



The Conejo Valley Unified School District provides a quality education in an environment where every child matters.

REDWOOD MIDDLE SCHOOL MISSION STATEMENT

At Redwood Middle School, our mission is to develop lifelong learners who communicate, collaborate, and think critically, creatively, and independently. We encourage students to embrace the challenges that are necessary to become outstanding citizens and scholars. Redwood is a community that strives to maintain a safe, nurturing, and academic environment where there is a place for everyone.

---Strive with Pride---



ADMINISTRATION'S WELCOME

Dear Students,

Welcome to Redwood Middle School, home of the Vikings. This school year will present new and exciting challenges for growth and success in academics, performing arts, and athletics. We encourage you to participate in as many of these opportunities as possible. The Conejo Valley Unified School District has a rich tradition of academic success and as part of the "Redwood Middle School Community" all students, staff and parents have one thing in common: we are all valuable team members.

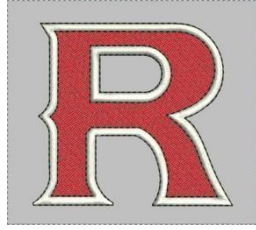
This handbook has been prepared to assist students in becoming acquainted with the school activities, as well as the policies and procedures that will be followed during the 2019-2020 school year. In conjunction with the CVUSD Discipline Policy and Procedure manual, and the CVUSD Middle School Information Handbook, this handbook serves as a framework to help you. You should comply with the spirit of good citizenship and, when in doubt, discuss your questions or concerns with a teacher, counselor, or administrator.

Redwood Middle School was named a California Gold Ribbon School in 2017 and was awarded California Distinguished School status in 2013. You, as students, are the most important part of this highly recognized school. As part of this school community, we all have the responsibility to give our very best effort in every situation. It is our sincere hope that your days at Redwood will be rewarding, meaningful, and fun.

The expectations at Redwood are high, but by no means unattainable and our staff is here to help you each and every day. Our hope is that you will have a wonderful experience here at Redwood and upon promoting feel prepared to face the challenges of your future.

Sincerely,
Redwood's Administrative Team

RENAISSANCE PROGRAM



RENAISSANCE

A COMMITMENT TO EXCELLENCE IN EDUCATION

Redwood will continue with the **RENAISSANCE PROGRAM** for the 2019 – 2020 school year. 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 Card for a specified grading period.

RENAISSANCE is a recognition and incentive program with two major goals:

1. Focusing on and emphasizing academics and academic excellence
2. Recognizing and rewarding student achievement

The Renaissance Program at the middle schools encourages all students to raise their grades, maintain high citizenship, and exhibit good work habits by recognizing their positive efforts, providing incentives to improve, and rewarding them for excellence and improvement. Students earn Gold, Silver, or Bronze cards by performing at various levels of expectation for a trimester.

RENAISSANCE ACTIVITIES

Each trimester students are rewarded for earning good grades, citizenship, and work habit marks. Rewards include t-shirts, school supplies with the Redwood logo, Renaissance lunch activities, and a variety of other special rewards. Students will have their ID card marked each trimester to indicate the level of Renaissance earned and students will receive Renaissance recognition every time they make Renaissance. Only students with marked cards will be eligible for additional awards during the school year.



Standard Bell Schedule
CPT Tuesday and Advisory Wednesday/Thursday

| Monday Regular Schedule | Tuesday – CPT <i>No A Period</i> | Wednesday Advisory | Thursday Advisory | Friday Regular Schedule |
|---|--|---|---|---|
| A Period 7:55 am - 8:55 am | CPT 8:30 am - 9:25 am | A Period 7:55 am – 8:55 am | A Period 7:55 am – 8:55 am | A Period 7:55 am - 8:55 am |
| Period 1 9:00 am - 9:55 am | Period 1 9:30 am - 10:20 am | Advisory 9:00 am – 9:25 am | Advisory 9:00 am – 9:25 am | Period 1 9:00 am - 9:55 am |
| Period 2 10:00 am - 10:50 am | Period 2 10:25 am - 11:10 am | Period 1 9:30 am – 10:20 am | Period 1 9:30 am – 10:20 am | Period 2 10:00 am - 10:50 am |
| Nutrition 10:50 am - 11:00 am | Nutrition 11:10 am - 11:20 am | Period 2 10:25 am – 11:10 am | Period 2 10:25 am – 11:10 am | Nutrition 10:50 am - 11:00 am |
| Period 3 11:05 am - 11:55 am | Period 3 11:25 am - 12:10 pm | Nutrition 11:10 am – 11:20 am | Nutrition 11:10 am – 11:20 am | Period 3 11:05 am - 11:55 am |
| Period 4 12:00 pm - 12:50 pm | Period 4 12:15 pm - 1:00 pm | Period 3 11:25 am – 12:10 pm | Period 3 11:25 am – 12:10 pm | Period 4 12:00 pm - 12:50 pm |
| Lunch 12:50 pm - 1:20 pm | Lunch 1:00 pm - 1:30 pm | Period 4 12:15 pm – 1:00 pm | Period 4 12:15 pm – 1:00 pm | Lunch 12:50 pm - 1:20 pm |
| Period 5 1:25 pm - 2:15 pm | Period 5 1:35 pm - 2:20 pm | Lunch 1:00 pm – 1:30 pm | Lunch 1:00 pm – 1:30 pm | Period 5 1:25 pm - 2:15 pm |
| Period 6 2:20 pm - 3:10 pm | Period 6 2:25 pm - 3:10 pm | Period 5 1:35 pm – 2:20 pm | Period 5 1:35 pm – 2:20 pm | Period 6 2:20 pm - 3:10 pm |
| | | Period 6 2:25 pm – 3:10 pm | Period 6 2:25 pm – 3:10 pm | |

