



Conejo Valley Unified School District

1400 E. Janss Road, Thousand Oaks, California 91362-2198
Telephone (805) 497-9511 • FAX (805) 497-2581



California Gold Ribbon School 2017
California Distinguished School 2013

Ann Bonitatibus, Ed.D.
Superintendent of Schools

Redwood Middle School
*233 W. Gainsborough Rd
Thousand Oaks, CA 91360-3499
(805) 497-7264 FAX (805) 497-3734*
Shauna Ashmore
Principal

July 2017

Dear Redwood Students and Parents:

Welcome to the 2017-2018 school year. We hope that your families have enjoyed the summer break, and that your students are ready for another successful school year. As always, our Viking families, students, and staff will help to make Redwood an outstanding school for all. We look forward to working with you to foster academic growth and activities of high interest throughout the year.

This letter should answer questions regarding Redwood’s opening activities. It includes school opening information and other necessary items to ensure a smooth start for a successful school year.

School will begin on Wednesday, August 23rd, 2017 and will be a minimum day schedule ending at 12:30 p.m. Finalized schedules will be distributed on the morning of the first day of school. **THERE WILL BE NO PERIOD “A” ON WEDNESDAY, August 23rd.** On Thursday, August 24th all students with a Period A will report at 8:00 a.m. This year's regular bell schedule will be as follows:

| | | | |
|----------|---------------|--------------|---------------|
| Period A | 8:00 - 8:50 | Period 4 | 11:50 - 12:40 |
| Period 1 | 9:00 - 9:55 | LUNCH | 12:40 - 1:20 |
| Period 2 | 10:00 - 10:50 | Period 5 | 1:25 - 2:15 |
| Period 3 | 10:55 - 11:45 | Period 6 | 2:20 - 3:10 |

Redwood School will have minimum days on the following dates to allow our teachers to have common planning time (CPT) with their departments to prepare for high quality instruction and to assess student learning: **September 12, October 10, November 14, December 12, January 9, February 13, March 13, April 10 and May 8.** Our schedule on these early dismissal dates will be as follows:

| | | | |
|----------|---------------|--------------|---------------|
| Period A | 8:15 - 8:50 | Period 4 | 11:00 - 11:35 |
| Period 1 | 9:00 - 9:35 | LUNCH | 11:35 - 12:10 |
| Period 2 | 9:40 - 10:15 | Period 5 | 12:15 - 12:50 |
| Period 3 | 10:20 - 10:55 | Period 6 | 12:55 - 1:30 |

There will be a few additional minimum school days (special activity days, last week of school, etc.). We will notify you in advance when they will take place and what time dismissal will be on those days (check our website for an updated schedule).

Buses: Service to and from Redwood Middle School is not offered by the District. Be sure to check the Thousand Oaks Transit schedule in August 2017 @ www.TOTransit.org or call 805-375-5473 for city bus service information

on schedules and rates. If you have any further questions, please call Janet Boland at Transportation Department 497-9511 Ext. 207.

Viking Camp for Incoming 6th Graders: Viking Camp will be held August 16th, from 8:30 a.m.-12:30 p.m. Students will meet new friends, become familiar with campus, learn tips and tricks for middle school success, and more. The cost is \$20 per student, which includes spirit items. Students will be provided a healthy snack. Please see the Redwood website for the registration form and more information.

Student Orientation –August 17th & 18th in the gymnasium: ALL students should plan on attending. Parents are invited to attend along with their children, but are not required to attend orientation.

The following will take place during orientation:

- 1 **Emergency Cards –All students required to turn in during orientation.**
- 2 **Acceptable Use Policy (AUP) Form – All students required to turn in during orientation.**
- 3 **Google Apps Permission Form – All 6th grade and new students are required to turn in during orientation.**
- 4 **7th Grade whooping cough booster shot (Tdap) verification (If it has not been turned in).**
- 5 **8th Grade Promotion Activities and Ceremony Criteria Form – All 8th graders are required to turn in at orientation.**
- 6 Course Requests and temporary ID cards will be distributed.
- 7 Supplies and Assignment Notebooks will be available for purchase. Notebook will be given out first day of school.
- 8 Textbooks will be checked out from the library with a course request list.
- 9 Students will receive locker assignments and may put locks on their book lockers (locker assignments will be listed on your course request list). You must put your lock on your assigned locker only.

Please note that items 1-5 must be turned in to the school at orientation in order for students to receive course requests and textbooks. You may call the main office if you have any questions.

