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# REDWOOD PREPARATORY CHARTER TIMBER WOLVES

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## 7th & 8th Grade Handbook

### **Contacts:**

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### **Mission Statement**

Redwood Preparatory Charter School is a community of learners that exists to inspire each student to academic excellence using research-based best practices and innovative means to build a passion for learning, a solid foundation of knowledge, and a strong sense of social responsibility.

### **Vision Statement**

Redwood Preparatory Charter School is committed to offering a quality, rigorous and meaningful educational program that sets students on the path to college, and empowers students to become productive, healthy, ethical citizens in a changing society. Through a curriculum based on core academic standards and research based best practices, we empower students to become self-motivated, lifelong learners. Utilizing assessments and data to guide our instruction, we ensure that all students reach their highest levels of academic achievement.

Through participation in classroom, school, local and global communities, Redwood Preparatory Charter nurtures respect for diversity and civic responsibility. Our rigorous learning community reflects and supports our common, core values. Children develop social responsibility and feel a greater sense of belonging in an environment that promotes close, long- term relationships between classmates and teachers. In an atmosphere of collaboration and family involvement, which embraces considerate and clear communication, we believe that children flourish and grow to be healthy, competent, engaged members of our society.

Students thrive when offered opportunities to expand experiences through enrichment. We foster a culture of exploration through programs and choices that promote individual and collaborative inquiry. We aim to educate the whole child by integrating drama, music, art, technology, and athletics into the curriculum. These experiences teach students to problem solve, work creatively and develop perseverance. By integrating our five core values, Redwood Preparatory Charter School is committed to educating students that are equipped with the essential skills, knowledge, and passion for learning that are critical for success in the 21st Century.

### **Core Values**

Our Charter School is built upon a foundation consisting of the following five core values:

1. High expectations for academic excellence
2. A focus on classroom, school, local, national, and global community
3. An emphasis on individual and social responsibility
4. Collaborative and collective leadership
5. Offering educational opportunities to support the whole child

## **Schedule:**

7th/8th

7:30 - Students may wait in the 7th grade classroom or on benches in the hallway as long as they are safe and quiet.

8:00 - 8:20 School Begins - Morning Meeting

8:20 - 10:10 Academic Block 1 (7th Grade with Mrs. Dore & 8th Grade with Mrs. Kendall)

10:10 - 10:30 Break

10:30 -12:30 Academic Block 2 (8th Grade with Mrs. Dore & 7th Grade with Mrs. Kendall)

12:30 - 1:10 Lunch

1:10 - 1:40 PE with Mrs. Downing or Learning Center with Mrs. Dore / Mrs. Kendall

1:40 - 2:10 - Electives/ Intervention

2:10 - 3:10 - Project Based Learning

3:30 - 4:30 - *Afterschool Homework Support (tutoring in Mrs. Dore's class, Mon-Wed)*

## **Grade Book:**

The 7th & 8th grade teachers use IGradePlus which is an online accessible gradebook. You may access your child's grades by using the code that will be emailed to you prior to the beginning of each school year. This individual code will allow you to access your child's grades. You'll only need to register once with this link: <https://www.igradeplus.com/parent/activation> . After you have registered, you will log in with this link: <https://www.igradeplus.com/login/parent>. Students will have the same process, but teachers will go over this during the first week of school. Links can also be found on Mrs. Dore's classroom webpage.

## **Grade Weighting:**

- Tests/Major Projects: 40%
- HW/Quizzes: 25%
- Classwork: 25%
- Daily Participation: 10%

**Homework:** Homework will be assigned in Math most nights. If assignments take more than 45 minutes to complete, please contact Mrs. Dore to discuss options for additional help or an extension of time. Please note that students can log-in to their Digits assignments and complete 0% and it may appear they've done the assignment. Please check your child's grades regularly to ensure they've actually completed their assignments.

## **Late Work:**

### **Homework -**

Online Digits Homework - 5% will be deducted from all late homework assignments.

Math/Science Menus & Class Assignments - No more than 80% of the possible points will be available for assignments turned in after the due-date. If more than a week late, no more than 50% of the assigned points can be earned. *It is still better to turn in a late assignment and receive some points than to take a 0.*

**Tests/Assessments:** All tests should be completed within 1 class period unless accommodations have been made in advance with the teacher. Math tests are assigned grades based on the table below. Science tests are graded similarly, but may be slightly adjusted due to the quality of written responses to short answer/essay questions and the ability of the student to show depth of knowledge. Language Arts tests are either comprehension-based or essays. Essay revisions are done in class, but comprehension tests need to be retaken during the appropriate times.

