

RMS 6th Grade & New Student Toolkit



**2021-2022 Redmond Middle School
Transition Kit for Families**

**Brought to you by:
RMS PTSA**

Contents

Differences Between Elementary and Middle School	3
Elementary School	3
Middle School	3
Useful Terms and Acronyms	4
Main Communication Lines Between School and Family	5
Whom to Contact.....	6
Quick 2021-2022 Contact List	6
Safe Schools Alert Tip Line	6
Student Counseling Services	7
RMS Student Counseling.....	7
Additional Resources	7
School Arrival Procedure	8
Absences / Dismissals / Attendance	8
Keeping track of assignments, grades, and fees.....	9
Useful Links	10
School Sponsored Athletics and Activities.....	11
Sports	11
ASB	11
Clubs.....	12
Activities.....	12
PTSA	12
RMS Through the Year	13
Good to Know	14
Your PTSA.....	15
Introduction	15
Programs	15
Volunteering	15
Volunteering at School.....	16

Differences Between Elementary and Middle School

Elementary School

Curriculum

All subjects taught in one classroom with one teacher.

Student Responsibilities

Students develop goals with the teacher and discuss at Parent/Teacher conference. Teachers send regular emails with updates on classwork and assignments. Parents communicate with teachers regarding missing classes, assignments, grading questions, etc.

Student Clubs

Most clubs are PTSA run.

Parent involvement

Teacher's aide, Room parent, Art Docent, etc. Parent/Teacher conferences.

Volunteer opportunities

Many ongoing needs

Middle School

Curriculum

Different subjects with different teachers, students move between periods, some courses are electives. Students transport a school-issued laptop back and forth to use in class and at home.

Student responsibilities

Students develop and manage their goals with guidance from the teachers. Parents can request a meeting with a teacher but students are encouraged to contact their teachers directly. Students are responsible for keeping their laptops charged and remembering passwords.

Student Clubs

Students direct their own clubs with supervision. Students can initiate a club.

Parent Involvement

Not usually in the classroom. Parents volunteer as requested by the school or PTSA. There are no preset Parent/Teacher conferences in middle school.

Useful Terms and Acronyms

LWSD - Lake Washington School District

RMS - Redmond Middle School

PTSA - Parent Teacher Student Association

ASB - Associated Student Body

PE - Physical Education

SBA - Smarter Balanced Assessment, a Washington state-mandated test given to 3rd-8th graders and which is usually taken in May. Learn more here: <https://www.lwsd.org/programs-and-services/curriculum-instruction/testing-and-grades/state-assessments/smarter-balanced-assessment>

Grizzly Gram - A biweekly newsletter produced by the school.

Bear Tracks - A biweekly newsletter produced by the RMS PTSA.

Skyward - An online app through which families can access information on their students' grades, attendance, contact info, and health information. LWSD requires parents to log in and update info every school year.

Grizzly Time - Time set aside during the school day for students to make an appointment and get individual help from a teacher or counselor.

Semester and Term - the school year is divided into two Semesters and four Terms. Semester 1 encompasses Terms 1 and 2. Semester 2 includes Terms 3 and 4. On Skyward, you can see your student's term grades (T1, T2, T3, T4) as well as their semester grades (S1 and S2). Consult the current year's school calendar to see when the grading periods end: <https://www.lwsd.org/about-us/district-calendar>

Griz Biz Days - Open House event at the school during the summer before each school year.

The Grizzly Way - An aspirational code of conduct for Redmond Middle School Students. Students are encouraged to be Kind, Honest, and Proud.

Awesome Pawsomes - These are tokens students can earn for practicing The Grizzly Way. Students may use these tokens to attend a monthly school celebration involving music, friends, and snacks.