Orientation Schedule:

| <u>August 17th (Thursday)</u> | <u>August 18th (Friday)</u> | <u>Monday August 21st</u> |
|--|--|---|
| <u>6th grade Last Name</u> 8:30 a.m. A – G 10:00 a.m. H – O 11:30 a.m. P - Z | <u>Returning 8th Last Name</u> 9:00 a.m. A – G 10:00 a.m. H - O 11:00 a.m. P - Z | <u>Make-up Orientation</u> 10:00 a.m. - 12:00 p.m. |
| <u>Returning 7th Last Name</u> 1:30 p.m. A – G 2:30 p.m. H – O 3:30 p.m. P - Z | <u>7th & 8th grade New Students & Special Education Students</u> at 1:30 p.m. | |
| <u>ELD parent & student meeting</u> Room 41 at 3:00 p.m. | | |

You must notify the office if you will not be able to attend ANY of the orientations.
Please leave a message at 497-7264 ext. 1004.

Course request lists will be available only at the designated orientation times listed above. Every effort has been made to accommodate student elective choices; however, this is not always possible. The only program changes that will be made will be course level errors or those needed to balance classes. No changes will be made based on preference for a different teacher, order of classes, or the like. **A - period classes are not guaranteed, space is limited and therefore a lottery will be used to determine placement.** If parents have questions about their student's course request list or schedule, please complete a Scheduled Adjustment Request form, available in the counseling office. During orientation times, these forms will be available in the gym.

Finalized schedules will be distributed on the first day of school. Any students arriving after 9:00 a.m. on the first day of school should report to the office. Students without items 1 - 5 will wait in the office until a parent is contacted and submits these forms.

Supplies: Enclosed is an order form for supplies. All supplies will be available for purchase at orientation. Please be prepared with cash or a check made payable to Redwood Middle School. Supplies may also be purchased from the RMS Redwood Store, using a credit or debit card on our website, www.conejousd.org/redwood, beginning August 1st. **The sixth grade WebStore Flyer will have the student's name, ID# and information for online ordering. You must bring your receipt with you to orientation to pick up your supplies.** Students who cannot afford the recommended items may request financial assistance through the main office.

Redwood's ASB intends to have additional materials and spirit items available for purchase during the school year. Please note that teachers will request additional materials after the first day of school. Please check the Redwood website for a list of recommended supplies specific to those courses. Redwood school will earn 5% if you purchase qualifying school supplies from Office Depot throughout the year. Please mention Redwood Middle School or give them our unique school ID #70015765.

P.E. Uniform: Consists of black shorts and a gray shirt. All incoming 6th, 7th, and 8th graders should plan to secure a uniform at orientation unless they have one available in good condition. Returning 7th and 8th graders may wear last year's uniform or purchase a new one. Solid gray, black, or red sweats, (no pockets/zippers) are acceptable during physical education class. Students who do not purchase a Redwood P.E. uniform may wear a PLAIN gray shirt (no logos) and PLAIN black shorts (athletic style, no logos).

Textbooks: At Orientation, each student with a course request and temporary ID card will be issued a set of textbooks to be kept at home. Students who are unable to attend orientation should check out their textbooks in the library on Monday, August 21st, between 10:00 a.m.-12:00 p.m.

In June, students will return their textbooks, which will be assessed for damage. Students will be required to pay for damaged or lost textbooks before they receive their yearbook, and/or participate in end of year activities. Please be aware that most textbooks cost approximately \$100.00 each. To protect their books, students should cover them. If you have paid for a lost textbook at the end of the last school year, and later find it, you must return it to the library by September 29th in order to receive a full refund. Beginning October 2nd, we will give partial refunds for textbooks which have been found and returned.

Electronic Communication: Information on the Acceptable Use Policy is included in this packet and can be found on the Redwood Middle School website under General Information – Internet Safety – Student Use of Technology. Please note that the Acceptable Use Policy in this packet must be signed and turned in at orientation in order for students to receive course requests and textbooks. Students intending to use E-readers (Kindle, Nook, etc.) will be required to fill out an E-reader use form at the start of the school year (to be distributed by your English teacher).

Whooping Cough: Per California state law, students who do not show proof of receiving a Tdap booster shot WILL NOT be able to attend school until proof is provided to the school. Conejo Valley Unified School District students enrolling in grades 7 -12 must show proof of receiving the Tdap immunization no later than Friday, August 18th. Please contact the Redwood Health Office with any questions, (805) 497-7264 extension 1009.

