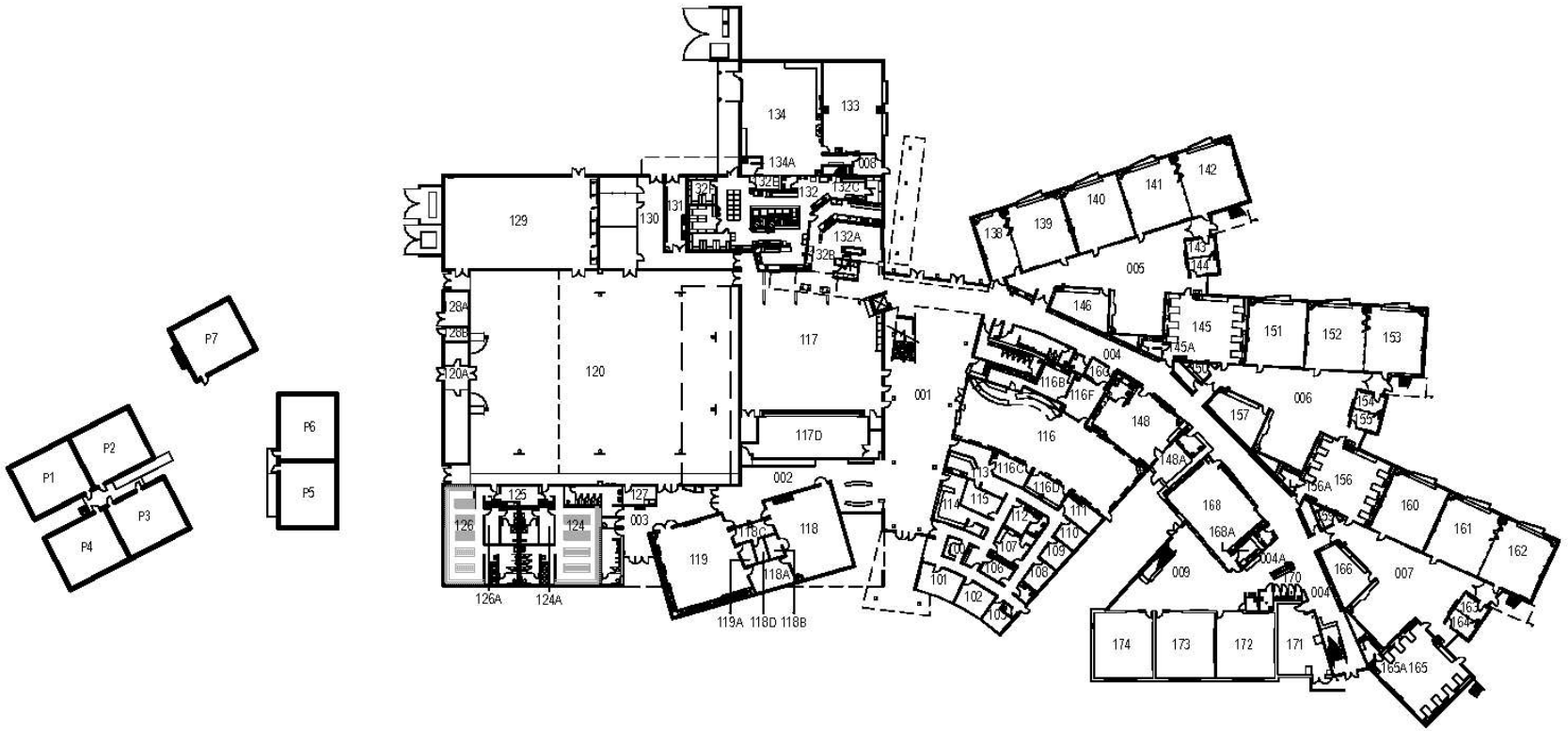
Discipline

Violation of any of the conditions of use explained in the Student Use of Electronic Resources policy or in these Acceptable Use Procedures (AUP) could be cause for disciplinary action, up to and including revocation of network and computer access privileges, restitution, suspension or expulsion, and/or police report in accordance with District Student Discipline Policies and Procedures.

Adopted:	**Revised:**
06/25/12	07/10/13, 10/16/17



SECOND FLOOR


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FIRST FLOOR