Parent Access/Student Access - A page on lwsd.org with links to Skyward, School Bus Finder, Forms, Online Payments App, Lunch Account App, and a guide to how to log in to these features. Find it here: <https://www.lwsd.org/students-families/for-students-and-families>

Main Communication Lines Between School and Family

Curriculum Night

Opportunity to meet each of your student's teachers and visit the classroom

Email Communication with teacher

Regular updates via email are not typical although some teachers provide a class newsletter. Every class may be different.

Asking for a Teacher meeting

Teachers will advise how to contact them on curriculum night. Parents may contact individual teachers for an appointment, call, or email exchange.

Meeting with a student counselor

Counselors are assigned by grade level for help with: organizational and study skills, emotional well-being, personal and family challenges, connecting to community resources.

Grizzly Gram

A bimonthly email newsletter with fun facts and articles about the school as well as information on upcoming events. Arrives via the contact email you have listed on your student's Skyward record. Past issues are available on the school website.

Donuts with Dana

A monthly 30-minute meeting to ask Principal Dana Greenberg any questions you may have and talk with fellow parents and students. Times and dates are announced in Bear Tracks. This program is sponsored and hosted by the RMS PTSA.

RMS Website

Use this website to view current updates and notifications specific to Redmond Middle School. Go to <https://rms.lwsd.org>

Bear Tracks

This is the PTSA email newsletter which comes out on a bimonthly schedule alternating with the Grizzly Gram. Past issues are available on the PTSA website. You can subscribe to the Bear Tracks here:

<https://rmsptsa.org/Page/BearTracks/Archive>

RMS PTSA Website

Use this website to view current updates from the RMS PTSA. Student activities and programs will also be listed on this website as well as PTSA membership/volunteer registration opportunities. <https://rmsptsa.org>

LWSD

Make sure your information is updated on Skyward so that you will receive newsletters and notifications from the Lake Washington School District, including their email newsletter, Connections, updates on school emergencies, missing assignments, and community resources.

Whom to Contact

Find up-to-date contact information for School Administration, Teachers, and Staff here:

<https://rms.lwsd.org/about-us/staff-directory>

Quick 2021-2022 Contact List

Staff Voice Mail Express Messaging: To leave a staff person a phone message, please dial 425-936-2812. After the prompt “to mailbox”, enter the 5-digit mailbox number.

Administration

Principal: Dana Greenberg - 62442 - dgreenberg@lwsd.org

Associate Principals

- JaLynn Montes - 62445 - jmontes@lwsd.org
- Stuart Prince - 62443 - stprince@lwsd.org

Counselors

- 6th Grade: Marcia LaSalle - 62444 - mlasalle@lwsd.org
- 7th Grade: Ann Nguyen – 62447 - anguyen@lwsd.org
- 8th Grade: Steffany Black – 62446 - sblack@lwsd.org

Office Staff

- ASB Office Professional: Shirley Poblete - 54668 - spoblete@lwsd.org
- Office Manager: Sharon Ward - 54600 - shward@lwsd.org
- Attendance Office Professional: Karen Silva - 54614 - ksilva@lwsd.org
- School Registrar / Counseling Office Professional: Mini Chugh - 54613 - mchugh@lwsd.org

Health Room

- Health Room Office Professional: Tien Nguyen - 62449 - tnguyen@lwsd.org
- School Nurse: Samantha Young - 56154 - syoung@lwsd.org

Library

- Librarian: Elizabeth Metcalf - 54675 - emetcalf@lwsd.org
- Librarian Secretary: Joy Bachman - 54669 - jbachman@lwsd.org

School Sports

6th Grade Physical Education: Katy McCorkle - 59015 - cmccorkle@lwsd.org

Safe Schools Alert Tip Line

Text or call 24 hours a day: 425-529-5763

Student Counseling Services

New to the country?

Requesting special accommodations (physical or mental) for your student?

Questions about graduation requirements?

Emotional health support?

Problems with organizational skills or test taking?

