

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

**9300 Prairie Woods Way
Roseville, CA 95747
916-771-1740**

Website: www.rcsdk8.org

Facebook: RCSD Cooley

Twitter: @RcsdCooley



STUDENT-PARENT HANDBOOK

2018 – 2019



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 2018-2019

MINIMUM DAY SCHEDULE – Monday

PERIOD	MINIMUM DAY
1	9:05 – 9:44
2	9:47 – 10:31
3	10:34 – 11:13
4	11:16 – 11:55
LUNCH	11:55 – 12:28
5	12:32 – 1:11
6	1:14 – 1:53

REGULAR DAY – Tuesday-Friday

PERIOD	REGULAR DAY
1	9:05 – 9:53
2	9:56 – 10:44
E	10:47 – 11:16
3	11:19 – 12:07
LUNCH	12:07 – 12:40
4	12:44 – 1:32
5	1:35 – 2:23
6	2:26 – 3:14

GENERAL INFORMATION

SCHOOL HOURS

Monday: 9:05 AM – 1:53 PM

Tuesday through Friday: 9:05 AM – 3:14 PM

Robert C. Cooley Middle School provides supervision twenty minutes before and after school. School begins at **9:05 AM** each day. Students are not to be on campus before 8:45 AM. Students are to go directly home at dismissal time, which is **1:53 PM on Monday** and **3:14 PM Tuesday through Friday**. Students must be picked up no later than 20 minutes after the dismissal of school. Students involved in extra curricular activities such as athletics, clubs, or academic support may remain on campus under the supervision of a staff member.

DAILY BULLETIN, WEBSITE, FACEBOOK, AND TWITTER

The student bulletin is read to all students during homeroom and is posted in rooms and on campus. Parents can find the bulletin on our website. Go to www.rcsdk8.org and click on Cooley Middle School. Our website includes several pages, including 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.

ATTENDANCE

ABSENCES - Homework Hotline – 771-1745: Students are expected to attend school every day. Excused absences are as follows: (1) personal illness or injury; (2) medical or dental appointment; (3) immediate family member funeral. All absences (full or partial days) must be reported to the office the morning of the absence using the reporting number. A written note must be provided to the school office upon the student’s return if office contact has not been made. Parents must contact the Attendance Secretary at 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.

LEAVING SCHOOL EARLY: If a student must leave school early, a note from the parent must be provided stating the reason for leaving, date, and time. Before leaving and upon returning to school, the student and parent must check in at the Attendance Office. Students may only leave school early with a person listed on their emergency card.

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

Student ID cards will be issued to all students after fall pictures. ID cards are required to check out library books, textbooks, and to ride the bus. A separate bus pass will be issued to all bus riders. A bus pass is required each day to ride the bus home. This school issued bus pass can also be used as a Student ID. The cost to replace a lost ID card is \$5.00.

CLOSED CAMPUS

Robert C. Cooley Middle School is a closed campus. Our gates will be closed at 9:05 AM and opened at 3:14 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 action.** Parents and visitors must sign in at the front office and wear a visitor's badge. Parents wishing to visit classrooms must arrange the visit with the teacher and principal. Parents who volunteer in the classroom or for an event must have the district Volunteer Form pre-approved.

DELIVERIES AND MESSAGES TO STUDENTS

Items delivered or left in the office by parents, excluding lunches, will not be delivered to students. Students will not be notified of items in the office, and it is the responsibility of the student to come to the office during lunch or passing period to pick up items. We will only deliver EMERGENCY messages to students.

BACKPACKS

Backpacks, book bags, purses, and contents, including cell phones and electronic devices, are the responsibility of the student. **The school accepts no responsibility for lost articles or books. Keep your backpack with you at all times.**

CELL PHONES, TABLETS, LAPTOPS, AND ELECTRONICS

Cell phones and electronics may be used before and after school and during lunch. Cell phones and electronics may not be used in class unless the teacher permits use for a class assignment. The school accepts no responsibility for lost or stolen cell phones or electronics. Bluetooth speakers are not permitted on campus or on school buses. The school/district will not reimburse for lost, stolen, or damaged cell phones, tablets, laptops, or other electronic devices. Parents – please carefully monitor all use of social media to ensure that it does not negatively impact other students or impede the academic environment. Improper use of electronics will result in disciplinary consequences.

