



Conejo Valley Unified School District

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NCLB National Blue Ribbon 2006
California Distinguished School 2005

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Lou Lichtl
Principal

July 2008

Dear Redwood Students and Parents:

Welcome to a new school year. I hope your summer has been enjoyable and that you are ready for an exciting year. As always, our fantastic students will help to make Redwood an outstanding school. Our staff looks forward to working with you to make this a great academic year.

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

PTSA newsletters will no longer be mailed home and will be posted on our website. Each newsletter contains valuable information. Additionally, our website provides a calendar of events and other pertinent information. The website can be accessed at www.redwoodmiddleschool.org

School will begin on Wednesday, August 27, 2008. Finalized schedules will be distributed on the first day of school. **THERE WILL BE NO PERIOD “A” ON WEDNESDAY, AUGUST 27.** On Thursday, August 28, all students with a Period A will report to Period A at 8:14 a.m. This year’s bell schedule will be as follows:

Period A	8:14 - 9:00	Period 4	11:53 - 12:42
Period 1	9:05 - 10:00	LUNCH	12:42 - 1:22
Period 2	10:05 - 10:54	Period 5	1:27 - 2:16
Period 3	10:59 - 11:48	Period 6	2:21 - 3:10

Student Orientation – August 19 - 21 in the gymnasium: ALL students should plan on attending. **Parents are invited to attend along with their son/daughter but are not required to attend orientation.**

Orientation Schedule: August 19 (Tuesday)	<u>6th Grade</u>	
	8:30 a.m.	A – D
	10:00 a.m.	E – L
	11:30 p.m.	M– R
	2:00 p.m.	S – Z

www.redwoodmiddleschool.org

HIGH EXPECTATIONS—→HIGH ACHIEVEMENT

August 20
(Wednesday)

7th & 8th Grade New Students
9:00 a.m.

Returning 7th Grade Students
1:00 p.m. A – G
1:45 p.m. H – O
2:30 p.m. P – Z

August 21
(Thursday)

Special Ed Students
9:30 a.m.

Returning 8th Grade Students
1:00 p.m. A – F
1:45 p.m. G – O
2:30 p.m. P – Z

On Monday, August 18th an information meeting for ELD parents and students has been scheduled in the cafeteria at 7:00 p.m.

Students who are unable to attend during the designated orientation times should pick up their materials including textbooks on Tuesday, August 26 between 8:30 a.m. – 11:00 a.m. . School supplies may also be purchased at this time, when school starts or from our RMS Online Student Store. Please report to the main office upon arrival on this date. You must notify the office if you will not be able to attend on date of orientation.

The following will take place during orientation:

- 1 Emergency Cards collected
- 2 8th Grade Promotion Activities and Ceremony Criteria Forms collected
- 2 Course Requests and temporary ID cards will be distributed
- 3 Supplies will be available for purchase
- 4 Textbooks will be checked out.
- 5 Students will receive locker assignments and may put locks on their book lockers.

Course Requests: Will be available only at the designated orientation times listed above. Student's course requests will only be distributed upon presentation of a completed Emergency Authorization Card and a signed Promotion Activities and Ceremony Criteria Form (for 8th graders only) at orientation. Finalized schedules will be distributed on the first day of school. Any students arriving after 9:05 a.m. on the first day of school should report to the office. Students without an emergency card and a Promotion Activities and Ceremony Criteria Form (for 8th graders only) will wait in the office until a parent is contacted and submits these forms.

Supplies: Enclosed is an order form for supplies. All supplies will be available for purchase at Orientation. Please be prepared with cash or a check made payable to Redwood Middle School. Supplies may also be purchased from the RMS Student Store, using a credit or debit card on our website www.redwoodmiddleschool.org beginning August 1st. You must bring your receipt with you to orientation to pick up your supplies. Students who cannot afford the required items may apply for financial assistance through the main office. **Sixth grade students please note that on the reverse side of the supply form is the student name, ID number and information for online ordering.**

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HIGH EXPECTATIONS—→HIGH ACHIEVEMENT

The P.E. uniform consists of black shorts and a gray shirt with the school emblem. All incoming 6th, 7th and 8th graders should plan to secure a uniform at orientation unless they have one available in good condition. Returning 7th and 8th graders may wear last year's uniform or purchase a new one.

