

**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](http://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 2023-2024

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

## District Information

### PowerSchool Contact Information

It is essential for families to keep up-to-date phone numbers, address information, and emergency contacts. If you need to change your information, please contact your school site so PowerSchool information remains current.

### Attendance

Absences and tardies affect the learning of all students on campus. Please ensure students are at school and on time every day. Consistent attendance is a key factor in your child's success at school. Please try to schedule appointments before/after school and vacations during school breaks.

Students must attend school daily and remain in school the entire instructional day. Absences are only excused for health reasons, attendance at a family member's funeral (one day in California and three days out of state or country), court appearances, or religious holidays.

Students must arrive at school on time. Please check your child's arrival time and help them to be at school on time. Students must check in at the office before class if they arrive after the official start time.

### When to Stay Home

Some health concerns may make it necessary for your child to stay home.

#### **Return After 24 hours:**

- Fever over 100 degrees. A fever means the body is fighting an illness, and your child may be contagious. Before returning to school, children should be fever-free for 24 hours (without fever-reducing medication, such as Tylenol).
- Vomiting or diarrhea; children should be symptom-free for 24 hours before returning to school.
- Skin rashes. Anytime a student has a rash of unknown origin, the student will be sent home. A doctor should examine the child to ensure that the rash is not contagious before returning to school. For any rash with a fever, children should stay home until the fever is gone for 24 hours.
- Prescribed antibiotics. Students should complete a full 24-hour course of antibiotics before returning to school.

#### **Other Illnesses:**

- Persistent, productive (producing mucus) cough. A persistent, productive cough may be indicative of a more severe condition.
- Runny nose of greenish-gray colored drainage.
- Flu-like symptoms, such as fever, headache, and body aches.
- Red eyes with drainage or crusting. It is necessary to have your child checked by a physician to determine if this is contagious and, if necessary, treated before returning to school.

### **Reporting an Absence**

If your child is absent, you must call the attendance line (on your school site's website) or notify office personnel of the absence and the reason for the absence. If a student is absent 14 days or more for illness in a school year, further absences must be verified by a physician. Excessive unexcused absences will be reported to the Student Attendance Review Board. Per district practice, you will be notified via Truancy letters if excess absences occur.

### **Leaving Early**

Students may not leave the school grounds alone during school. If you need to pick up your child during the school day, you must check your child out through the office. Parents/guardians picking students up will be asked to show a photo identification and checked against names identified as students' emergency contacts. A parent/guardian note should be sent to the school informing the office that the student will leave before the end of the school day. The student's classroom will be contacted, and the student will come to the school office to meet the parent/guardian.

## **Independent Study**

Parents/guardians looking to take their student(s) out on short-term independent study for the personal family business must complete the online form. As a reminder, students may use short-term independent study when they are gone for a planned absence of a minimum of three (3) days and a maximum of 14 days. If a student takes multiple independent studies, they are limited to 14 days each school year. Parents requesting short-term independent study will still need at least five days' notice before taking their student(s) out of school to ensure proper notification to their teacher(s) and provide schoolwork. *Independent Study is not offered during the first week or last two weeks of school.*

[Short-Term Independent Study Request Form \(English\)](#)

[Short-Term Independent Study Request Form \(Spanish\)](#)

## **Medications**

Students may not have medications (including over-the-counter medications such as Tylenol and cough drops) in their possession on school grounds or during any school-sponsored event unless indicated by the student's physician on the RCSD medication form (please see information below). District policy requires that medications must be stored in the school office and that both parent/guardian and physician sign a form specifying dosage and administration time. Forms are available on the [website](#) or in the office. Trained staff members will administer or supervise medication administration.

### **Self-Carry Medications:**

Some medications (e.g., inhalers for asthma) may be carried by the student if indicated by the student's physician on the RCSD medication form and cleared by the school nurse.

## **Behavior and Discipline Policy**

We follow the Positive Behavior Intervention and Supports (PBIS) framework in Roseville City School District. Children need to have clear expectations for their behavior and be acknowledged for their positive behavior. Each school site has a set of unique school-wide rules and positive reinforcement systems that are explicitly taught to all students. Expectations for the rules are defined on all areas of the campus and are in effect while on campus, during all school and PTC-sponsored activities, and on school buses.

