



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

Principal – Dr. Stephanie Lock

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Assistant Principal – Mr. Chris Ruhm

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Assistant Principal – Mrs. Robin Gonzales

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6th Grade Counselor – Mr. Bryant Williams

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7th Grade Counselor – Mrs. Shontay Dawson

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8th Grade Counselor – Mr. Joseph Lopez

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AVID/Intervention Counselor – Mrs. Amy Aument

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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	
Front Desk	Ext. 0	
Attendance Office	Ext. 1	
Counseling and Student Center	Ext. 2	
Records and Registrar	Ext. 3	
Safety Office	Ext. 4	
Assistant Principals' Secretary	Ext. 5	
Principal's Secretary	Ext. 6	
Cope Middle School Fax	(909) 307-5436	
24 Hour Attendance Line	(909) 307-5429	To report an 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
Suicide Prevention Hotline	1-800-273-8255 or text HOME to 741741	

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 fifteen 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 over 50 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!

Cope Middle School Schedule of Events

Please always check our website at <http://cope.redlandsusd.net> for changes to the 2021-2022 school calendar and other important information.

Activity	Date(s)	Notes
6 th Grade Orientation Day 8:00 AM-12:00 PM	8/5/2021	6 th Grade Students and WEB Leaders
7 th /8 th Grade Open House 3:00 PM – 6:00 PM	8/5/2021	Students/Parents – purchase items, pictures, fun
Staff Professional Activity Days	8/9/2021-8/10/2021	No School for Students
First Day for Students – Minimum Day	8/11/2021	School begins at 8:45 AM; dismissed at 12:40 PM
Minimum Day	8/12/2021	Students Dismissed at 12:40 PM
Minimum Day	8/13/2021	Students Dismissed at 12:40 PM
Minimum Day	8/25/2021	Students Dismissed at 12:40 PM
6 th , 7 th , 8 th Back to School Night	8/25/2021	6:00 PM – First Period Class
Holiday - Labor Day	9/6/2021	No School
Minimum Day – Staff Professional Development	9/15/2021	Students Dismissed at 12:40 PM
1 st Quarter Ends	10/8/2021	
PSAT – 8 th Grade / Minimum Day	10/13/2021	Students Dismissed at 12:40 PM
PTSA Dine-Out Fundraiser Night	October TBD	Restaurant/Time TBD
Staff Professional Day	11/1/2021	No School for Students
Holiday - Veterans Day	11/11/2021	No School
PTSA Dine-Out Fundraiser Night	November TBD	Restaurant/Time TBD
Thanksgiving Recess	11/22/2021-11/26/2021	No School
1 st Semester Ends	12/16/2021	
Staff Professional Day	12/17/2021	No School for Students
Winter Recess	12/20/21-1/7/2022	No School
School Reopens for Second Semester	1/10/2022	School begins at 8:45 AM
Minimum Day	1/12/2022	Students Dismissed at 12:40 PM
Holiday - Martin Luther King Day	1/17/2022	No School
PTSA Dine-Out Fundraiser Night	January TBD	Restaurant/Time TBD
Minimum Day	2/9/2022	Students Dismissed at 12:40 PM
Holiday - Presidents' Day	2/21/2022	No School
PTSA Dine-Out Fundraiser Night	February TBD	Restaurant/Time TBD
PTSA Book Fair	3/14/2022-3/18/2022	
PTSA/PE Jog-a-Thon	3/18/2022	
3 rd Quarter Ends	3/18/2022	
PTSA Read-a-Thon	3/21/2022-4/1/2022	
Spring Recess	3/21/2022-4/1/2022	No School
School Reopens	4/4/2022	School begins at 8:45 AM
PTSA Dine-Out Fundraiser Night	April TBD	Restaurant/Time TBD
Minimum Day	4/13/2022	Students Dismissed at 12:40 PM
CAASPP CAST (Science) Testing – 8 th	4/18/2022 – 4/22/2022	Students test during Science class
CAASPP SBAC English Testing – 6 th , 7 th , 8 th	5/9/2022 – 5/13/2022	Students test during English class
CAASPP SBAC Math Testing – 6 th , 7 th , 8 th	5/16/2022-5/20/2022	Students test during Math class
PTSA Dine-Out Fundraiser Night	May TBD	Restaurant/Time TBD
Minimum Day	5/18/2022	Students Dismissed at 12:40 PM
Holiday - Memorial Day	5/30/2022	No School
Minimum Day/Last Day for Students	6/9/2022	Students Dismissed at 12:40 PM
2 nd Semester Ends	6/9/2022	Have a great summer!
Staff Professional Activity Day	6/10/2022	Last Day for Teachers

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			

2021-2022 BELL SCHEDULE

Campus opens to students at 8:15 AM. Students should not arrive earlier than 8:15 AM.

