

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Lunch #: \_\_\_\_\_

## MY CLASS SCHEDULE

Fall Schedule:				Spring Schedule:			
	Subject	Teacher	Rm #		Subject	Teacher	Rm #
Period 1				Period 1			
Period 2				Period 2			
Period 3				Period 3			
Period 4				Period 4			
Period 5				Period 5			
Period 6				Period 6			

## 2015-2016 BELL SCHEDULE

Note: Students should not arrive earlier than 8:15am unless they have made prior arrangements with a teacher or are studying in the Library, which opens at 7:45am.

Schedule A (1st Lunch):				Schedule B (2nd Lunch):			
Campus Opens		8:15		Campus Opens		8:15	
First Bell		8:40		First Bell		8:40	
First Hour		8:45 - 9:44		First Hour		8:45 - 9:44	
Second Hour		9:49 - 10:43		Second Hour		9:49 - 10:43	
Third Hour		10:48 - 11:42		Third Hour		10:48 - 11:42	
First Lunch		11:47 - 12:18		Fourth Hour		11:47 - 12:41	
Fourth Hour		12:23 - 1:17		Second Lunch		12:46 - 1:17	
Fifth Hour		1:22 - 2:16		Fifth Hour		1:22 - 2:16	
Sixth Hour		2:21 - 3:15		Sixth Hour		2:21 - 3:15	

Note: All 8<sup>th</sup> grade students have 1<sup>st</sup> Lunch. 7<sup>th</sup> grade students will be split between both lunches based on their schedule. All 6<sup>th</sup> grade students have 2<sup>nd</sup> Lunch.

Minimum Day Schedule:				2015-2016 Minimum Days:	
Campus Opens		8:15		Wed, Aug 26	6th Grade BTS Night
First Bell		8:40		Thurs, Aug 27	7th/8th Grade BTS Night
First Hour		8:45 - 9:20		Thurs, Sept 24	Staff Development
Second Hour		9:25 - 10:00		Thurs, Oct 29	Staff Development
Third Hour		10:05 - 10:40		Thurs, Dec 10	Staff Development
Fourth Hour		10:45 - 11:20		Thurs, Jan 28	Staff Development
Fifth Hour		11:25 - 12:00		Thurs, Feb 25	Staff Development
Sixth Hour		12:05 - 12:40		Thurs, Apr 28	Staff Development
Lunch		12:40 - 1:00		Thurs, Jun 9	Last Day of School

# Cope Middle School

*Excellence in Education Since 1957*

Main: (909) 307-5420 • Fax: (909) 307-5436

<http://cope.redlandsusd.net>

1000 W. Cypress Ave • Redlands, CA 92373

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## MISSION STATEMENT

We, the members of the Cope community, students, parents, and staff together are committed to mutual respect, critical thinking, and problem solving through participation in our own education, demonstration of our own work ethic, and pursuit of our own personal potential.

## PHONE NUMBERS AND EXTENSIONS

Name	Phone Number	Notes
Cope Middle School	(909) 307-5420	
Attendance Office	ext. 1	
Counseling and Student Center	ext. 2	
Records and Registrar	ext. 3	
Security Office	ext. 4	
Assistant Principal's Office	ext. 5	
Principal's Office	ext. 6	
Cafeteria	ext. 7	
Library	ext. 8	
Cope Middle School Fax	(909) 307-5436	
24 Hour Attendance Line	(909) 307-5429	To excuse and absence
RUSD Office	(909) 307-5300	To speak with an RUSD representative
RUSD Transportation Department	(909) 307-5370	For questions about bussing
We Tip	1-800-78-CRIME	To anonymously report bullying, truancy, etc.
Redlands Family Services	(909) 793-2673	For many free and low cost family resources
Building a Generation	(909) 793-8822	For many free and low cost family resources
211 San Bernardino County	211	For many free and low cost family resources

### A HISTORY OF E. M. COPE MIDDLE SCHOOL

Edward Mitchell Cope, our school's namesake, was born in Germantown, PA, and moved to Redlands in 1898. He bought the Redlands Commercial Co., which later became known as the E. M. Cope Commercial Co., dealing mainly in farming operations, hardware, housewares, paint, and ranch equipment.