RMS Student Counseling

RMS Student Counseling Services is here to help with all that and more. They are also able to help connect your family to services in the larger community. Start by contacting your student's counselor (by grade level) or requesting an appointment on this page: <https://rms.lwsd.org/studentsfamilies/counseling>

Additional Resources

Balance in Mind, Lake Washington Schools Foundation

<https://www.lwsf.org/youthmentalwellness.html>

Youth Eastside Services

<https://www.youtheastideservices.org>

Lake Washington PTSA Council Community Resources

<http://www.lwptsa.net/community-resources>

Lake Washington PTSA Special Education Group

<http://www.lwptsa.net/special-needs-group>

School Arrival Procedure

(Subject to change for every year)

Parents Dropping off students before school should pull in one of the two front entrances to the parking lot and pull all the way forward around the curve before allowing their student to get out. Care should be taken to move as far forward as possible and to complete drop-off quickly so as to avoid blocking traffic on NE 166th Street. Buses will enter through the back of the school.

Find diagrams, instructions, and safety information for school drop-off at this link:

<https://rms.lwsd.org/rms-safety-and-security>

School Bus Route Info

<https://www.lwsd.org/programs-and-services/transportation>

When students arrive, they should head directly to the Commons, the Great Hall or the Library to wait for the 8:00 bell.

Absences / Dismissals / Attendance

Read all about it in the Redmond Middle School Attendance document:

https://rms.lwsd.org/uploaded/Redmond_Middle_school/file/RMS_Attendance_Office.pdf

Absence

If your student will not be in school, please notify the RMS Attendance line by calling 425-936-2441 (voicemail available 24 hours a day) or email RedmondMSAttend@lwsd.org before 9:00 AM.

You may receive automated calls regarding absences or tardies that you may not know about. To see more information about your student's absences and tardies, log into Skyward to look up the specific absences/tardies and to follow up with the teacher.

Dismissal During the School Day

- Parents must inform the Attendance Office in advance with an email, call, or written note. RMS Attendance Line: 425-936-2441 Email: RedmondMSAttend@lwsd.org
- On the morning of the dismissal, the student must go to the Attendance Office for an Early Dismissal Slip. The student is charged with remembering his own appointment and leaving whatever class at the appropriate time. The office will not interrupt class by calling on the intercom.
- Parents/guardians/family must show ID, sign the student out, and wait for their student in the lobby or outside.

Long Term Absence

- Pre-Arranged Long Term Absence Form (3 or more days):
https://rms.lwsd.org/uploaded/Redmond_Middle_school/file/Pre-arranged-absence-form-secondary.pdf
- Illness at School: Parents, guardians, or emergency contacts may sign out the student at the Attendance Office. Be prepared to show ID.

Keeping track of assignments, grades, and fees

Your student will choose courses for 6th grade in the spring of their 5th grade year. Details on course selection and an example three-year planner are available in the current year's course catalog:

[https://rms.lwsd.org/uploaded/Redmond Middle school/file/rms course catalog 2021-22.pdf](https://rms.lwsd.org/uploaded/Redmond%20Middle%20school/file/rms_course_catalog_2021-22.pdf)

Main courses

All 6th graders take English, Social Studies, Science, and Mathematics as well as one semester of 6th Grade Physical Education (PE) and one semester of Grizzly Prep, which is a general course meant to help students acquire study skills and personal insight leading to success in school and beyond.

Electives

Students may also choose to participate in one year-long music class (choir, orchestra, band) or a year of Grizzly Experience. Grizzly Experience is an activity sampler that introduces students to ten weeks each of Art, Family and Consumer Sciences, Engineering, and Modern Music History.

Grades

Skyward parent access: <https://www.lwsd.org/students-families/for-students-and-families>

Sign in to have access to your student's grades, attendance records, schedule, standardized test scores, and academic history. Also, access vaccination data, and change and control your emergency contact information.

How to follow up about missing grades, missing work, etc.