All Students: If you have received an exclusion letter from the Health Office regarding incomplete immunizations, you must bring a verification record that these vaccinations have been received by your student(s) prior to orientation. If we have not received this information, your child's schedule will be withheld and your child will be excluded from school until it is received. If you have any immunization questions, please call our office at (805) 497-7264.

Administration of Medication: Students who are required during the school day to be assisted in the administration of medication, whether prescribed by a physician or purchased over the counter, must have the **Authorization for any Medication Taken During School Hours Form** completed and signed. It must be signed by the physician and the parent (form available through our health office). Each form accommodates a maximum of three medications. Submit completed forms to the health office with the medications in its original packaging. **No medication, including over-the-counter, is allowed in students' lockers or in students' possession.** Students who cannot participate in a class for health reasons must bring a parent note to the health clerk to obtain an excuse prior to the activity. A note from a physician is required for any participation exclusion exceeding 3 days.

Health Screenings: Eighth grade classes and all Special Education students are routinely screened for vision and hearing. If you do not want your child included in vision/hearing screening, please submit a note stating so.

Crutches/Wheelchairs/Casts/Orthopedic boots: Any student who needs to come to school with these items, must have a doctor's note on file in the health office, which includes the duration they are to be limited in P.E. class. Any student who brings crutches/wheelchairs/casts/orthopedic boots without a doctor's orders will not be permitted to attend their regular classes until the prescription for such items arrives (in person or by fax (805) 497-3734).

Student Absences: **If your student will be absent for the entire day**, please call the attendance line at (805) 497-7264. Leave your name, your student's name, the date and the reason for the absence.

The Conejo Valley Unified School District receives funding only when your student is in attendance. Legally excused absences are for illness, doctor, court appearances, or funeral services for a family member. **Absences must be cleared within 72 hours; otherwise the absence will be recorded as a truancy.** Vacation and personal absences require prior written permission from the attendance office at least one week before the absence. Please go to the Redwood webpage under General Information - Attendance and print out our **Planned Student Absence Notification Form** and bring it to the front office for administrative review. If permission is not obtained, then the absence will be recorded as truancy. If you have any questions, please call the attendance desk.

If your student must leave at any time during the school day for an appointment, you may write a note explaining the partial absence and the time requested for your student to check out. Please have your student bring the note to the office at the time of departure, where we will sign him/her out. The student can meet you in the office or by the front gate. Parent/Guardians who come to the office will need to wait while their child is summoned. Please plan your time accordingly and be prepared to show ID. Further information regarding absence procedures can be found on the Redwood website.

Backpacks and book bags may be used for carrying books and supplies to and from school only. Students will be able to go to their lockers during the passing periods to get their books/supplies for the next class. All backpacks and book bags must be able to fit into the locker; they will not be allowed to be taken to the classroom, counseling, or to the main office.

Book Lockers are assigned to all students at the beginning of the year. Students may not carry backpacks or book bags during the school day. Any student using a locker other than the one assigned to him/her will have the lock and contents removed. Consequences will be assigned progressively for repeated use of a loaner locker. Students have lockers assigned in grade level specific locations of the campus, when possible (see "Locks for Book Lockers" below). Students must follow school rules in order to maintain the privilege of having a locker.

Lockers are the property of Redwood Middle School and may be searched at any time if deemed necessary by the administration.

Locks for Book Lockers and P.E. Lockers are available for purchase in the student store. Key locks for book lockers are available for \$13.00 and combination locks for P.E. lockers are available for \$10.00. Students do not have to purchase locks from Redwood Middle School; however, by purchasing a lock from our Redwood store, students are guaranteed to have a locker in the designated grade-level area and campus supervisors will be able to help a student open his or her locker in the event that the student forgets their key, or has any other problem with the key or the locker. In addition, if school administration deems it necessary to search a locker with a privately purchased lock, the lock may be cut off at the owner's expense.

The key locks for book lockers purchased from Redwood come with two keys; it is recommended that you make additional copies of the key to keep in your locker and at home. For your convenience, a locksmith will be available to make duplicate keys during 6th grade orientation.

Returning Redwood students who have lost their locks may purchase new key locks at orientation. Once purchased, the locks become the property of the student and may be used every year at Redwood. Students may also use locks that an older sibling purchased from Redwood.

Locks and their care and security are the responsibility of the student. The items in the locker are also the responsibility of the student. **The school does not assume responsibility for anything stolen from lockers.** Valuable items should not be kept in the lockers. Students may check in the main office for lost items.

