



Redwood Middle School

233 West Gainsborough Road, Thousand Oaks, CA 91360
Telephone (805) 497-7264 • FAX (805) 497-3734



Mark McLaughlin, Ed. D.
Superintendent of School

Nicole Judd
Principal

July 2018

Dear Redwood Students and Parents:

Welcome to the 2018-2019 school year. We hope that your families have enjoyed the summer break and that your students are ready for another successful school year. As always, our Viking families, students, and staff will help to make Redwood an outstanding school for all. We look forward to working with you to foster academic growth and activities of high interest throughout the year. The first day of school is Wednesday, August 22, 2018 and will be a minimum day ending at 12:30 p.m.

Viking Camp for Incoming 6th Graders: Viking Camp will be held August 15th from 8:30 a.m.-12:30 p.m. Students will meet new friends, become familiar with the campus, learn tips and tricks for middle school success, and more. The cost is \$20 per student, which includes spirit items, and a healthy snack. Please see the Redwood website for the registration form and more information.

Student Orientation –August 16th & 17th in the gymnasium: ALL students should plan on attending. Parents are invited to attend along with their children, but are not required as long as proper paperwork shown below is submitted.

August 16th (Thursday)	
<u>6th grade Last Name</u>	
8:30 a.m.	A – G
10:00 a.m.	H – O
11:30 a.m.	P - Z
<u>Returning 7th Last Name</u>	
1:30 p.m.	A – G
2:30 p.m.	H – O
3:30 p.m.	P – Z
<u>ELD parent & student meeting</u>	
3:00p.m.	Room 41

August 17th (Friday)	
<u>Returning 8th Last Name</u>	
9:00 a.m.	A – G
10:00 a.m.	H - O
11:00 a.m.	P - Z
<u>7th & 8th grade New Students & Special Education Students</u>	
at 1:30 p.m.	

<u>Monday August 20th</u>
<u>Make-up Orientation</u>
10:00 a.m. - 12:00 p.m.

Finalized schedules will be distributed on the first day of school on the black top beginning at 8 a.m.

You must notify the office if you will not be able to attend ANY of the orientations.

Please leave a message at 497-7264 ext. 1004.

Please note that items 1-5 must be turned in at orientation for students to receive course requests and textbooks.

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

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

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



In order to receive communication on Redwood happenings, please make sure your email is up to date on your "Q Parent Connection" account. This is our main source of communication to Redwood families. Log into "Q Parent Connection" (<http://q.conejousd.org/ParentPortal>). Once logged into Q Parent Connection, look for the words "My Account" in the upper right area and click on it. You can edit the email address, and change your password if needed. Sixth grade parents should use the same PIN and password given to them by their students' elementary school. If you are new, or returning to CVUSD, please log onto the Q Parent Connection website and click the "Need Your Login Information" link found in the login box. You will then be directed to enter the email address you have provided to the school. Once submitted, your PIN and password will be automatically emailed to you. If at any time you forget your PIN and/or password, please follow these same steps. When you are on the Q website, you can change to Spanish by clicking on "view in Spanish" in the upper corner.

Textbooks: At Orientation, each student with a course request and temporary ID card will be issued a set of textbooks to be kept at home. Students who are unable to attend orientation should check out their textbooks in the library on Monday, August 20th, between 10:00 a.m.-12:00 p.m.

In June, students will return their textbooks, which will be assessed for damage. Students will be required to pay for damaged or lost textbooks before they receive their yearbook, and/or participate in end of year activities. Please be aware that most textbooks cost approximately \$100.00 each. To protect their books, students should cover them. If you have paid for a lost textbook at the end of the last school year, and later find it, you must return it to the library by September 27th in order to receive a full refund.

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

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

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

receives funding only when your student is in attendance. Legally excused absences are for illness, doctor, court appearances, or funeral services for a family member. **Absences must be cleared within 72 hours; otherwise the absence will be recorded as unexcused.** Personal absences require prior written permission from the attendance office at least one week before the absence. Please go to the Redwood webpage under General Information – Attendance for more information on our attendance policy. If you have any questions, please call the attendance desk. Students who are absent more than 14 school days for the entire school year will require a doctor note for further verification (CVUSD AR 5113).

Book Lockers and P.E. Lockers are assigned to all students at the beginning of the year. Students may not carry backpacks or book bags during the school day. Any student using a locker other than the one assigned to him/her will have the lock and contents removed. Lockers are the property of Redwood Middle School and may be searched at any time if deemed necessary by the administration. Locks are available for purchase at the Redwood store. Key locks for book lockers are available for \$13.00 and combination locks for P.E. lockers are available for \$10.00. Students do not have to purchase locks from Redwood Middle School; however, by purchasing a lock from our Redwood store, students are guaranteed to have a locker that a campus supervisors will be able to help a student open in the event that the student forgets their key, or has any other problem with the key or the locker. In addition, if school administration deems it necessary to search a locker with a privately purchased lock, the lock may be cut off at the owner's expense. Locks and their care and security are the responsibility of the student. The items in the locker are also the responsibility of the student. **The school does not assume responsibility for anything stolen from lockers.** Valuable items should not be kept in the lockers. Students may check in the main office for lost items.

Whooping Cough and Immunizations: Per California state law, students who do not show proof of receiving a Tdap booster shot WILL NOT be able to attend school until proof is provided to the school. Conejo Valley Unified School District students enrolling in grades 7 -12 must show proof of receiving the Tdap immunization no later than your child's orientation. If you have received an exclusion letter from the Health Office regarding incomplete immunizations, you must bring a verification record that these vaccinations have been received by your student(s) prior to orientation. If we have not received this information, your child's schedule will be withheld and your child will be excluded from school until it is received. If you have any immunization questions, please call our office at (805) 497-7264 extension 1009.

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

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

Picture Day: Picture Day is Friday, September 7th. Flyers will be sent home with students prior to picture day. Students must follow the school dress code for their photo. All students will have their photo taken for ID cards at no charge. All students are provided an ID card, which they are expected to carry and produce when requested to do so by any staff member. **The ID card is required for attendance at school dances, activities, library book check out, and cafeteria lunch account usage.** If lost, replacement ID cards may be purchased for \$5.00 in the Redwood store daily from 8:00 a.m. - 11:30 a.m.

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

Redwood Dress Standards: Students must be neat and clean and wear appropriate clothing for all classes and school events. Please review the Redwood Middle School dress code policies with your child as they will be in effect beginning on

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

Discipline Procedures and Standards: The plan, including the loss of privileges (LOP) policy, is explained in the assignment notebook, which should be purchased at orientation, or reviewed online, and will be handed out on the first day of school. Please review with your child, as it is important for you to understand the behavior standards and expectations at Redwood and in the District, as well as, the policies for cell phone and all electronic devices. Students should include the assignment notebook in their three ring binders, which should be brought to each class every day.

Regular Bell Schedule

Period A	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) Bell 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

Minimum Day Schedule

A Period	8:15 - 8:50
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

Additional Bell Schedules can be found on our website.

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

I look forward to meeting all of our Viking parents at our **Back to School Night on Thursday, September 13th**. I know that with your continued support of your student's academic progress, we will ensure that our Vikings continue to achieve at a high level. It is my sincere hope that you feel comfortable reaching out to me with any concerns you may have as we start the 2018-2019 school year.

Go Vikings!

Sincerely,

Nicole Judd
Principal