MINIMUM DAY SCHEDULE

| | |
|----------|---------------|
| A Period | 8:30 - 8:55 |
| Period 1 | 9:00 - 9:30 |
| Period 2 | 9:35 - 10:00 |
| Period 3 | 10:05 - 10:30 |
| Period 4 | 10:35 - 11:00 |
| LUNCH | 11:00 - 11:30 |
| Period 5 | 11:35 - 12:00 |
| Period 6 | 12:05 - 12:30 |

ASSEMBLY SCHEDULE 1A-B

| | |
|-----------|---------------|
| A Period | 8:00 - 8:50 |
| Period 1A | 9:00 - 9:55 |
| Period 1B | 10:00 - 10:50 |
| Period 2 | 10:55 - 11:34 |
| Period 3 | 11:39 - 12:18 |
| LUNCH | 12:18 - 12:58 |
| Period 4 | 1:03 - 1:42 |
| Period 5 | 1:47 - 2:26 |
| Period 6 | 2:31 - 3:10 |

ASSEMBLY SCHEDULE 6A-B

| | |
|-----------|---------------|
| A Period | 8:00 - 8:50 |
| Period 1 | 9:00 - 9:44 |
| Period 2 | 9:49 - 10:28 |
| Period 3 | 10:33 - 11:12 |
| Period 4 | 11:17 - 11:56 |
| Period 5 | 12:01 - 12:40 |
| LUNCH | 12:40 - 1:20 |
| Period 6A | 1:25 - 2:15 |
| Period 6B | 2:20 - 3:10 |

Redwood's Viking Motto

- V**ictorious in all our efforts
- I**ntegrity in all our actions
- K**ind to others
- I**ntelligent in our thinking
- N**oble in our work
- G**rateful for the adults on campus
- S**upportive of each other



CONEJO VALLEY UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR

IMPORTANT DATES

Legal Holidays Per Education Code Section 37220

| <u>Holiday</u> | <u>Dates in 2019-2020</u> |
|--------------------------------|---------------------------|
| Labor Day | September 2 |
| Local Holiday | September 30 |
| Local Holiday | October 9 |
| Staff Development | November 1 |
| Veteran's Day | November 11 |
| Fall Break | November 25-29 |
| Winter Break | Dec. 23-Jan 3 |
| Secondary Teacher Prep Day | January 17 |
| Martin Luther King, Jr. Day | January 20 |
| Lincoln's Birthday | February 14 |
| Washington's Day | February 17 |
| Staff Development | March 16 |
| Spring Break | April 10-17 |
| Local Holiday | May 22 |
| Memorial Day | May 25 |

LAST DAY OF CLASSES June 12

IMPORTANT CONTACT INFORMATION:

RMS Website: www.conejousd.org/redwood
 Redwood Main Office: 805.497.7264
 Redwood Cafeteria: 805.497.7264 ext.1016
 Redwood Library: 805.497.8264 ext.1014
 Redwood Counseling Office: 805.446.1962
 RMS Student Store: 805.497.7264 ext. 1013
 Attendance Hotline: 805.497.7264 ext.1

INFORMACIÓN EN ESPAÑOL

Para dejar un mensaje en español, por favor de llamar al (805) 497-7264-extensión 1000. Un representante de la escuela le devolverá su llamada en español. También hay información electrónica en el sitio web (website) www.conejousd.org/redwood.

CLOSED CAMPUS

Redwood is a closed campus. Student should not be on campus before 7:40am. After arriving in the morning, students are to remain at school all day unless they become ill or a parent requests that they be excused. Students are to sign out in the office before leaving campus and must report to the office when arriving late. All requests and notes will be verified. Students are to sign back in at the main office before going to class. Visitors may not attend classes with Redwood students. **Non-Redwood students are not permitted on campus.** Violators will be cited and their home school notified if they do not leave when requested.

DEPARTURE TIMES

Students must leave the school grounds by 3:30 pm at the latest unless involved in an after school program. Additionally, it is our expectation that Redwood students respect our neighbors' property at all times, which includes not disturbing plants/flowers and not leaving trash in any yard.

ATTENDANCE PROCEDURES

Please call the school at 497-7264 and press 1 to report an absence. A call from a parent/guardian on the day of absence is the preferred method of reporting. If no call has been placed, please send a note to the front office when the student returns to school. Students who report late to school must present a written note explaining the late arrival and report to the front office immediately for a pass to their class. Excused absences include illness, medical, dental, vision, bereavement (immediate family), and religious holidays. Unexcused absences include overslept, family vacation, left binder/key at home, etc. If you have further questions about absences, please call the attendance line or visit Redwood's website. Students who need to leave during the school day (doctor, dentist, etc.) must sign out through the office after submitting a note.

VISITORS

Redwood staff and students welcome parents to visit our school and must check in at the office with a valid photo ID. **State law requires that all visitors make arrangements with the principal before visiting any classes.**

MESSAGES

Messages and materials **will not** be delivered to students. Students should communicate with parents prior to coming to school regarding transportation home. Student will be paged to pick up messages and materials in the office.

I.D. CARDS

Individual student pictures are taken each year and picture packets are made available at varying prices. As part of this service, the photographer provides **ID cards, which all students are expected to wear around their neck on a lanyard and produce when requested to do so by any staff member.** Library book check out and Internet use in the Library/Media Center requires an ID card. The ID card is required for attendance at all ASB activities. Additionally, students with an account in the cafeteria must use their ID card when making purchases. The Redwood Store will provide a replacement ID card, when necessary, for a \$5 replacement fee.