When students violate the expectations, behavior is managed by all school staff, including meal duty supervisors, teachers, and administrators. Staff may provide appropriate consequences. More serious behavior errors will be referred to the office, and the student will conference with an administrator. If a more serious behavior occurs and your child is sent to the office, you will be notified by a school administrator promptly with either a phone call or email.

## **Discrimination & Sexual Harassment**

Our district has strict policies against harassment, discrimination, and sexual harassment. Teachers will discuss these policies and reporting procedures with their students in an age-appropriate way. All harassment reports will be evaluated for Title IX violations if appropriate. If sexual harassment is found following an investigation, the [Title IX Coordinator](#) or designee, in consultation with the Coordinator, shall promptly stop the sexual harassment, prevent a recurrence, implement remedies, and address any continuing effects.

## **Bullying**

Roseville City School District promotes a safe environment for all children and staff. Bullying is recognized as targeted behaviors that are ongoing and pervasive after being reported. Issues of reported bullying will be dealt with immediately to support student and staff safety.

The Board of Education recognizes the harmful effects of bullying on student well-being, learning, and attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

## **Dress Code**

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus

atmosphere that creates the appropriate environment for teaching and learning. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

## GENERAL DRESS CODE POLICY:

Clothing worn on campus must promote a safe atmosphere conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

### Students Must Wear:

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

### Students May Wear, as long as these items do not violate the General Dress Code policy above:

- Hoodies and hats (including beanies) must allow the face to be visible to staff and may be worn indoors at the discretion of the adult supervisor
- Religious headwear
- Ripped jeans, as long as underwear and certain body parts are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

### Students Cannot Wear:

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to change and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

## Textbooks

Students should write their names in ink on the front cover of consumable textbooks. Students should show their librarian any significant damage before checking out a textbook. It is recommended to cover all hardbound textbooks.

Students should not loan their textbooks to other students. The student must pay for all lost or damaged textbooks.

## District-Issued Mobile Devices (i.e., Laptops, Chromebooks, Tablets)

Students are issued a mobile device (i.e., Laptop, Chromebook, Tablet) during the first few weeks of school for educational use. District-issued mobile devices for elementary students will remain in the classroom; students enrolled in middle school are expected to bring their District-issued mobile devices to and from school fully charged daily.

As with any borrowed school property (library book, music, or sports equipment), a mobile device checked out to the student is the responsibility of the legal parent/guardians and the student to ensure the safety and security of the device. Our goal is to provide an authentic, engaging, and innovative learning environment.

Please carefully review the Responsible Use and Care Guidelines listed below.

1. I received and agreed to the Student Acceptable Technology Use Agreement - BP 6163.4(a) during registration, and available for review from [www.rcsdk8.org](http://www.rcsdk8.org), under Technology Services, here.

2. I will use my device(s) appropriately, in educational ways, and meet Roseville City School District expectations.
3. I will not add any identification to the device(s) (including stickers, labels, drawings, or other marks).
4. The device(s) must never be left visible in a car or any unsupervised area unattended.
5. The device(s) is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused in any way.
6. The device(s) should not be used in or near proximity of water, household chemicals, or other liquids.
7. The device(s) should be protected from the environment to prevent damage.
8. Pencils, pen tips, and other pointed objects should never be used on the screen.
9. I will only use a clean, dry, soft cloth to clean the device(s), no cleansers or liquids of any type will be used.
10. I will return my device(s) upon request by the Roseville City School District Administration.

Students should not loan their District-issued mobile device or power supply to other students. The student may be asked to reimburse the school for any lost, stolen, or damaged District-issued mobile devices and/or power supplies.

Middle school students will check back in their Chromebook before the end of the school year.

Please refer to the [Annual Family Notice](#) for the Student Mobile Device Loaner Agreement.

## **Student Acceptable Technology Use Agreement**

The Roseville City School District recognizes the significance of technology, such as the internet and digital devices, in supporting instructional programs and enhancing student learning. Access to these resources and information is an educational opportunity requiring responsible and appropriate use.

The safe and proper use of network and internet services is a vital aspect of this responsibility under the terms and conditions outlined in the: [Student Acceptable Technology Use Agreement \(BP 6163.4\(a\)\)](#).

Student accounts will not be accessible from 11:00 pm to 5:00 am daily.

## **Personal Technology**

We recognize that cell phones and electronics have become common tools for communication. However, they can also significantly distract the learning environment and are vulnerable to theft.