FIRST LUNCH SCHEDULE – 6th/7th GRADE

Teachers Check-In		8:15 AM
First Bell		8:40 AM
First Hour	8:45 -	9:44
Second Hour	9:49 -	10:43
Third Hour	10:48 -	11:42
FIRST LUNCH	11:47 -	12:18
Fourth Hour	12:23 -	1:17
Fifth Hour	1:22 -	2:16
Sixth Hour	2:21 -	3:15 PM

SECOND LUNCH SCHEDULE – 7th/8th GRADES

Teachers Check-In		8:15 AM
First Bell		8:40 AM
First Hour	8:45 -	9:44
Second Hour	9:49 -	10:43
Third Hour	10:48 -	11:42
Fourth Hour	11:47 -	12:41
SECOND LUNCH	12:46 -	1:17
Fifth Hour	1:22 -	2:16
Sixth Hour	2:21 -	3:15 PM

MINIMUM DAY SCHEDULE

Teachers Check-In		8:15 AM
First Bell		8:40 AM
First Hour	8:45 -	9:20
Second Hour	9:25 -	10:00
Third Hour	10:05 -	10:40
Fourth Hour	10:45 -	11:20
Fifth Hour	11:25 -	12:00
Sixth Hour	12:25 -	12:40 PM

MINIMUM DAYS

August	11, 12, 13, 25
September	15
October	13
January	12
February	10
March	13
May	18
June	9

Note: All 6th grade students have period 3 homeroom and first lunch. All 7th grade students have period 1 homeroom and 1st or 2nd lunch, depending on their fourth hour teacher that day. All 8th grade students will have period 1 homeroom and 2nd lunch.



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, with the support and guidance of the Cope Staff.

THE FAMILY

Cope Middle School recognizes that students' families are an integral part of the success of Cope students. We invite our families to be involved through School Site Council (SSC), Parent Teacher Student Association (PTSA), English Language Advisory Committee (ELAC), other Cope committees, and campus or community activities. Parents may visit their child's classrooms by having prior approval and with at least 24-hour notice.

SOAR like an Eagle!

Cope's emphasis on S.O.A.R. is intended to foster and promote a safe and positive school learning environment. S.O.A.R. enhances student learning by establishing high behavioral expectations and interventions for all students. S.O.A.R. reinforces students to be Safe, Organized, Accountable, and Respectful while on campus, in the classroom, in the community, and while online.

Students who SOAR are recognized each quarter for their achievements and positive contributions to the Cope campus culture and community.

OBLIGATIONS OF THE STUDENT

Homework is an opportunity for students to further their educational growth. To be successful with work both at home and at school, students are expected to take responsibility to:

1. Listen carefully to all homework directions and explanations.
2. Ask questions if assignments are unclear.
3. Keep their agenda up to date, including due dates and specific requirements.
4. Set a definite time and place to study, free from interruptions and distractions.
5. Budget time wisely and keep a schedule of study time and extracurricular activities.
6. Begin assignments promptly and turn them in when they are due in an acceptable form.
7. Use libraries, reference materials, technology, and experts to reinforce and gain new knowledge.
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. Put all homework assignments in one's own words and avoid copying other students' work.
11. Establish priorities and timelines to complete long-term assignments.
12. Use a three-ring notebook with subject dividers.
13. Check teachers' websites and Google Classroom pages for homework and other assignments/projects.



S = Safe
O = Organized
A = Accountable
R = Respectful

6TH GRADE INSTRUCTIONAL PROGRAM

Teachers work in teams to coordinate their programs so that students 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 and choir is scheduled at the same time as the exploratory classes, so students taking music will not miss any core curriculum instruction.

PHYSICAL EDUCATION

The physical education program allows each student the opportunity to participate in a variety of activities at various levels of skill. In addition to the regularly scheduled program, students are encouraged to join intramural sports. Students may purchase PE clothes at school. Students are expected to dress out and participate in PE each day and are expected to remain in the PE area until the bell rings. Alternative physical education activities are planned for very hot or smoggy days. If your child is unable to participate in PE for medical reasons, a doctor's note must be provided.