In 1918, Cope became chair of the Civilian Relief Committee, which later became known as the Home Service Committee. He also established the Redlands Chapter of the Red Cross. He and others formed a temporary committee on April 21, 1917, to establish the Redlands chapter. Additionally, Cope and his wife donated more than 15 acres on Terracina Blvd. to build Redlands Community Hospital.

Cope was a strong supporter of public education, serving as a trustee from 1918 to 1947 for the Redlands Public School District. His expertise in school finance fostered the wise use of more than \$16 million. He died in January 1954, at age 79. A year after his death, construction began on a new junior high. Redlands Daily Facts editor Frank E. Moore suggested that the new school be named in honor of E. M. Cope. On April 22, 1957, 457 seventh and eighth grade students met for the first time on the campus of E. M. Cope Junior High School. New buildings were constantly being built and in five years Cope's enrollment more than doubled to 1184 students. Today, we have more than 1350 eager students and 53 wonderful teachers.

When Cope opened, Dwight Eisenhower was president. His military background and patriotism inspired Cope students to choose the golden eagle as the school mascot, and gold and white as the school colors. When Cope transitioned from a junior high to a middle school in 1993, students voted on green and blue as their new school colors. In 2010, the colors were changed back to the original gold and white.

Our proud history has been filled with wonderful students, amazing staff members, and strong support from our community. This is why we have always been, and will continue to be the best middle school in Redlands!

## IMPORTANT DATES

<u>Date</u>	<u>Time</u>	<u>Event</u>
8/10/2015	4-6 p.m.	7 <sup>th</sup> /8 <sup>th</sup> Grade Open House
8/12/2015		First Day for Students
8/18/2015		School Pictures
8/26/2015	6:30 p.m.	Back to School Night (6 <sup>th</sup> Grade)
8/27/2015	6:30 p.m.	Back to School Night (7 <sup>th</sup> & 8 <sup>th</sup> Grade)
8/28/2015	9:00 a.m.	Pastry with the PTSA
9/07/2015		No School (Labor Day)
9/17/2015	6:30 p.m.	Parent Ed Night (Internet Safety/Cyberbullying)
9/18/2015	9:00 a.m.	Pastry with the Principal
9/24/2015		Make-up Picture Day
9/25/2015		No School (Staff Professional Activity Day)
10/07/2015	6:00 p.m.	Pizza with the Principal
10/09/2015		1 <sup>st</sup> Quarter Ends
10/22/2015	6:30 p.m.	Parent Ed Night (Drug/Alcohol Awareness)
11/11/2015		No School (Veterans Day)
11/20/2015	9:00 a.m.	Pastry with the Principal
11/23/2015 -11/27/2015		Thanksgiving Recess
12/17/2015		1 <sup>st</sup> Semester Ends
12/18/2015		No School ( Staff Professional Activity Day)
12/21/15 -1/08/2016		No School (Winter Recess)
1/18/2016		No School (Martin Luther King Day)
1/21/2016	6:30 p.m.	Parent Ed Night (Successful Tips for Struggling Students)
1/29/2016	9:00 a.m.	Pastry with the Principal
2/15/2016		No School (Presidents' Day)
2/26/2016	9:00 a.m.	Pastry with the Principal
3/14/16 -3/25/16		No School (Spring Recess)
4/01/2016		3 <sup>rd</sup> Quarter Ends
4/20/2016	6:00 p.m.	Pizza with the Principal
5/02/2016		STAR Testing- Science
5/3/2016		STAR Testing Make-Ups
5/09/2016 - 6/01/2016		Smarter Balanced Test (6/7/8 Eng/Math)- (District Testing Window- Cope dates TBA)
5/27/2016	9:00 a.m.	Pastry with the Principal
5/30/2016		No School (Memorial Day)
6/09/2016		2 <sup>nd</sup> Semester Ends
6/10/2016		No School (Staff Professional Activity Day)

Be sure to check our website at <http://cope.redlandsusd.net> for changes to the 2015-2016 school calendar and other important information.



# STUDENT HANDBOOK

## **WELCOME**

The staff of Cope Middle School would like to welcome new and returning students. We believe that students are responsible for their own learning, and project an awareness of this responsibility through their attitude, attendance, behavior, and effort. We expect that all students will do their best to live up to the high academic and behavioral standards at Cope Middle School.