Textbooks: These will be checked out in the library to students with a class schedule and a temporary ID card.

Electronic Communication: Information on our policy regarding electronic communication can be found on the Redwood Middle School website under General Information – Internet Safety – Electronic Acceptable Use Policy.

All Students: If you have received an exclusion letter from the Health Office regarding incomplete immunizations, you must bring verification that these vaccinations have been received 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 there are any questions, call our office at 497-7264 extension 1009.

Administration of Medication: Any student, who is required during the school day to take medication, whether prescribed by a physician or bought over-the-counter, may be assisted by school personnel if the **Authorization for any Medication Form** is completed and signed by the physician and the parent. If your student requires more than one medication, you must complete a separate form for each medication. Return the completed form to the health office with the medication in its original bottle. All medications will be kept in a locked cabinet in the health office (excepting asthma inhalers and/or epi-pens, if so stated by the physician). **No medication, including over-the-counter, is allowed in students' lockers or in students' possession.** The Authorization for any Medication Forms may be obtained at school.

Health Screenings: If you do not want your child screened for vision, hearing or scoliosis, please send a note stating so. Eighth grade classes and all Special Ed students are routinely screened for vision and hearing. Seventh grade girls and eighth grade boys are screened for scoliosis.

Student Absences: **If your student will be absent for the entire day**, please call the Attendance line at 497-7264, extension 1004. Leave your name, your student's name, the date and the reason for the absence.

Attendance policies have changed within the District and the State. The Conejo Valley Unified School District gets funding only when your student is in attendance. Legally excused absences are for illness, doctor, or funeral services for a family member. Absences must be cleared within 72 hours; otherwise the absence will be recorded as a truancy. All other absences require prior written permission from the attendance office before the day of the absence. If permission is not obtained then the absence will be recorded as a truancy. Bring your written note to the attendance office for administrative review as soon as you know your student will be missing class.

If your student must leave at any time during the school day for an appointment, you must write a note explaining the partial absence and the time requested for your student to check out. Have your student bring the note to the office at the time of departure, where we will sign him/her out. The student can meet you in the office or by the front gate.

School Supplies List: Study skills are necessary for all successful students. Attending classes prepared to work is essential. Redwood's ASB intends to have some materials available for purchase during the school year. See the enclosed list of recommended supplies. Please note that teachers will require additional materials after the first day of school. 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 #70015765.

Book Lockers are assigned to all students at the beginning of the year. Students may not carry backpacks during the school day. Lockers will not be changed during the school year. Students using lockers other than those assigned to them will have their lock and contents removed. Violations will result in a referral to the assistant principal's/dean's office. Sixth, seventh and eighth grade lockers will be in separate sections of the campus. Students must follow school rules in order to use a locker. All students new to Redwood must purchase a **school key lock** (\$11.00) for their assigned book locker. The key locks for book lockers come with two keys, it is recommended that additional copies of the key be made and kept at home. If your student is not new to Redwood, but has lost their book lock from the previous school year, they may also purchase a key lock at orientation. We will no longer offer combination locks for book lockers. Once purchased, the locks become the student's property and may be used every year at Redwood. Combination locks will be used for PE lockers and must be purchased at orientation for \$7.00. Students will not be permitted to use privately purchased locks in the PE locker room.

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 left in the lockers.

Lockers are the property of Redwood Middle School and can be searched if deemed necessary by the administration.