### **Elementary**

Students are allowed to carry cell phones and electronics to school. Cell phones must be silenced and stored in the student's backpacks before entering school grounds. Smart watches must be silenced and not utilized as a communication tool (send or receive messages) during school hours. The school accepts no responsibility for lost, stolen, or damaged cell phones or electronics.

Any violation of the cell phone/electronic device policy may result in the phone/watch being held until the end of the day, and staff will communicate with parents/guardians.

### **Middle School**

Please refer to the site-specific personal technology policy.

## **Personal Items**

### **Elementary**

Personal property, such as toys, stuffed animals, trading cards, etc., may disrupt the learning environment and are not allowed at school or on the bus unless specifically authorized by the classroom teacher or principal. If brought to school without permission, these may be held in the classroom or school office for parent/guardian pick-up.

The student is responsible for backpacks, book bags, purses, and contents, including Chromebooks, chargers, cell phones, and electronic devices. The school and district accept no financial liability for lost or damaged personal property and valuables.

### **Middle School**

Please refer to the site-specific personal items policy.

## **Bring Your Own Device (BYOD)**

Bring Your Own Device (BYOD) is an initiative that enables staff and students of the Roseville City School District to bring their own device from home to enhance their educational experience. This initiative allows for more of our staff and students in the district to have a device to use during classroom instruction. One of the benefits of BYOD is that students are already familiar and comfortable using their own devices. This familiarity allows for maximum learning in the classroom, without having to learn how to use a device.

Please click the link below for additional information on the BYOD initiative:

[Bring Your Own Device \(BYOD\) Initiative](#)

## **Library**

All students are encouraged to check out and take home books from the school library. Students in elementary school have a designated library time which occurs weekly or bi-weekly. Students will be required to pay for lost or damaged materials. Library check-out privileges may be withheld pending the return/replacement of lost or damaged library books and classroom materials.

## **Visitors**

All visitors to a school site must check in at the front office. Visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Upon reading the information, the Raptor Visitor Management System will check the national database to identify sexual offenders. Once the entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork. All visitors who enter the school intending to travel beyond the main office, or stay for a meeting in the office, etc., will be issued a badge and screened. The visitor badges must be returned to the office after the visit.

It is important to note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered, nor is the system connected to any other system, such as the Department of Motor Vehicles. Therefore any additional information connected to the visitor's driver's license is not part of the system and is not accessible to any users.

The safety of our students is our highest priority, and the Raptor Visitor Management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. In the event of a drill or emergency, the Raptor Management System also allows the school site to know who to account for on campus.

## **Volunteers**

The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the relationships between the district's schools and the community. The Board encourages parents/guardians and other community members to share their time, knowledge, and abilities with students.

There are two categories of volunteers in RCSD.

*Category One* - Attendance at a class or school event, lunch visit on a limited basis, classroom presenters, clerical volunteer, high school student in a sponsored program, and participation in a school project.

Volunteers in this category must complete the [form](#) on the RCSD website and submit it to the school site before volunteering.

*Category Two* - Regularly scheduled classroom support, field trip chaperone, and club sponsor/supervisor.

Volunteers in this category must complete this [volunteer form](#) and submit current TB clearance to the school site. Fingerprints must be cleared through the District Office. Volunteers may participate when notified that the TB and fingerprints have cleared.

Volunteers are responsible for the cost of fingerprinting.

The Roseville City School District does not want the expense of fingerprinting to be a barrier for you to participate in your child's education. If financial assistance is needed to cover the cost of fingerprinting, you may obtain an application for Volunteer Fingerprint Assistance from your local school site to submit to the District Office for consideration. You must make an appointment with Personnel Services to verify financial eligibility. Applicants must have a TB clearance and be eligible for the free and reduced meal program to be considered for financial support.

## **Emergency Guidelines/Drills**

To continually provide a safe environment for students and staff and effectively respond to emergencies, the Roseville City School District uses the five actions from the Standard Response Protocol from the I Love U Guys Foundation. These same actions are used in RCSD schools and the Roseville Joint Union High School District. Using the common language from the actions will provide consistency for staff, students, and first responders in our community.

These procedures are introduced to staff and students through training and drills. On-going drill practice is done in a non-threatening way for staff and students to practice the actions. The idea is muscle memory is created through practice, so our brain knows how to respond during an actual emergency.

The five actions include: Evacuate, Secure, Lockdown, Shelter, and Hold. The language is provided to help you understand the school procedures and the knowledge to review these at home with your child.



