

Redmond Elementary School

FAMILY HANDBOOK · 2026–2027 · HOME OF THE HAWKS

Welcome to Redmond Elementary! This handbook gathers everything a new family needs in one place — hours, calendar dates, contacts, meals, health services, and how to stay connected.

📍 16800 NE 80th St., Redmond, WA 98052

📞 425-936-2660

🕘 9:25 AM – 3:55 PM (Wed 2:25)

🎒 First Day: Aug 31, 2026

🌐 redmond.lwsd.org

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Our Mission

OUR MISSION

We ensure all students can and will achieve academic and personal growth.

School Hours & Daily Schedule

MON · TUE · THU · FRI

9:25 – 3:55

WEDNESDAY EARLY RELEASE

9:25 – 2:25

DOORS / SUPERVISION BEGIN

9:05 AM

Arrival & Dismissal

- There is **no adult supervision before 9:05 AM** — please do not drop students off earlier. On arrival, students go directly to their classroom line spots.
- Breakfast service starts at **9:05 AM**.
- First bell rings at **9:20 AM**; school begins at **9:25 AM**.
- Students arriving after 9:25 AM must be accompanied by a parent to the front door to check in.
- Early pick-up? Come to the office with photo ID. Students not picked up by 4:05

Reporting an Absence

If your child will be absent or late, call the attendance line or email as early as possible. Please leave your student's first and last name, grade, teacher, and reason for the absence (with symptoms if sick):

- Attendance Line: 425-936-2661
- Email: RedmondESAttend@lwsd.org

Full Bell, Lunch & Recess Schedule →

PM wait in the office (the office closes at 4:10 PM).

SOAR Expectations

Four expectations. Every place in our school. Every Hawk. At Redmond Elementary, students learn what it means to **S.O.A.R.**:

S

Safe

My body, my words, and my choices keep me and others safe.

O

Outstanding Respect

I listen, follow directions the first time, and treat people and places with respect.

A

Always Kind

I use kind words, include others, and notice when someone needs a friend.

R

Responsible

I do my job, take care of my things and our school, and ask for help when I need it.

What S.O.A.R. Looks Like Around Our School

SETTING	SAFE	OUTSTANDING RESPECT	ALWAYS KIND	RESPONSIBLE
🚌 **Bus**	• Stay seated, facing forward, the whole ride • Keep the aisle clear (backpack on the floor) • Keep hands, arms, and head inside the bus	• Follow the bus driver's directions the first time • Use a quiet, inside voice • Help keep the bus clean	• Greet your driver and say thank you • Share your seat willingly • Use kind words with others	• Be ready and watch for your stop • Keep belongings in your backpack • Take everything with you when you leave
🥣 **Breakfast**	• Use walking feet • Sit and stay in your spot • Eat your own food	• Voices off when you hear a speaker • Listen to all adults	• Make room for others to sit next to you • Welcome others to join your row and table • Show kindness to all staff • Say please and thank you • Don't yuck other's yum	• After eating, get in line • Clean up your space • Throw away trash on the way out • Monitor your voice level • Use time wisely to join your class on time

SETTING	SAFE	OUTSTANDING RESPECT	ALWAYS KIND	RESPONSIBLE
🧘 **Morning Assembly**	• Use walking feet • Sit on pockets • Stay in class line • Keep hands and feet to self	• Don't move gym equipment • Voices off when a speaker presents • Respond quickly to the quiet signal • Show appreciation with respectful applause	• Make room for others to sit near you • Silent applause and cheer	• Active listening • Enter and exit in line with your class • Keep all belongings with you • Responsible for a safe body
🚶 **Hallways**	• Use walking feet at all times • Stay with your line, facing forward • Keep hands, feet, and objects to yourself • Admire the walls — don't touch	• Use a quiet voice so learning in classrooms can continue • Follow all adult directions the first time	• Hold the door for the person behind you • Use kind words	• Go directly to your destination • Pick up items you see on the floor
🏢 **Office**	• Use walking feet in and out of the office • Wait in the designated spot • Keep hands, feet, and objects to yourself	• Wait patiently to be greeted • Politely communicate • Follow directions from office staff	• Greet office staff • Say please and thank you • Be patient and welcoming with visitors	• Have a clear reason to be in the office • Get permission from an adult first • Tell the reason for your visit clearly • Deliver messages and items promptly • Return to class right away

