

2855 Borchard Road Newbury Park, CA 91320-3898
Office – (805) 498-3617
Counseling – (805) 498-8152
Fax – (805) 375-5605
http://www.conejousd.org/sequoia

This agenda belongs to:

Student Name: _____ Student ID #: _____

Student Schedule

	Semester 1	Semester 2
Period 1		
Period 2		
Period 3		
CREW/SR		
Period 4		
Period 5		
Period 6		

Principal: K. DiDomizio
Assistant Principal: K. Welch
Dean of Students: M. Nichols

Counselor for students with last names A-K: K. Meador
Counselor for students with last names L-Z: S. Martens

COVID Disclaimer: If emergency conditions exist the information in this handbook is subject to change

ABSENCES

Regular attendance is essential to successful school achievement. If a student will be absent for the entire day or coming in late, the parent/guardian must call the attendance line at (805) 498-3617 and choose option #1. Leave your name, child's name, date, and the reason for the absence. Legally excused absences are for illnesses, doctor visits, or funeral services for family members. All other non-excusable reported absences will be recorded as Contacted-Unexcused

Any absence not cleared by a note or phone call from a student's parent or guardian within 72 hours will be recorded as a truancy.

When coming to school late or returning to school after an absence, students are required to report to the office with either a note from a parent or guardian or a prior phone call.

The note must include the following information:

1. Current date
2. Date(s) of absence
3. Reason for absence
4 Parent/Guardian signature

Once students arrive on campus, they are not to leave, or they will be considered truant. **Class work missed due to the truancy may not be made up.** A parent or guardian will be notified of any absences and excessive truancies, and a parent or guardian/student conference may be held. Truancies may result in consequences such as Saturday Work Study. Excessive absences will be subject to the School Attendance Review process.

ABSENCE - RELEASE OF STUDENTS

There may be times during the year when it is necessary for a parent or guardian to take their student from school for part of the day. If you know in advance of a scheduled appointment, please send your student to school with a note that includes date, student's name, time to be released from class, reason, and the signature of his/her parent or guardian. The student shows the note from his/her parent or guardian to the teacher whose class they must be released early from and then at the appropriate time reports to the office with the note from his/her parent or guardian. The student can and must be signed out in the office by the parent/guardian or to whomever is listed on the Emergency Card.

In an emergency, the parent or guardian should go to the Sequoia Middle School office, present photo ID and indicate the name of the student and the reason for the student being taken from school. Each student must be signed out so there is a record of the student leaving the school. So that there may be minimal disturbance to the educational program, staff will make arrangements for releasing a student from the classroom. **Students will only be released to an adult listed on the student's emergency card on file**. *Please don't text your child during school*.

We discourage releasing students for lunch engagements. Should it be necessary to check your student out at this time please return them by the end of the lunch period.

ACADEMIC HONESTY

Academic dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and with technology such as copying materials, or allowing another student to copy, or submitting a paper or project which is not one's own work. Administration will follow the CVUSD Board Policy and Administrative Regulation 5131.9 for Academic Honesty when violations occur.

ACCIDENTS

Every accident on the school grounds, or at an event sponsored by the school, must be reported to the person in charge and to the school office immediately.

ASB EVENTS

- Typically held on Fridays after school
- A valid Sequoia ID will be required.
- All school & district rules and regulations are in effect.
- Event times are listed on the website and announced during morning announcements.
- Students may not leave the event early.
- Parents or guardians must pick up students no later than 15 minutes after event ends.
- Participation in school activities is determined by academic achievement, citizenship, & work habit grades. Students may not participate in ASB activities if on the Loss of Privilege List.

BACKPACKS

Students may use backpacks to carry their materials between home and school. Backpacks and all other types of bags may not be carried on campus during school. Bags may be carried for medical reasons based on prior approval. Students should store their backpacks (and other bags) in their book lockers. ***In the event physical distancing protocols are in place, students may use backpacks on campus and would not use lockers.***

BICYCLES/SKATEBOARDS/SCOOTERS

An enclosed area to park bikes is provided. This parking area will be locked from the beginning of first period until the end of the school day. Please remember:

1. Riding bikes, skateboards, or scooters on campus is PROHIBITED! Consequences will be issued including loss of privilege of having a bike, skateboard or scooter on campus.
2. All bicycles, scooters, or skateboards shall be locked with a personal lock at all times while on campus.
3. The school provides a space to park bicycles, skateboards, and scooters however, *the school is not responsible for theft, damage or other difficulties that may occur*.