**Evacuate:** This action moves students and staff from one location to another. Most commonly this would be used for a fire.



**Secure:** This action protects students and staff from a threat outside of the campus, and we want the perimeter of our school secured. No one is in or out at this time.



**Lockdown:** This action protects students and staff from a threat inside our campus and organizes the students behind locked doors and out of sight.



**Shelter:** This action protects students and staff from extreme weather conditions. Most commonly this is used for earthquakes.



**Hold:** This action helps clear the hallways and common areas. This may not be needed at sites. Most commonly used if halls need to be cleared for a medical emergency.

If an emergency should occur during school hours, RCSD will send out ongoing and timely information to parents/guardians.

- Parents/guardians should not call the school. The telephone lines must be open for emergency calls.
- Parents/guardians should also not immediately drive to the school. Access to the school would be for emergency personnel only.
- RCSD will provide parents/guardians with clear directions about an incident and unification as accurate information is available.



## Universal Breakfast and Lunch

California has implemented a Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. You can find monthly RCSD breakfast and lunch menus at [rcsdk8.org/nutrition-services](http://rcsdk8.org/nutrition-services).

## Family-School Partnership/Parent Conferences/Parent Involvement

In RCSD, we value a solid family-school partnership. The school will keep families up-to-date on information, news, and school events. Families are welcome to volunteer and help at school events through multiple avenues, such as PTC committees, supporting classrooms, English Language Advisory Committee, and Site Council.

## Progress Reports/Report Cards

All RCSD students will receive a report card the week after the Trimester ends. Teachers will inform parents of their child's progress in elementary school through student work samples, assessment results, and parent/teacher conferences. In middle school, parents can check grades through the online grading system.

## Elementary- Parent-Teacher Conferences

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards-Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home or emailed to each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their child/children. Please contact your child's teacher to schedule a conference.

## RCSD Elementary Grading Practices

### Descriptions for The Elementary Learning Levels

In the RCSD grading system, each learning level has a clear definition and clear performance criteria. The three levels for elementary are Beginning, Approaching, and Proficient. A student who scores proficient in Trimester 1 or 2, means that the student is proficient in what they have been taught and assessed at that time in the year. A score of proficient in Trimester 3 means that the student is proficient in that domain for the year. The three levels allow teachers to provide clarity about a learning target, and the criteria to reach each level. Students can then both self-assess and get specific teacher feedback on areas of strength or areas for growth to improve learning.

Beginning	Approaching	Proficient
<p>The student may demonstrate a few elements of the standard.</p> <p>The student may need extensive prompting, scaffolding, or support.</p> <p>Errors and/or mistakes do impede demonstration of meeting the standard(s).</p>	<p>The student can demonstrate some elements of the standard.</p> <p>The student may need prompting, scaffolding, or support.</p> <p>Errors and/or mistakes may impede demonstration of meeting the standard(s).</p>	<p>The student can consistently demonstrate they are meeting the standard(s) taught and assessed.</p> <p>The student is able to demonstrate the standard independently (exceptions for when the standard calls for guidance or support).</p> <p>Errors and/or mistakes do not impede demonstration of meeting the standard(s).</p>
<b>Standard Not Met</b>		<b>Standard Met</b>

## Elementary Learning Behaviors

We believe learning behaviors are important and should be reported separately. Students are graded on six behaviors: Academic Perseverance, Engagement, Work Completion, Problem-Solving, Cooperation, and Self-Management.

Standards		Description
Work Behaviors	Academic Perseverance	☐ Learns from mistakes, persists through all tasks, asks for help when needed.
	Engagement	☐ Actively listens, stays on task, and participates in class.
	Work Completion	☐ Completes best work in a timely manner, completes work with minimal prompting.
Social Behaviors	Problem-Solving	☐ Uses problem-solving skills to help solve problems both in and out of the classroom.
	Cooperation	☐ Works well and respectfully interacts with others, works with others to complete a task.
	Self-Management	☐ Consistently follows classroom and school rules, manages self and space.

## RCSD Middle School Grading Practices

### Descriptions for The Middle School Learning Levels

In the RCSD grading system, each learning level has a clear definition and clear performance criteria. The four levels are **Beginning, Approaching, Proficient, and Mastery**.