A locker is provided as a convenience during PE 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 or more consecutive days. Parents need to request this contract from the student center at least one week prior to the start of the absence.

COUNSELING SERVICES

Counselors are available from 7:45 AM – 3:45 PM. Students and their parents are encouraged to make use of the counseling services as needs or concerns arise. Appointments for students may be made in the Student Center or filling out a "Request to see the Counselor" form. Parents may also call to make an appointment.

VISITORS

Parents and guardians of students attending our school are welcome to visit. They must notify the office 24 hours in advance, then report to the office to sign in and obtain a visitor's pass. Please have your driver's license or valid ID card ready as all visitors will be signed in through the Raptor system. To make an appointment for a conference, please contact the teacher directly.

CLOSED CAMPUS

Cope Middle School is a closed campus. This applies to before school, lunchtime, passing periods, and class time. Remember, once students arrive at school, they must remain on campus unless signed out by a parent or given permission to leave by an administrator.

CLASSROOM INTERRUPTION POLICY

Classrooms will not be interrupted. In the case of an emergency, please contact the office. If students need to be picked up early for an appointment, please see the *Student Sign-Out Procedure* 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. Flowers/balloons are not permitted on campus.

Student Sign-Out Procedure: Please follow the procedure below if a student needs to be signed-out early:

1. Send a handwritten note to school with the student. The note should include the date, time, and reason the student needs to be signed-out. Please sign the note and include a telephone number where the parent can be reached. The student should take the note to the Attendance Office before school starts and a pass will be issued to leave class at the designated time. A parent will need to come into the office to check-out the student. **Important:** If someone other than a parent needs to pick up the student, the person must be listed in the student's Aeries Contacts, be at least 18 years old, and show their ID to our staff.

2. If a parent is unable to send a written note to school in advance, please call the school at least one hour before the student will be picked-up. This will ensure a pass can be sent to the student with the least amount of interruption to the classroom.

ATTENDANCE

Absences: When students are absent parents or guardians can call the 24-hour attendance line. If parents do not call, students should bring on the morning they return, a signed written excuse stating the date and reason for the absence. After two days, unexcused absences will be recorded as truancies, and show as a C in the attendance record. Attendance can also be checked and verified in Aeries Parent Portal.

Tardiness to School: Students who are tardy to their first hour class should go directly to class unless they are more than five minutes late in which case, they must report to the Attendance Office. The teacher will record students' tardies and all non-medical related tardies are considered unexcused.

Tardies are monitored through the following progressive discipline:

1 - 3 Tardies	Documented in Aeries/Teacher Verbal Warning
4+ Tardies	Documented in Aeries and placed on the extracurricular exclusion list
8+ Tardies	Documented in Aeries and possible 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 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.

Tardy Exclusion List: Once a student has 4 or more tardies he/she will be placed on the exclusion list. The student is not allowed to participate in any school event (dance, skate party, etc.) until he/she has completed their assigned consequence to clear the tardy. The exclusion list for tardies runs each semester. An updated exclusion list will be posted outside the Student Center every Friday.

Removal from the Tardy Exclusion List: Students must fulfill their tardy consequence that is assigned by the assistant principal to be removed from the exclusion list. All tardy consequences must be served **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 clears a student from the exclusion list.

It is the student's responsibility to attend detention if they choose to remove their tardies from the exclusion list. Detention notices will not be issued.

1 Lunch Detention = 1 Cleared Exclusion List Tardy

It is the responsibility of the student to clearly print and sign their name on the detention room sign-in sheet.

Lunch detention will be held every day during lunch. Students have a daily opportunity to remove one (1) tardy; detention space availability is not guaranteed daily. **DO NOT wait until the last minute to clear tardies.**

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Attendance at extracurricular activities is a privilege and students must meet certain behavioral expectations in order to attend. A school or on campus suspension in the previous 45 school days, 10 unexcused semester absences (letters A, B, C, D, S and H in attendance), or a total of 4 or more tardies, will exclude a student from any extracurricular school activity. Students who are excluded from a fieldtrip or extracurricular 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.

REPORT CARDS AND PROGRESS REPORTS

Official Report Cards are distributed four times a year and available online through the Aeries Parent Portal. Progress Reports will be completed midway through each quarter to notify parents that students are in danger of failing; these will also be posted online in Aeries. Teachers may send home personal progress reports any time during the school year.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

Membership in CJSF shall be open to all 7th and 8th grade students who qualify according to CJSF requirements. 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 CJSF faculty advisor each semester.

