

**ROBERT C. COOLEY MIDDLE SCHOOL**  
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**STUDENT-PARENT HANDBOOK**

2009 – 2010

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Robert C. Cooley Middle School

***COOLEY PRIDE***

**Cooley Student Expectations:**

• **POSITIVE ATTITUDE**

- In the middle of difficulty lies opportunity. – Albert Einstein
- Whether you think you can, or think you can't, you're RIGHT. – Henry Ford

• **RESPECT & RESPONSIBILITY**

- Think before you act.
- Be able to answer honestly for your actions.
- Treat others as you want to be treated.

• **INTEGRITY AND CITIZENSHIP**

- Be a part of the solution.
- Do what's right, even when no one is looking.
- Leave each day having made Cooley just a little bit better.

• **DEDICATION**

- Courage -- Staying the course (Don't give up) no matter what the challenge.
- Confidence – Believe in your ability to get the job done right.
- Commitment – When the going gets tough, the tough get going.

• **EXCELLENCE**

- Each class can open new opportunities for the future.
- Set goals and reach them.
- Ask yourself every day "How can I improve?"

**Class Themes:**

- **Grade 8:      *What is my Legacy?***
- **Grade 7:      *Make a Difference!***
- **Grade 6:      *Cooley Pride!***

**Cooley Middle School**  
**Bell Schedules 2009-2010**

**MINIMUM DAY SCHEDULE - Monday**

<b>PERIOD</b>	<b>MINIMUM DAY</b>
1	9:05 – 9:49
2	9:52 – 10:31
3	10:34 – 11:13
4	11:16 – 11:55
<b>Lunch</b>	<b>11:55 – 12:28</b>
5	12:32 – 1:11
6	1:14 – 1:53

**REGULAR DAY - Tuesday-Friday**

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

## **COOLEY PRIDE!**

**COOLEY PRIDE is the theme embraced by our students, staff, parents, and school community. This theme can be seen on our campus daily throughout our classrooms, athletics, assemblies, and extracurricular activities. Cooley Pride helps to make our school "A Special Place to Be!"**

### **GENERAL INFORMATION**

#### **SCHOOL HOURS**

**Monday: 9:05 AM – 1:53 PM**

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

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 tutoring may remain on campus under the supervision of the appropriate staff member.

#### **DAILY BULLETIN**

The student bulletin is read to all students during homeroom and is posted in rooms and on campus.

#### **ABSENCES - Homework Hotline – 771-1745**

It is the student's responsibility to be in school every day. Excused absences are as follows: (1) personal illness or injury; (2) medical or dental appointment; (3) immediate family member funeral. If you are going to be out of school for the day or part of the day, your parent must call the absence reporting number the morning of the absence. Please state the grade of the student and the student's first period teacher's name. It is necessary that a phone call is made. If contact has not been made, the student must bring a written notice upon return to school. The written excuse must be presented to your first period teacher or attendance office upon your arrival at school following the absence. Failure to verify absences may result in a recorded day of truancy. For all classes missed, your work must be made up to the satisfaction of the teachers. If you are planning on an extended trip/extended time out of school, please call the Attendance Secretary at 786-3030 for Independent Study arrangements.

#### **TARDY POLICY**

Attendance is taken during each class period. It is a school expectation that when the bell rings, the student is in his/her seat ready to learn. An unexcused tardy to school or to any class period will result in a detention the following day. Students with three (3) tardies per trimester will receive extended disciplinary action. A student who has a medical/dental appointment before school starts and arrives late to school must bring a note from the parent.

#### **LEAVING SCHOOL EARLY**

If a student must leave school early, it is necessary that he/she brings a note from the parent 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 the 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 written pass on the last page of the student's planner. A student must have a pass to come to the office during the school day.

#### **CLOSED CAMPUS**

Cooley Middle School is a closed campus. Our front gates will be closed at 9:05 AM and opened at 3:14 PM. All students/parents must enter 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 are requested to arrange the visit 24 hours in advance.

### **BACKPACKS**

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

### **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES**

Bicycles are to be parked and locked in the bike rack. Skateboards and scooters must also be secured and locked in the bike rack. Students may not carry skateboards nor scooters on campus. Bicycles, skateboards, scooters, rollerblades, and other transportation may not be ridden on school grounds. Students tampering with another student's source of transportation will be subject to disciplinary action. Students riding bicycles must obey all traffic rules and regulations. The bike rack will be locked at 9:05 AM and unlocked at the end of the school day. Students must walk all modes of transportation at all times on campus.

### **CARE OF PROPERTY**

Cooley Pride can be shown by student respect of the buildings and campus by keeping desks, floors, grounds, and walls clean from all unnecessary marks and by *throwing away all trash into the trash can.* Any student who destroys or damages school property is responsible for restitution.

### **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.

### **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 gain admittance to extra curricular activities. The cost to replace a lost ID card is \$5.00.