## **THE FAMILY**

Cope Middle School recognizes that the foundation of good education begins in the home. We expect our students' families to communicate with us. Tell us what you like about the school and what could be improved. We invite you to get involved. Volunteer in the classroom (*VOLUNTEER GUIDELINES* are available in the main office and all volunteers must be approved by RUSD School Board on an annual basis), serve on the School Site Council, attend our PTSA meetings, or serve on the board. You are welcome to visit your student's classes. Please call and arrange your visits with your student's counselor. Most of all, we support a school-parent-community coalition dedicated to creating an environment of excellence in which to raise the youth of today...the citizens of tomorrow.

## **OBLIGATIONS OF THE STUDENT**

Homework is an opportunity for students to show their real capabilities and to further educational growth. Teachers can provide assignments. Parents can provide encouragement and good study conditions. However, it is the student's obligation to complete the assignments. To do a good job with homework, students should take responsibility to:

1. Listen carefully to all homework directions and explanations.
2. Ask questions if assignments are unclear.
3. Keep your agenda up to date including due dates and specific requirements.
4. Set a definite time and place for study, free from interruptions.
5. Budget time wisely and keep a schedule of study time.
6. Begin assignments promptly and turn them in when they are due and in an acceptable form.
7. Use libraries, dictionaries, maps, general reference materials, and question people who are authorities or who are experienced in various fields.
8. Take the initiative in making up missed work. After three consecutive days of absence, homework requests may be made by a parent.
9. Study independently.
10. Strive to put all homework assignments in your own words and avoid copying other student's work.

11. Establish priorities and a timeline to complete long-term assignments.
12. Use a three-ring notebook with subject dividers.
13. Check teachers Websites for homework and other assignments/projects.

## **INSTRUCTIONAL PROGRAM**

Teachers work in teams and will coordinate their programs so that students may have the best opportunity to achieve in all subjects. To further student success, teachers have developed a special program of exploratory classes for sixth graders which offer a wide variety of subject matter and instruction. Instrumental music class, dance, and chorus will be scheduled at the same time as the exploratory classes, so students taking music will not miss any core curriculum instruction.

## **SPECIAL PROGRAMS**

Additional programs, including Section 504 plans, SAI, SDC, ELD, GATE, and accelerated classes will be available for identified students. Teacher specialists for SAI and ELD and their instructional aides will assist identified students in classrooms and pullout programs. GATE students will be placed in classrooms with certificated GATE teachers.

## **PHYSICAL EDUCATION**

The physical education programs allow each student the opportunity to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement. In addition to the regularly scheduled program, students are encouraged to join intramural sports. Students must purchase PE uniforms. Students are expected to dress out and participate in PE each day. If they do not dress out, they will be sent to the office with a referral. Students are expected to remain in the PE area until the bell rings. Limited physical education activities are planned for very hot or smoggy days. If your child is unable to participate in PE for medical reasons, be sure to provide a doctor's note.

A locker is provided as a convenience during Physical Education class for each student and is assigned during the first week of school. Please do not bring personal locks. Do not keep anything other than your PE clothes in your locker after your PE class is over. Locks will be provided in the PE class. Lost or stolen locks will be replaced with a fee of \$7. While we maintain security, the school is not responsible for any items stolen or damaged in lockers.

## **REDLANDS INDEPENDENT STUDY EDUCATION**

Parents may request short-term Redlands Independent Study Education (R.I.S.E.) for students who will be absent for five days or more for emergencies such as funerals, vacations, or family illness.

Parents need to request this contract from the student center at least one week prior to the start of the absence.

### **COUNSELING SERVICES**

A welcome sign is always out at your counselor's office. Students and their parents should make use of the counseling services as needs or concerns arise. Appointments for students may be made in the Student Center. Students should fill out a "REQUEST TO SEE THE COUNSELOR" slip and return it to the Student Center secretary.

Conferences with students may be private and devoted to getting acquainted, discussing school plans, or personal concerns. Students should feel free to ask their counselors for help with any issue. Counselors help students understand their needs and enable them to make better academic and personal decisions.

### **VISITORS**

Parents and guardians of students attending our school are welcome to visit. They must first report to the office to sign in and obtain a visitor's pass. Parents who wish to confer with teachers may do so before or after school, or during the teacher's planning period. To make an appointment for a conference, please contact the teacher directly. Friends of Cope students are not allowed to visit school before, during, or after regular school hours.