LOCKERS

Book lockers and physical education lockers are available for students. Students must use the locker assigned to them for the entire school year (they may not change lockers without receiving permission from the school administration). **Students may not share lockers** with other students for any reason. Students are responsible for the items that they put into their lockers. All lockers are the property of Redwood Middle School and can be searched if deemed necessary by the administration.

Should a student not have access to their book locker, loaner lockers are available. In an effort to promote student responsibility, students are subject to progressive disciplinary action upon continued use of loaner lockers. Likewise, when a student does not follow the rules pertaining to the Physical Education locker room lockers, progressive disciplinary action may follow. Lockers will be changed as necessary at the discretion of administrators and/or physical education teachers. Locker sharing is never permitted.

LOCKS

Combination locks may be purchased at Orientation prior to the first day of school or in the Redwood Store any time during the year. Students are not required to purchase locks from Redwood Middle School; however, purchasing a Redwood lock guarantees that campus supervisors will be able to help the student open the locker if there is a problem. Students may use locks that a sibling purchased at Redwood.

If students chose to purchase a lock from a source other than Redwood, we recommend that parents provide the combination to the school. If purchasing a key lock, we recommend that that multiple copies of the key be made and kept at home. Finally, note that if any student is using a lock other than one purchased from Redwood and the need to search the locker presents, the lock will have to be cut off.

HALL PASSES

Students will be allowed to leave a classroom only for a valid reason. In such instances, the student will be given a hall pass.

EMERGENCY RELEASE OF STUDENTS

Redwood has a comprehensive emergency plan. In an emergency situation, expect the school to utilize a formal check out procedure. No student will be released until proper identification is established that coincides with the information on the emergency cards. This C.V.U.S.D. policy is in place to ensure the safety of your student.

CAFETERIA

Complete breakfasts and lunches are available in the cafeteria as well as a la cart items.

Each day a fresh and healthy breakfast, which consists of an entrée, fruit, and milk is offered to help students start their day out right. For lunch students can choose from a variety of entrées, a choice of beverage, along with our farm-to-school salad bar featuring fresh local seasonal produce for a complete meal.

Payments can be made to a student account online via PayPal by going to <https://a.conejousd.org/ParentPortal/>.

For each \$90.00 online meal payment, your student will receive one bonus meal. Pre-paying online really expedites the lunch line.

Based on financial need, a household may qualify for free or reduced priced meals by completing the meal application online starting July 1, 2019. An application can be obtained and submitted either

online or in the main office. The application is available online at <https://www.conejousd.org/Departments/Business-Services/Child-Nutrition>. Please fill out only ONE application per household. Online applications are processed daily. More information about Child Nutrition Services can be found at the same link. Of course, students may also bring lunches from home, and can bring reusable water bottles to fill at our hydration station.

LOST AND FOUND

Students should report all lost articles, and return all found personal items to the office. Lost library books, textbooks, and notebooks are collected in the cafeteria. Lost clothing is kept in the cafeteria and lost personal/valuable items are kept in the office.

AUTOMATED PHONE CALLS

As a courtesy, parents receive important phone calls to communicate information about special events, calendar reminders, and other timely activities that involve Redwood's students and families. Parents with an email address on file will also receive automated email notifications from the system.

HEALTH OFFICE

Students who become ill during the day should ask for a pass from the classroom teacher and report to the health office. Except in emergency situations, students should not go to the health office during passing periods without first reporting to the next period teacher to ask for a pass. A nurse is on duty and is available for consultation. **All prescription drugs and/or over the counter medicines to be administered at school must be brought to the health office with a "Release of Medication" form filled out by a physician. The form can be found on Redwood's website.**

CASTS AND CRUTCHES

All students who need to come to school with a cast, sling, or crutches must have a [CVUSD readmit form](#) on file in the Health office along for the duration that the students will be using any of these items.

Students will not be permitted to attend class without one on file. See www.conejousd.org/redwood/General-Info/Health for more information.

COUNSELING

The Counseling Center has a direct phone number: **805.446.1962**. The Fax # is (805) 494-8930. Counseling services are available to every student. These services include program planning, assistance with classroom and school problems, as well as personal concerns and career information. Students may request an appointment with their counselor by completing a counselor appointment request form found in the counseling office. Parents wishing information or advice about the educational progress of their students are urged to contact their counselors.

LIBRARY/MEDIA CENTER

The library/media center hours vary each school year. Please call **805.497.7264, x 1014** for current library hours. Students are expected to conduct themselves in a quiet manner while in the library. Computer gaming is not permitted in the library. Redwood ID cards are required for material check out. Each student will receive a set of textbooks to keep at home. Textbooks will be assessed for damage in June; students will be required to pay for damaged or lost textbooks – most textbooks cost approximately \$100.00 each.



LUNCHTIME ACTIVITIES (LTAs)

The ASB/Leadership class plans several spirit activities throughout the school year during lunch. These activities include students from all grades and are designed to be engaging and inclusive. Redwood also hosts various intramural activities during the year including flag football, 3-on-3 basketball, volleyball leagues and tournaments. Our gym is occasionally open for free-play basketball, volleyball and rallies as well.