### **CELL PHONES**

Student cell phone use is restricted to before and after school only. If there is an emergency during the school day, students may use the phone in the office. Cell phones are to be turned off throughout the school day.

### **PROHIBITED AND/OR INAPPROPRIATE ITEMS**

The following items are prohibited at school: Laser pointers, permanent markers, waterguns, weapons, firearms, smoke or stink bombs, matches, lighters, knives, and firecrackers and other items that disrupt the learning environment or are unsafe at school. It is not possible to list every item that is inappropriate; therefore, common sense should be used.

MP3 players, Ipods, or other electronic devices are not allowed on campus at any time.

Heelies and other built-in wheels in shoes are not allowed on campus.

Flowers, balloons, and food are not delivered to students on campus because of the disruption to the learning environment.

Gum chewing is not permitted at any time on campus. Any student with gum will be assigned lunch detention the following day.

## **ACADEMICS**

Robert C. Cooley Middle School is 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 or other subject.

### **REPORT CARDS**

Report cards will be issued to the student the week following the end of each trimester. Trimester dates are:

November 20, 2009

March 12, 2010

June 10, 2010

### **PROGRESS REPORTS**

Progress reports will also be issued each trimester to all students. Students will receive progress reports the week following the posted dates. The dates for progress reports are:

October 9, 2009

January 22, 2010

April 30, 2010

### **HOMEWORK FOR ABSENT STUDENTS**

Our form of communication is the Homework Hotline (771-1745). The system is available 24 hours a day for information regarding classroom assignments. Please also check the school website to see if your student's teacher has class information available. If further assistance is needed, contact the office.

### **WEEKLY PROGRESS REPORTS**

Progress reports are available weekly on Friday mornings before school to assist parents in monitoring students' academic progress, and can be arranged with teachers and administrators. Students must give progress reports to the teacher at the *beginning* of each class period, and will receive the completed progress report back from the teacher during or after class. **Individual students, not teachers or administrators, are responsible for getting their progress reports signed and returned to their parents. We encourage students and parents to check online grades daily.**

### **SOLUTIONS**

*Solutions* is our academic detention which may be assigned by teachers for students who have not completed assignments, tests, or class work. This academic hour after school is intended to assist students in completing assignments. Failure to attend will result in a loss of three merits and the Solution time will be rescheduled. Repeated failure to attend Solutions will result in further disciplinary action.

### **PROMOTION ACTIVITIES**

To participate in promotion activities, students must have 85 merits, not be on student probation, and have all books, locks, and other school obligations cleared.

# ATHLETICS / EXTRA CURRICULAR ACTIVITIES

## **ATHLETICS AND CHEERLEADING**

In order to try out or participate for athletics and cheerleading, 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. A student must be at or above 85 merits and must not be on student probation. *Students must be in attendance at school on the day of an activity in order to attend or participate.* 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.** No 6<sup>th</sup> grader may take the place on a sports team of any 7<sup>th</sup> or 8<sup>th</sup> grader. All 7<sup>th</sup> and 8<sup>th</sup> grade students need to be enrolled at the school they are participating for. Also, any student/athlete cannot play, practice and/or attend a practice for another team (AAU, church, Biddy, club, Bobcats, 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

Check the Daily Bulletin for information on lunchtime sports and activities!

## **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 will dress and have the opportunity to shower daily. Girls' and boys' gym clothes may be purchased through the physical education department. All gym clothing should be marked with the student's name. Loaner PE clothes are available to students on an as-needed basis.

### **Prices of Gym Clothes**

Shirts	\$10.00
Shorts – 7” seam	\$12.00
Shorts – 9” seam	\$14.00
If purchased as a “set”, the price is \$20.00 for 7” seam shorts.	
If purchased as a “set”, the price is \$22.00 for 9” seam shorts.	
PE lock replacement cost:	\$ 5.00

Checks are to be made payable to: *Robert C. Cooley Middle School*

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 any and all extracurricular activities until the ALC assignment is completed. 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 Solutions because of a practice or an athletic event.**

To help offset transportation costs, students who are selected for extra curricular athletics/cheerleading are requested to pay a \$50.00 donation per student for each sport in which the student is selected.

### **ASSEMBLIES, DANCES, AND ACTIVITIES**

To be eligible to attend school assemblies, dances, sporting events, or to participate in extra curricular activities, a student must:

- Have 85 or more merits
- Not be on school probation.
- Attend school on the day of the activity.
- Have all outstanding books, locks, and other obligations cleared.

### ***ALL SCHOOL RULES APPLY TO ALL EXTRA CURRICULAR ACTIVITIES.***

When attending school dances, students are expected to follow the school Dress Code.

The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

Students are expected to be respectful to each other and to the chaperones at all activities and dances. Students are expected to dance appropriately at all times. Students who violate these expectations will be subject to disciplinary action.

Students who are not picked up after a dance or activity night within 30 minutes will be subject to administrative consequences, including exclusion from the next activity or dance.