### **REPORT CARDS AND PROGRESS REPORTS**

Report Cards are distributed four times a year. Progress Reports will be mailed midway through each quarter to notify parents that students are in danger of failing. Teachers may send home personal progress reports any time during the school year.

### **AWARDS**

We are proud of Cope students and offer awards for attendance, citizenship, service, sportsmanship, and athletic achievement. Students are honored weekly, monthly, in classrooms, and at the 8th grade awards assembly.

### **DISTRICT RETENTION POLICY**

Every student will be required to demonstrate that he/she has mastered grade level expectations in order to be promoted to the next grade level. Parents/guardians are encouraged to make sure that their child has good study habits, does his/her homework, participates in classroom activities and attends school regularly. Retention is a very serious matter that can affect students in many different ways.

### **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

A suspension or serious behavior problem in the previous 45 school days will also exclude a student from the activity. Students who are excluded from a fieldtrip or co-curricular activity are required to attend school where alternative instruction will be provided. Failure to attend school simply because a student is not participating in a fieldtrip or special activity will be considered truancy unless the absence is cleared through the attendance office. Attendance at these activities is a privilege and should never be taken for granted. You earn your right to attend through good grades and behavior.

### **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION**

Membership in CJSF shall be open to all 7<sup>th</sup> and 8<sup>th</sup> grade students who qualify according to CJSF requirements. Students will be inducted during a ceremony. CJSF emphasizes high academic

achievement, public service, and good citizenship. Membership requirements are published, and it is the students' responsibility to sign up with the faculty advisor each semester.

### **LIBRARY**

The library opens at 7:45 a.m., is open during lunch and after school. Encyclopedias, reference, and supplementary texts may be checked out overnight. Useful information for reports, speeches, and research as well as books for recreational reading and book reports may be checked out for a period of two weeks. Lost or damaged books are the responsibility of the borrower. Although fines are not levied on overdue books, students are expected to return library books on time. Students must use their identification card to check out books.

### **BOOKS**

Textbooks and library books are issued without charge with the understanding that the student will pay for the loss or damage of any book. If a book is lost, the student needs to immediately:

1. Report the loss to the teacher.
2. Inquire in the library to see if it has been returned.
3. Inquire at the Student Center to see if it has been turned in to the Lost and Found.
4. Make arrangements to pay for lost textbooks and library books in the library.

Students are liable for lost, stolen, or damaged books. The student's responsibility is to keep all books covered for protection. Each student should also write his/her name in the space provided inside the front cover of each book. It is not necessary to write anything else on or in the actual book. Fines will be assessed if writing is found in a book. Parents or guardians are held liable for all fines owed by their student. Teachers may also assign each student a book from the classroom set to be used during class time only. It will be the student's responsibility to take care of the book used in the classroom as well as the book left at home.

### **COMPUTER USE AND OTHER DEVICES**

We are pleased to offer Cope students access to the school computers. Students are responsible for good behavior on the school computer network. Communications on the network are often public in nature. General school rules for behavior and communications apply.

As outlined in Redlands Unified School District Board Policy 6162.7 (copies of which are available in the school office), the following are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

If students inappropriately use computers or other electronic devices at home to threaten, bully, sexually harass, or explicitly text (also known as "sexting") other student causing a disruption to school activities, they will be disciplined at school. Before posting, texting, or commenting, be sure to read the following guidelines as these

statements can affect you will into well into the future. Consider the following:

- You can be suspended, expelled, and/or arrested for inappropriate comments.
- If sexual in nature, you can be prosecuted for felony crimes.
- Once something is on the internet or in cyberspace there is no way to undo it.
- Ask yourself, “Is this something I want my parents, future employer, or future children to see?”

### **CLASSROOM INTERRUPTION POLICY**

Classrooms will be interrupted only for death or injury of a family member, household disaster, or anything affecting the safety of the student. If you are picking up your child early for an appointment, please see *STUDENT SIGN-OUT PROCEDURES* below. Only messages received from a parent/guardian relative to a change in transportation will be sent to the student. If you are dropping off lunch, homework, PE clothes, or other items for your child, please do so in the Student Center as early as possible. It is the child’s responsibility to check the Student Center during passing period or lunch for such items. Deliveries of flowers/balloons are not permitted.