CLUBS and ACTIVITIES

Redwood Middle School offers a variety of clubs for interested students. Clubs, usually meet during lunch. Some current clubs include:

- Art Club
- Chess Club
- Christian Club
- Color Guard
- Intramural Sports

- LEGO Club
- Kindness Club
- Mini-society Club
- Ski and Snowboard Club
- Teen Center Sports

STUDENTS-WITH-A-POSITIVE-ATTITUDE

Teachers are given Students-With-A-Positive-Attitude (SWAPA) tickets to reward the students who have demonstrated good citizenship in some manner. During scheduled lunchtime SWAPA activities, each student who has a ticket is rewarded. Other rewards for positive attitudes and behavior are provided throughout the year.

ACTIVITIES STICKER

Students are encouraged to purchase an ACTIVITES sticker during Orientation. A sticker is placed on the student ID Card. This sticker allows students to enter many school events throughout the year at no cost or at a reduced cost.



SOCIALS AND ACTIVITIES

Redwood's dances and activities are intended to connect students to the Redwood community. They are open to all Redwood students; however, students on the LOP list may not attend. **ID cards are required for attendance** at any school activity. Students should wear clothing that is within the dress code. Food and refreshments may be purchased for a nominal charge. All school rules must be observed. Students may not leave activities once admitted without written permission from a parent/guardian.

CO-CURRICULAR PARTICIPATION REQUIREMENTS:

Students that participate in co-curricular activities (Band, Strings, Choir, Teen Center sports, etc.) will be required to sign the co-curricular contract. Students must meet certain academic, behavior, and attendance requirements to miss class for a co-curricular activity. The contract also outlines expectations regarding make-up work. Contracts are available from the co-curricular program advisor/teacher.

Code of Conduct

Students' Right: All students have the right to attend school on a safe and orderly campus, which has a structured, pleasant atmosphere, based on mutual respect.

Students' shall:

- Be on time to all classes.
- Bring proper materials to all classes every day.
- Be considerate of the rights, safety, property and feelings of others.
- Be courteous and respectful to all teachers and other adults on campus.
- Be responsible and accountable for all materials issued to them (textbooks, library books, locks, lockers, I.D. cards).

Students shall not:

- Eat outside the designated areas on campus
- Litter school grounds
- **Have a cell phone out and/or on at any time during the school day unless given specific permission by a teacher**
- Use iPods, or video games on campus
- Throw objects of any kind except in P.E.
- Write or draw on any part of their body
- Put fake tattoos and stickers on the face
- Ride bikes, skateboards or scooters on campus
- Carry a backpack around campus
- Chew gum
- Bully/Harass/Sexual Harass (See E.C. 48900)

Examples of Bullying /Harassment Behaviors

Physical: Hitting, Kicking, Spitting, Pushing, Unwanted touching, Physical threats, Obscene gestures, Suggestive looks, Indecent exposure, and Damaging others' things
Verbal: Taunting, malicious teasing, Name calling, Threatening comments, Racial-specific comments, Gender-specific comments, Sexual innuendos, Requests for sexual favors and Threatening
Other: Spreading rumors, Manipulating social relationships, Promoting social exclusion, Extortion, and Intimidation

- Have any weapon, look-a-like weapon, or dangerous object that can be used as a weapon in their possession, backpack, or locker. This includes Pepper Spray and other mace – like items
- Deface, damage or destroy school property or property belonging to another person
- Possess or use cigarettes, tobacco, vapors, lighters, matches or any smoking related paraphernalia.
- Possess alcohol or drugs (including over the counter medications)

Student Accountability System

Students need to be aware of how their behavior affects others as well as themselves. A positive approach to discipline is our goal at Redwood. The Student Accountability System rewards students for good citizenship, individual responsibility, and for following school rules. In order to manage a situation before it becomes a disciplinary problem, we strongly recommend parent conferences. **Telephone conferences or email communication between parents and teachers, counselors, or administrators are encouraged as a first step in solving possible problems.** Teachers may request a conference with a student's parents to discuss concerns about academic achievement or poor behavior in class. Parents are urged to request a conference whenever a problem becomes evident. The counselor is also available for conferencing and may suggest a meeting with student, parents, all teachers, and the counselor. The school administrators often initiate parent conferences for disciplinary reasons. Depending on severity of an incident, any of the following actions may be taken:

- Verbal warning and Counseling
- Campus Beautification
- Detention
- Character Education Activity
- Mindfulness Reflection Activity
- Saturday Work Study
- Parent Conference
- Parent Invitation for Counseling Services
- Suspension (See E.C. 48900)
- Expulsion

THE LOSS OF PRIVILEGES (LOP) LIST

Students at Redwood Middle School are encouraged to do their best, both academically and behaviorally. The Loss of Privileges (LOP) List is designed to motivate students to maintain eligibility for student activities through positive citizenship and behavior on campus. Students will be placed on the LOP List for the following infractions:

- 1 or more suspensions
- 4 hours of detentions not served
- 1 Saturday Work Study assignment not served
- 6 or more tardies
- 3 or more trancies

Students on the LOP List may be ineligible to participate in student activities including assemblies, field trips, and after-hours events at Redwood. **Eighth graders that are on the LOP list for two or more trimesters will lose all three of their end-of-the-year eighth grade activities. Eighth graders on the LOP list for trimester three only may lose their eligibility for the Promotion Dance.**

SCHOOL RULES AND STANDARDS FOR BEHAVIOR

BACKPACKS

Backpacks and book bags may be used to carry books and personal belongings to and from school. **Between the beginning and end of the school day, however, backpacks and book bags must be kept in student lockers. They may NOT be carried to classes.**



BICYCLES

Many of our students ride bikes to and from school. State law requires that bicycle riders wear appropriate helmets, and we urge our students to do so. Bicycle riding is not permitted on the school grounds, including the parking lot, at any time. A parking area is provided for bicycles on the campus. All bicycles should be locked and registered as required by state law. Bicycles must be walked from the street to the enclosure. The parking area will be kept locked during school hours.