### Math/ELA Test Score Grade Chart

Percent	Score	Test Corrections/Retakes
93-100%	4.0	Test corrections and retakes optional but encouraged!
86-92%	3.5	
<b>75-85%</b>	<b>3.0</b>	
65-74%	2.5	Written test corrections <b>required</b> , retake optional (and encouraged!)
55-64%	2.0	
45-54%	1.5	Test corrections and test retake required.
35-44%	1.0	
10-34%	0.5	
0-9%	0	

#### Retakes/Revisions:

Students always have the opportunity to make test corrections and/or retake tests to improve their grade. Students who complete test corrections, will be able to receive up to ½ of missed credit added back onto their score. Tests can be retaken Monday, Tuesday and Wednesday during After School Tutoring or by appointment with their teacher. Test corrections are due within 1 week of receiving their grade.

**Additional Help:** Mrs. Dore and Mrs. Kendall are available to offer extra support to students during Learning Center (M-Th). Mrs. Dore provides after school homework support Monday, Tuesday & Wednesday from 3:30 to 4:30. All students are welcome to use this lab time to complete assignments whether or not they require extra support. Mrs. Kendall is available by appointment to offer extra support in Language Arts/Social Studies.

#### Redwood Prep Computer Lending Guidelines

Redwood Preparatory Charter School encourages students to become familiar with technology in an environment that encourages responsible computer and internet use. Students in grades 6th through 8th will be assigned their own computer for the year.

Students and parents/guardians must agree to the following:

- I agree to use my computer in accordance with the Redwood Prep's Internet Use Policy that my parents and I have signed.
- I agree to take responsibility for the condition of my computer and will show proper handling of the device.
- I agree to pay the cost of repair or replacement based on any damage caused to computer other than wear from normal use.

## **Technology Use:**

School technology devices will be used to support academics. Appropriate use of technology includes browsing and visiting sites as directed by instructors. Inappropriate use includes off-topic browsing, YouTube activity unrelated to current assignments, games, unassigned emailing and messaging. A supervising adult must give permission for technology use that is not related to assigned activities.

### **Consequences for inappropriate SCHOOL technology use:**

1<sup>st</sup> offense using school technology inappropriately: The offender will be required to use technology in an area where their screen is always visible to the supervising adult.

2<sup>nd</sup> offense using technology inappropriately: The offender will attend a 30 minute after school training on appropriate use of school technology and home communication regarding the violation will be initiated by the supervising teacher.

3<sup>rd</sup> offense using technology inappropriately: The offender will attend a meeting with parent, teacher(s) and the school administrator. The offender will be assigned a 1 day in-school suspension with print based assignments. Print based assignments will continue until supervising teacher(s) deems the student ready to meet technology expectations.

***Both personal and school technology use violations that involve bullying and/or harassment are subject to disciplinary actions as described on the school's discipline matrix.***

## **Cell Phones & Personal Technology:**

All cell phones and personal devices must be kept in backpacks and silenced while on campus. Students may text or call parents with permission from school staff. If you need to reach your child during school hours, please call the front office and leave a message with the secretary. If students have their phones or devices out in class, hallways, restrooms, playground or cafeteria the following process will be followed:

**1st** - Device kept by your homeroom teacher until dismissal.

**2nd** - Parent notification and loss of phone until the end of the day. Phone must be picked up by a parent/authorized person.

**3rd** - Must check-in phone at the front office each morning and may be picked up after school.

**4th** - Phone will not be allowed on campus.

\* Any adult staff member may enforce the cell phone use policy.

\*Students may not take out personal devices without checking with their teacher.

**Mandated Trainings:** Prevention of HIV/AIDS, Suicide Prevention, Tobacco Prevention & Human Trafficking

**Field Trips:** Field trips are scheduled by the homeroom teacher. You will fill out a field trip permission slip at the beginning of the year for local travel during the school year. Your child's teacher will communicate itineraries ahead of time. Behavior expectations and discipline remain the same as on-campus expectations.

**Washington DC Travel Squad:** Students have the opportunity to travel to Washington DC on either their 7th/8th grade year (2019-2020 8th grade only). This is an elective activity that happens during school time.

Students who do not participate will be given curriculum/activities that are similar to the learning that is happening on the trip. Students who do not participate in travel squad must attend classes at school during this time.

**Fundraising:** Students who sign up for the Washington DC travel squad will be set up with a payment plan to pay for ½ of their trip. Fundraising will happen throughout the year and students will sign up for shifts during a particular fundraiser. After a specific set time, funds will be split up depending on the amount that was raised during that time and the amount of hours a student worked. *For example, \$4,000 was raised during a time period. In total, there were 200 hours given by all of the students. This breaks down to \$20/hour. Student A worked 20 hours. That student would earn \$400 towards the other half of their trip.* If a student does not put in any hours during any of the fundraisers, then the parent/guardian will be responsible to pay for the whole trip. The money that is earned during these fundraisers will be sent to the company directly. Students must keep track of their hours on their own log and must sign in and out during the event. Also, students must sign a behavior contract and any misbehavior/not working may result in the loss of their hours for this event.

