

January 4, 2018

Dear Redmond Elementary Families,

Thank you to the many of you who reached out with questions, concerns, and even appreciation after last week's neighborhood incident. Several of you asked about our school's safety protocols. I want to share what we had already been updating, as well as inform you about the specifics of this month's Safety Drill.

Those of you who have come to volunteer last week have already seen that our visitor procedures are changing. **All visitors and volunteers must sign in, and wear a visible name badge stating first and last name as well as destination.** Please be prepared that any staff member who cannot see a name badge will stop you and redirect you to the office if you are not doing so. This is not to be inhospitable, but rather to ensure greater awareness and compliance with visitor procedures.

Additionally, though we have had all doors besides the main entrance locked throughout the day all year long, we have found that some in our building (students or parents) are still opening doors for others who arrive late, or to drop items off, in an effort to be helpful. We are teaching the students that we cannot continue to do so. Please, at all times, **use only the main entrance and do not use the building as a shortcut to other areas.**

Finally, the LWSD Safety Drill this month is our **Lockdown Drill, using ALICE principles.** We will do this drill during the week of **January 16-20.** ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. The Lake Washington School District began incorporating ALICE principles into our Lockdown preparations two years ago in response to guidance from local and national law enforcement. In the past two years, we performed a "soft" version of the drill, and this year we move to full implementation.

The ALICE principles are strategies that might be useful in an emergency; they are not steps to be completed in any specific order of priority, nor are all steps required. We are including ALICE principles in our District emergency response procedures at the request of local law enforcement. The ALICE tools add options to the District's existing lockdown responses. ALICE principles are not limited to schools and can be used by individuals in emergency situations in any location, such as movie theaters, malls, places of worship, stores, etc.

Our school staff has received training in the ALICE principles, and students have received classroom training in September in preparation for this month's drill. We will review and practice listening expectations this week as we prepare ourselves.

The drill will provide a scenario to students and teachers (Alert portion of ALICE) over the intercom, followed by additional information (Inform portion of ALICE) to which classes will be expected to react. Teachers are being provided with four possible scenarios to discuss with their class, in order to prepare for the drill in an age-appropriate manner. One of these four scenarios will be used for our drill. The scenarios are designed to be realistic and descriptive of a potential incident. Every announcement will clearly state, "This is a drill." In preparation for the

lockdown drill our teachers will be discussing the ALICE strategies with their students, using age-appropriate vocabulary and information. At the same time, we are trying to be sensitive to the age of our students and do not intend to frighten or add unneeded stress to them. We are providing the four scenarios below should you wish to discuss them with your child at home.

Please feel free to contact me with any questions or concerns. Additional resources about the ALICE program can be found at www.alicetraining.com.

Scenarios for ALICE Drill: January 2018

1. **ALERT:** Attention! An intruder has entered the main entrance near the office and is walking towards the B wing rooms. He is a white male, about 40 years old, wearing a blue jacket and a baseball hat. He is carrying an unknown weapon and is yelling.
2. **ALERT:** Attention! A female with dark hair and an unknown weapon is quickly walking around Portable 2. She's wearing blue jeans, and a green hoodie.
3. **ALERT:** Attention! An intruder has entered through the door near the gym and is arguing with an teacher there. He is holding an unknown weapon and is moving towards the gym. He is wearing a black shirt and has a beard.
4. **ALERT:** Attention! A woman with an unknown weapon has just entered the stairwell door near the 3rd grade rooms. She is wearing a purple shirt and is crying loudly.

Important Dates:

Friday, January 12: MLK Assemblies

Monday, January 15: NO SCHOOL MLK Day

Tuesday, January 16: LWSD Bond & Levy Community Open House (6:30-7:30, Redmond High School)

Thursday, January 18: PTSA General Membership Meeting (6:30 in Library)

January 23, 25, 26: Elementary Conferences/Noon release

Wednesday, January 24: Kindergarten Parent Info Session (2:30-3:00 in Library)

Information for parents of incoming kindergarten students will be offered

Thursday, February 1: Kindergarten Registration (1-7 in the School Library)

Have a wonderful week, and thank you for your support.