LIBRARY AND BOOKS

The library opens at 8:15 AM for student use, and is open during lunch with a campus pass. The library is also open after school. Students must use their Cope school identification card to check out books, and students are expected to return books in the condition they are received.

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 or replace lost textbooks and library books in the library.

COMPUTER USE AND OTHER DEVICES

Cope provides students access to school computers. 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 may be suspended, expelled, and/or arrested for inappropriate comments.
- If sexual in nature, you may 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?"

ACADEMIC HONESTY POLICY

To ensure the integrity of Cope's educational program, a strict policy of academic honesty is enforced schoolwide. 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.

Please see the full policy on the Cope Middle School Website.

DAILY BULLETIN

Daily announcements are read each day and posted on Cope's website: <https://www.redlandsusd.net/cope>. These announcements include information of importance to students such as upcoming events, lunchtime activities, important dates, and much more. Events are also posted on the Calendar on Cope's website.

LUNCH

Lunch is available at school each day, with a varying menu which can found on the RUSD website. Students may also choose to bring their own lunch to school. Parents should not plan on bringing lunch to their student because there is no place to store lunches in the Student Center, and classes will not be interrupted to have students come to the office.

Students must remain in the designated lunch area during lunch time so as not to disturb students who are in class. Students are expected to clean up their eating area and dispose of all trash. Students must have a pass from a teacher in order to leave the lunch area; this also includes going to the library during lunch.

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 will follow the directions of their teachers.

STUDENT SAFETY IN A CRISIS

Safe & Secure Mode is a security procedure used to reduce student and staff movement outside school buildings. This may be due to medical emergency, area disturbance, etc. It is designed to allow for school to carry forward but have the ability to move to Lockdown quickly if needed. During the Safe & Secure mode, there is heightened vigilance on campus by all school staff. Generally,

recesses and outdoor activities are reduced. Parents/guardians can have access to their student(s) and may check them out of school if they see fit to do so.

1. Teachers should continue teaching as normal
2. Allow students restroom use with clear administrator/teacher direction
3. Increased available staff presence during passing periods and student dismissal
4. Lunch/activities in more secure area, unless site admin decides otherwise
5. Standard inclement weather schedule/routine in place, unless site administrator/designee decides otherwise
6. Perimeter gates, where applicable, will be locked and monitored by available staff, allowing for central access points
7. PE classes will be moved off all fields into more secure locations (e.g., gym, class, & MPR)

Lock Down is called when a law enforcement event is happening in the vicinity of a school. The law enforcement agency generally, but not always, contacts the school/district to encourage the school site to lock down as a precautionary measure. All administrators are expected to place their school in lock down in this scenario.

1. Take a look outside your classroom and gather up any students in the hallways
2. Ensure that your door is locked
3. If windows are open, close them
4. Project a calm demeanor to help students remain calm. Reassure students that they are safe
5. Do not allow anyone to leave the classroom
6. Frequently check your emails for possible updates from your site administrators
7. If students are out on the playground or athletic fields, quickly move them to a secure classroom, locker room, or multipurpose room

Critical-Alert Lock Down is called when a significant, threatening event is happening on campus or adjacent to campus that creates a potential danger to students and staff. While this may be communicated to the school by law enforcement, it may also be determined by school officials on the scene. High-Alert Lock Down assumes that everyone is prepared for a potential significant threat/event on campus.

1. Implement all items from lock down list above
2. Turn off lighting, so it will appear that the room is vacant
3. Keep all students sitting on the floor, away from the door or windows
4. Do not look out the windows
5. Cover window on the door (if one exists)
6. Advise the students that there is a serious situation, but you don't know what it is. Project a calm demeanor to help students remain calm. Reassure students that they are safe
7. Ensure that everyone in the room turns their cell phones off
8. Do not allow students to talk on their cell phones (keep room as quiet as possible)
9. Do not call the office. They are in the midst of a problem and will not be able to answer all the calls which may tie up the phone system
10. Quietly take roll and make a list of missing students and any extra students that are in your room. Email this list to your administrators and school site secretaries
11. Do not evacuate students until you are told to, even if the fire bells go off. If, in fact, there is a need for a fire

evacuation, you will be notified via the PA system, email, or phone call

12. Do not open the door, even if someone knocks and claims to be a staff member (Administrator/custodian/safety will have a master key)
13. If students are out on the PE field, do not return them to the locker room. Move them to a safe place (the farthest part of the campus)

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. Students earn the right to attend the next assembly by:

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. Booing and whistling are NOT appropriate assembly behaviors.