Students who violate this rule will be subject to progressive consequences, including detention and Saturday Work Study. Repeated offenses may result in a discipline contract and/or suspension. **The school and district are not responsible for bicycles parked on the campus.**

SKATEBOARDS, SCOOTERS, etc...

Students may not **ride** skateboards, scooters, or similar items or on the Redwood campus at any time. This includes all school district property including the parking lot. These items may not be on campus before, during, or after school or at any school event.

Students arriving to campus with these items must take their skateboard, scooter, or similar item and lock it up in the rack in the bike rack area.

Violation of this policy will result in progressive consequences and having a parent pick up the item immediately.



LUNCH STANDARDS

Students are expected to lock up their binders and personal belongings during lunch unless attending to them at all times. Students must eat and drink in the designated lunch area. No eating or drinking is allowed in the classrooms or unsupervised campus areas. **All trash and recycling are to be deposited in the cans provided in the eating area.** Food and trash are not to be thrown. After eating, students may go to the area between the physical education building and classrooms or the physical education area, which is open for sports activities. No food may be taken to these areas. All athletic fields are for student athletes only that are participating in organized sports activities. The hill by the handball courts is completely off limits during lunchtime. Students are not to climb on trees or rocks.

GUM CHEWING

Careless disposal of gum in drinking fountains, on furniture, and on the floor presents sanitation and cleaning problems, and costly repair. Gum chewing, therefore, is not permitted on the school grounds before, during, or after school hours.

GUM VIOLATIONS WILL BE HANDLED ON A PER-CLASS BASIS for the first offense and all further incidents will be referred to the school administration for further consequences.

Academic Honesty

Students' Rights: All students have the right to keep confidential materials, homework, tests and expressions, which they create through their efforts.

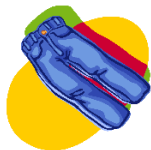
Students' Responsibilities: Students shall not misrepresent examination materials, research assignments, classwork and homework assignments as their own, when in fact they are the work of someone else. Students will not share their homework, classwork or test information with other students, unless permission is expressly given by the teacher. **For a complete explanation of the Academic Honesty Policy refer to the CVUSD Discipline Handbook.**

SCHOOL RULES AND STANDARDS FOR BEHAVIOR (Continued)



CELL PHONES/ELECTRONIC DEVICES

Students are permitted to bring cell phones to campus but are fully responsible for them. **Students must not use cell phones or any other electronic until after 3:10 P.M. unless directed by a teacher or administrator.** Students with "A" period class must turn phones by at 7:55 A.M. Electronic devices/games are not permitted on campus. **Cell phones are NEVER permitted down in the physical education locker rooms.** Students are expected to understand this expectation after reviewing this handbook with a teacher the first week of school. Students who choose to violate Redwood's cell phone policy will receive a ½ hour detention on the first offense, a one hour detention on the second offense, and a referral to administration in the event of a third offense. In all cases, the cell phone will be confiscated. The cell phone will be returned to the student after school for the first offense; on a second or subsequent offense, the parents must pick up the cell phone in the office. **After a third offense, students will be required to turn their phone into the office before school and pick up from the office after school every day.** Continued offences may result in a discipline contract and/or suspension. **Parents, please do not call or text students during class hours. Students are encouraged to come to the office to call home when necessary. Redwood Middle School is not responsible for the loss or theft of cell phones or any other electronic devices.**



DRESS STANDARDS

Students shall abide by all guidelines regarding attire worn to school in order to promote a positive school environment. Students must be neat and clean and are expected to wear appropriate clothing for all classes and 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. All clothing with writing and/or pictures must be in good taste as determined by a school administrators. Any clothing with writing that references drugs, tobacco, or alcohol are never to be worn. Hats are to be removed when inside buildings on campus. **Sweatshirt hoods are not to be worn over the head.** Gang-type clothing, as determined by the Sheriff's Department, will not be permitted. Students are not allowed to wear oversized or baggy clothing of any kind. 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. Boys' boxers or undergarments may not be visible above the waist of pants or shorts.** 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 any of the aforementioned will be required to change their clothes.

Tardies

Redwood students are expected to be on time to class. Students arriving late will should report to the office for a tardy pass. Repeated tardies to class will result in progressive discipline and will be accompanied by a call home to parents. A student will be placed on the LOP list for 6 tardies. Continued tardies will result in subsequent offenses and may result in a Saturday Work Study assignment, the student being placed on a behavior contract, a SART (school attendance review team) meeting, and/or may result in a referral to the district School Attendance Review Board (SARB).

Rewards for Scholarly Work and Good Citizenship



S.W.A.P.A. (Students with a Positive Attitude) rewards are given to students who demonstrate excellent citizenship, and many Redwood teachers choose to reward students monthly with Viking Pride cards sent to homes and/or treats for reasons specific to their students' classroom contributions.

TRIMESTER REWARDS

Students have the opportunity receive rewards every trimester. Students who are detention free and have not been assigned a Saturday Work Program or suspension and have not been placed on the Loss of Privileges (LOP) list during a trimester will receive rewards at the end of each trimester. Additionally, each of Redwood's departments will nominate 6th, 7th, and 8th grade students to be honored at the end of each trimester in a Stellar Student Ceremony. Parents or guardians will be invited to the ceremony which will include breakfast for the student and his/her guests. Students may be selected for academic achievement, tremendous improvement, or for excellent citizenship. This is an opportunity to honor some of Redwood's special students as well as their parents.

