



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, we are a diverse community of students, teachers, staff, and parents who work in partnership to maintain an academic, safe, and nurturing environment. We show respect for ourselves and others and take responsibility for our actions.

Our mission is to develop lifelong learners who communicate, collaborate, and think critically, creatively, and independently.

We challenge students to develop the skills to become outstanding scholars and citizens, and we celebrate their accomplishments.

*---Strive with Pride---*



### **PRINCIPAL'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. I 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 2017-2018 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 my 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. My 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,

Shauna Ashmore  
Principal

## **RENAISSANCE PROGRAM**



### **RENAISSANCE**

A COMMITMENT TO EXCELLENCE IN EDUCATION

Redwood will continue with the **RENAISSANCE PROGRAM** for the 2017 – 2018 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 and school supplies with the Redwood logo as well as Renaissance lunch activities, rallies, and after-school events. Students will receive a Renaissance recognition the first time they make Renaissance; the ID card will be marked each trimester to indicate the level earned by the student. Only students with marked cards will be eligible for additional awards during the school year.

**Redwood's Character Education Program Focuses on WORDS TO LIVE BY**

**September: MANNERS**, Demonstrating socially acceptable behavior including politeness

**October: RESPECT**, Demonstrating appreciation and consideration for self and others

**November: ACCEPTANCE**, Demonstrating an awareness of and respect for differences among all people

**December: COOPERATION/TEAMWORK**, Demonstrating qualities that bring higher performance

**January: HONESTY/TRUST**, Demonstrating integrity

**February: KINDNESS**, Demonstrating consideration for others in words and actions

**March: COMPASSION/FAIRNESS**, Demonstrating empathy for and equitable treatment of others

**April: RESPONSIBILITY**, Demonstrating personal and social accountability

**May: PERSEVERANCE**, Demonstrating a steady persistence in spite of difficulties



**BELL SCHEDULE:**

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

**COMMON PLANNING TIME (CPT) SCHEDULE:**

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





**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
SCHOOL CALENDAR  
IMPORTANT DATES  
Legal Holidays Per Education Code Section 37220**

<b>Holiday</b>	<b>Dates in 2017-2018</b>
Labor Day	September 4
Veteran's Day	November 10
Fall Break	November 22-26
Winter Break	Dec. 22-Jan 7
Martin Luther King, Jr. Day	January 15
Lincoln's Birthday	February 16
Washington's Day	February 19
Spring Break	April 26-29
Memorial Day	May 28

**ADDITIONAL DAYS SCHOOL IS NOT IN SESSION**

September 21  
January 1  
March 30  
April 2

**LAST DAY OF CLASSES**

June 8

**COMMON PLANNING TIME (CPT)**

One Tuesday of the month is a minimum day for students to provide collaboration time for teachers. On these days, dismissal takes place at 1:30.

September 12  
October 10  
November 14  
December 12  
January 9  
February 13  
March 13  
April 10  
May 8

**IMPORTANT CONTACT INFORMATION:**

RMS Website: [www.conejousd.org/redwood](http://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.1004

**SCHOOL PROCEDURES**

**ATTENDANCE PROCEDURES**

A telephone call to the school at 497-7264, extension 1004, from a parent/guardian on the day of absence explaining the reason for the absence is the preferred method of reporting. If no call has been placed, a note from the parent/guardian must be presented on the day of return. Students that return during the school day from an absence or come to school after the start of their first class are to report to the office before going to class. Students who need to leave during the school day (doctor, dentist, etc.) must sign out through the office after submitting a note.

**CLOSED CAMPUS**

**Redwood is a closed campus. Student should not be on campus before 7:45am.** 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.

## VISITORS

Redwood staff and students welcome parents to visit our school, and must sign in at the office. **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 can pick up messages and materials in the office.

## 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.

## DEPARTURE TIMES

**Students must leave the grounds by 3:30pm,** unless involved in an intervention/homework program, Boys and Girls Club, detention, or other school activity. Students on campus without a specific reason after 3:30pm will be assigned campus beautification projects. . Students must respect neighbors' property at all times, which includes not disturbing plants/flowers and not leaving trash in any yard.

## I.D. CARDS

Individual student pictures are taken each year and picture packets made available at varying prices. As part of this service, the photographer provides **I.D. cards, which all students are expected to carry 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 I.D. Card. The I.D. Card is required for attendance at all ASB activities. Additionally, students with an account in the cafeteria must use their I.D. card when making purchases. The student store will provide a replacement I.D. card, when necessary, for a \$5 replacement fee.