MEDICATION AT SCHOOL

In case of sudden illness or accident, a student may come directly to the Health Office. If medication needs to be taken at school, the student is to bring the medication with a doctor's note to the Health 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. Parents must also bring all over-the-counter medications to the office and fill out the appropriate permission forms. Students may carry inhalers providing the parents and doctor have completed an Authorization for Self-Administration of Medication form (available in Health Office).

PERSONAL PROPERTY

Students should write their name on personal belongings. Students are responsible for all personal property brought to school. Large sums of money or items of real sentimental value should not be brought to school.

ELECTRONIC DEVICES

Student possession on campus of any electronic devices (cell phones, iPods, iPads, AirPods, ear buds etc.) is strongly discouraged. If students choose to bring these items to school, they must be turned off during class hours. Any use of these devices during class hours will result in their confiscation unless specifically directed by the teacher for academic purposes during class. First offense: Student is allowed to pick-up the electronic device after school. Second offense: a parent or guardian must pick up the item from the Student Center. Continued violation of this policy will result in further consequences.

LOST AND FOUND

Lost items found on campus are turned in to the Student Center. Inquire there if you have lost items. Unclaimed clothing is donated to various charities at the end of the school year.

COPE ID CARDS

Students are required to carry their Student ID Card at all times.

Replacement ID cards are \$5.

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

SCHOOL PARTIES, FIELD TRIP AND ACTIVITY RULES

Cope ID Cards are required to enter campus for any event.

The following rules apply:

1. Cope parties, dances, reward events, field trips, and other activities are for Cope students only. No guests are allowed.
2. Students are required to have on file a filled out and signed ASB School Event Contract and the District's Acknowledgement and Assumption of Liability form to purchase a ticket and be admitted to any school event.
3. Students must uphold the expectations listed in the ASB School Activities Contract and the District's Acknowledgement and Assumption of Liability form, or the privilege to attend future events and activities will be revoked.
4. If a student is absent the day of the activity or has been placed on the school activities exclusion list, he/she will not be permitted to attend the event/activity.
5. Prior to any school event or activity that extends the normal school day, all students must arrange for prompt transportation home. Students who have not been picked up within 30 minutes after the advertised end time of the event, will be excluded from the next activity.
6. All Cope and District policies apply to all school sponsored events and activities. **Please see the Cope website and the ASB event contract for full details.**

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 students to lock their bicycle or scooter for protection. 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 will always use caution when riding a bicycle, skateboard, or scooter.

BUS INFORMATION

Students are required to be in possession of their bus pass to and from school. A student who loses or misplaces a bus pass is 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 only ride their assigned 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/her 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 site impaired students.
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. Student will receive 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.

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 may result in a class suspension.
5. Additional incidents may result in a referral to site administration.
4. Clothing, jewelry, hairstyles, accessories, etc. that are dangerous or distracting will not be allowed.
5. All hats, beanies and hoods on hoodies must be removed in class and prior to leaving the locker room for PE.

STUDENT CONDUCT

All students are expected to follow the following rules from the time they leave home until they return home:

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 manner throughout campus; running and horseplay should be avoided.
6. Follow the directions of all staff members.
7. Displays of affection on campus are not permitted.
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.
11. Follow the dress code.
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. Do not arrive on campus until 8:15 AM.
15. Leave campus immediately after school is dismissed unless involved in a school activity. **All students should be picked up by 3:30 PM. Loitering is not permitted.**
16. Possess an official campus pass when out on campus during class time.
17. Do not chew gum on campus.
18. Unless sponsored by a Cope club or activity, the selling of candy, drinks, snacks, or anything else on campus is not permitted.

DRESS CODE

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.

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. *Bullying is not *usually* something that happens once but is rather ongoing over a period of time. If Student A calls Student B a bad name once or twice, this is not necessarily bullying. While it is rude and offensive, it may not necessarily be "bullying."

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.

FAVORITE WEBSITES

Cope Home Page: <https://www.redlandsusd.net/cope>
 RUSD Home Page: <https://www.redlandsusd.net/>