AWARDS NIGHT

Redwood's Awards Night is held at the end of each year to honor 6th, 7th, and 8th grade students recognized for both academic achievement and exemplary citizenship. Students are also nominated by teachers for any reason they feel is worthy of recognition. Students being honored at Awards Night, and their parents, receive invitations to attend the ceremony. It is an exciting and rewarding evening for both students and teachers.

GRADE LEVEL TRIPS

Our 6th, 7th and 8th graders who have demonstrated excellent citizenship are invited to participate in grade-level field trips.

6th Grade: Getty Villa
7th Grade: Civic Arts Plaza
8th Grade: Museum of Tolerance

Students on the LOP list are automatically eliminated from these trips.

Opportunities to Learn after Breaking Rules

DETENTION

A student may be assigned a ½-hour or a 1-hour detention for disciplinary or other purposes. Detention is offered several times each week. Students must be on time for detention, serve the entire time, and bring enough work to do for the entire time period in order to receive credit for attending. Students may pick up trash during lunch to receive credit for serving a ½-hour detention. Students shall fulfill all assigned detentions. Failure to serve detentions as assigned may result in a Saturday Work Study assignment or alternate discipline will apply.

CHARACTER EDUCATION & MINDFULNESS REFLECTIONS

A student may be assigned a ½ hour or a 1-hour Character Education lesson or Mindfulness Reflection activity after breaking the same rule repeatedly.

COUNSELING

With parent permission, students may be offered the opportunity to participate conflict resolution counseling, Youth Outreach Counseling, and/or BreakThrough counseling.

SATURDAY WORK STUDY PROGRAM

The Saturday Work Study (SWS) Program is designed to provide an additional disciplinary option between detention and formal suspension for such incidents as being involved in unsafe conduct on campus, defacing school property, or continually being defiant. Excessive tardies, truancies, or repeatedly not following other school rules are reasons for a student to be assigned a SWS. SWS is a four-hour program divided between study and campus cleanup; a supervisor coordinates the assigned tasks. Students may voluntarily attend SWS to earn credit for detentions assigned. Students must arrive on time and stay for the entire 4 hours to receive credit for attending Saturday Work Study. Students must have sufficient work and/or a reading book for assigned detention or Saturday Work Study. If a student is dismissed from SWS due to behavior, s/he will need to attend on a reassigned date.

SUSPENSION

While a student is suspended, he/she is not permitted to be on the Redwood campus or any other school campus, and may not participate in any school activities. During the final week of school when yearbooks are being distributed, the student may return to school after school hours to pick up his/her yearbook.

ACADEMICS

CLASS ASSIGNMENTS

Students are assigned to classes that best meet their academic needs. Academic classes include English, math, science, and social science. All students also take an elective class and physical education each year. Students are assigned to their academic classes on the basis of past academic performance and achievement on applicable exams. Students desiring a change in their academic courses may submit a Consideration for Honors form. To be considered for the upcoming year, Consideration for Honors forms are available in May from the counseling office and are accepted through the end of the current school year.

Students make elective selections in the spring of each year for the following year. Elective courses may include foreign language, technology, and visual and performing arts. For specific information regarding classes and their prerequisites, please check the current District Middle School Information Handbook.

PHYSICAL EDUCATION

The Redwood Physical Education Department requires that all students change clothes to participate in the physical education class. Students who have medical notes will still be required to "dress out" for physical education class. Students are encouraged to purchase Redwood's *physical education* uniform from the student store. **Hooded sweatshirts and jackets with zippers are NOT permitted due to safety concerns.** NOTE: Students who do not wear the Redwood *physical education* uniform or sweats must wear a plain grey t-shirt, sweatshirt, and sweatpants (no logos). The shorts must be plain black (no logos) with an inseam of no more than 6 to 8 inches. All articles of clothing must be clearly marked with the student's name on the outside of the clothing, in the same manner as the Redwood *physical education* uniform. **Students must wear "athletic shoes" that are safe and supportive for both running and various movement and/or sports activities. Therefore, slip-on shoes will not be permitted in the Physical Education class.** For foot fitness and hygiene, students must also wear athletic-type socks. On rainy days, students will always do their physical education activities indoors.

Note: *The physical education uniform, sweatshirts, sweatpants, locks, and the PE laundry bag may all be purchased at Redwood's school orientation, the Redwood Store, or online at www.conejousd.org/redwood.*

HOMEWORK

Homework is assigned on a regular basis. All students are required to record homework assignments in their assignment notebook. Many Redwood teachers also post the homework assignments on their teacher websites that can be accessed via the Redwood Middle School web page (www.conejousd.org/redwood).

Copies of the homework guidelines of the Conejo Valley Unified School District are available in the school office.

Students are responsible to ask teachers for assignments missed. Students are encouraged to get the telephone number of at least two students in each class, so if they are absent fewer than three days, they can call and get their assignments. Parents may call or email teachers to request assignments for students absent for more than three days. Requests made by 10 A.M. should be available for pick up at 3:10 P.M. on the same day. Student should also follow their teachers' websites and/or Google classrooms.