- A student-led process is best, even if you have to prompt him or her.
- The student should contact the teacher outside of class hours either via email or during Grizzly Time (a time in the daily schedule set aside for students to meet with teachers).
- Try to determine if the assignment was completed or whether there was a problem with turning it in. Reconfirm what your student knows about how to turn in assignments for each individual teacher.
- Be prepared to lose points on late work.
- If the assignment was turned in on time, be understanding about how long it takes for grades to appear. Teachers may have hundreds of students spread across several classes. Assignments that were turned in late may take even longer to grade.
- Emphasize to your student that politeness is key and that the benefit of the doubt must go both ways. These interpersonal skills are more important than the grade on any one assignment.

Curriculum/Textbooks

Many classes will offer online textbooks accessed via the student's school-issued laptop. Some classes will also have physical books to take home or use in class. Teachers will make these materials available when class begins.

- To learn more about the curriculum: <https://www.lwsd.org/students-families/6-12-online-curriculum>
- Find a list of adopted curricula for each grade and class here: <https://resources.finalsite.net/images/v1603218607/lwsdorg/hemygbemy4utjpdtdbrdm/Secondary-Curriculum.pdf>
- Citizens of King County can request access to any adopted curricula by emailing FLASH@kingcounty.gov

Useful Links

Redmond Middle School Website: <https://rms.lwsd.org/>

Daily Schedule – <https://rms.lwsd.org/quicklinks/daily-schedule>

Yearly Calendar: <https://rms.lwsd.org/about-us/calendar>

LWSD Website: <https://www.lwsd.org/>

Skyward Parent Access: <https://www.lwsd.org/students-families/for-students-and-families>

(Note: This system will reset your username every year and will prompt you to reset your password often. Find help accessing skyward here: <https://www.lwsd.org/help/skyward-family-access>)

Lunch accounts: Called “My School Bucks”: Pay for student meals using credit card, debit card, or electronic check. Access the account by computer or phone app:

<https://www.myschoolbucks.com/ver2/getmain?requestAction=home>

Other payments: Students/Parents may also make other payments through the LWSD online payments portal: <https://payments.lwsd.org/>

You can also use the above link to pay the following items online via Parent Access:

- RMS Yearbook
- P.E. Shirt
- Class Fees (available for payment two weeks after the start of the semester)
- Lab Fees
- Music Fees

Microsoft Classroom Teams tutorials page: <https://www.lwsd.org/help/classroom-teams-support>

LWSD Help with District Technology: <https://www.lwsd.org/help>

School Sponsored Athletics and Activities

Sports

There are usually four seasons of sports at RMS. Typical options for Boys or Girls include: Tennis, Badminton, Soccer, Cross-Country, Volleyball, Basketball, Wrestling. (Some sports are gender-segregated.)

Check the athletics page for current offerings: <https://rms.lwsd.org/asbactivities/athletics>

Participating in RMS sports requires paying the ASB membership fee as well as a sports fee (scholarships are available), and the submission of a health form. Sports sign-up periods occur every quarter (4 seasons) and are open to everyone without try-outs.

Fill out and submit sports participation forms online here: <https://lakewashington-wa.finalforms.com/>

Find printable paper forms here:

https://rms.lwsd.org/uploaded/Redmond_Middle_school/file/19-20_RMS_Athletics_Packet.pdf

Pay fees online via LWSD's Parent Access here:

<https://www.lwsd.org/students-families/for-students-and-families>

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.

Scholarships: If your student is in need of a scholarship or physical or learning accommodations to participate, please contact: sblack@lwsd.org; sprince@lwsd.org; or spoblete@lwsd.org

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.

ASB

Every student at Redmond Middle School is eligible to be a member of Associated Student Body (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. Scholarships for the cost of ASB card are available through school counselors.

Leadership: An ASB President and other officers will be elected during the first semester of the school year. They will be responsible for planning fundraising and events for the ASB.

Socials: ASB host three socials throughout the year. Socials are held on Fridays between sports seasons, and are sponsored by the ASB Leadership for RMS student body. Tickets are sold during school prior to socials. Students must remain at the social/dance the entire time. The event is \$3 for ASB Members and \$5 for non-members. Parents may volunteer to chaperone.