## LOCKERS

Book 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. 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 may be changed as necessary at the discretion of administrators and/or physical education teachers.

## LOCKS

Locks may be purchased at orientation prior to the first day of school or in the student store any time during the year. Students are not required to purchase locks from Redwood Middle School; however, purchasing a lock from Redwood guarantees the student a locker in the designated grade-level area and campus supervisors will be able to help the student open the locker if the key is missing or if there is a problem. Students may use locks that a sibling purchased at Redwood, but students are encouraged to register these locks with the office so school personnel can identify any misplaced keys brought to the office. Students are encouraged to make additional copies of the book locker key to keep at home in case they lose the original key. Students are required to use combination locks for physical education class.

## SCHOOL RESOURCES

### 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, 2017. An application can be obtained and submitted either online or in the main office. The application is available online at <https://a.conejousd.org/Fsonline>. Please fill out only ONE application per household. Online applications are processed daily. For more information and to view the monthly menu, please visit us at [www.conejousd.org/business/childnutrition](http://www.conejousd.org/business/childnutrition). Of course, students may also bring lunches from home, and can bring reusable water bottles to fill at our hydration station.

### 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 health clerk is on duty and/or the district nurse assigned to Redwood 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 and left with a written statement from the doctor, as well as a note of authorization from a parent.**

### CASTS AND CRUTCHES

All students who need to come to school with a cast, sling, or crutches must have a doctor's note on file in the Health office along with the duration that the students will be using any of these items. **Students will not be permitted to attend class with the aids until such doctor's note is on file.**

### 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.

### 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](http://www.conejousd.org/redwood).

### 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.



### AUTOMATED PHONE CALLS

As a courtesy, parents may 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.



### 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.

### REDWOOD ACTIVITIES

#### ASSEMBLIES, FIELD TRIPS, AND EVENTS

Redwood has a wide range of assemblies throughout the year to appeal to the interests of all. Students that are not on the LOP list (see p. 10), may attend the regular school assemblies and activities.

In addition, students, their families and friends are invited to attend evening activities such as the talent show, band and chorus concerts, orchestra shows, and dance team recitals.

## LUNCHTIME ACTIVITIES

The leadership/ASB class plans several competitions and spirit activities throughout the school year at lunch and after school. These competitions include students from all grades and rewards are given to top finishers. Redwood also hosts various intramural activities during the year, including flag football, 3-on-3 basketball and volleyball leagues and tournaments. Our gym is occasionally open for free-play basketball and volleyball at lunch.

## CLUBS

Redwood Middle School offers a variety of clubs for interested students. Clubs meet at various times during the day, usually during lunch, before school, or after school. Some current clubs include:

- Robotics Club
- Christian Club
- Color Guard
- Strategy/Game Club
- Art Club
- Intramural sports
- Lego Club
- PTSA Student Group
- Ski and Snowboard Club
- Vikettes Dance team

## STUDENTS-WITH-A-POSITIVE-ATTITUDE

Teachers are given SWAPA (Students-With-A-Positive-Attitude) 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.

## ASB STICKER

Students are encouraged to purchase an ASB sticker during orientation. The sticker is placed on the Student ID Card. This **DOES NOT** automatically place your child in the ASB class. This sticker allows students to enter many events at no cost, and will provide bonus tickets at carnivals.

## CARNIVAL

Redwood's carnival is intended to connect students to the Redwood community by way of activities and performances. It is open to all Redwood students, however, students on the LOP list may not attend. **I.D. 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 the carnival 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.

## SCHOOL RULES

### 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 bring or ride skateboards, skates, scooters, or similar items to or on the Redwood campus at any time.** These may not be on campus before, during, or 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/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 devices/games between the hours of 9:00 A.M. - 3:10 P.M., unless directed by a teacher or administrator. Students with "A" period class must turn phones off at 8:00 A.M. Cell phones and electronic devices/games must be turned **off** during school hours.

Students who violate this rule will receive a warning on the first offense, a ½ hour detention on the second offense, and a Saturday Work Study on the third and subsequent offenses. 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 the third offense, students will be required to turn their phone into the office before school and pick up from the office after school each day.** Repeated offenses may result in a discipline contract and/or suspension.