4. E-bikes Class 1 & 2 are permitted with operable pedals and crank per CVC 312.5.
5. STUDENTS MUST WEAR A HELMET!

VC Sheriff's E-bike/Scooter Guide

BINDERS/PERSONAL BELONGINGS

Students shall not leave binders or personal belongings unattended. The school is not responsible for lost/stolen items.

BUS TRANSPORTATION

A private bus company is available for transportation. For information regarding regular transportation, please call the District Office, 498-4557.

CAFETERIA

BREAKFAST

Items are available each day from 8:10 AM – 8:40 AM.

NUTRITION

There is a nutrition break each day, except for minimum days. Students may not leave campus. Food items are available to the students on campus at the ASB cart.

LUNCH

There is a lunch period each day. Sequoia is a closed campus. Students are not allowed to go home. Hot lunches are prepared each day in the cafeteria. Full meal details are published in the August letters mailed home to students. Please see the district website for updated information on the lunch program.

Food will be provided free of charge for the current school year.

CELL PHONE/ELECTRONIC DEVICES

Mobile communication devices (i.e. cell phone/watch) shall be turned off and/or on silent mode during instructional time. *Cell phones visible during school hours may be confiscated by staff and could require parent pick up in the office.* **Parents, please do not call/text your student during school hours.** Students may use their phone in the front office, with permission, if they need to contact a parent. *Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person (no photos/video).*

- Students may not use cellphones or other electronic devices to take pictures or film on campus except with teacher permission for specific activities (such as Yearbook/Digital Production/ASB).
- Electronic Device usage is PROHIBITED in locker rooms and bathrooms at all times, including before/after school. Such actions may be considered cyberbullying.
- Students must follow the Acceptable Use Policy at all times. Violations of the AUP policy will be subject to discipline procedures ranging from detention to suspension depending on the severity of the violation.
- Earbuds, Headphones, etc. **shall not** be on and/or visible during the school day unless with teacher permission.
- Use of personal laptops/tablets is allowed, during class, for class work; students must follow AUP.

When a student uses a mobile device in an unauthorized manner, the student may be disciplined, and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. The district will not be responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged. BP. 5131.8.

CITIZENSHIP/WORK HABITS

Only *citizenship* and *work* habit grades of "N" or "U" are reported and are based on teacher discretion.

N = Inconsistently demonstrates positive citizenship & work habits. Needs Improvement

U = Rarely demonstrates positive citizenship or work habits. Unsatsifactory

Citizenship

N (Needs Improvement) Inconsistently does the following **U (Unsatisfactory)** Rarely does the following	* Obeys school and class rules * Demonstrates a positive, cooperative attitude * Shows respect to people and property * Demonstrates integrity * Uses appropriate language * Practices self-control

Work Habits

N (Needs Improvement) Inconsistently does the following **U (Unsatisfactory)** Rarely does the following	* Completes & submits assignments on due dates * Follows directions and goes beyond expectations without prompting. * Uses class time wisely. * Brings required materials to class. * Submits work that is neat and organized. * Participates and makes effort to do well on classroom activities and assessments.

Chromebooks

All students will be issued Chromebooks as part of the District's 1:1 Chromebook program. School issued Chromebooks should be used for educational purposes and students are to adhere to the Using Technology in School Acceptable Use Policy (AUP) for Students at all times. District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. Apps that students will need for class are already part of the OS, and any further downloads must be approved by a teacher. Students may opt out of Conejo Valley Unified School District's 1:1 Chromebook program and bring their privately owned portable technology device such as Chromebook or laptops to school for academic use. **Parents/Students will be responsible for damaged or broken devices.** The replacement cost may be over $400. Device insurance is available for purchasea.

CLUBS

Various clubs are offered on campus. Past clubs have included: Comic Book, Board Games, Minecraft, Christian, GSA, Garden, etc. Students may create clubs by following guidelines indicated in the ASB constitution. Clubs typically meet during lunch and

are supervised by a staff member.

COMPLAINTS

Complaints regarding school employees should be addressed with the staff member directly or communicated verbally or in writing to a school administrator. Filing a uniform complaint can be handled directly with the district.

