



REDWOOD PREPARATORY CHARTER TIMBER WOLVES

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

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: 50%
- HW/Quizzes: 30%
- Classwork: 20%

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:

- All math homework needs to be done by test day. Homework completed after test day will be put in as a zero, with the exception of review homework.
- In language arts, history, and science, classwork will not be accepted after the due date. Three of your lowest classwork scores will be dropped during the trimester.
- If you are absent on a due date, the assignment is due on your day back on campus.

Tests/Assessments: All tests should be completed within 1 class period unless accommodations have been made in advance with the teacher. However, if the test is not completed, students will need to make it up either at learning center, or afterschool(during afterschool tutoring if available). **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 & history** 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	
75-85%	3.0	
65-74%	2.5	Written test corrections required , 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 the 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 the 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:

1st 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.

2nd 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.

3rd 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 the 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 - Phones 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

Beverages and Food: School lunch and breakfast will be provided by the school. Students must pre-order at the beginning of each month. Students may eat and drink in class as the teachers allow. Energy drinks are not allowed. All other expectations in regards to food and drink in a classroom is up to the discretion of the teacher.

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.

Extracurricular Expectations

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 at least a week warning prior to eligibility checks to bring their grades up. The

responsibility to make-up missed assignments and coordinate tests retakes are the responsibility of the student and parent. 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.

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

Grades

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

Extracurricular Eligibility Checks

Trimester 1	May 25(grades from previous year)
Fall Midterm	September 20
Trimester 2	November 29
Winter Midterm	January 24
Trimester 3	March 21
Spring Midterm	May 2
End of Year	May 26(for following school year)

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

Classroom Discipline

Discipline in the classroom works on a check system. If students are showing inappropriate behavior the following steps will be taken:

1st occurrence: Verbal warning

2nd occurrence: Reminder in hallway

3rd occurrence: For low level behavior, students will receive a ✓ checkmark. If they receive 3 checks, they will need to attend detention after school to reflect and plan for changes to their behavior. This warning system will only apply to level 3 behaviors. Students might not receive a warning before the check if it is a level 2 behavior. A level 1 behavior is an automatic detention and may also follow the school discipline matrix.

Examples:

Checks and Detentions							
	Level 3 - Low Level Behavior			Level 2- Mid Level		Level 1	Total Number of detentions & date
Student Name	1st Check	2nd Check	3rd Check	1st check	2nd check	1st check	
Joseph McClinky III	8/14 Repeated disruptions in study hall	8/26 Eating in class	9/3 Talking in class during lesson				
Susan B. Chungas				8/25 Disrespectful to sub	9/3 Being defiant towards teacher		
Herbert McClackernacky						8/20 Fight outside at recess .	

Detention

Students who demonstrate behaviors from the RPC discipline matrix, will attend detention. Detention will be scheduled with the teacher. Student will be expected to complete classroom chores for the teacher in charge.

<p>Examples of Low Level Behavior may include:</p> <ul style="list-style-type: none"> 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) Being off-task during study hall or homework support 	<p>Examples of Moderate Level Behavior may include</p> <ul style="list-style-type: none"> 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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School Email Address

Each student has his/her own Rpep email address. This is the email that you will use for all school related accounts online. **Do not sign up for non-school related accounts with this email! This means - don't use your school account for instagram, snapchat, youtube, facebook, etc.**

7th/8th Grade Promotion: If students do not complete required coursework and show understanding of grade level content, the promotion team will schedule a parent conference/SST during 2nd trimester conferences. During this meeting, an individualized plan will be developed by the team for students to meet requirements of promotion. This plan will create a timeline for work completion, test retakes, and extra academic support before the end of the year. If students fail to complete these tasks, they will be referred to summer school for credit recovery.

It is our goal to set up preventive measures that help all students succeed in meeting coursework objectives. We will work together to find the best possible support for students.

8th Grade End-of-Year Activities: Students will attend several activities during the last week of school. Activities could include, but are not limited to: trips, activities, dances, etc. In order to participate in the 8th grade activities, students must:

- 1) Academics - Earn at least a cumulative score of 2.5 in all core academic standards and 70% in iGradePlus.
- 2) Behavior - If behavior is an ongoing issue, the promotion team will meet with the student and parent to determine whether they may participate in an activity; detentions and suspensions will be criteria used to make our decision.

These requirements will be assessed at the May eligibility check.

8th Grade Graduation Ceremony/Breakfast: Students who are not meeting the above expectations may attend the breakfast and participate in the graduation ceremony, but will not receive their certificate until completion of summer school.

Discipline: The RPC Discipline Matrix provides the Director and staff options for determining consequences for poor behavior choices. The middle school check system works in conjunction with the discipline matrix. For

more severe behaviors, the director may refer directly to this document.



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
Level 1 - Mild Behaviors			
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.
Level 2 - Moderate Behaviors			
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	
Level 3 - Severe Behaviors			
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			

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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 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 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 student earns 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.

Low Level Behavior 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)	Moderate Level Behavior 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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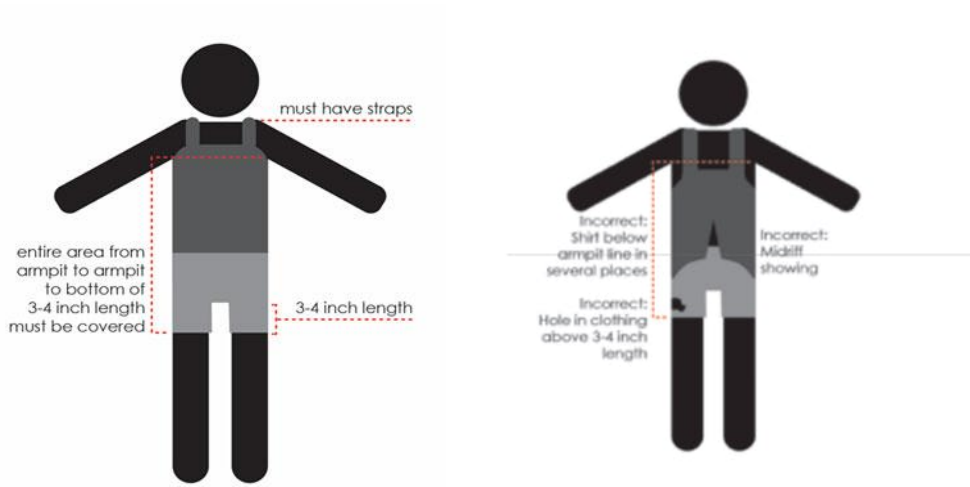
**Eligibility for students with IEPs and 504 Plans will be determined in accordance with these plans.

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 2020-21 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.