**8th Grade Graduation Activities:** Students will attend several activities during the last week of school. Activities could include, but are not limited to: a day trip, a dance, graduation breakfast, etc. In order to participate in the 8th grade activities, students must:

- 1) Have no missing assignments 2 Fridays before the last week of school
- 2) Earn at least a cumulative score of 2.5 in all core academic standards and 70% in iGradePlus.
- 3) Have no more than nine detentions during the school year. If there are more than this, the graduation team will meet with the student and parent to determine whether they may participate in an activity..

**8th Grade Graduation:** Students who do not meet academic expectations may not be eligible to finish their credits by the end of the school year. If the teachers and/or Director believe this might occur, they will schedule a conference and hold a graduation team meeting/SST during Spring conferences. During this meeting, a plan will be developed by the team that may include attendance in summer school as an option to finish credits. It is our goal to help all students succeed in this area and we will work together to find the best possible support for students.

**Dances:** We will have one middle school dance per trimester. In order to attend, students must not have more than 3 RPCs per trimester. If one of our students would like to invite someone from another school, the student must fill out a form and have it signed by the guest's parents and school principal. This form must be turned in 3 days before the dance.

**Discipline:** The RPC Discipline Matrix provides the Director and staff options for determining consequences for poor behavior choices.



## REDWOOD PREPARATORY CHARTER SCHOOL DISCIPLINE MATRIX

The RPC Discipline Matrix provides the Director and Staff options for determining consequences they may include but are not limited to:

INAPPROPRIATE BEHAVIORS	FIRST OCCURANCE	SECOND OCCURANCE	THIRD OCCURANCE
<b>Level 1 - Mild Behaviors</b>			
Disrespectful behavior toward students or staff	Warning	Detention	Parent Conference & Institution of a Behavior Plan/Contract
Defiance	Loss of Recess/Free Time	1 day in another class	Student Study Team Meeting
Disruptive or unsafe behaviors	Mediation	Parent contact/conference	Restorative activity
Destruction of property (under \$100)	Parent contact	Restorative activity	In-House Suspension
Inappropriate language, gestures, or clothing	Restorative Activity		Detention
Being in unsupervised area	Meeting with Administrator		Loss of Eligibility for Extracurriculars.
<b>Level 2 - Moderate Behaviors</b>			
Violation of technology agreement	Warning Detention	Parent conference	Institution of a Behavior Plan
Vandalism	Parent contact or conference	Community Restitution	Loss of Technology
Stealing	Community restitution	Financial Restitution	Suspension
Possession or use of tobacco products	Financial restitution	Institution of Behavior Plan	Notification of law enforcement if appropriate
Off Campus w/o Permission	Suspension	Suspension	
<b>Level 3 - Severe Behaviors</b>			
Harassment, including sexual harassment	Parent contact/conference	Parent Conference with Re-entry Contract	Parent Conference with Re-entry Contract
Threatening, attempting, or causing physical harm to anyone	Suspension	Referral for SST	Notify Law Enforcement
Fighting	Notification of law enforcement if appropriate	Notification of law enforcement if appropriate	Suspension
Robbery or extortion	Institution of Behavior Plan	3-5 Day suspension	Possible referral for expulsion
Receiving or possession of stolen property	1-3 Day suspension		5 Day Suspension
Possession or use of alcohol			
Possession of knife, explosive, or other dangerous object			
Assault and battery			
Hate violence			
Terrorist threat			
Brandishing a knife	5 Day suspension		
Sale of controlled substance	Notification of law enforcement		
Possession of a firearm	Mandatory referral for expulsion		
Sexual assault			

## **7th & 8th Grade Eligibility for Athletics:**

Eligibility will be based on grades and behavior and will be determined at eligibility checks throughout the school year.

**Grades** - Students must meet the minimum requirements at eligibility checks to participate in athletics. Students must earn at least a 2.5 in each curricular area: Math, Science, Language Arts & Social Studies and 70% in iGradePlus. Students will be given a one week warning prior to eligibility checks to bring their grades up. The responsibility to make-up missed assignments, schedule test retakes or any other actions to improve scores rests solely with the students. If grades do not meet the minimum requirements, they will lose eligibility for the rest of that season.

**Behavior**- If students earn 3 detentions within a season, they will become ineligible to play for the remainder of the season. For low level behavior, students will receive 2 warnings before being assigned detention.

## **7th & 8th Grade Eligibility for Band, Yearbook & Student Council:**

Eligibility will be based on grades and behavior and will be determined at eligibility checks throughout the school year.