CONFERENCES

The parent, guardian, or teacher can initiate conferences as student needs indicate. A parent or guardian should call and/or email the teacher to arrange a parent/guardian/teacher conference. We encourage you to contact the teacher if you have concerns about your student or the classroom. If you have not been able to resolve the problem through direct contact with the teacher, please call the counselor or administrator. If you wish to meet with more than one teacher or would like to have a counselor present at a parent/guardian/teacher conference, call the Counseling Office at (805) 498-8152.

CONSEQUENCES

Consequences, as described in the Conejo Valley Unified School District's Discipline Policy & Procedures handbook, will apply and guide the actions of the school administration.

- DETENTIONS- During school: can be assigned for 30 minutes at lunch. Failure to serve assigned detentions may result in increased detentions and/or Tuesday after school assignments or Saturday Work Study. After school: can be 1.5 hours on Tuesday minimum day.
- SATURDAY WORK STUDY PROGRAM (SWSP): SWSP provides a positive alternative to the suspension of students who violate school rules. SWSP, as a discipline option, requires students to participate in a work/study program on Saturday mornings from 8:00 AM – 12:00 PM under the supervision of certificated staff member(s). Students will combine a study period with campus beautification. Non- served SWSP may effect eligibility for school activities, including 8th Grade Promotion.
- IN-HOUSE/ON-CAMPUS SUSPENSION: Students need to report to school and are placed in a designated location with school work.
- OFF-CAMPUS SUSPENSION: Students need to remain in the care of their parents or guardians and may not visit or attend any CVUSD school campus or event during the suspension.

COUNSELING OFFICE

Sequoia counselors welcome the opportunity to help. Students may stop by the Counseling Office before or after school or at lunch if they would like to see a counselor. If a counselor can't see a student right away, students can fill out an "Appointment Request" slip and a counselor will call them in the next available opportunity.
Counselors are able to help with: course planning, improving grades, testing and placement information, parent communication (assignment notebook monitoring) and personal, social and emotional concerns.

CREW

CREW is a Social/Emotional Learning program that focuses on Compassion, Responsibility, Empowerment and Well-being. On Monday and Friday, students participate in activities related to mindfulness, positive character traits and school connections. On Wednesdays and Thursdays, students will be provided with additional support in math/reading or will have time for Independent Study (homework, test make-ups, silent reading). CREW takes place between lunch and 3rd period.

DISCIPLINE

Please review the CVUSD Discipline Policies and Procedures handbook available on the school and district website. A paper copy is available upon request. A student may complete an incident report, available in the front office and counseling office, in the event that something occurs on campus. Incident reports are treated confidentially and are handled by our administrative team. Questions regarding discipline should be directed to the dean (last names A-K) or assistant principal (last names L-Z).

DRESS STANDARDS

Please review the full district policy relating to appropriate student dress code on the district's website, BP/AR 5132.

Students Must Wear:

- Top (shirt, tank top, etc.)
- Bottoms (pants, sweatpants, leggings, shorts, jeans, skirt, etc.)
- Shoes; activity specific shoes requirements are permitted for athletics, or classes that require closed toe shoes for safety purposes (ex. Lab course, Physical Education)

Students Cannot Wear:

- Violent language or images.
- Images depicting drugs, alcohol, weapons or any other illegal item or activity.
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Hats, Helmets, Hoods, or Headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment.
- Students cannot show visible underwear, not including straps and waistbands.

Violations may receive appropriate disciplinary actions.

DRILLS

Emergency situations at Sequoia Middle School are met by the implementation of one of two procedures depending upon the type of emergency:

PLAN 1: STUDENTS KEPT IN CLASSROOMS - In case of danger on the campus or in the surrounding areas, students will be kept in classrooms until the

campus/surrounding area is safe.
PLAN 2: STUDENTS EVACUATE BUILDINGS TO THE ATHLETIC FIELD - In case of danger in the building (fire, etc.) the students will leave the building and line up on the field.

If any emergency occurs in between classes, at nutrition or at lunch, students report to their previous period class.

DROPOFF AND PICKUP

Parents or guardians are encouraged to drop students off after 8:15 AM, unless the student has a "0" period class. **Supervision is not available before 8:15 AM**. Students are required to leave campus by 3:05 PM (1:40 PM on minimum days). Only those attending teacher-assigned detentions or another school-supervised activity may remain beyond that time.