### **ACADEMIC HONESTY POLICY**

To ensure the integrity of Cope's educational program, a strict policy of academic honesty is enforced school-wide. Students will be expected to:

1. Do their own academic work, unless told to work in groups.
2. Avoid plagiarism (copying another author's writing and claiming it as your own).
3. Adhere to classroom academic standards when testing.

Failure to adhere to the above standards may result in the loss of credit for an assignment and/or the lowering of an academic grade.

### **ATTENDANCE**

Absences-When you are absent your parent or guardian can call the 24-hour attendance line. If your parents do not call, you are to bring a written excuse stating date and reason for your absence on the morning you return. After two days unexcused absences will be recorded as trancies.

Tardiness to School-Students who are tardy to first hour class should go directly to class unless they are more than ten minutes late, in which case they must report to the Attendance Office. The teacher will record their tardy. All tardies are unexcused.

Tardiness to Class - Adequate time is provided between class periods to pass from room to room. Students are required to be in their seats and ready to work when the tardy bell rings. Students with more than four unexcused tardies within a semester will not be allowed to participate in extracurricular activities such as dances or skate parties. All tardies are unexcused until students clear their demerits. See Tardy Policy.

### **TARDY POLICY**

Progressive Discipline:

1-3 Tardies	Documented in Aeries/Teacher Verbal Warning/Demerit Issued for each Tardy
4 + Tardies	Documented in Aeries/Demerit Issued for each Tardy/Tardy Exclusion List
8+ Tardies	Documented in Aeries/Demerit Issued for each Tardy/In-House Suspension
10+ Tardies	Documented in Aeries/Student Attendance Review Team Meeting/Discipline Issued

**Tardy:** A student is tardy to class if they are not seated in their assigned seat and ready to work when the second bell rings signaling the start of a class period.

**Tardy Accumulation:** Tardies are combined from period 1 through period 6. Tardy accumulation runs per semester. Any discipline issued during a semester is effective until the discipline has been completed.

*For Example:*

*Period 1: Tardy*  
*Period 2:*  
*Period 3: Tardy*  
*Period 4: Tardy*  
*Period 5:*  
*Period 6:*

*This student has earned (3) three tardies equaling 3 demerits.*

*If this student has one additional tardy they would be on the Tardy Exclusion List.*

**Demerit:** A negative mark towards a student’s eligibility to participate in school activities. One demerit is issued for every tardy.

**Tardy Exclusion List:** Once a student has 4 or more demerits he/she is on the exclusion list. Student is not allowed to participate in any school event (dance, skate party, etc.) until he/she have “0” (zero) Demerits. The Exclusion List for tardies runs the entire school year. It **does not** expire in 45 school days. An Updated Exclusion List will be posted outside the Student Center every Friday.

**Removal from the Tardy Exclusion List = Zero Demerits:** A student may attend detention to remove demerits. All demerits must be removed, one week prior to an event, before a student is taken off the Tardy Exclusion List. Attending detention does not clear a tardy in attendance. Only demerits can be removed.

**It is the student’s responsibility to attend detention if they choose to remove their demerits. Detention notices will not be issued.**

#### ***1 Lunch Detention = 1 Credit***

Lunch detention will be held every day during lunch. Students have a daily opportunity to remove one (1) demerit; Location: MPR Lounge aka “Lunch Detention” Detention space availability is not guaranteed daily. Do Not wait until the last minute to clear demerits.

#### ***1 Monday After School Detention = 2 Credits***

Monday After School Detention is held once a week. Students have a weekly opportunity to remove two (2) demerits every Monday. Detention is held from 3:15-4:00 pm. Transportation will not be provided.

Location: Main Office

Student Sign-Out Procedure-Please follow the procedure below if you need to sign out your child early:

1. Send a hand-written note to school with your child. The note should include the date, time, and reason you would like to pick up your child. Please sign the note and include a telephone number where you can be reached. The student should take the note to the Attendance Office before school starts. We will issue a pass for your child to leave class and meet you in the office, however a parent will need to come to the office to pick the child up. Important: If someone other than a parent needs to pick up the student, the person must be listed on the emergency release card and be at least 18 years old. Be sure to include the person's name in your note and instruct the person to show their ID to our staff.
2. If you are unable to send a written note to school with your child, please call the school at least one hour before you need your child. This will enable us to send a pass to the student with the least amount of interruption to the classroom.
3. Please understand it may take a few minutes to locate your child and get him/her to the office. We will make every effort to have your child in the office waiting for you. Following the procedures above will help expedite your request.