CRISIS RESPONSE PLAN

Students are to follow the Crisis Response Plan posted in each classroom and must remain with their adult supervisor unless otherwise instructed. Safety Drills are practiced on a regular basis. Students who do not follow proper procedure during Safety Drills are subject to disciplinary action.

PROHIBITED AND/OR INAPPROPRIATE ITEMS

The following items are prohibited at school: Bluetooth speakers, laser pointers, permanent markers, water guns, airsoft guns, pellet 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, 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; therefore, common sense should be used. Please review the "Suspensions and Expulsions" page as a family. Administration reserves the right to determine appropriateness.

DRESS CODE

Student dress and appearance affect student attitudes and conduct. The purpose of the Dress Code is to prevent disruption of the learning environment and minimize the distraction of other students. It is also intended to protect the health and welfare of the student. Any student wearing clothing that is inappropriate based on the listed criteria will be subject to disciplinary action.

- Students are expected to wear clean, neat, and well-maintained clothing.
- Clothing that has reference to sex, drugs, tobacco, alcohol, violence or gang activity may not be worn.
- Clothing must completely cover all underwear and bra straps.
- Strapless tops, low-cut tops, and clothing that shows bare midriffs (any part of the stomach) may not be worn.
- Skirts and Dresses must measure in length to the ends of the fingertips when standing with arms at sides.
- Shorts must have a minimum 3" inseam.
- Sagging pants may not be worn.
- Pajamas may not be worn.
- Shoes must be worn on school grounds at all times.
- The wearing of caps/hats indoors is at the discretion of the adult supervisor.

If a student's attire or appearance causes disruption to the learning environment or violates the dress code, they will be asked to change. Repeated offenses will result in further disciplinary action. The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure the learning environment.

ACADEMICS

Robert C. Cooley Middle School's mission is to maximize learning for all students, and we are committed to providing a high quality academic program that meets the needs of all students. Our academic program consists of a six period day plus "Excel" period (or E Period). E Period is designed for targeted instruction for identified students or for enrichment. Every student will be enrolled in the following classes: Language Arts, Mathematics, Science, History, Physical Education, and an Elective. In order to meet high academic standards, a student may be placed in an intervention or support class for Language Arts and/or Mathematics in place of an elective.

REPORT CARDS

Report cards will be issued to the student the week following the end of each trimester. Student grades can be checked any time online. Go to www.rcsdk8.org, click on Parents, click on Links, then click on Grade Book. Trimester dates are:

October 31, 2018

March 1, 2019

May 30, 2019

HOMEWORK FOR ABSENT STUDENTS

Parents and students must contact teachers for missed homework and assignments due to absences. Contact can be made via teacher email, teacher website, and the Homework Hotline (771-1745).

TEXTBOOKS

Textbooks are issued at Check In Day. 1) Write your name and date in ink inside the front cover of textbook. 2) Show the librarian any major damage before a book is checked out to you. 3) Do not loan your textbooks to other students. 4) Cover all textbooks. All lost or damaged textbooks must be paid for by the student. All textbooks and library books must be cleared before attendance at extra-curricular events.

8th GRADE PROMOTION ACTIVITIES

To participate in promotion activities, students must be in positive school standing and have all books, locks, and other school obligations cleared.

To participate in the promotion ceremony, students must:

- Maintain a 70% average in all classes during their entire seventh and eighth grade year.
- Attain a passing grade on the 8th grade civics test.
- Maintain attendance of 90% or better = 162 or more days attended in the school year.
- Be in positive school standing.