Skateboards: Students may not bring or ride skateboards, skates, scooters or similar items to or on the Redwood campus. These may not be on campus before, during, after school or at any school event. This includes all school district property including the parking lot. First-time violation of this policy will result in the student's losing five points and having to pick up the skateboard in the office after school. A second offense will result in Saturday Work-Study and the parent must pick up the skateboard. Subsequent offenses may result in a suspension.

Cell Phones and other electronic devices (including iPOD's/MP3 Players) may not be turned on or used from the hours of 9:00 a.m. – 3:10 p.m. under any circumstances. First-time violation of this policy will result in the student's losing five points and having to pick up the cell phone in the office after school. A second offense will result in Saturday Work-Study and the parent must pick up the cell phone. Subsequent offenses may result in a suspension and student will be required to turn phone in at 9:00 a.m. each day thereafter.

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

Textbooks: Each student will be issued textbooks to be kept at home. 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. Please be aware that most textbooks cost approximately \$60.00 each. To protect their books, many students choose to cover them.

Emergency Cards: Included with this letter is a blank **EMERGENCY AUTHORIZATION CARD. PLEASE COMPLETE IT AND SEND IT TO SCHOOL WITH YOUR STUDENT ON ORIENTATION DAY.** It is very important that we have several local emergency contacts listed in case of illness or injury if we are unable to contact the parents. Because of the importance of the school's 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.** Please keep this information updated as needed during the school year.

Eighth Grade Promotion Activities and Ceremony Criteria Form: Any 8th grade student who has not returned the completed form WILL **NOT RECEIVE A COURSE REQUEST.**

Student Course Requests will be distributed on the day of orientation. They were completed by the counselors with careful attention to test scores and grades. Every effort has been made to accommodate student elective choices; however, this is not always possible. The only program changes that will be made will be grade level errors or those needed to balance classes. No changes will be made based on preference for a different teacher, different order of classes, or the like. If parents have questions about their student's program, please contact the **counseling office at 446-1962**. Sheryl Holtz is at extension 1006 (A – Hi) , Lisa Severns is at extension 1008 (Ho – Sh) and Martin Nichols is at extension 1021(Si – Z and ELD)

Hot lunches and a la carte items will be available in the cafeteria. Snack items such as milk, ice cream, chips, yogurt, and juice are available for purchase for those students who bring lunch. In addition, combo hero-type sandwiches, salads, etc. will be available. Individual hot-plate lunches are \$4.25. Lunch tickets may be purchased in advance from the cafeteria for \$80.00 (20 lunches), which is a savings of \$5.00. Only checks in the amount of \$25.00 and over will be accepted. Students **MUST present their I.D. card at all times** to use their student account. **Parents who want to purchase lunch tickets at orientation should make out a separate check. You can also use EZSchoolPay.com to make prepayments to your child's meal account by using your VISA, MasterCard, or debit card. Transactions less than \$25.00 per student will be subject to a 5% service fee.**

Forgotten Lunches and Supplies: Students and parents should be aware of the following lunch standards. Students must check at the office at the beginning of the lunch hour to see if parents have delivered forgotten lunches or money, as we do not have the personnel to deliver or send messages about these items to classrooms. Students may NOT leave campus for lunch unless parents pick them up at school and sign them out in the office.

To minimize class interruptions, we do not deliver messages during class time. Parents and students are requested to discuss any deviations from routine, such as medical appointments, transportation, etc. the previous evening or before school. It is the student's responsibility to check in the office for any forgotten items such as homework or school supplies. Students will not be called out of class for any forgotten items.

Redwood 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 must have a 3-inch inseam. Skirt length must be halfway between the bend in the leg and the knee. Undergarments must be covered at all times. Appropriate tops must be worn (no bathing suit, strapless, low-cut, midriff, crop, halter, revealing, or tube tops). No pajamas or slippers are permitted except on special dress up days. Blouses must have straps at least one inch wide and

must completely cover undergarments and midriff and not be revealing. Hats and T-shirts with writing and/or pictures must be in good taste as determined by school administrators. Shirts and hats with writing that advertise drugs, tobacco, or alcohol are not to be worn. Hats are not to be worn in the classroom. Sweatshirt hoods are not to be worn over the head. No clothing is to be worn that is larger than a student's actual size. 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. 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 their physical education uniform and will receive five points off; second and subsequent infractions will result in a Saturday Work Study and possible suspension.