#### **DAILY BULLETIN**

Daily announcements are made in the Daily Bulletin which is read over the P. A. system at the start of each day. These announcements include information of importance to students such as upcoming events, lunchtime activities, and much more. It is the students' responsibility to pay attention to this information. The Daily Bulletin can also be viewed on our website.

#### **LUNCH**

Lunch may be purchased at school using a prepayment plan with cash or brought from home. Eating is restricted to a given area with the understanding that students will be expected to keep litter off the campus. Students must have a pass from a teacher in order to leave the lunch area.

Combo Lunch includes all of the following: a choice of one main entree (at least two choices are available daily), plus fruit or fruit juice, a vegetable portion, and a choice of regular or chocolate milk. A la carte entrees, milk, and snacks may be individually purchased. Students must line up to buy their food. Saving places or taking cuts in line is not allowed. Money may not be passed to those in line. Responsible behavior and good table manners are expected. Aluminum cans and plastic bottles are to be thrown in special recycling trash cans. Bring the correct amount of money whenever possible. The office will not give change. Vending machines are also located on campus.

#### **CLEAN CAMPUS**

Cope Eagles take pride in the appearance of our campus. We expect each student to accept personal responsibility for maintaining a clean campus, especially during the lunch periods. Campus monitors expect your full cooperation.

#### **CLOSED CAMPUS**

Cope Middle School is a closed campus. Students may not leave the campus for any reason without a written request from parents which has been approved by an administrator or through the Attendance Office. This applies to before school, lunchtime, passing periods, and class time. Remember, once you arrive at school, you must remain there.

#### **SAFETY DRILLS**

Fire drills, earthquake drills, and lockdown drills will be conducted regularly throughout the school year. In the event of a drill or a real emergency, students should follow the directions of their teachers.

#### **ASSEMBLIES**

Each assembly has a purpose that requires students' attention and orderly behavior. Students earn the right to attend the next assembly by demonstrating good behavior. Assembly behavior includes:

1. Entering and exiting in an orderly manner.
2. Coming to order quickly when asked.
3. Giving full attention to the presentation or speakers.
4. Booning and whistling are NOT appropriate assembly behaviors.

#### **TELEPHONE**

The school telephones are for emergency reasons only.

#### **MEDICATION AT SCHOOL**

In case of sudden illness or accident, a student may come directly to the Attendance Office. If medication needs to be taken at school, the student is to bring the medication with a doctor's note to the attendance clerk before school. Medication cannot be taken at school without a doctor's note and parent note giving the school permission to administer the medication. Students may carry inhalers providing the school staff feels the student is responsible and the parents and doctor have completed an Authorization for Self-Administration of Medication form (available in Attendance Office).

#### **PERSONAL PROPERTY**

Write your name on your personal belongings. Students assume the responsibility for loss or damage of their clothing, books, instruments, iPod, phones, etc. The school attempts to protect all personal property, but is not responsible for them. Large sums of money or items of real sentimental value should not be brought to school. When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed.

#### **ELECTRONIC DEVICES**

Student possession on campus of any electronic devices (cell phones, iPods, etc.) is strongly discouraged. If your child chooses to bring them to school, they must be turned off when the first bell rings and must stay off until the last bell rings. Any use of these devices during school hours will result in their confiscation. (1) Student is allowed to pick-up electronic device after school. (2) Upon the second confiscation, a parent or guardian must pick up the item from the assistant principal's office. Continued violation of this policy will result in further consequences.

#### **LOST AND FOUND**

Articles, which have been found on campus, are turned in to the Student Center, including ALL found electronic devices. Inquire



there if you have lost items. Unclaimed clothing is donated to charities.