SETTING	SAFE	OUTSTANDING RESPECT	ALWAYS KIND	RESPONSIBLE
🚻 **Bathrooms**	• Keep water in the sink • Use walking feet • Wash your hands with soap and water • Check in with an adult	• Give others privacy • Use a quiet voice • Flush and leave the bathroom clean for the next person	• Wait patiently for your turn • Use kind words while waiting	• Use the bathroom quickly and return to class • Use only the supplies you need • Report any problems to an adult
🍽️ **Lunchroom**	• Walk safely in the lunchroom • Stay safely seated • Raise your hand for help or use the signals	• Use a level 2 voice with those near you • Respond quickly to the quiet signal • Follow directions from lunchroom staff	• Politely communicate • Don't yuck someone's yum	• Line up quietly before entering the cafeteria • Clean your space before you leave • Eat your own food and make healthy choices • Throw away trash and stack your tray

SETTING	SAFE	OUTSTANDING RESPECT	ALWAYS KIND	RESPONSIBLE
⚽ **Recess**	• Use equipment the way it was designed • Stay inside the recess boundaries • Line up right away at the signal • Hands and feet to yourself in line • Use words, not your body • Respect nature	• Follow the rules of the game and take turns • Listen to recess supervisors • Take care of equipment and return it • No toys from the classroom or home	• Invite others to join your game • Use encouraging words like “good try!” • Notice friends who are on their own • Get an adult right away if someone is hurt	• Solve small problems with words or rock-paper-scissors • Return equipment to its place • Ask for help if you don't understand the rules • Tell an adult about big problems
🚗 **Parent Pick-Up**	• Wait behind the yellow line • Keep feet on the pavement — off the bike rack and dirt • Get in only when the car has fully stopped • Enter your car on the curbside	• Listen carefully for your name • Follow staff directions the first time • Wait your turn calmly	• Say goodbye to friends and staff • Help younger students find their grown-up • Be patient with others who are waiting	• Have your belongings packed and ready • Go directly to your car when called • Tell an adult if your ride is late • Watch for your car

SETTING	SAFE	OUTSTANDING RESPECT	ALWAYS KIND	RESPONSIBLE
🎒 **Bus Lineup**	• Sit in your line • Keep hands and feet to yourself • Listen to adults • Walk to the bus when your line is called	• Sit and make room for others to sit • Listen to adult instructions	• Use kind words • Greet your bus driver	• Go straight to your bus line at dismissal • Gather your belongings before getting in line • Keep track of your belongings • Use the restroom before dismissal

🌟 These expectations come from our schoolwide SOAR Teaching Matrix and are taught in every setting during back-to-school rotations. At Redmond, we believe **every Hawk does well when they can** — when an expectation is hard, we solve the problem together. Students also learn the brain ladder, **Calm → Connect → Think**, and build social-emotional skills through weekly **Second Step** lessons as part of our PBIS and MTSS framework.

