

**ROBERT C. COOLEY MIDDLE SCHOOL
A CALIFORNIA DISTINGUISHED SCHOOL
A PLATINUM PBIS SCHOOL**

9300 Prairie Woods Way
Roseville, CA 95747
916-771-1740
Website: cooley.rcsdk8.org
Facebook: RCSD Cooley
Twitter: @RcsdCooley
Instagram: cooley_leadership



MISSION

The mission of Robert C. Cooley Middle School is to maximize learning for all students.

VISION

Cooley Middle School will become a collaborative community of professional learners that:

- Focuses on learning.
- Commits to continuous academic excellence and improvement for all students and staff members.
- Participates actively and engages in research, discussions, and training to increase our ability to meet the needs of all students.
- Utilizes and shares data to inform our decisions to maximize student achievement.

COLLECTIVE COMMITMENTS

- We will always focus on students first and do whatever necessary to ensure learning for ALL.
- We will operate as a professional learning community.
- We will be results oriented and data driven in our development of meaningful curriculum.
- We will be supportive, trusting, positive, and collaborative in our interactions.
- We will evaluate all initiatives for alignment with our current mission, vision, collective commitments, and goals.
- We will share accountability for communicating and fulfilling our mission and vision.
- We will celebrate successes.

Robert C. Cooley Middle School

Bell Schedules 2024-2025

Monday, Tuesday, Thursday, Friday Bell Schedule					
Grade 6		Grade 7		Grade 8	
Period	Time	Period	Time	Period	Time
1	8:05 to 9:02	1	8:05 to 9:02	1	8:05 to 9:02
2	9:05 to 9:58	2	9:05 to 9:58	2	9:05 to 9:58
3	10:01 to 10:54	3	10:01 to 10:54	3	10:01 to 10:54
Lunch	10:54 to 11:27	4	10:57 to 11:50	4	10:57 to 11:50
4	11:31 to 12:24	Lunch	11:50 to 12:23	5	11:53 to 12:46
5	12:27 to 1:20	5	12:27 to 1:20	Lunch	12:46 to 1:19
6	1:23 to 2:16	6	1:23 to 2:16	6	1:23 to 2:16

Wednesday Minimum Day Bell Schedule					
Grade 6		Grade 7		Grade 8	
Period	Time	Period	Time	Period	Time
1	8:05 to 8:39	1	8:05 to 8:39	1	8:05 to 8:39
2	8:42 to 9:16	2	8:42 to 9:16	2	8:42 to 9:16
3	9:19 to 9:53	3	9:19 to 9:53	3	9:19 to 9:53
Advisory	9:56 to 10:29	Advisory	9:56 to 10:29	Advisory	9:56 to 10:29
Lunch	10:29 to 11:02	4	10:32 to 11:08	4	10:32 to 11:08
4	11:05 to 11:41	Lunch	11:08 to 11:41	5	11:11 to 11:45
5	11:44 to 12:18	5	11:44 to 12:18	Lunch	11:45 to 12:18
6	12:21 to 12:55	6	12:21 to 12:55	6	12:21 to 12:55

ROBERT C. COOLEY MIDDLE SCHOOL GENERAL INFORMATION

SCHOOL HOURS

Wednesday: 8:05 AM – 12:55 PM

Monday, Tuesday, Thursday, Friday: 8:05 AM – 2:16 PM

Robert C. Cooley Middle School provides supervision twenty minutes before and after school. School begins at **8:05 AM** each day. Students are not permitted on campus before 7:45 AM. Students must go directly home at dismissal time, which is **12:55 PM on Wednesday** and **2:16 PM Monday, Tuesday, Thursday, and Friday**. Students must be picked up no later than 20 minutes after the dismissal of school. Robert C. Cooley Middle School is a closed campus. Our gates will be closed at 8:05 AM and opened at 2:16 PM. All students/parents must enter campus through the front door of the administration building. **Students leaving campus without permission after arriving at school or during school hours will be subject to disciplinary consequences.** Students involved in extracurricular activities such as athletics, clubs, or academic support may remain on campus under the supervision of a staff member.

DAILY BULLETIN, WEBSITE, FACEBOOK, TWITTER, AND INSTAGRAM

The student bulletin is read to all students during homeroom and is emailed every day to parent emails. To view our website, go to cooley.rcsdk8.org. Our website includes a calendar with up to date information. Our Facebook page, RCSD Cooley, also contains up to date information – please like our Facebook page. Check out our Twitter account @RcsdCooley. Please follow our Instagram account at: @cooley_leadership.