Beginning (1-2)	Approaching (3-4)	Proficient (5-6)	Mastery (7-8)
<p>The student may demonstrate a few elements of the standard.</p> <p>The student may need extensive prompting, scaffolding, or support.</p> <p>Errors and/or mistakes do impede demonstration of meeting the standard(s).</p>	<p>The student can demonstrate some elements of the standard.</p> <p>The student may need prompting, scaffolding, or support.</p> <p>Errors and/or mistakes may impede demonstration of meeting the standard(s).</p>	<p>The student can demonstrate that the standard is met to a sufficient level of consistency, depth, or precision.</p> <p>Errors and/or mistakes do not impede demonstration of meeting the standard(s).</p>	<p>The student can demonstrate that the standard is met to a greater level of consistency, depth, precision, or originality.</p> <p>Errors and/or mistakes do not impede demonstration of meeting the standard(s).</p>
<b>Standard Not Met</b>		<b>Standard Met</b>	

The four levels allow teachers to provide clarity about a learning target and the criteria to reach each level. Students can then both self-assess and get specific teacher feedback on areas of strength or areas for growth to improve learning. The goal is for all students to reach **Standard Met** (Rubric Score 5, 6, 7, 8). Each subject has an overall grade. The grade is determined by averaging the scores of the domains.

## Middle School Learning Behaviors

We believe learning behaviors are important and should be reported separately. Students are graded on two behaviors: Engagement and Work Completion. Students receive scores of Rarely (R), Sometimes (S), or Consistently (C). This is reported halfway through and at the end of each trimester.

	Rarely (R)	Sometimes (S)	Consistently (C)
<b>Engagement</b>	Student rarely engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student sometimes engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).	Student consistently engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
<b>Work Completion</b>	Student rarely completes quality work in a timely manner.	Student sometimes completes quality work in a timely manner.	Student consistently completes quality work in a timely manner.

## Formative/Summative

Formative assessments are used to understand where a student is in the learning progression and the next steps to improve learning. Summative scores are used to determine whether students have learned what they were expected to learn. Think of formative as practice and summative as performance.

## Middle School Extracurricular Activity Eligibility Policy

Students participating in school-sponsored extracurricular activities shall demonstrate positive learning behaviors. Students are expected not to have a total of four or more "Rarely" scores (Buljan, Chilton, Cooley) or five or more for IB Schools (Eich). Students are expected to meet school-wide behavior expectations 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 extracurricular activities, the student has the right to appeal the decision to the site administration.

# **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](http://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.

## **CELL PHONES, TABLETS, LAPTOPS, CHROMEBOOKS, AND ELECTRONICS**

Cell phones, earbuds, and electronics may be used before and after school and during lunch and passing periods. Cell phones, earbuds, and electronics may not be used in class unless the teacher permits use for a class assignment. The use of cell phones and electronics on campus – including taking pictures and recording – must follow the school wide expectations of Be Safe, Be Responsible, Be Respectful, Be Kind. Students may not annoy nor harass students/staff with cell phone/electronic use on campus or at school. School Administration reserves the right to determine appropriate cell phone/electronic use. **The school/district accepts no responsibility and will not reimburse for lost, stolen, or damaged cell phones, tablets, laptops, chromebooks, or other electronic devices.** Parents – please carefully monitor all use of cell phones, electronics, and social media to ensure that they do not negatively impact other students or impede the academic environment. Improper use of electronics will result in disciplinary consequences.

## **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, 7<sup>th</sup> graders must participate at the 7<sup>th</sup> grade level, and 8<sup>th</sup> graders must participate at the 8<sup>th</sup> 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:

Flag Football  
Girls Volleyball  
Cross Country

### Winter Sports:

Boys Basketball  
Girls Basketball  
Wrestling

### Spring Sports:

Boys Volleyball  
Track and Field

### Year-round Sports:

Cheerleading  
Dance

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 or may be brought from home as long as color requirements are followed – plain gray shirts and plain black shorts or sweats (no logos). All PE clothing should be marked with the student's name. Loaner PE clothes are available to students on an as-needed basis.

### 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**.

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

## School Wide Expectation Grid

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

## School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
Substitute Classroom Behavior	<ul style="list-style-type: none"> <li>▪ Students will enter the classroom quietly and sit in their regularly assigned seats</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students will speak when called upon, will answer questions appropriately, and will stay in their seats during class time</li> <li>▪ Students will use appropriate language</li> <li>▪ Students will use kind words and actions</li> </ul>

## 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.