2026–27 District Calendar at a Glance

LAKE WASHINGTON SCHOOL DISTRICT · 2026–2027

AUGUST	SEPTEMBER	AUG – SEP	SEPTEMBER
31 First day of school (Grades 1–5)	**2** First day for Kindergarten	**31 – 2** Fall Family Connections Conferences — 12:25 PM dismissal	**7** Labor Day — no school

OCTOBER	NOVEMBER	NOVEMBER	DEC – JAN
16 LEAP Day — no school	**11** Veterans Day — no school	**25–27** Thanksgiving Break	**21–1** Winter Break

JANUARY	JANUARY	FEBRUARY	MARCH
18 MLK Jr. Day — no school	**26, 28–29** Winter conferences — 12:25 PM dismissal	**15** Presidents Day — no school	**12** LEAP Day — no school

APRIL	MAY	JUNE	JUNE
12–16 Spring Break	**31** Memorial Day — no school	**18** Last day of school (half day)	**21** Juneteenth observed

SNOW MAKEUP
❄ June 1 & June 21–23 (if needed)

Every Wednesday is a 90-minute early-release day (2:25 PM dismissal), beginning September 9. Report cards come out twice a year, at the end of January and June, and are available online.

📄 **Official LWSD One-Page Calendar (PDF)** | **District Calendar Page** | **Redmond El School Calendar**

Staff & Contact Information

AB PRINCIPAL
Ann Bohrnsen-Thola
abohrnsen-thola@lwsd.org

KS ASSOCIATE PRINCIPAL
Katie Sabol
ksabol@lwsd.org

CA ASSOCIATE PRINCIPAL
Cody Aguirre
CAguirre@lwsd.org

EC OFFICE MANAGER
Elizabeth Collado
ecollado@lwsd.org

RP REGISTRAR
Rithikaa Prakash
rprakash@lwsd.org

KT FRONT DESK
Kathy Thompson
katthompson@lwsd.org

IB HEALTH ROOM
Indrani Basu
ibasu@lwsd.org

JF SCHOOL NURSE
Janae Foster
jfoster@lwsd.org

PB COUNSELOR
Peder Brakke
pbrakke@lwsd.org

SG COUNSELOR
Sarah Gray
Sgray@lwsd.org

HJ LIBRARIAN
Heather Jones
hjones@lwsd.org

📞 Main Office: 425-936-2660 · Attendance: 425-936-2661 · Fax: 425-882-0591

Full Staff Directory → School Contact Page →

🤔 Who Do I Contact If...

IF...	CONTACT
My child is sick	Classroom teacher and the attendance line
I need a last-minute pick-up change	Call the office at 425-936-2660
I'm concerned about my child's grades	Classroom teacher
I'm concerned about my child making friends	Counselor
I'm changing my child's after-school plan	Email the teacher and registrar (rprakash@lwsd.org) as early as possible

🍎 Breakfast, Lunch & Meal Assistance

🎉 Free Meals for All Students This Year!

For the 2026–27 school year, **breakfast and lunch are provided at no cost to every Redmond Elementary student**. Breakfast service starts at 9:05 AM.

💚 Free & Reduced-Price Meals

Even with free meals for everyone this year, submitting the confidential application is still encouraged — qualifying can waive other school fees, like field trips and activities. Apply online (preferred):

Apply at MySchoolApps.com

Paper applications may be returned to the school office or emailed to F-RMealapp@lwsd.org.

🥗 Menus & Prices

View daily breakfast and lunch menus, including nutrition and allergen info:

View Menus (Nutrislice)

Meals are free for all students this year.

💳 Paying for Meals

If you ever need to add money to your student's meal account, you can pay online or send cash/check to the school office:

MySchoolBucks.com

MySchoolBucks support: 1-855-832-5226 · Nutrition Services: 425-936-1393 · NutritionServ@lwsd.org

💡 Qualifying for free or reduced-price meals can also reduce fees for field trips and other activities. See How to Waive Extra-Curricular Fees.