MAKE-UP WORK

Students are to make up all class work and homework that is due or assigned during an absence. Students are responsible for contacting the teacher to receive both in-class assignments and homework missed. Students with excused absences are entitled to full credit for make-up work if turned in on a timely basis. **Students have one day to make up the work for full credit for each day missed.** For example, a student absent for two days will have two days once he/she has returned to school to make up the work for full credit. **Students who are absent on the day of a test are expected to take the test on the day they return from absence. Long-term projects that are due on the day a student is absent will be due on the day the student returns from an absence.**

Elective Donation

Many elective classes involve activities and/or projects that require the use of consumable materials. There will be a requested donation for these materials. Students will still participate in the activities without a donation and their products and/or projects will be kept by the school for demonstration purposes or the materials may be reused. This decision will not affect a student's grade in any way. The classroom teacher will collect these donations after the start of school/trimester.

HONORS CRITERIA/CONSIDERATION FOR HONORS PLACEMENT

District honors criteria:

English 7H: "A" all three trimesters in Grade 6 English AND requisite score on District benchmark exam.

Social Science 7H: "A" all three trimesters in Grade 6 Social Science AND requisite score on District benchmark exam.

Math 7A: "A" or "B" all three trimesters in Math 6A or "A" all 3 trimesters in Math 6CCSS and attendance at the District Summer Math Boost Camp and completion with a 70% total work score or a 70% or higher on the requisite exam.

English 8H: "A" or "B" all three trimesters in English 7H OR "A" all 3 trimesters in English 7 CP AND requisite score on District benchmark exam.

Social Science 8H: "A" or "B" all three trimesters in Social Science 7H OR "A" all three trimesters in Social Science 7 CP AND requisite score on District benchmark exam.

Algebra 1CP: "A" grades all three trimesters in Math 7CCSS and attendance at District Summer Math Boost Camp and completion with a 70% total work score or a 70% or higher on the requisite exam.

Algebra 1H: "A" or "B" all three trimesters in Math 7A.

Physical Science 8H: "A" all three trimesters in Science 7CP AND concurrent or prior enrollment in Algebra 1CP OR higher.

Additional Redwood Honors Criteria: Math 7A for incoming 6th graders: "A" all three trimesters in Grade 5 Math, and a requisite score on a math challenge exam given in June.

Algebra 1H for 7th graders: "A" or "B" all three trimesters in Math 7A as a 6th grader

Geometry for 8th graders: "A" or "B" all three trimesters in Algebra 1H as a 7th grader

Redwood Consideration for Honors Policy:

Students who do not meet the District and/or Redwood criteria for honors/advanced classes may submit a Consideration for Honors Placement form. A Redwood Committee meets yearly to review all requests. Each student's academic and testing records, as well as student's statement of intent are taken into consideration. Students placed in honors/advanced classes must maintain a B- or above at each grading period to remain in the class. Students who fall below a B- at a grading period may be placed on petition. Once on petition, a student may be automatically reassigned to a College Preparatory level class if he/she falls below a B- grade during another grading period within the same academic school year.

REPORT CARDS

Progress reports and report cards are posted to Q. All-calls are sent home to remind families to review grades on Q. Report cards are issued three times a year at the end of each trimester. The trimester report cards, in December, March and June, are cumulative grades. The third trimester report card in June will be mailed to the home. Progress Reports are distributed midway between the grading periods. Grades below C (B- for Honors classes) are indicated. In between reporting periods, students and parents are encouraged to use Q to monitor grades in the classes where teachers use the Q gradebook system. Parents are encouraged to contact the specific teacher(s) and/or counselor if they have any questions. Report cards and progress reports will be available in the Q Student Information System on the Saturday following the end of each grading period. Refer to the calendar for dates of the end of each grading period. Only trimester grades are recorded on student transcripts.

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.

Criteria for Citizenship and Work Habit grades:

E = Excellent. An excellent student **consistently** demonstrates the characteristics below. **S** = Satisfactory. A satisfactory student **generally** demonstrates the characteristics listed below. **N** = Needs Improvement. This mark indicates a **need for improvement** in the characteristics listed below. **U** = Unsatisfactory. This mark indicates that a student **rarely** demonstrates the characteristics below.

Citizenship Criteria

- Demonstrates respect to peers and adults
- Demonstrates self-control
- Follows class rules
- Follows school rules
- Maintains positive attitude

Work and Study Habits

- Comes to class prepared
- Completes class work on time
- Completes and returns homework
- Demonstrates effort
- Demonstrates neatness/organization
- Focuses consistently/stays on task
- Listens and follows directions
- Participates in class activities and discussions



PROMOTION

To be eligible to participate in the promotion ceremony and promotional activities (the dance and the trip to Magic Mountain), students must satisfy all of the following requirements:

1. Students must have passed at least five or more classes each trimester.
2. Students must have passed English and math EVERY trimester.
3. Students must not be on the LOP list.
4. All assigned detentions and Saturday Work Study assignments must be served.
5. All library fines and/or school debts must be paid including charges for damaged or lost textbooks.

RETENTION POLICY

Assembly Bill 1626, Education Code 48070, 48070.5, and Board policy 334.3 state that students in grade 6 and grade will be retained if they fail English and math. Students who fail English or math must satisfactorily complete the course in summer school, or they will be retained the following year. Intervention programs and additional help are offered to students who are in danger of being retained. Please contact your child's counselor for additional information.

PROMOTION CEREMONY

The dress code for the promotion ceremony has been developed with input from students, School Site Council, and staff. This afternoon ceremony is not a formal affair; therefore, prom-type attire is not appropriate. Girls may not wear spaghetti straps, strapless dresses, tube or halter tops and the midriff may not be exposed. Students may wear slacks, but shorts are not permitted. Boys are required to wear collared shirts and ties. Even for the dance, we discourage prom-type attire. For several reasons, (including expense, lack of appropriate supervision, availability of alcoholic beverages, and excessive formality), chauffeur-driven cars/limousines are not allowed for promotion or the promotion dance.