ATTENDANCE

ABSENCES - The Absence Reporting Line is – (916) 771-1745: Students are expected to attend school every day. Parents must contact the Attendance Secretary at (916) 771-1740 for students who are out of school for an extended absence. **TARDY POLICY:** Attendance is taken during each class period. It is a school expectation that when the bell rings, the student is in the classroom ready to learn. A student who has a medical/dental appointment before school starts and arrives late to school must bring a note from the medical or dental office. **PERMISSION TO LEAVE CLASS:** If a student needs to leave class at any time other than regular passing time, permission must be received from the teacher, and the student **must** have a pass to come to the office during the school day.

STUDENT IDENTIFICATION CARD AND BUS PASSES

Student ID cards will be issued to all students after fall pictures. ID cards are required to check out books in the library. A separate bus pass will be issued to all bus riders. The cost to replace a lost ID card is \$5.00.

DELIVERIES AND MESSAGES TO STUDENTS

Cooley Middle School does not accept items, messages, or food for delivery to students. Please remind students to bring their chromebook, charger, water bottle, lunch, and all necessary items to school each day as no items or messages will be delivered to students.

PROHIBITED AND/OR INAPPROPRIATE ITEMS

The following items are prohibited at school: Bluetooth speakers, laser pointers, permanent markers, glass containers, water guns, airsoft guns, pellet guns, gel/splat guns, weapons, firearms, imitation weapons, imitation firearms, smoke or stink bombs, matches, lighters, knives, fireworks, and other items that disrupt the learning environment or are unsafe at school. Controlled substances, drugs, cigarettes, all items related to vaping and vaping devices, and alcohol are not permitted on campus. Over the counter medication is not allowed on campus. It is not possible to list every item that is inappropriate or unsafe; therefore, common sense should be used. Please review the “Suspensions and Expulsions” page as a family. Administration reserves the right to determine appropriateness.

ATHLETICS / EXTRA CURRICULAR ACTIVITIES

In order to try out or participate in athletics, cheerleading, and dance, students must follow all rules in the Athletic Handbook. Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected to not have a total of 4 “Rarely” scores (Buljan, Chilton, Cooley) or 5 for IB Schools (Eich). Students are expected to meet school-wide behavior expectations as outlined in the school handbook. The athletic director, club advisor, or Principal designee shall validate if the student is meeting school-wide behavior and learning behavior expectations. If students do not meet the above criteria for participation in any extracurricular activities, the

student has the right to appeal the decision to the site administration. **Students must be in attendance at school on the day of an activity in order to attend or participate.** All students must provide proof of health insurance per district policy or purchase insurance to try out or participate in athletics. Please reference the Cooley Athletic Handbook for more information.

SPORTS OFFERED

Cooley participates in the Foothill Intermediate School Athletic League (FISAL). According to League rules, 7th graders must participate at the 7th grade level, and 8th graders must participate at the 8th grade level. Athletes also may not transfer schools within our league and repeat a sport at the same level. **Sixth graders may participate on an “as needed” basis in the following FISAL sports only: cross-country, wrestling, and track and field.** All students must be enrolled at the school for which they are participating. Students cannot play, practice and/or attend a practice for another team (AAU, church, club, etc.) while attending practice for their school in the same sport at the same time, including cheerleading (CIF Rule 600, Article 6, page 33).

Fall Sports:	Winter Sports:	Spring Sports:	Year-round Sports:
Flag Football	Boys Basketball	Boys Volleyball	Cheerleading
Girls Volleyball	Girls Basketball	Track and Field	Dance
Cross Country	Wrestling		

We ask for a \$60.00 donation per athlete per sport to help offset costs. The lack of a donation will not exclude athletes from participation. Student Learning Behavior grades will be checked at progress report time and at the end of each trimester. Any student assigned to Reflect/Reset or suspended from school is ineligible to participate in or attend extracurricular activities once assigned Reflect/Reset or suspension and on the day of a Reflect/Reset or suspension assignment. Students may not participate in extracurricular activities any day of a Reflect/Reset assignment or suspension. **Students involved in sports are not excused from teacher/class obligations because of a practice or an athletic event.**

PHYSICAL EDUCATION PROGRAM

The California Education Code states that all students shall participate in Physical Education unless possessing a certified medical excuse from their physician. Students must dress for PE class. PE clothes may be purchased through the physical education department. All PE clothing should be marked with the student’s name.

Prices of PE Clothes

Set - shirt and shorts \$25.00
 Shirts or shorts \$15.00 each
 PE lock replacement cost: \$ 7.00
 Please make checks payable to **Cooley Middle School**.

Athletic Wear Costs

Crew neck sweatshirt \$25
 Hoodie sweatshirt \$30
 Sweatpants \$25

ASSEMBLIES, DANCES, AND ACTIVITIES

To be eligible to attend school assemblies, dances, athletic events, or to participate in extracurricular activities, a student must be in positive school standing. Students must 1) Attend school on the day of the activity, 2) Not be in Reflect/Reset or suspended, and 3) Have all outstanding books, locks, chromebooks, and other obligations cleared. All school rules apply to all extracurricular activities.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Robert C. Cooley Middle School and RCSD practice Positive Behavioral Interventions and Supports (PBIS), a school-wide proactive positive approach to behavior. All students are explicitly taught school wide expectations. All staff, students, and parents work together to ensure that students are safe, responsible, respectful, and kind at all times.