Health Services & School Nurse

❤️ Our Health Room Team

LWSD nurses serve multiple schools, so please tell the office in writing if your student has a life-threatening illness, infectious disease, or serious allergy. Our health room team:

- ✔ School Nurse: Janae Foster — jfoster@lwsd.org
- ✔ Health Room Office Professional: Indrani Basu — ibasu@lwsd.org
- ✔ Reach the health room through the main office: 425-936-2660

📋 Important Health To-Dos

- ✔ **Immunizations:** records must be current before school starts. Requirements
- ✔ **Medication at school:** must be doctor-prescribed, authorized on LWSD form #4023, and in a pharmacy-labeled bottle kept in the office — this includes over-the-counter medicine. Please arrange daily medications outside school hours when possible. Learn more
- ✔ **Life-threatening conditions** (allergies, asthma, diabetes, seizures): a care plan and medication orders must be in place before the first day. Details
- ✔ **Feeling sick:** students with a fever of 100° will be sent home, and must be symptom- and fever-free for 24 hours before returning to school.
- ✔ **Forms:** Student Health Forms

LWSD Health Services Home →

Stay Connected

ParentSquare

The district's main communication tool — messages, alerts, and classroom updates by email, text, or app. Questions? Email ftaccess@lwsd.org.

ParentSquare

Family Access (Skyward)

Check attendance, update family information, and manage student records.

Skyward Family Access

ClassLink

Your student's one-stop portal for all school apps and learning tools.

ClassLink Launchpad

PTSA

Join the Redmond Elementary PTSA to volunteer, find events, and support our school community.

Redmond El PTSA **PTSA Facebook**

Peachjar Flyers

Digital flyers about school and community programs, clubs, camps, and events.

View Flyers

School Website

News, announcements, and everything else lives on the school site.

redmond.lwsd.org

Transportation & Weather Closures

Bus Routes & Walk Routes

Find your student's bus stop, route times, and safe walking routes. Buses depart about 7 minutes after dismissal.

LWSD Transportation →

Snow & Emergency Closures

When weather closes schools or delays start times, the district notifies families through ParentSquare and posts updates online.

School Closures & Late Starts →

Students go outside for recess in most weather — please send coats, hats, and warm layers.

Parking Lot Drop-Off & Pick-Up

- ✔ The lot is **one-way**: enter at the north opening (top of the hill), exit at the south opening.
- ✔ Load and unload only in the right lane at the designated zone; students enter and exit on the right side of the car. Pull all the way forward, and stay with your car.
- ✔ Use the crosswalks managed by adult and student patrols, and please don't enter the buses-only area off 80th Street.

Enrollment & New Families

Registering Your Student

New to Redmond Elementary? Registration is completed online through the district.

Register a Student **Registration FAQ**

New to the District?

The district's "New to LWSD" page walks you through enrollment steps, school boundaries, and what to expect.

New to LWSD

Questions? Contact our registrar, Rithikaa Prakash: rprakash@lwsd.org

Before & After School Care

Extended Day Options

LWSD partners with childcare providers to offer before- and after-school care at or near district elementary schools. Learn about the district's Extended Day Program and provider options, then contact the school office if you have questions about care available for Redmond El families.

LWSD Extended Day Program →

Good to Know

Lost & Found

Please label everything — coats, lunchboxes, water bottles — and check the Lost & Found regularly. Unclaimed items are donated to local charities twice a year.

Toys Stay Home

Personal toys, sports equipment, and trading cards (Pokémon, Magic, etc.) should stay home. Items brought without approval will be held in the office for parent pickup.

Cell Phones & Watches

Cell phones must be turned off and in backpacks for the entire school day, including on the bus. Phones that are out will be turned in to the office. This includes watches that can send or receive messages. E-readers are welcome for teacher-approved reading.

Volunteers Welcome

Complete the LWSD Volunteer Application on the district website (approval is good for two years), then sign in and wear your badge whenever you're on campus.

Dress for Learning

Shoes should be safe for running, climbing, and PE. Clothing covers the torso and underwear, and headwear is worn respectfully.

Student Devices

Students use district devices for learning at school — laptops in grades 2–5, and iPads in kindergarten and first grade. Review the Technology Code of Conduct together as a family.

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Part of the Lake Washington School District · Home of the Hawks

Links open official school and district pages, which always have the most current information.