Skateboards: Students may NOT bring or ride skateboards, skates, scooters or similar items to or on the Redwood campus. These may not be on campus before, during, after school, or at any school event. This includes all school district property including the parking lot. Violation of this policy will result in progressive consequences and having a parent pick up the skateboard in the office after school.

Cell Phones and other electronic devices (including iPOD's/MP3 Players and gaming devices) may not be turned on or used from the hours of 9:00 a.m. – 3:10 p.m., unless directed by a teacher or administrator. If your child has an "A" period class beginning at 8:00 a.m. the cell phone policy applies at the start of their "A" period class. Headphones should not be in use or visible at any time during the school day. Cell phone and electronic device policy violations will be handled with progressive consequences. The complete policy can be found in the assignment notebook.

Emergency Cards: Included with this letter is a blank **EMERGENCY AUTHORIZATION CARD. PLEASE COMPLETE IT AND SEND IT TO SCHOOL WITH YOUR STUDENT ON ORIENTATION DAY.** It is very important that we have several local emergency contacts listed in case of illness or injury if we are unable to contact the parents. Any adult on the emergency card will be asked to show identification in order to have a student released. **Emergency contacts are to be used for emergencies only and not for routine appointments.** Because of the importance of the school having up-to-date information, new cards must be submitted each year. **Any student who has not returned the completed card WILL NOT RECEIVE A COURSE REQUEST LIST OR TEXTBOOKS. IF YOU HAVE MISPLACED OR LOST THE EMERGENCY CARD INCLUDED WITH THIS PACKET, A REPLACEMENT WILL BE MADE AVAILABE ONLY UPON PRESENTATION OF TWO CURRENT UTILITY BILLS (WATER, GAS, ELECTRIC OR TRASH) THAT SHOW BOTH YOUR SERVICE ADDRESS AND YOUR MAILING ADDRESS.** Please keep this information updated as needed during the school year.

Change of Address and Phone Number: If you have moved, or move during the school year, please submit: two (2) **current** utility bills (gas, water, electric or trash only) **that show both the service and the mailing addresses**, or a current signed lease agreement, or final escrow papers along with one (1) current utility bill as defined above; to the counseling office as soon as possible. Telephone bills are not accepted. For your convenience, these may be faxed directly to the counseling office at (805) 494-8930. Please indicate if the change is for one or both parents. New telephone numbers may be phoned in to the counseling office. It is essential to have updated phone numbers for communications/emergency messages from Redwood.



To receive important messages from our school, it is very important that you update the email address on your "Q Parent Connection" account. Log into "Q Parent Connection" (<http://q.conejousd.org/ParentPortal>). Once logged into Q Parent Connection, look for the words "My Account" in the upper right area and click on it. You can edit the email address, and change your password if needed. Sixth grade parents should use the same PIN and password given to them by their students' elementary school. If you are new, or returning to CVUSD, please log onto the Q Parent Connection website and click the "Need Your Login Information" link found in the login box. You will then be directed to enter the email address you have provided to the school. Once submitted, your PIN and password will be automatically emailed to you. If at any time you forget your PIN and/or password, please follow these same steps.

Breakfast and lunch are available daily in the cafeteria, featuring our Farm-to-School salad bar with fresh fruits, vegetables and salads. Ala carte items are offered at both breakfast and lunch. Scratch-prepared entrees, side dishes and snack items are prepared daily. Grab and Go meals can be purchased in a dedicated line to reduce the time you spend in line! There is no charge for breakfast or lunch for students that qualify for free or reduced price meals. Apply on line or pick up an application at the office. Paid students are encouraged to prepay online using PayPal through the Q Parent Connect portal. Deposit \$40 online and receive a bonus meal which more than covers the 2.9% service fee. Checks or cash continue to be accepted on site.

Forgotten Items and Messages: We do not have the personnel to deliver or send messages to classrooms. If a parent brings a forgotten item, or lunch to the main office, the student is paged between classes and at lunch time to the office. It is the student's responsibility to pick up their item from the office. Students will not be called out of class for forgotten items. Parents and students are asked to discuss any deviations from routine, such as appointments and transportation the previous evening or before school. Students may NOT leave campus for lunch unless a parent signs them out in the office.