EMERGENCY CARDS

Parents or guardians must update Emergency Procedure Card information at the start of every school year online or on district forms per request. It is very important for the safety of your student that these cards are kept up-to-date. These cards are maintained in the Health Office and are used by the office in the event of an emergency. A change in any of the following should be reported to the school immediately.

1. Phone numbers, email & address of Parents/Guardians
2. Doctor's name and number
3. Names, addresses, & phone numbers of local friends or family who can be called during school hours
4. Change within family structure

FEES

Students enrolled at Sequoia are not required to pay any fee, deposit or other charge for participation in educational activities except otherwise authorized by law. Donations are accepted for various activities, transportation, and supplies.

EMERGENCY RELEASE OF STUDENTS

Sequoia has a comprehensive emergency plan available for review on the schools website. In an emergency event situation, the school will utilize a formal student check out procedure. No student will be released until proper identification is established that coincides with the information on the emergency cards. This policy is in place to ensure the safety of your student. Please visit the school website General Info tab for more details.

FORGOTTEN ITEMS

No items will be delivered to the classroom. If your student forgets their lunch, money, homework, etc., you may leave the forgotten item in the office. To minimize class disruption the office will not notify your student of the forgotten item. These arrangements are best made through a prearranged understanding between parent/guardian and student. The office is not responsible for items that are left. Personal messages will only be delivered to the student if there is a family emergency.

GUM CHEWING

Gum is not allowed at Sequoia. Consequences for gum chewing are detentions and/or Saturday Work Study Program.

HARASSMENT

Harassment is unwelcome and unwanted behavior from other students or staff members, which interferes with another individual's life. When it is sexual in nature it is "Sexual Harassment." When it is racial in nature, it is "hate-motivated behavior". It is against the rules for students to make remarks that embarrass others or make them feel uncomfortable with actions or remarks that are sexual or racial in nature. **If you feel you are being harassed, tell a teacher, counselor or school administrator**. ANY REPORT YOU MAKE IS PRIVATE. An investigation will be conducted, and a solution will be developed. In addition, students may complete an incident report found in the front office or counseling office. You may also complete a confidential incident form found on the district website.

HOMEWORK

While class demands vary, students should expect at least 60 to 90 minutes of homework each night. Students: if you are absent, getting the homework is your responsibility. You may look at your teacher's website, Canvas page or email a classmate. On the day you return from an absence, you must talk to all the teachers of the classes you missed, to clarify assignments missed and make-up work required. Please read Board Policy 6154 regarding homework.

HOMEWORK REQUEST

Students are responsible for the completion of all work assigned in all classes. In cases of extended illnesses, assignments may be requested using the following guidelines:

1. Make-up work may be requested, by telephone (805) 498-3617, after the third consecutive day of absence due to illness.
2. Upon requesting make-up work, a commitment has been made to pick it up the following day between 3:00 and 3:30 PM. The front office closes at 4:00 PM
3. Some work cannot be sent home for various reasons which include: a detailed explanation is required, audio-visual equipment can't be sent home, group work is necessary, the lesson was on the board or on an overhead, or the teacher was also absent.
4. Students are encouraged to have a classmate in each class to contact for homework assignments. Students may also check the teacher's **Canvas**/website page when available.
5. A student can email teachers and obtain make-up work upon his/her return. Because classes do not meet every day, students are encouraged to contact teachers immediately for missed work.

IDENTIFICATION CARDS

You will get a student identification card at the beginning of each school year. **Keep it with you at all times**. This card will be proof of your attendance at Sequoia and will be required at all school activities, including field trips. Your I.D. card also serves as your library, cafeteria & Student Activity Card (if purchased sticker).
Replacement I.D. costs $5.

ILL AT SCHOOL

If you become ill at school, report to your teacher FIRST, and then request to see the health clerk. **Students should not text or phone parents from class or bathroom**. The Health Office is next to the Attendance Office.
STUDENTS MUST NOT LEAVE SCHOOL WITHOUT AUTHORIZATION!

INJURY REPORTS TO PARENTS/GUARDIANS

Parents or guardians will be notified if a student incurs any possible serious injury during the school day. Many times students hurt themselves during the school day and do not report their injury to a teacher. In this situation, parents or guardians are requested to call the school office and advise us as to the nature and extent of the injury. Please encourage your student to inform his/her teacher, the health clerk, or a campus supervisor in case of an accident.