**Redwood Middle School is not responsible for the loss or theft of cell phones or any other electronic devices.**

### 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. **Students violating the gum chewing policy will receive a ½-hour detention for the first offense and all further incidents will be referred to the school administration for further consequences. GUM VIOLATIONS WILL BE HANDLED ON A PER-CLASS BASIS.**



### DRESS STANDARDS

Students must be neat and clean and wear appropriate clothing for all classes and school events. 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.**

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. Boy's 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 the dress code will be required to change their clothes. In addition, for a first offense, the student will receive a warning; a second offense will result in a ½-hour detention; a third offense will result in a 1-hour detention; a fourth offense will result in two 1-hour detentions and the fifth and subsequent offenses will result in a Saturday Work Study. Repeated offenses may result in a discipline contract and/or suspension.



### LUNCH STANDARDS

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.

## 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, at least once in the morning beginning at 7:50 A.M. and once after school beginning at 3:15 P.M. Students choose when they want to serve detention and are responsible for informing their parents. 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 for 24 minutes at lunch to receive credit for serving a ½-hour detention.

## 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 clean-up; 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. 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.



## CITIZENSHIP

### Student Accountability System

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.

### Trimester Rewards

Students that do not receive any detentions, Saturday Work Programs, or suspensions and have not been placed on the Loss of Privileges (LOP) list during a trimester will receive rewards at the end of the trimester.

### Detentions

- Detentions must be served within one week of being assigned, or they will be doubled.
- 24-minutes of trash pick-up at lunch will count as one 30-minute detention.
- 1-hour detention assignments cannot be split into two 30-minute detentions.
- **Students will go on LOP after 4 hours of detentions not served.**

### Behavioral Incidents

Disrespect/Discourtesy/Defiance

- 1<sup>st</sup> incident: (Teacher discretion) ½-hour detention or 1-hour detention. Referral to administration with all further incidents.

Disturbing Class / Others

- ½-hour detention. Referral to administration with all further incidents.

Gum/Food/Drinks

- ½-hour detention. Referral to administration with all further incidents.

No Materials

- ½-hour or 1-hour detention

Profanity/Vulgarity

- 1<sup>st</sup> incident: (Teacher discretion) ½-hour detention or 1-hour detention. Referral to administration with all further incidents.

Other

- To be determined by teacher. Can be ½-hour detention or ½-hour or 1-hour detention with administrative follow-up for further incidents.



### **Tardies / Dress Code**

Tardies are counted on per-class basis; however, students are placed on LOP for 6 cumulative tardies in a trimester. Tardy #3 and subsequent tardies are referred to administration for discipline (see *Tardy Policy*, p. 12).

Dress Code violations are counted on a cumulative basis, not per individual class.

- Violation #1: Warning
- Violation #2: ½-hour detention
- Violation #3: 1-hour detention
- Violation #4: 2 one-hour detentions
- Violation #5: Saturday Work Study
- Violation #6 & beyond: Saturday Work Study and possible Behavior Contract

### **Cell Phone / Electronic Device**

Cell phone / electronic device violations are counted on a cumulative basis, not on a per-class basis. Cell phones / electronic devices will be sent to the office after each violation.

- Violation #1: Warning by Administration
- Violation #2: ½-hour detention. Phone/device must be picked up by a parent.
- Violation #3: Saturday Work Study and phone turned in daily to the office. Phone/device must be picked up by a parent.

### **Other: Loaner Lockers & Physical Education Uniform Loaners**

- Violation #1: Warning
- Violation #2: ½-hour detention
- Violation #3: 1-hour detention
- Violation #4: Saturday Work Study
- Violation #5 & beyond: Saturday Work Study and possible Behavior Contract

### **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
- 2 Saturday Work Study assignments not served
- **6 or more tardies each trimester (combined classes)**
- **1 or more truancies**

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.** A new LOP list will be generated at the beginning of each trimester, allowing all students the opportunity for a fresh start within the school year.



### **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.

### **Consequences:**

#### **First Infraction**

- Teacher conference with student.
- **Grade of zero given for that assignment.**
- Teacher will notify parent.
- Teacher will send a referral to the administrator noting the details of the incident.

#### **Second Infraction:**

- All of above plus:
- Parent Conference
- Citizenship grade lowered to "U" in that class
- Student referred to Student Study Team

**For a complete explanation of the Academic Honesty Policy refer to the CVUSD Discipline Handbook.**



### **Campus Standards: 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' Responsibility**

#### **Students shall:**

- 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, keys, I.D. cards).
- Be on time to all classes.
- Bring proper materials to all classes every day.