School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
Multi	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Sit while eating ▪ Keep hands and feet to self 	<ul style="list-style-type: none"> ▪ Wait in line patiently ▪ Eat at tables/ designated areas ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Use garbage cans and recycling bins
Bus Area	<ul style="list-style-type: none"> ▪ Walk at all times 	<ul style="list-style-type: none"> ▪ Wait in line patiently 	<ul style="list-style-type: none"> ▪ Use appropriate language

	<ul style="list-style-type: none"> Keep hands and feet to self Stay behind yellow line Keep hands, feet, body in bus Enter and exit bus appropriately 	<ul style="list-style-type: none"> Have bus pass ready 	<ul style="list-style-type: none"> Use kind words and actions Use indoor voice
School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
Bus Behavior	<ul style="list-style-type: none"> Students sit, keeping their hands to themselves and keeping their body parts inside of the bus windows at all times 	<ul style="list-style-type: none"> Students enter the bus, sit down facing forward, and take care of their own belongings Have bus pass everyday 	<ul style="list-style-type: none"> Students follow instructions given by the bus driver, use quiet voices, and refrain from throwing anything on the bus
Library	<ul style="list-style-type: none"> Wait respectfully outside for library to open Keep hands and feet to self Walk when going from one area to another Use chairs and tables appropriately 	<ul style="list-style-type: none"> Ask if you need help Return books and items to the proper place Return all games and pieces to proper place Keep food and drink outside Push in chair Stay on task Safely use technology in the library Return technology in excellent condition 	<ul style="list-style-type: none"> Be kind to everyone and everything (which includes books, furniture, people, space, games, etc.) Allow others to read and work Use book aisles only for finding books Handle books with care Listen to the librarian and follow library rules Use appropriate language
Chromebooks	<ul style="list-style-type: none"> Safely store your chromebook in your backpack/bag No food or drinks near chromebooks Student searches/words are monitored and flagged on chromebooks 	<ul style="list-style-type: none"> Use Internet appropriately Use chromebooks appropriately Bring chromebook fully charged to school each day Bring chromebook charger to school each day Check chromebook during Advisory each week 	<ul style="list-style-type: none"> Handle equipment carefully Be aware of other people's property and technology Use appropriate language and kind words when online
Office	<ul style="list-style-type: none"> Keep hands and feet to self Use chairs and desks appropriately 	<ul style="list-style-type: none"> Written pass obtained and visible State your purpose politely Use student door (by attendance) at all times 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Use an inside voice Wait patiently and quietly
Restrooms	<ul style="list-style-type: none"> Keep water in sink Wash hands Put towels in garbage Do not hang out in restroom 	<ul style="list-style-type: none"> Flush toilets Wash hands Put towels in garbage Inform adults of vandalism Use grade level bathroom at all times Use 7th grade wing bathroom during lunches 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Give people privacy Respect property – yours and others
Parking Lots	<ul style="list-style-type: none"> Walk at all times Walk bikes, scooters, skateboards Watch for cars Use sidewalks at all times Use crosswalks Use appropriate parking lot entrances and exits 	<ul style="list-style-type: none"> Be aware of cars and traffic Wear your helmet 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Follow instructions given from staff on duty
Blacktop	<ul style="list-style-type: none"> Keep hands and feet to self Play games appropriately 	<ul style="list-style-type: none"> No food on blacktop at any time Keep garbage picked up 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions
Assemblies/Rallies	<ul style="list-style-type: none"> Keep hands and feet to self Stay seated Wait for dismissal instructions 	<ul style="list-style-type: none"> Focus on presentation Sit quietly during presentation Stay with your class 	<ul style="list-style-type: none"> Use appropriate language Listen respectfully Applaud at appropriate times