**Grades** - Students must meet the minimum requirements at eligibility checks to participate in extracurricular activities. Students must earn at least a 2.5 in each curricular area: Math, Science, Language Arts & Social Studies and 70% in iGradePlus. Students will be given a one week warning prior to eligibility checks bring their grades up. The responsibility to make-up missed assignments, schedule test retakes or any other actions to improve scores rests solely with the students. If grades do not meet the minimum requirements, they will lose eligibility until the next eligibility check.

If a student becomes eligible, they may return to the activity after the next check with permission from the staff advisor.

**Behavior**- If a students earn 3 detentions they will meet with the Director, Activity Leader and Parents to determine further eligibility. This policy differs from athletics because of the yearlong duration of the activity.

## **Detention- Reflection & Planning for Change:**

Students who demonstrate behaviors from the RPC discipline matrix, will attend detention. Detention will be served after school on Thursdays from 3:30 to 4:00 p.m.

During this time, students will be expected to reflect and plan future actions for improved behavior. Students will complete a reflection and/or a restorative activity.

<b>Low Level Behavior</b> Profanity(not at someone) Throwing objects (i.e. a ball) at someone Yelling/running in the hall Eating in class Speaking out of turn while a teacher is talking Throwing or kicking a ball over fence(on purpose)	<b>Moderate Level Behavior</b> Breaking supplies(on purpose) Back talking/arguing Being in an unsupervised area Defiance/Ignoring Disrespect, including eye-rolling Profanity(directed at someone)
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## Extracurricular Eligibility Checks:

<b>Trimester 1</b>	May 30 (end of Trimester 3 of previous school year)
<b>Fall Midterm</b>	September 20
<b>Trimester 2</b>	November 4
<b>Winter Midterm</b>	December 20
<b>Trimester 3</b>	February 14
<b>Spring Midterm</b>	April 10th

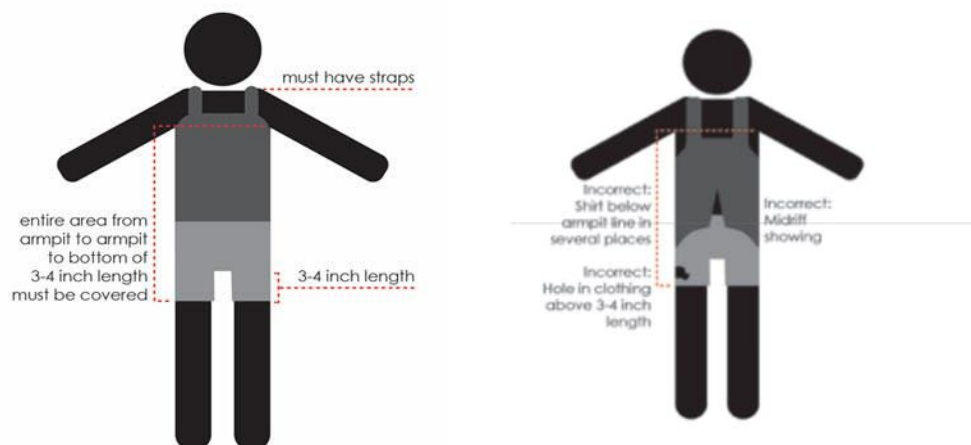
\*\*Eligibility for students with IEPs and 504 Plans will be determined in accordance with these plans.

## Student Dress Code Policy:

Redwood Preparatory Charter School (“RPC” or the “School”) students and staff should wear clothing which is not disruptive to the educational process. This dress code shall be in effect on campus during school hours and at School sponsored activities except where modified by the Director for specific extracurricular activities or in special cases. The RPC staff and administration reserve the right to determine clothing which detracts from the educational environment. If a staff member determines that a student’s attire is inappropriate or disruptive to the school environment, the student will be asked to change clothing for more appropriate apparel before returning to class or campus.

### Prohibited Attire:

1. Clothing and accessories that advocate, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons, or acts which are illegal, violent, obscene, or hazardous to one's health.
2. Clothing or accessories that are gang related
3. Clothing, accessories, or hairstyles that are offensive or are degrading on the basis of gender identity, sexual orientation, cultural, religious or ethnic values to the rights of any person as determined by school staff
4. Students must wear or bring shoes that allow them to fully participate in all school activities.





# Signature Page

\_\_\_\_\_ I have received a copy of the 2019-2020 7th and 8th grade Parent Handbook

\_\_\_\_\_ I have read and agree to the RPC Computer Lending Guidelines

(Parent initial) (Student Initial)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
date

If you have any further questions regarding this handbook, please contact Krista Croteau at [director@redwoodprep.org](mailto:director@redwoodprep.org).