LIBRARY/MEDIA CENTER

The library is open Monday – Thursday from 7:45 AM – 2:45 PM. Please call (805) 498-3617 x1402 to speak to the Instructional Median Technician.
Students are expected to conduct themselves in a quiet manner while in the library.
Sequoia ID cards are required for material check out.
Each student will receive a set of textbooks to keep at home.
Textbooks/library books will be assessed for damage upon due date; *students will be required to pay for damaged or lost library/textbooks* – most textbooks cost approximately $90.00 each. The library does charge for overdue books (5 cents per day, for the 4 days each week that the library is open).

LOCKERS

In the event that the physical distancing public health ordinance allows students to use the lockers please note the following:

Students choosing to use lockers must purchase appropriate locks. No student is required to use a locker. The School District provides a locker for students but is not responsible for the security of its contents. If a student's lock, books or locker contents are stolen, the financial responsibility for replacement is the student's. Maximum security can only be achieved if each student refuses to give anyone the combination to their lock or keeps their key safe and does not permit anyone to share their locker. Students should use their lockers before school, nutrition, before and after lunch, and after school. It is highly recommended that all textbooks, notebooks, and other items of value, be taken home at night, on weekends, and especially during vacations.

Decorating of lockers (i.e. stickers, paint, and/or permanent markings) is not permissible. Sequoia locks may be purchased in the front office. Switching assigned lockers is not permitted and may result in appropriate consequences.

LOSS OF PRIVILEGE

Eligibility for activities is based on grades, behavior, citizenship and work habits. This is reviewed at each grading period. Students may not participate in ASB activities if found ineligible and placed on the Loss of Privilege List per the criteria below or for serious behavior violations.

Citizenship:
- 2 or more N's or U's = Ineligible
- 1 N + 1 U = Ineligible

Work Habits:
- 2 or more U's = Ineligible

Grades:
- 2 or More F's = Ineligible

Behavior:
- 1 or suspension = Ineligible
- 1 or more serious behavioral infractions = Ineligible
- 3 SWS assigned or 1 SWS not served = Ineligible
- 3 missing detentions = Ineligible

LOST AND FOUND ITEMS

Lost, found, or misplaced books are stored in the school library. Lost and found keys, glasses, electronic devices, jewelry, and wallets are kept in the main office.
Clothing items and school supplies are placed in the bin outside of the main office. The school district does not assume responsibility for lost or stolen articles.

MEDICATION ADMINISTRATION DURING SCHOOL HOURS

California Education Code Section 49423 states:
Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives:
- A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken; and,
- A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

Completion of the form "Administration of Prescribed Medication" will fulfill the California Education Code. Any medications or vitamins that are purchased over the counter must also meet these requirements. Please notify the office immediately when changes in medication occur. If you have any questions regarding this information, please contact your school nurse or counselors.

MISCONDUCT

Students need to be aware of how their behavior affects others. Students will receive consequences for misbehavior, including but not limited to horseplay, 'pantsing', pulling out chairs from underneath a person, spraying water, pushing, profanity, vandalism etc. Other severe misbehaviors may require parent conferences and receive After School Detention, Saturday Work Study or suspension.

PARENT/GUARDIAN VISITATION & VOLUNTEERS

Interested Parents/Guardians are welcome to visit classes. Please phone the school office 24 hours in advance so arrangements can be made. Board policy limits classroom observations to 30 minutes. When arriving at the school campus, all visitors must check in using a picture identification card. When leaving the school premises, visitors must check out through the office. This procedure is a safety precaution for you and your student. Volunteers must have appropriate paperwork on file in order to assist with school events. Volunteers must sign-in at the front office with picture identification as well.

PARENT TEACHER ASSOCIATION (PTA)

The Sequoia Middle School Parent-Teacher Association is a positive, supportive organization. This association provides for the needs of your students through finance, communication, and support. The PTA promotes a direct communication link between parents or guardians and the school staff concerning Sequoia Middle School's purposes, plans, and goals. Please refer to the school website for specific dates and times for PTA meetings.

PARKING LOT

Parents, please follow the parking lot rules below:

1. Cars should enter the parking lot by the entrance as indicated by the arrows.
2. Do not park at the yellow loading curb.
3. Drive at a safe speed and in a single lane.
4. If you do not wish to pull into a parking space, you must be ready to continue to circle the lot. Do not stop in the middle and block the flow of traffic. Pull to the right when waiting for your passengers.
5. ***Do not park*** in the parking lot of the doctor's offices across the street on Theresa Drive or **at the convalescent building next to the school.**
6. Please have a pre-arranged location where your child can meet you, either on or off campus.
7. Pull all the way forward when picking up or dropping off your child.
8. Adhere to the requests of Sequoia staff; when asked to pull forward, please do so.
9. Most importantly, please be courteous to the students, staff and parents on campus.