Discipline Procedures and Standards will be similar to last year's, based on the point system in the Citizenship Development Plan. The plan including Redwood's new loss of privileges (LOP) policy is explained in the student agenda/organizer, which will be handed out on the first day of school. Please review all of these materials together, as it is important for you to understand the behavior standards and expectations at Redwood. Students **must** include the student agenda/organizer notebook in their 3 ring binders, which should be brought to each class every day.

Renaissance Cards: Redwood will recognize all returning students who completed their last trimester with all "A's", "B's", and "C's", and all "E's" and "S's" for citizenship and work habits or .5 increase in GPA from the previous trimester. Each of these students will receive a bronze Renaissance card. Students receiving all "A's" and "B's" and all "E's" and "S's" in citizenship and work habits will receive a silver Renaissance card. Students receiving all "A's" as well as "E's" or "S's" in citizenship and work habits, or all "E's" in citizenship and no grade below a C will receive a gold Renaissance card. Awards, snacks, and other rewards will be distributed throughout the year.

Honor Roll: At the end of each trimester, those students who earn a grade point average of 3.0 or better and with no grade below a "C" are recognized by the principal and receive a certificate of merit and a bumper sticker. This will now be delivered to your student during 6th period to carry home. The final trimester will however be mailed home to the parents.

I.D. Cards: Students are provided with I.D. cards, which they are expected to carry and produce when requested to do so by any staff member. The I.D. card is required for attendance at school dances and activities, library book check out, lunchtime equipment check-out, and cafeteria lunch account usage. If lost, replacement I.D. cards may be purchased for \$5.00.

Redwood's ASB Membership: 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 admittance to all dances, and a \$15.00 discount on the purchase of a yearbook. The cost of the ASB membership is \$25.00 and is a great bargain for students who want to be involved in the dances, carnival, and other activities at Redwood. Purchase of an ASB membership card does not mean a student is a member of the ASB class; or if you are a member of the ASB class that you have an *ASB membership card*.

Picture Day: Picture Day is Thursday, September 11, 2008. Flyers will be sent home with students prior to picture day. Students must be in dress code for their photo.

Magazine Drive Fundraiser: The magazine drive fundraiser will kick-off on Thursday, September 18th, with a one-day turn-in scheduled for Thursday, October 2nd. Prize distribution is scheduled for the afternoon of Tuesday, October 28th. Flyers and fundraising information will be sent home with students following the magazine drive kick-off assembly. This is the only fundraiser of the school year and these funds pay for all ASB activities including dances, renaissance activities, and fieldtrips.

Our Kick-off Dance for all 7th graders and 8th graders is scheduled for **Friday, September 26 from 5:30 p.m. – 7:00 p.m. Students who have purchased an ASB membership will be admitted free. The charge for other students will be \$5.00. I.D. cards will be required. The 6th grade social is scheduled from 3:30 to 4:30 p.m.**

Change of Address and Phone Number: If you have moved, please submit: one (1) current utility bill (gas, water, electric), a current lease agreement, or final escrow papers 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. It is essential to have updated phone numbers for communications/emergency messages from Redwood.

Volunteers Needed: if you are interested in helping with the distribution of class schedules, distributing supplies, and the purchasing of registration items at orientation, please contact Leigh Green, our PTSA parent volunteer coordinator at 493-8240.

I look forward to seeing all of our parents at our **September 18th Back-to-School Night** and our Back to School BBQ on September 5th. I know that with your support this will be another excellent year. Please call me or email me at llichtl@conejo.k12.ca.us if you have any questions or concerns.

Sincerely,

Lou Lichtl
Principal