

**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  
Instagram: cooley\_leadership**



**STUDENT-PARENT HANDBOOK**

**2026 – 2027**

# Robert C. Cooley Middle School

## Bell Schedules 2026-2027

<b>6th Grade - Mon, Tues, Thur, Fri</b>		
<b>Regular Day</b>	Start Time	End Time
<b>1st Period</b>	8:05 AM	8:55 AM
<b>2nd Period</b>	8:59 AM	9:46 AM
<b>3rd Period</b>	9:50 AM	10:37 AM
<b><i>Advisory/Nest</i></b>	10:41 AM	11:11 AM
<b>4th Period</b>	11:15 AM	12:02 PM
<b>Lunch</b>	12:02 PM	12:35 PM
<b>5th Period</b>	12:38 PM	1:25 PM
<b>6th Period</b>	1:29 PM	2:16 PM

<b>6th Grade - Wednesday</b>		
<b>Mini/PLC</b>	Start Time	End Time
<b>1st Period</b>	8:05 AM	8:39 AM
<b>2nd Period</b>	8:43 AM	9:17 AM
<b>3rd Period</b>	9:21 AM	9:55 AM
<b><i>Advisory/Nest</i></b>	9:59 AM	10:29 AM
<b>4th Period</b>	10:33 AM	11:07 AM
<b>Lunch</b>	11:07 AM	11:40 AM
<b>5th Period</b>	11:43 AM	12:17 PM
<b>6th Period</b>	12:21 PM	12:55 PM

<b>7/8th Grade - Mon, Tues, Thur, Fri</b>		
<b>Regular Day</b>	Start Time	End Time
<b>1st Period</b>	8:05 AM	8:55 AM
<b>2nd Period</b>	8:59 AM	9:46 AM
<b>3rd Period</b>	9:50 AM	10:37 AM
<b><i>Advisory/Nest</i></b>	10:41 AM	11:11 AM
<b>Lunch</b>	11:11 AM	11:44 AM
<b>4th Period</b>	11:47 AM	12:34 PM
<b>5th Period</b>	12:38 PM	1:25 PM
<b>6th Period</b>	1:29 PM	2:16 PM

<b>7/8th Grade - Wednesday</b>		
<b>Mini/PLC</b>	Start Time	End Time
<b>1st Period</b>	8:05 AM	8:39 AM
<b>2nd Period</b>	8:43 AM	9:17 AM
<b>3rd Period</b>	9:21 AM	9:55 AM
<b><i>Advisory/Nest</i></b>	9:59 AM	10:29 AM
<b>Lunch</b>	10:29 AM	11:03 AM
<b>4th Period</b>	11:06 AM	11:40 AM
<b>5th Period</b>	11:44 AM	12:18 PM
<b>6th Period</b>	12:21 PM	12:55 PM

## GENERAL INFORMATION

### NOTICE REGARDING STUDENT-PARENT HANDBOOK 2026 – 2027

*This handbook is being edited in early May 2026 for the 2026 – 2027 school year. Due to changes in education and campus protocol, district direction, and school needs, information in the handbook may change, be edited, or require additional information. As updates are needed, information will be shared with students, families, and staff. Thank you for understanding and for partnering with us to keep all of Cooley safe, healthy, and learning during the 2026 – 2027 school year.*

### 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. The first bell rings at 8:00am and school begins promptly at **8:05 AM** with students in their seats 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 Minimum Days, and 2:16 PM Monday, Tuesday, Thursday, and Friday.** Students must be picked up no later than 20 minutes after the dismissal of school. 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, AND INSTAGRAM

The student bulletin is read to all students during Period 1 and is emailed via ParentSquare every Monday to parent emails. The bulletin is also emailed to students everyday via ParentSquare. 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. Please follow our Instagram account at: [@cooley\\_leadership](https://www.instagram.com/cooley_leadership).

### ATTENDANCE

**ABSENCES - The Absence Reporting Line is – (916) 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 (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.