ATHLETICS / EXTRA CURRICULAR ACTIVITIES

ATHLETICS AND CHEERLEADING

In order to try out or participate for athletics, cheerleading, and dance, students must follow all rules set forth in the Athletic Handbook. No student may participate in athletics/cheerleading if they are below the passing standard in any two classes: Passing standard is 70% and above. *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 7th and 8th grade students need to be enrolled at the school they are participating for. 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 are asking for a \$50.00 donation per athlete per sport to help offset costs. The lack of a donation will not exclude athletes from participation. Student grades will be checked at progress report time and at the end of each trimester. Any student assigned to ALC or suspended from school is ineligible to participate in or attend extracurricular activities once assigned ALC or suspension and on the day of an ALC or suspension assignment. Students may not participate in extracurricular activities any day of an ALC assignment or suspension.

Students involved in sports are not excused from detention or 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 P.E. class. Girls' and boys' P.E. 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 P.E. clothing should be marked with the student's name. Loaner P.E. clothes are available to students on an as-needed basis.

Prices of P.E. Clothes

Set	\$25.00
Shirts	\$15.00
Shorts	\$15.00
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 extra-curricular activities, a student must be in positive school standing. Students must:

- Attend school on the day of the activity.
- Not be in ALC or suspended.
- Have all outstanding books, locks, and other obligations cleared.

ALL SCHOOL RULES APPLY TO ALL EXTRA CURRICULAR ACTIVITIES.

PARENT TEACHER CLUB

Robert C. Cooley Middle School appreciates our active Parent Teacher Club and its generous support of our staff and students. We need you! Please watch for opportunities to help our school in this important way! Check out the Cooley PTC website at: www.cooleyp tc.com.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Robert C. Cooley Middle School has adopted 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 	<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 ▪ 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"> ▪ Wait in line patiently ▪ Have bus pass ready 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Use indoor voice
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"> ▪ Keep hands and feet to self ▪ Use chairs and tables appropriately 	<ul style="list-style-type: none"> ▪ Return books to proper places ▪ Push chair in ▪ Take care of library property ▪ Stay on task 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Use inside voices ▪ Handle books with care ▪ Follow Library Rules
Computer Lab/ Chromebooks	<ul style="list-style-type: none"> ▪ Keep hands and feet to self ▪ Use chairs and tables appropriately ▪ No food or drinks near computers 	<ul style="list-style-type: none"> ▪ Use Internet appropriately ▪ Print only what is needed ▪ Be responsible for computers and lab -- use computers appropriately ▪ Clean up after yourself ▪ Put away and plug in chromebooks 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Use inside voices ▪ Handle equipment carefully

School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
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 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Give people privacy ▪ Respect property – yours and others
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
Side Parking Lot	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Walk bikes, scooters, skateboards ▪ Watch for cars ▪ Use sidewalks at all times 	<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
Assemblies/Special Events	<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 ▪ Use kind words and actions
Bike Racks	<ul style="list-style-type: none"> ▪ Walk bikes and scooters 	<ul style="list-style-type: none"> ▪ Lock your bike 	<ul style="list-style-type: none"> ▪ Use appropriate language ▪ Use kind words and actions ▪ Respect others property
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
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 kinds words and actions

School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
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
Being on Time to Class	<ul style="list-style-type: none"> ▪ When the 9:00 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
Breakfast/Lunch Lines	<ul style="list-style-type: none"> ▪ Walk to lines ▪ Stand single file in line ▪ Keep hands/feet to self ▪ Hold all scooters and skateboards 	<ul style="list-style-type: none"> ▪ Wait in line patiently ▪ Have money or ID # ready ▪ Know our 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
Lunchtime Garbage	<ul style="list-style-type: none"> ▪ Walk to the nearest garbage can and place garbage into the can 	<ul style="list-style-type: none"> ▪ Place lunchtime garbage in the nearest garbage can. Students remind each other to pick up their garbage 	<ul style="list-style-type: none"> ▪ Leave your lunchtime area clean. When a Meal Duty asks students to pick up trash, they respond with kind words and actions
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 kind language

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. These school consequences may include, and are not limited to, School Detention, Alternative Learning Class (in school suspension), 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

**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.