PHYSICAL EDUCATION

Physical education is a required subject for all students. Sequoia's physical education curriculum is standards driven and provides students with unique learning opportunities while in middle school. All students are expected to participate and to come to class prepared with appropriate clothing/footwear specifically for physical education.

Options for Attire: Sequoia Uniform or Athletic appropriate shorts, t-shirt, or athletic pants/sweats. Attire may be blue, black, or gray. First/last name must be visible on t-shirt for safety and supervision purposes.

Shoes should have laces and must be appropriate/safe for physical activity. Physical education clothes may be purchased from Sequoia Middle School or a store of your choice.

A student's grade is based upon class work, homework, and tests/quizzes. Students are excused from participation due to illness accompanied by a parent or guardian-signed note, for a maximum of 3 school days. *A doctor's statement is needed beyond 3 days*. Any work missed will need to be made up. A Parent Letter will be distributed to all students that has more detailed information on the program. This letter will be sent home with the students during the first week of class.

PROMOTION ELIGIBILITY – 8th GRADERS

Requirements for participation in the 8th Grade Promotion Activities and Ceremony are as follows and will be discussed and sent home at the beginning of the year with 8th graders.

- Pass English and math each semester
- Pass 5 of 6 classes each semester
- Must not be on the "Loss of Privilege List" for 1st Semester Report Card, 3rd Quarter Progress Report and the end of the 2nd Semester.
- Must not be suspended
- Must not be in possession or under the influence of any controlled substance (including vape devices).
- Must be eligible at the end of 4th Quarter to attend Magic Mountain and the Promotion Dance
- Must serve all outstanding detentions/Saturday Work Study Program assignments.
- Must have regular attendance.

If a student does not meet any of the above criteria as indicated, they will lose eligibility to participate in all 8th grade activities: Promotion ceremony, attend Magic Mountain and the Promotion Dance. They may also be at risk of being assigned summer school prior to entering 9th grade if they fail English and/or math.

RENAISSANCE PROGRAM

Renaissance is a recognition and incentive program that focuses on and emphasizes academic excellence, citizenship, and work habits.

The Renaissance Program rewards students for meeting Sequoia's high student expectations. Each eligible student will be issued a special Renaissance level after each semester based on the following criteria:

- Gold: Recipients have maintained all "A's".
- Silver: Recipients have maintained all "A's" and "B's".
- Bronze: Recipients have maintained all "A's",

"B's" and "C's". Or recipients have shown a .5 GPA improvement from semester grading period to semester 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 Renaissance for a specified grading period.
- To qualify for a Renaissance activity, students must earn Renaissance for corresponding grading period.

REPORT CARDS AND PROGRESS REPORTS

All students receive a report card 2 times each year. Progress Reports are given between reporting periods. All progress reports and report cards will be available online through "Q" PARENTCONNECT approximately a week after the ending periods as listed below. Semester #2 Report Card will also be mailed home. Parents may check "Q" PARENT CONNECT by accessing the following website: https://q.conejousd.org/. Call the counseling office at (805) 498-8152 for "Q" login information. Parents may request a paper copy of the report card by calling the school.

SAFETY CHECKS

In order to maintain a safe and orderly campus, Sequoia employs campus supervisors, utilizes security cameras, and may have periodic and random visits by a canine unit. While on campus, the canine will be handled by a trained individual and will perform safety checks on lockers and their contents.

Belongings in classrooms are also subject to safety checks. Canines will not conduct safety checks on students.

SCHOOL SITE COUNCIL

Sequoia Middle School has an active School Site Council which meets regularly to review the single school plan and budget. The School Site Council is a vital part of our procedure for getting staff/community input, which directly affects our educational decision making. The council membership is composed of parents or guardians, teachers, students, community members, as well as other school personnel. The council meets once monthly at 7:30 AM; please refer to the school website for specific dates.

SPORTS

Sequoia belongs to the Teen Center Sports League and offers basketball, soccer, and volleyball teams for both girls and boys. Tryouts are held at the start of each season. Practices take place on Sequoia's campus and games are held at the Thousand Oaks Teen Center. Intramural sports may take place during lunch with no tryouts needed.