Kirsten

October 9, 2017

Dear Redmond Elementary families,

Thank you to the MANY of you who joined us for our **WatchDOGS** kick-off event on Thursday night! It was so great to spend time with you, and the pride on the students' faces as they led you in to school was wonderful to see. We are excited and grateful to all of the parents, grandparents, and other caring adults who help make Redmond EI such a wonderful place for kids to be every day. Big thanks to Mrs. Huntley for bringing this to Redmond EI!

October gives us many things to think about and celebrate. October is **Bullying Awareness Month**, when we will talk to all of our kids about the importance of kindness and acceptance, focusing heavily on inclusion for all. **October 25 is Unity Day 2017**, when we encourage everyone to wear orange and we will focus on activities of inclusion and togetherness.

October is also **Disability Awareness Month**, when we will work with kids to understand the impact of disabilities – both those we can see and those we can't – on individuals, as well as the many ways in which individuals living with disabilities can and will lead full and fulfilling lives.

Conference Days 10/16, 10/17, 10/19 Student Led Goal Setting conferences are coming up quickly! Teachers are looking forward to learning more about you and your family's hopes for this year as you work with your child to set attainable goals. **Please make sure you are here on time and with your student.** Teachers have many conferences scheduled and need to honor their start and end times closely. **Student release times are at noon on Conference Days.** If there is a change in your student's normal end of day/pickup routine on conference days, please make sure that the teacher AND the office are notified in advance.

There is **NO SCHOOL for students on October 20** for Teacher Professional Development.

Finally, October ends with **Halloween**, on October 31. Classrooms will celebrate with parties, and students who wish to can dress up in celebration. Please remember these guidelines for those wishing to dress up:

- Costumes must be school appropriate (no blood, gore, violent themes or weapons, and nothing too scary – little friends are easily frightened)
- No Masks or Facepaint – save these for trick or treating
- Students must be able to put costumes on over clothes and remove before going home
- Normal school rules as to appropriate attire still apply

If your student will require an alternate activity during Halloween celebrations, please email their teacher and me so we may plan accordingly.

Safety: Please do NOT drop off students in the Old Redmond Schoolhouse parking lot! It is not supervised and we have seen some safety concerns with unsupervised children crossing around cars.

September 2018

Dear Redmond Elementary Families,

Welcome to the 2017-2018 school year! I am so excited to be joining you this year as your principal, and have enjoyed meeting many of you already. I wanted to let you know about a few important changes this year, and get you ready for the events in the weeks ahead.

Parking Lot is now ONE WAY

In the interest of safety, the parking lot is now **ONE WAY** only. ALL cars must enter at the NORTH opening, at the top of the hill. The top lane is for PARKING only. There are two drop off zones, in the middle and lower lanes. The middle drop off/flex zone may be used for parking between the hours of 9:30 and 3:00. All parking lot traffic moves south and exits at the SOUTH opening. Please be courteous, and especially, **SAFE**. (See attached diagram)

Meet and Greet – Thursday, August 31, 3:00 - 4:00

Students and families are invited to come find their classroom and meet their teachers. Teacher assignments will be emailed to you shortly before 3:00, and will also be posted at all entrances. Please bring any school supplies with you, as well as **any medication needed at school with completed Physician's Orders**.

Kindergarten Parent Night/Curriculum Night – Thursday, August 31 5:30 – 6:30

Parents come to meet with the Principal, Associate Principal, and kindergarten teacher. We will start in the library at 5:30, and then move to the individual classrooms. This event is parents only, though some supervision of children on the playground will be provided through our PTSA. We will share important details you need to know for your kindergarten students this year.

Verify Your Contact/Emergency Information Online

Thank you to all the Redmond Elementary families who have already verified their contact/emergency information in Parent Access. If you need more information on how to complete this process, [here is a link to the Student Information Verification FAQ page](#). Question about the Online Student Verification Process can also be sent to parentquestions@lwsd.org

Thank you all for being such a wonderful and supportive community. See you on Thursday!

Kirsten Gometz

Principal