Garbage	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self 	<ul style="list-style-type: none"> Place garbage in the nearest garbage can. Students remind each other to pick up their garbage 	<ul style="list-style-type: none"> Leave your area clean When a staff member asks students to pick up trash, they respond with kind words and actions
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School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
Special Events	<ul style="list-style-type: none"> Keep hands and feet to self Wait in lines patiently Enter and exit special event as directed Leave backpacks in classroom Walk at all times Stay at the event, in your seats, until the event is over 	<ul style="list-style-type: none"> Put trash in the trash cans Pick up trash if you see some Participate in events/activities Follow instructions provided by student/adult volunteers and staff at all times 	<ul style="list-style-type: none"> Use appropriate language Respect the parents, teachers/staff (all adults) assisting with event Listen quietly to all instructions Use kind words and actions (cheer for peers and not against others)
Bike Racks/Scooters and Skateboards	<ul style="list-style-type: none"> Walk bikes, skateboards, and scooters at all times. 	<ul style="list-style-type: none"> Lock your bike Lock up all personal items Place bike in bike slots and lock your bike Place skateboards and scooters in racks and lock them 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Wait patiently when locking up personal items Respect others property
Quad and Wings	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self 	<ul style="list-style-type: none"> Have office/ bathroom pass visible during class hours Use garbage cans after eating 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Be mindful of classes that are still in session and walk quietly to your destination without disturbing others
Lunch Excusal	<ul style="list-style-type: none"> After being excused, WALK to your lunchtime destination 	<ul style="list-style-type: none"> Wait for lunch bell and teacher excusal before leaving your classroom 	<ul style="list-style-type: none"> While walking, avoid rushing, pushing, shoving and racing while on your way to lunch destination Be mindful of classes that are still in session and walk quietly to your lunch destination without disturbing others
Breakfast/Lunch Lines	<ul style="list-style-type: none"> Walk to lines Stand single file in line Keep hands/feet to self Lock all scooters and skateboards before eating 	<ul style="list-style-type: none"> Wait in line patiently Have ID # ready Know your order Eat food at table or in main quad Stay behind red line until it is your turn and you are called forward 	<ul style="list-style-type: none"> Use appropriate language Use kind words and actions Respect property – yours and others Throw all trash in the garbage can
Being on Time to Class	<ul style="list-style-type: none"> When the 8:00 or dismissal bell rings, walk directly to the next class 	<ul style="list-style-type: none"> Arrive to class on time, before the late bell rings 	<ul style="list-style-type: none"> Once you arrive to class on time, sit down with planner and learning materials out and ready to begin class
Field Trips	<ul style="list-style-type: none"> Keep hands and feet to self Stay seated while traveling and when an adult is talking Stay with your group/teacher/class Wait for dismissal instruction Stay within the assigned boundaries 	<ul style="list-style-type: none"> Focus on presenter or those giving instructions and info Sit/stand quietly during presentation and instruction Stay with your class Be on time and at right location Dress appropriately Check in with your chaperone 	<ul style="list-style-type: none"> Use appropriate language Listen respectfully Applaud at appropriate times Use kind words and actions Manners – Say “please”, “thank you”, “you’re welcome” Leave the site looking better than when you got there

Substitute Classroom Behavior	<ul style="list-style-type: none"> ▪ Students will enter the classroom quietly and sit in their regularly assigned seats 	<ul style="list-style-type: none"> ▪ Students will be prepared for class by having needed items ready to use and will follow regular expectation and routines used by their classroom teacher 	<ul style="list-style-type: none"> ▪ Students will speak when called upon, will answer questions appropriately, and will stay in their seats during class time ▪ Students will use appropriate language ▪ Students will use kind words and actions
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PBIS BEHAVIOR SUPPORT AND CONSEQUENCES

To support our PBIS Program, it is sometimes necessary to further support students who do not demonstrate safe, responsible, respectful, and kind behavior. When behaviors occur, we believe in teachable moments, and we use restorative practices and approaches to support our students and their relationships. This approach allows the students involved to have a voice, work together to make things right, and develop empathy. In addition to restorative practices, school consequences may include, and are not limited to, teacher issued support, Reflect/Reset, and suspension. Parents may also be asked to accompany students to school when further support is needed. PBIS includes monitoring student behavior through data, and this data will be used to determine positive school standing.

SUSPENSIONS AND EXPULSIONS

The following are causes for Suspensions and Expulsions. Please review Suspensions and Expulsions as a family.

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property. School property includes, but is not limited to, electronic files and databases.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possession of imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding or retaliated against a complaining witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an Electronic act, directed specifically toward a pupil or school personnel.
- T. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
- 48900.2 Sexual Harassment - In grades 4-12, any inappropriate conduct of a sexual nature that negatively impacts another person or creates an intimidating, hostile, or offensive educational environment.
- 48900.3 Hate violence – In grades 4-12, any student who has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- 48900.4 In grades 4-12, any student who intentionally engages in harassment, threats or intimidation against district personnel or students.
- 48900.7 Terroristic threats against school officials, school property or both.
- 48915 (a) Mandatory Recommendation for Expulsion: (1) causing serious physical injury, (2) possession of a knife, (3) possession of controlled substance, (4) robbery or extortion, (5) assault or battery upon school employee.
- 48915 (c) Mandatory Expulsion Requirement: (1) possession, selling, furnishing firearm, (2) brandishing a knife, (3) selling a controlled substance, (4) committing or attempting to commit sexual assault or battery, (5) possession of explosive.