State/County/District health and safety restrictions may apply.

STUDENT STUDY TEAM

A Student Study Team (SST), comprised of a counselor, school psychologist, an administrator, and teachers, hold regularly scheduled meetings to discuss individual student needs.

Students may be referred to the team by staff or parents/guardians for possible evaluation/placement in a special program, referral to community resources, or to help monitor progress more closely.

STUDENT VISITORS

Students are not allowed to bring student visitors to school.

TARDY POLICY

All students are to be in class in their assigned seats when the tardy bell rings. Consequences for unexcused tardies are detentions and Saturday Work Study Program. An unexcused tardy of more than thirty (30) minutes will be considered a period truancy and be treated accordingly. The accumulation of tardies will start over at the beginning of each semester, for disciplinary action, however the School Attendance Review process will continue throughout the school year as tardies/truancies continue to occur.

UNAUTHORIZED ITEMS

Students are not to bring to school: toys, laser pointers or other items that can be disruptive to the educational environment as determined by the teacher. Any such item will be confiscated and may result in consequences. Only enough money for daily lunch or school supplies should be brought to school. The Conejo Valley Unified School District is not responsible for personal belongings. **When you bring your belongings on campus, you do so at your own risk**.

WEBSITE

Check out Sequoia's website for information regarding our school at www.conejousd.org/sequoia. Information on upcoming events, frequently asked questions and more is available online!

WITHDRAWAL

When withdrawing a student a parent/guardian must come to the main office to check out and clear records. All books, fees, uniforms, instruments and other school property must be accounted for before school records can be released.

Updated 5/2025

"Inexcusables"

1. **When answering written questions, students will use complete sentences.**
   - Students will restate the question
   - Students will not begin the first sentence with a pronoun (*it*, *they*, *he*, *she*, *we*, etc.).
   - Students will spell words in the answer correctly if the word appears in the question.

Example: **What effect did rivers and the monsoon have on ancient India?**
Acceptable: *The rivers and the monsoon provided India with enough water to sustain Farming.*
Not Acceptable: *It provided water to sustain farming.*
Not Acceptable: *farming*

Example: **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 problems.*
Not Acceptable: *Because they have different histories, goals, principles, and problems.*
Not Acceptable: *different histories, goals, principles, and problems*

2. **Students will indent all paragraphs.**
   When writing paragraphs, students will use topic sentences.

Example: **In a paragraph explain the reasons for the fall of the Roman Empire.**
Acceptable (topic sentence): *There were many reasons for the collapse of the Roman Empire.*
Not Acceptable (topic sentence): *At one time the most powerful empire in the ancient world was the Roman Empire.* (not specific to prompt)
Not Acceptable (topic sentence): *The capital was moved to Byzantium, so many people left Rome.* (lists a reason without providing a topic sentence)

3. **Students will spell and correctly use the following words:**

there their they're	**to two too**	**were we're where**
its it's	**no know**	**your you're**
new knew	**write right**	**quite quit quiet**

4. **Students will capitalize the first word of every sentence.**

5. **Students will write legibly.**
   Legible- able to read; clear enough to read; capable of being easily understood.

Grading Periods 2025/26

1st Progress Report	**9/19/25**
End Quarter 1	**10/17/25**
2nd Progress Report	**11/14/25**
End Quarter 2 (Sem 1)	**12/19/25**
3rd Progress Report	**2/12/26**
End Quarter 3	**3/20/26**
4th Progress Report	**5/1/26**
End Quarter 4 (Sem 2)	**6/12/26**

~How to Develop SMART Goals~

A SMART goal is a goal that is specific, measurable, attainable, relevant and time based. In other words, a goal that is very clear and easily understood.		
Specific:	The goal must clearly state what is to be achieved, by whom, where and when it is to be achieved. Sometimes it may even state why that goal is important.	
Measureable:	How do you measure your progress and know when you have achieved your goal?	
Achievable:	You must believe that you can manage to do what you are setting out to do. Set goals that are challenging but reasonable. What resources do you need? What steps will you take?	
Relevant:	Your goals must be relevant to what you want to achieve, short term/long term. What is the reason, purpose, or benefit of accomplishing the goal?	
Time-Bound:	How much time will it take? When will you start? When will the goal be accomplished?	