6th Grade Supply List

All supplies need to be clearly marked with student first and last name. **ITEMS TO BE KEPT WITH STUDENTS:**

- One sturdy three-ring binder Please DO NOT purchase a bulky oversized binder.
- Five Subject dividers for three-ring binders
Label subject dividers – MATH, SCIENCE, ENGLISH, SOC. STUDIES, ELECTIVE
- NOTEBOOK paper – three-ring lined 8 ½ X 11
Student paper supply should not be obtained by tearing papers out of a spiral or other notepad.
- One-fourth inch graph-paper spiral notebook for math
You may want to purchase an extra for later in the year.
- Six-pack of spiral notebooks 70 pages each 9" X 11"
- Clearly and permanently label three of the spirals for English, science and social studies
- Keep the others for use later in the year.
- Please be sure spirals are SINGLE SUBJECT. Students need separate spirals for each class.
- One two-pocket plastic folder
- Pencil pouch (not a pencil box)
- Pencils – students should have four sharpened pencils at all times
- At least two highlighters of different colors
- Small personal pencil sharpener with screw-on top to catch pencil shavings
- White-out tape
- Black ballpoint pens – students should have two at all times
- Red ballpoint pens – students should have two at all times
- Colored pencils – a variety of 8-12 colors
- Package of fine line colored markers
- 12" ruler with standard and metric measurement units

Please note that Sharpies (or any permanent markers) are not allowed on campus. Use of permanent markers in the classroom will be at a teacher's discretion. If used, the markers will be provided by the teacher and will be stored in the classroom.

Please also note that many English teachers recommend that students carry independent reading books.

7th- and 8th-Grade Recommended Supply List

TOOLS AND RULES FOR SUCCESS IN SCHOOL

TOOLS: Individual teachers may suggest different materials and supply list, but the following are strongly recommended for use in different subject areas:

1. College-ruled notebook paper and binder
2. Pouch or pencil box containing the following supplies:
 - black or blue pens
 - red pens
 - #2 pencils
 - colored pencils
 - thin line washable colored markers
 - pencil eraser
 - hand held pencil sharpener
 - glue sticks
 - highlighters
 - ruler with metric and US systems of measurement
3. Thick MEAD spiral notebook

Please note that Sharpies (or any permanent markers) are not allowed on campus.

Many English teachers recommend that students carry independent reading books.

RULES:

1. Although expectations and formatting may vary among teachers, we encourage all students to use MLA formatting in their paper headings.
2. Take notebooks and writing tools to class every day unless otherwise instructed.
3. Carry an independent reading book to English class.

Vicki Viking
September 1, 2019
Period 1

Page 15, Exercise B, Verbs

If you purchase qualifying school supplies at Office Depot, please mention Redwood Middle School and give them our unique school number: 70015765. Redwood will earn a 5% credit throughout the year for school-related supplies to be used in our classrooms. Thank you for your support.

Redwood Middle School “Inexcusables”

- Students will use complete sentences when answering written questions.
- Students will restate the question.

Example of how to restate a question:

Why do people around the world have different ideas about how to govern themselves?

- Students will **not** begin the first sentence of a response paragraph with a pronoun. (it, you, they, he, she, we, I ...)

Acceptable: *People around the world have different ideas about how to govern themselves because they have different histories, goals, principles, and promises.*

Not Acceptable: *Because they have different histories, goals, principles, and Problems*

Not Acceptable: *They have different histories, goals, principles, and problems.*

- Students will indent all paragraphs.
- Students will capitalize the first word of every sentence.
- Students will capitalize proper nouns in sentences.
- Students will use the appropriate punctuation mark at the end of sentences.
- Students will spell and correctly use the following words:

| | | | |
|---|---|---|---|
| there <i>A location</i> | to <i>show location (most common use)</i> | your <i>belonging to a person</i> | its <i>Possessive (this is an exception to the possessive rule requiring an apostrophe)</i> |
| their <i>people (belonging to them)</i> | too <i>also</i> | you're <i>you are</i> | it's <i>it is</i> |
| they're <i>they are</i> | two <i>A number</i> | | |

Four Reads

Reading #1: Reading for Origins and Context

Students should only read the top of the document (where usually title, author, place, and date are provided) and the bottom of the document (where there may be additional information, in bibliographic notes, about the title, author, place and date). Mark up the sourcing information on the document. **Circle it. Do not read the main body of the document at this point.**

Reading #2: Reading for Meaning

Students should read through the main body of the primary document. The purpose here is to get the main idea. If there are difficult or confusing sections, skip over them. Underline the sentence or phrase that best captures the author's main idea.

Reading #3: Reading for Argument

Students should read through the main body of the primary document again. Students should underline any support (assertions, evidence, or examples) for the argument. As well, students should write in the margins next to the underlined support. Students should note whether they consider the support to be strong. Is it logical and believable? Does it contradict other evidence that the students have read?

Reading #4: Reading Like a Historian

In this final reading, students should look back at the sourcing information (reading #1) and then read through the main body of the primary document one last time. In this reading, students should write in the margins as they read to answer key questions. Given the author of the document, what bias or perspective might be expressed? How does that shape our understanding of the argument? Given the date of the document, what is the document responding to or in dialogue with? Given the place and audience of the document, how is the argument shaped to be effective? Students should further write in the margins about the larger meaning of the document. Would the argument in the document have convinced its audience? Who might have disagreed or had a different perspective? What facts did the author leave out and why? What questions are unanswered by the document?

Source: <http://teachinghistory.org/teaching-materials/teaching-guides/25690>

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