#### **Students shall not:**

- Chew gum
- **Litter school grounds**
- Deface, damage or destroy school property
- Throw objects of any kind
- Use profane or vulgar language or gestures
- Write or draw on any part of their body
- Use mp3 (digital music) players, cell phones, radios, iPods or video games on campus
- Bring or ride skateboards, skates, or scooters on campus
- Ride their bike on campus
- Harass another student in any way
- Possess or use cigarettes, tobacco, vapors, lighters, matches or any smoking related paraphernalia.
- Possess alcohol or drugs (including over the counter medications)
- Possess a dangerous object of no reasonable use to student.

#### **Consequences:**

Depending on severity of infraction any of the following:

Verbal warning  
Campus Beautification  
Detention  
Saturday Work Study  
Parent Conference  
Suspension  
Expulsion

Any violation of the Education Code will result in suspension.

### **Dress Code Violations**

#### **Students' Responsibility:**

Students shall abide by all guidelines regarding attire worn to school in order to promote a positive school environment.

#### **Consequences:**

- 1<sup>st</sup> Offense: Warning
  - 2<sup>nd</sup> Offense: ½-hour detention
  - 3<sup>rd</sup> Offense: 1-hour detention
  - 4<sup>th</sup> Offense: 2 one-hour detentions
  - 5<sup>th</sup> Offense: Saturday Work Study
  - 6<sup>th</sup> & Subsequent Offenses: Saturday Work Study
- All dress code violators must change their clothes. Parents will be notified. Continued defiance may result in discipline contract and/or suspension.

### **Gum Chewing**

#### **Students' Responsibility:**

Students will not chew gum on campus, at any time, in order to help maintain a clean and attractive campus.

#### **Consequences:**

- 1<sup>st</sup> Offense: ½-hour detention
- 2<sup>nd</sup> & Subsequent Offenses: Referral to administration for further discipline

VIOLATIONS WILL BE HANDLED ON A PER-CLASS BASIS.

### **Harassment/Sexual Harassment**

**Students' Rights:** Students have the right to attend school and feel safe and free from racial, sexual or other forms of harassment and/or discrimination in a structured, pleasant atmosphere based on mutual respect.

**Students' Responsibility:** Students shall not harass, intimidate or discriminate against another individual.

#### **Consequences: (Depending on severity of infraction, and based on investigation, any of the following):**

- Conflict Resolution
- Parent Conference
- Suspension for one to five days
- Contract to another school placement
- Notification of the Sheriff's Department
- Possible recommendation for expulsion

### **Littering**

**Students' Responsibility:** Students shall refrain from littering or throwing objects of any kind, including food or candy, any place on campus, including the cafeteria.

#### **Consequences:** Depending on severity of infraction:

- Lunchtime campus clean-up
- Detention
- Saturday Work Study
- Suspension

### **Non-serve or disruption of Detention or Saturday Work Study**

**Students' Responsibility:** Students shall fulfill all assigned detentions or Saturday Work Study assignments on or before the due date. Students must have sufficient work and/or a reading book for assigned detention or Saturday Work Study.

**Consequences: Non-Serve of detention**

- Doubled detentions
- Saturday Work Study

**Non-Serve of Saturday School**

- Reassigned Saturday Work Study **and**
- Suspension

### **Tardy to Class**

**Students' Responsibility:** Students will be in class with all their materials before the Tardy Bell rings.

**Consequences:**

- 1<sup>st</sup> Tardy: Warning
- 2<sup>nd</sup> Tardy: ½-hour detention
- 3<sup>rd</sup> Tardy: 1-hour detention and conference with administration. Tardy Referral mailed home.
- 4<sup>th</sup> Tardy: 2 one-hour detentions and conference with administration. Tardy Referral mailed home.
- 5<sup>th</sup> Tardy: Saturday Work Study and conference with administration. Tardy Referral mailed home.
- Students are placed on LOP for 6 cumulative tardies in a trimester. Tardies start over each trimester.
- Continued tardies will result in continued disciplinary action including a referral to the district School Attendance Review Board (SARB).