Clubs

Student clubs: All clubs at RMS are student directed. You can find a list of clubs and contacts at this link: <https://rms.lwsd.org/asbactivities/asb-clubs> Clubs meet before or after school and may charge a fee for which scholarships are available. Typical Offerings include: National History Day, Pride Peeps, Role Playing Games, Green Team, Model United Nations, Creative Writing, Honor Society, Drama/Musical. If you are interested in learning more about a club or to be added to a Team, please email the club advisor.

If you have an idea for a new club, we are happy to help! New clubs need at least ten (10) interested students and a faculty member to serve as advisor. Email ASB Advisor, Kass Morris (kamorris@lwsd.org) if you would like more information on how to start a new group. Requires ASB membership fee.

Activities

Battle of the Books: a cooperative effort between Inglewood, Rose Hill, Kirkland, Finn Hill, Evergreen, Redmond, International Community and Kamiakin Middle Schools. This program allows 6th, 7th, and 8th graders in each school to work together as a team and challenge other schools to correctly answer questions about the selected books. The goal is to encourage students at all reading levels to engage in teamwork while reading some of the best in children's literature. Challenge questions are based on specific and factual information within the books. All students are eligible and sign up through library. More info on the library page here: <https://rms.lwsd.org/academics/library>

Honor Society <https://rms.lwsd.org/asbactivities/honors-society>

Something to look forward to: 7th and 8th graders who meet the eligibility requirements will be invited to join honor society. Requirements are:

- 3.6 or higher GPA from most recent semester grade report card
- Commitment/involvement in school and community service
- Demonstrate citizenship and character

PTSA

Your PTSA also offers many clubs and competitions for interested students. [Check out the PTSA section](#) of this document to find out more!

RMS Through the Year

August:

Griz Biz Days - A day, usually in August, in which the school is open for new students to tour the building, turn in forms, get their student ID (which is used to purchase lunch) and learn about ASB and PTSA opportunities.

September:

PTSA membership sign up - Complete the PTSA Welcome Packet online: <https://rmsptsa.org/Packet/Join>

Curriculum Night - See the classrooms, walk your student's schedule, join the PTSA and view a presentation by each teacher. Takes place soon after the school year begins.

October/Nov:

PTSA club sign-ups - Watch the Bear Tracks for the dates of info sessions. Or contact us to start a new club: enrichment@rmsptsa.org

Reflections Art Competition – <https://rmsptsa.org/Page/Programs/Reflections>

Fall Drama/Musical - Watch the Bear Tracks for info and auditions dates.

December/January:

Winter Band, Orchestra, and Choir Concerts

Jan/February:

Battle of the Books – Traditionally held in February with the top team from each middle school proceeding to the Lake Washington School District challenge in early March.

March:

Spring Musical/Drama - watch the Bear Tracks for info and auditions dates.

May:

SBA - Smarter Balanced Assessment - state-mandated standardized tests usually taken on school days in May.

Field Day - A day for Grizzlies to celebrate at school. Watch for opportunities to volunteer!

Ongoing:

PTSA General Meetings – 3 times a year. Usually, October, February, and June. Read Bear Tracks or find the schedule here: <https://rmsptsa.org/Page/PTSA/Meetings> Everyone is invited!

Parent Education Events – Usually three times a year. Watch the Bear Tracks for announcements.

ASB Socials - 3 times a year between sports seasons.

Good to Know

Backpacks

Students may carry backpacks to classes during the school day. 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.

Lockers

Lockers are optional, but students may rent a locker for the school year for a small fee. Find out at Griz Biz Days.

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. 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.

Dress Code (PRE-COVID)

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.

Lost and Found

Lost and found clothing items can be found beneath the main stairs. Small or valuable items 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. Watch the Bear Tracks or Grizzly Gram for announcements.