**LEAVING SCHOOL EARLY:** Leaving school early is discouraged as it impacts learning. Please contact the office by 10:00am if your student is leaving early so that a pass can be written to pull them from class. If a student must leave school early, parents must sign the student out in the office. Students may only leave school early with a parent or with a person listed as their emergency contact.

**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 and sign out in 5 Star 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, lunchtime equipment (balls, etc.), for the fast pass lunch line, 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 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.** 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, for a field trip, or for an event must have the district Volunteer Form pre-approved.

## 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.

## BACKPACKS

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

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

Students (grades TK-8) will not be allowed to use their **phone or personal tablets or wear their smartwatches or Bluetooth headphones (such as AirPods)** once they have entered campus for the instructional day. These items must be turned off and put away during the school day in their backpack. They can resume using these devices only after the last period of the day. **The school/district accepts no responsibility for lost, stolen, or damaged cell phones, tablets, laptops, chromebooks, or other electronic devices. The school/district will not reimburse for these items.** Bluetooth speakers are not permitted on campus or school buses. 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 action.

## 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 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, aerosol spray (i.e., Axe, deodorant, or perfume), toys, 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.

## **DRESS CODE**

The purpose of the Dress Code is to support student learning and behavior. Any student wearing clothing that is inappropriate 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, vaping, alcohol, violence or gang activity may not be worn. Clothing that represents hate or hurt towards others may not be worn.
- Clothing must completely cover all underwear and bra straps, including bralettes.
- 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. (Except for designated Spirit Days.)
- Shoes must be worn on school grounds at all times.
- The wearing of caps/hats indoors is at the discretion of the adult supervisor.
- The wearing of costume attire not in coordination with school activities is prohibited.

If a student's attire or appearance causes disruption to the learning environment or violates the dress code, the student will be instructed to change. Repeated offenses will result in further disciplinary consequences. The administration reserves the right to decide the appropriateness of student 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. Every student will be enrolled in the following classes: Language Arts, Mathematics, Science, History, Physical Education, and an Elective.

## **WORK FOR ABSENT STUDENTS**

Parents and students must contact teachers for missed work and assignments due to absences. Contact can be made via teacher email, ParentSquare, and the teacher room extensions. Students should check work posted in OTUS for assignments missed due to absences.

## REPORT CARDS

Report cards are ready for viewing online one week after the trimester ends in OTUS. Student grades can be checked any time online. End of trimester dates are:

October 30, 2026

February 26, 2027

May 27, 2027

## TEXTBOOKS AND CHROMEBOOKS

Textbooks and chromebooks are issued during the first weeks of school. 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. 5) Treat your chromebook with gentle care. Your chromebook must be in your backpack when walking between classes and to and from lunch. All lost or damaged textbooks and chromebooks must be paid for by the student. All textbooks, library books, and chromebooks must be cleared before attendance at extra-curricular events.

## 8<sup>th</sup> GRADE PROMOTION ACTIVITIES

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

## ATHLETICS / EXTRA CURRICULAR ACTIVITIES

Please see new RCSD Grading policy at end of this document.

## 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:

Boys Flag Football  
Girls Volleyball  
Cross Country

### Winter Sports:

Boys Basketball  
Girls Basketball  
Wrestling

### Spring Sports:

Boys Volleyball  
Track and Field  
Girls Flag Football

### Year-round Sports:

Cheerleading

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. 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. We do not allow food, sodas, etc. in the gym for practice or games.

**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

**\*Applicable once PE clothes are required.**

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 on the No Events List due to referrals, Reset/Reflect, or suspensions.
- Have all outstanding books, locks, chromebooks, 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.cooleyptc.com](http://www.cooleyptc.com). Instagram - CooleyPTC

## 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 at all times</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 to office personnel</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>

## School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
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>
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> <li>▪ Wear helmets</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>
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>
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>

## School Wide Expectation Grid

School Rules			
Common Area	Be Safe	Be Responsible	Be Respectful and Kind
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>
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 card ready</li> <li>▪ Know your order</li> <li>▪ Eat food at table inside or outside</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 <b>all</b> trash in the garbage can</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>
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>
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

**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.