### **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: [cooleyptc.com](http://cooleyptc.com).

## **BEHAVIOR / DISCIPLINE**

### **STUDENT BEHAVIOR PHILOSOPHY**

It is expected that every staff member, student and parent within the school community will assume a share of the responsibility to see that a positive school climate exists. Each student shall be responsible for understanding the discipline program and the consequences. Any student who violates school or classroom rules will be subject to disciplinary action.

### **PROGRESSIVE DISCIPLINE**

The discipline at Robert C. Cooley Middle School is based upon a progressive form of discipline. As repeat behaviors occur, consequences and behavior interventions will become more serious.

### **STUDENT BEHAVIOR EXPECTATIONS**

- All students must display respect and responsibility at all times.
- Students will not be allowed to interfere with the teaching process or the learning of others.
- Safety rules will be obeyed. Students will walk on campus at all times.
- Students are expected to follow all school and classroom rules.
- Students are allowed only in areas where there is adult supervision.
- Students will comply with and show respect towards all adults and each other.
- Students will walk bikes, scooters, skateboards, and all other transportation on campus.
- Students will not engage in inappropriate contact including horseplay and public display of affection.

### **MERIT SYSTEM**

The Merit System is briefly explained as follows:

- Each student will start the year with 100 merits.
- Students with less than **85 merits** will be placed on Student Probation. Parents will be notified by telephone, mail or email.
- Students on probation must attend Friday School and are not allowed to participate in extra curricular or student body activities until the student is off probation.
- Infractions of school rules or policies will result in disciplinary action.

### **PROBATION**

Students who have less than 85 merits will be placed on Student Probation. Parents will be notified by telephone, mail or email when their student is placed on probation. **Students on probation will not be able to participate in nor attend athletics, extra-curricular activities nor attend ASB sponsored events.** Students on probation must attend a conference with their parents and an administrator. Students who are on probation must attend Friday School and work up merits to 100 to be taken off probation.

### **WORK SERVICE PROGRAM**

Any student who has lost merits may choose to participate in work service. Students interested in work service must arrange to work with a teacher and can work before or after school or during lunch under the supervision of a teacher. Students are required to work 30 minutes to earn one (1) merit. Students may also earn back merits by attending unassigned detentions and unassigned Friday School.

### **DETENTION**

Detentions are assigned for gum, tardies, inappropriate language, no-shows to teacher assigned detention, and other campus infractions. Detentions are held the day after the infraction. It is the student's responsibility to notify the parent. Students who do not attend detention will lose 3 merits and be assigned another detention. Students who do not attend the second detention or who repeatedly miss detention will be given additional consequences. Detention may be rescheduled by a parent in the case of an emergency.

Title V of the Education Code states that students may be detained in school for disciplinary or other reasons outside the school day hours. We will attempt to give the student 24 hours notice unless prior arrangements have been made with the parent.

### **REFERRAL**

At Robert C. Cooley Middle School, we believe that every student has the right and responsibility to learn and that every teacher has the right and responsibility to teach. Referrals will be issued by teachers for students who disrupt the learning environment. Teachers will notify parents of students who display behavior that disrupts the learning environment prior to issuing a referral. When a student receives a referral, the teacher will notify the parent.

**Referrals follow the Progressive Discipline philosophy at Cooley with each referral receiving more serious consequences. Referrals will usually result in the loss of 10 merits. Consequences may include the loss of merits, detention, Alternative Learning Class, parent conferences, Friday School, suspension, and other consequences.**

### **ALTERNATIVE LEARNING CLASS**

Alternative Learning Class is assigned as an alternative to suspension. This self-contained classroom provides individual learning instruction. Instructional materials and assignments will be provided by the student's teachers. In addition, students may participate in campus beautification support, goal setting activities, and other activities designed to support future positive decision making. Students who disrupt the learning environment in the Alternative Learning Class may receive a suspension.

### **DRESS CODE**

Student dress and appearance affect student attitudes and conduct. The purpose of the Dress Code is to prevent disruption of the classroom atmosphere, eliminate disturbances among other students in attendance, and minimize distraction of other students. It is also intended to protect the health and welfare of the individual. 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. Students are not allowed to wear clothing that has reference to sex, drugs, tobacco, alcohol, violence or gang activity. Sagging pants, short shorts, short skirts, short dresses, strapless tops, pajamas, low-cut tops, bare midriffs, visible underwear or other inappropriate items may **NOT** be worn. Clothing must completely cover all underwear, including bra straps. 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 a disruption to the learning environment, they will be asked to change. Violators of the Dress Code will be subject to disciplinary action.

### **SUSPENSION/EXPLUSION**

#### **SUSPENSIONS AND EXPULSIONS**

- 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 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.
- S. 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: causing serious physical injury, possession of a knife, possession of controlled substance, robbery or extortion, assault or battery upon school employee.
- 48915 (c) Mandatory Expulsion Requirement: possession, selling, furnishing firearm, brandishing a knife, selling a controlled substance, committing or attempting to commit sexual assault or battery, possession of explosive.