### **Unauthorized items (not weapons) on campus: electronic games, walkman/mp3 players, laser pointers and iPods**

**Students' Responsibility:**

- Students shall not use a walkman, radio, iPod, or other such device during school hours.
- Students shall not use cell phones during school hours.

**Consequences:**

- Device confiscated and sent to an administrator for all offenses
- Device will be returned to student after first offense and must be picked up by parent on second or subsequent offenses.
- 1<sup>st</sup> offense: Warning by administrator
- 2<sup>nd</sup> offense: ½-hour detention. **Device picked up by a parent.**
- 3<sup>rd</sup> offense: Saturday Work Study. Device pick up by a parent. **Device turned in to the office each day for the remainder of the school year.**

### **Vandalism/ Damage to Property**

**Students' Responsibility:** Students shall not damage school property or property belonging to another person.

**Consequences: (Depending on severity of infraction, and based on investigation, any of the following):**

- Parent Conference
- Saturday Work Study
- Suspension for one to five days
- Payment for replacement, installation and/or repair costs
- Contract to another school placement
- Notification of the Sheriff's Department
- Possible recommendation for expulsion

### **Weapons / Dangerous Objects / Dangerous Actions:**

**Students' Responsibility:** Students shall not:

- 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.
- Seriously endanger the safety of others

**Consequences:**

- Five-day suspension
- Recommendation for expulsion
- Notification of the Sheriff's Department

### **Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious and lasting problems. Bullying will be addressed by 48900 R found in the CVUSD *Discipline Policy and Procedures and Annual Notice of Rights and Responsibilities* handbook.

## **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 petition. To be considered for the upcoming year, petitions 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.

### 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](http://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 contact the office 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.

### 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.**

### 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, along with the black, grey, red, or Redwood physical education sweatpants and sweatshirts for cold weather. 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 Student Store, or online at [www.conejousd.org/redwood](http://www.conejousd.org/redwood).**



### Elective Donation

Many elective classes involve activities and/or projects that require the use of consumable materials such as food, wood, etc. 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.

### PARENT-TEACHER CONFERENCES

Conference times can be scheduled throughout the school year during teacher conference periods and may be scheduled by contacting the teacher directly. Parents may also make an appointment for a conference with all of their student's teachers by contacting the counseling office.

## 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 Algebra 1H.

### Additional Redwood Honors Criteria:

**Math 7A for incoming 6<sup>th</sup> graders:** "A" all three trimesters in Grade 5 Math, and a requisite score on a math challenge exam given in June.

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

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

### Redwood Consideration for Honors/Petition 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

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. 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. The Distribution Preferences form will be available in the summer packet, so families can indicate their preference. 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



### STUDENT-OF-THE-MONTH

Each of the departments nominate 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students to be honored at our monthly Student-of-the-Month ceremonies. Students may be selected for academic achievement, tremendous improvement, or for excellent citizenship. In order to be selected, the student must be approved by the entire staff. 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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

### Eighth Grade Reward Trip

As a special reward for our eighth graders who have demonstrated good citizenship, a trip to Knott's Berry Farm has been planned for May 24, 2018.

To remain eligible for this trip, students must:

- have no more than two detentions in grade 6
- have no more than one detention in grade 7
- have no detentions in grade 8
- have no "U" marks in citizenship on any trimester report card
- not receive "N" marks in citizenship from more than one teacher on any trimester report card

Saturday Work Study programs and suspensions automatically eliminate students from the Knott's trip.



### 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 more than one trimester.**
4. **All assigned detentions and SWS must be served.**
5. **All library fines and/or school debts must be paid (including charges for damaged or lost textbooks).**

### 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.

### RETENTION POLICY

Assembly Bill 1626, Education Code 48070, 48070.5, and Board policy 334.3 state that students in grade 6 and grade 8 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.

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 plastic *Duo-Tang* 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
- 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.  
Please also note that many English teachers recommend that students carry independent reading books.**

7<sup>th</sup>- and 8<sup>th</sup>-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 stick
  - highlighter
  - ruler with metric and US systems of measurement

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

Many English teachers recommend that students carry independent reading books.

- RULES:** Although expectations and formatting may vary among teachers, in general students should
1. Take notebooks and writing tools to class every day unless otherwise instructed.
  2. Carry an independent reading book to English class.

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Vicki Viking  
September 1, 2015  
Period 1

Page 15, Exercise B, Verbs

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

**Example of how to restate a question:**

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

***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:**

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

## 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>