### **COPE ID CARDS**

Students are required to carry their Student ID Card at all times. If the card is lost, a donation of \$5 would be appreciated for a replacement card. Present this card:

1. When requested to do so by any school official.
2. At all school events such as dances, skate parties, etc.
3. When checking out books from the library.
4. When buying tickets for school-sponsored events

### **DANCE, SKATE PARTY AND ACTIVITY RULES**

The following rules apply:

1. Cope dances, skate parties, and other activities are for Cope students only. No guests are allowed and Cope ID cards are required.
2. Dances will be held for 7<sup>th</sup> and 8<sup>th</sup> graders only. 6<sup>th</sup> graders have a variety of other activities offered.
3. If a student is absent the day of the activity, has been suspended or in house suspended within 45 school days of the event, has any overdue library books/fines, or has tardy demerits, he/she will not be permitted to attend the activity.
4. No students will be allowed to loiter outside of the activity.
5. Prior to the dance, skate party, or activity, all students must arrange for prompt transportation home. Students who have not been picked up by the advertised end time of the event will be excluded from the next activity.
6. All school rules apply to dances, skate parties, or activities.

### **BICYCLES, SKATEBOARDS, AND SCOOTERS**

The following rules apply:

1. Riding bicycles, skateboards, or scooters is not allowed on campus.
2. Bicycles, skateboards, and scooters must be parked in the bicycle parking area. It is necessary for you to lock your bicycle or scooter for protection. All bicycles should have city licenses on them. Every effort is made to safeguard your bicycle, skateboard, or scooter while it is parked at school, but as with other personal property, the school cannot assume responsibility for theft or damage. No loitering is allowed around the bicycle parking area.
3. By law, helmets must be worn and students should always use caution when riding a bicycle, skateboard, or scooter.
4. Students riding bikes, skateboards, or scooters to/from school must obtain a *BIKE, SKATEBOARD, SCOOTER USE AGREEMENT* (available in the Student Center).

### **BUS INFORMATION**

Students are required to be in possession of bus passes to and from school. If a student loses or misplaces their bus pass, they are responsible for purchasing a replacement pass from transportation at a cost of \$10. The bus driver's first concern is safety. Respectful behavior on buses is essential. All school rules apply to bus riders. Bus riding privileges may be denied due to misconduct. The following rules apply:

1. Students shall arrive at the bus stop not more than five (5) minutes before departure time.
2. Students shall board the bus in an orderly manner at the scheduled time and only at their scheduled stop. A student may not ride a bus unless assigned regularly to that bus.
3. Each student shall be seated as directed by the bus driver and every pupil shall remain seated until he/she has reached his/her destination. A school bus may not be put into motion until all students are seated.
4. Students are under the authority of, and directly responsible to, the bus driver as stated in the regulations of the State Department of Education.
5. Student passengers may talk to each other in conversational tones while the bus is in motion.
6. A student is not permitted to bring any glass containers on the bus.
7. A student may not leave his seat until the bus comes to a complete stop.
8. Students may not take any live animal (including insects, spiders, or sea life) aboard the bus except for a licensed guide dog for the blind.
9. Students shall leave the bus in an orderly fashion. If necessary to cross the street, students shall do so only in front of the bus as directed by the bus driver.
10. Students may not leave the bus at any place other than their designated stop without parental written consent approved by the principal or designee.
11. A student who already rides a bus may ride a different bus if he/she has a signed, dated note from a parent/guardian. The note must be presented to a counselor or principal for approval the morning of the change.

The bus driver, by State Board regulation, is responsible for the orderly conduct of pupils transported. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

If students do not follow bus rules they will receive the following consequences:

1. Bus Referral (Parent Contact)
2. Possible loss of riding privileges (1-2 week suspension of riding privileges)
3. Permanent loss of riding privileges

### **DISCIPLINE**

We believe proper behavior on the part of every student is essential in order for students to learn to their maximum potential. Our mission is to develop each child to the fullest extent of his/her capabilities in a positive school environment. We believe middle school education should be broad in scope and offer various educational opportunities.

We believe that students learn by example and can use good judgment when choosing appropriate behavior. We believe that all students have human dignity and worth. We believe students can be responsible and exhibit respect for others and their property. We believe that conflicts should be resolved in a non-violent manner using good communication skills. We believe that unacceptable behavior should have consequences.

Cope students are expected to follow school rules and exercise good judgment regarding their behavior at all times. If a student chooses to break the rules or interferes with the learning process of other students, he/she chooses to accept the consequences for his/her actions. The teachers may utilize the following corrective measures:

1. The student will be warned regarding inappropriate behavior, counseled regarding inappropriate behavior, and will receive appropriate disciplinary action.
2. The student's parent/guardian will be contacted and the student may receive disciplinary measures.
3. The student will be referred to the counselor for further disciplinary intervention measures.
4. Serious problems will result in immediate suspension.