Phones for Student Use

Students will be allowed to use the student phones located outside the Attendance Office and in the Student Services Office. 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.

Your PTSA

Introduction

PTSA stands for **P**ARENT, **T**EACHER, **S**TUDENT **A**SSOCIATION!

Our mission is: to support, engage, and advocate for our students, staff, and community. We are dedicated to creating a welcoming and accessible academic community through our programs, activities, and financial support.

All PTSA programs are run by parent/guardian volunteers. Funding comes from our fundraisers and membership fees. You can find out about PTSA and its programs by reading the bi-weekly newsletter, the Bear Tracks or by visiting the RMS PTSA website.

Subscribe to Bear Tracks: [TinyURL.com/GetBearTracks](https://www.tinyurl.com/GetBearTracks)

Visit the PTSA Website: rmsptsa.org

Or watch our introduction video: <https://flipgrid.com/s/66a9872a8620>

Programs

Most clubs and teams have an info session at the beginning of the year. Watch the Bear Tracks or visit their program page (listed below) for dates and info.

Math Club: <https://rmsptsa.org/Page/Programs/MathClub>

Science Team: <https://rmsptsa.org/Page/Programs/ScienceTeam>

Spelling Bee: <https://rmsptsa.org/Page/Programs/SpellingBee>

Drama: <https://rmsptsa.org/Page/Programs/Drama>

Reflections: <https://rmsptsa.org/Page/Programs/Reflections>

Robotics: <https://rmsptsa.org/Page/Programs/Robotics>

Geography Bee: We are looking for a Chairperson to determine student interest in this event.

Volunteering

You can be part of our success. To volunteer on an existing program or to start a new one, please contact our VP of Volunteers at volunteers@rmsptsa.org.

To check out what's needed, visit our Volunteer page: <https://rmsptsa.org/Page/PTSA/Volunteer>

You are also welcome to contact any of our board members: <https://rmsptsa.org/Page/PTSA/BoardofDirectors>

Whether you want to help with a specific program or just pitch in when needed, there's a place for you. Here are some ways you can help:

- Become a member: Membership fee is \$15 (tax deductible) and there are scholarships. Membership is open to all Parents and guardians, Teachers, Students and community members. Your membership puts the P in the PTSA! *(section continued next page)*

- Let us know your concerns: Attend a meeting or contact us anytime through email. Go to the Contact Us page at <https://rmsptsa.org/ContactUs> or send an email directly to support@rmsptsa.org.
- Volunteer: For an hour or on a long-term project.
- Submit an announcement to the Bear Tracks about a competition or service activity in which students participate: <https://rmsptsa.org/Page/BearTracks/Submit>
- Make food or gifts for Staff Appreciation days.
- Donate: Donations are tax deductible and may be matched by your employer.
- Bring Business to the Table: Advertise your business through one of our fundraisers, or ask a local business to advertise or donate goods and services to a PTSA event.
- Be a Leader: Volunteer to chair a committee or to be a board member.

Volunteering at School

Plan ahead! All volunteers **must be approved by the district** before a volunteer assignment can take place. It takes only a few minutes online or can be printed and returned in person. Approval normally takes a week or two, and you can be notified by email when the process is complete.

Find the form here: <https://apps.raptortech.com/Apply/MTEyMzplbi1VUw==>

In-Person Volunteering

Some in-person volunteer activities that usually occur near the beginning of the school year include:

- Laptop roll-out (beginning of school)
- Picture day
- Vision and hearing screening

Other Volunteering

Some clubs, such as Science club, Drama or Robotics offer opportunities to parents with specific interests or skill sets to participate. Also, music class trips always need parent chaperones.

Throughout the year, there are also many roles and specific events that count on parent support, such as Field Day, ASB Socials, and Battle of the Books.

Watch for opportunities in the PTSA Bear Tracks Newsletter or find them here:

<https://rmsptsa.org/Page/PTSA/Volunteer>