Redwood Dress Standards: Students must be neat and clean and wear appropriate clothing for all classes and school events. Please review the Redwood Middle School dress code policies with your child as they will be in effect beginning on the first day of school. Closed toe shoes must be worn at all times. **Shorts and skirts must be past/below fingertip length when the student's hands are placed straight down with relaxed shoulders and fingers extended.** Undergarments must be covered at all times. Appropriate tops must be worn (no bathing suit, strapless, low-cut, midriff, crop, halter, revealing, or tube tops). No pajamas or slippers are permitted except on special dress up days. Blouses must have straps at least one inch wide and must completely cover undergarments and midriff and not be revealing. Hats and T-shirts with writing and/or pictures must be in good taste as determined by school administrators. Shirts and hats with writing that advertise drugs, tobacco, or alcohol are not to be worn. Hats are not to be worn in the classroom. Sweatshirt hoods are not to be worn over the head. No clothing is to be worn that is larger than a student's actual size. **Pants must fit at the waist, and must sit at the waist. Boy's boxers or undergarments may not be visible above the waist of pants or shorts.** Gang-type clothing, as determined by the Sheriff's Department, will not be permitted. Students are not allowed to wear oversized or excessively tight clothing of any kind. Pants must fit at the waist with the length that does not drag on the ground. Belts with initials may not be worn. The width of the pant leg can be no wider than 12 inches from side to side at the thigh. Students violating the dress code will be required to change into a school dress code uniform, and will receive progressive consequences for each violation.

Discipline Procedures and Standards will be similar to last year's. The plan, including the loss of privileges (LOP) policy, is explained in the assignment notebook, which should be purchased at orientation or online and will be handed out on the first day of school. Please review all of these materials together, as it is important for you to understand the behavior standards and expectations at Redwood and in the District. Students should include the assignment notebook in their three ring binders, which should be brought to each class every day.

Renaissance: In order to qualify for the different levels of Renaissance, students must now meet the following criteria: **GOLD CARD:** Recipients have earned all A's, and E's/S's in citizenship and work habits. **SILVER CARD:** Recipients have earned all A's, and B's, and E's/S's in citizenship and work habits. **BRONZE CARD:**

Recipients have earned all A's, B's, C's and E's/S's in citizenship and work habits, or recipients have shown a .5 GPA improvement from trimester grading period to trimester grading period, to the 2.0 level or above. A mark of an "N" or "U" in citizenship or work habits disqualifies a student from earning a Renaissance for a specified grading period. Awards will be distributed throughout the year. Our Renaissance recognition is part of the student ID card. The card will have stickers each trimester that the student qualifies. Only students with stickers will be eligible for additional rewards during the school year.

Honor Roll: At the end of each trimester, those students who earn a grade point average of 3.0 or better and with no grade below a "C" are recognized by the principal and receive a certificate of merit and a bumper sticker. A bumper sticker will only be given the first time a student qualifies during the school year. This will be delivered to your student during 6th period following the end of all trimesters.

ID Cards: Students are provided with ID cards, which they are expected to carry and produce when requested to do so by any staff member. The ID card is required for attendance at school dances, activities, library book check out, and cafeteria lunch account usage. If lost, replacement ID cards may be purchased for \$5.00 in the Redwood store daily from 8:00 a.m. - 11:30 a.m.

Redwood's ASB Membership/Activity Access: Associated Student Body (ASB) membership is sold at the beginning of the year as a source of revenue to help finance student activities. Students who purchase ASB membership will receive free admission to socials and bonus tickets to carnivals. The cost of the ASB membership is \$30.00 and is a great bargain for students who want to be involved in the carnivals, and other activities at Redwood. Purchase of an ASB membership does not mean a student is a member of the ASB class or, if you are a member of the ASB class, that you will automatically receive an ASB membership.

Picture Day: Picture Day is Friday, September 8th. Flyers will be sent home with students prior to picture day. Students must follow the school dress code for their photo.

Fall Fundraiser: Our fall fundraiser is STEP IT UP! It's an interactive FUN ZONE and obstacle course that turns traditional fundraising on its head. Student's collect donations to win prizes and qualify for our event. Every donation not only helps our school, by funding activities, awards, and special events, but also gives our students more chances to win some of our great prizes!

Volunteers Needed: If you are interested in helping with the school supplies, textbooks, and the purchasing of registration items at orientation, and throughout the school year please check Sign-Up Genius on the Redwood website.

I look forward to seeing all of our Viking parents at our **Back to School Night on Thursday, September 14th.** I know that with your continued support this will be another remarkable year. Please do not hesitate to call or email me at sashmore@conejousd.org if you have any questions or concerns.

Sincerely,

Shauna Ashmore
Principal