## **STUDENT CONDUCT**

Cope is a community of students gathered for the purpose of formal learning. Self-respect and mutual respect are the rule. All students are expected to:

1. Use appropriate language.
2. Practice common courtesy and safety in their conduct to and from school.
3. Be punctual in attendance to all classes.
4. Respect all personal and school property, including textbooks, instructional materials, desks, and the interior and exterior of the school.
5. Move in an orderly and quiet manner throughout campus.
6. Follow the directions of all staff members.
7. Keep displays of affection to a minimum. Holding hands is the extent of acceptable displays of affection.
8. Keep food and drink in the lunch area.
9. Comply with directions for seating, conduct, and dismissal at assemblies or group activities.
10. Maintain a clean campus by depositing trash in a proper container.
11. Comply with dress standards (see *DRESS STANDARDS*).
12. Comply with bicycle, skateboard, and scooter regulations.
13. Exhibit orderly and safe behavior while waiting at bus loading areas on and off campus.
14. Refrain from engaging in bodily contact activities or sports. Horseplay will not be tolerated. Fighting will also not be tolerated. Students participating in fights will be suspended and may receive a citation from the police department.
15. Bring only necessary items to school. Toys and other inappropriate items will be confiscated and must be picked up by a parent or guardian.
16. Do not arrive on campus until 8:15am.
17. Leave campus immediately after school is dismissed unless involved in a school activity. All students should be picked up by 3:30pm. Loitering is not permitted.
18. Exhibit orderly behavior during lunch (i.e. no running). Unacceptable behavior will not be tolerated.
19. Possess an official campus pass when out on campus during class time.
20. Refrain from chewing gum on campus.
21. Unless sponsored by a Cope club or activity, the selling of candy, drinks, snacks, or anything else on campus is not permitted.

## **DRESS STANDARDS**

Cope students are expected to dress appropriately and adhere to the following Redlands Unified School District Student dress guidelines at school, as well as on the way to and from school:

1. Appropriate shoes must be worn at all times. A substantial sole, enclosed toe and heel footwear are strongly recommended. For safety reasons, students are highly discouraged to wear flip-flops.
2. Appropriate clothing must be worn at all times. Extremely brief garments that show undergarments or that are distracting to the educational setting are not appropriate. Bandeau, halter tops, spaghetti straps less than two (2") inches wide, bare midriffs, inappropriately short shorts/skirts (hem should reach the tip of the middle finger when arms are relaxed at sides), undershirt tank tops, sagging pants, and garments with violent, suggestive, obscene imagery or pictures depicting or promoting drugs, alcohol, tobacco, or other controlled substances will not be allowed. Clothing that is torn or frayed exposing areas of the body that should be covered are not allowed.
3. Identified gang attire and gang paraphernalia is prohibited.
4. Hats, hoods, and headgear are not to be worn on campus without the express permission of the principal/designee. Sun protective hats are allowed, but must be plain white and wide-brimmed.
5. No clothing, jewelry, hairstyles, accessories, etc. that are dangerous or distracting in nature will be allowed.

## **BULLYING**

AB 86 specifies that bullying means one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act. Violation of this law is a suspendable offense.

## **SUSPENSIONS**

Students may be suspended from school or recommended for expulsion when they are involved in any of the following activities:

1. Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, or administrators.
2. Causing, attempting to cause, or threatening to cause physical injury to another person.
3. Committing robbery or extortion.
4. Possession or use of tobacco.
5. Committing an obscene act or engaging in habitual profanity.
6. Causing, attempting to cause damage to, stealing, or attempting to steal school or private property.
7. Knowingly receiving stolen school or private property.
8. Defacing school property.
9. Harassing or bullying (including but not limited to bullying by electronic means)
10. Possessing, selling, using, or otherwise furnishing or being under the influence of any controlled substance (as

defined in Section 1107 of the Health and Safety Code), alcoholic beverage, or intoxicant of any kind.

11. Possession of any drug paraphernalia.
12. Possessing, selling, using, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.

A student may be suspended or expelled for the above offenses if the offense occurs while on school grounds, while going to or coming from school, during the lunch period, or while going to or coming from any school sponsored activity. Students suspended for any reason will forfeit their right to extracurricular activities for 45 school days from the date of the suspension.