



July 29<sup>th</sup>, 2014

Dear Parents/Guardians:

Welcome to the 2014-2015 school year. As we start the new school year together on Monday, August 18<sup>th</sup>, 2014, the staff at Cooper Academy looks forward to working with you and your child. The Cooper Academy staff strongly believes that the education of children is a partnership between the home and the school and that parent involvement is crucial to the success of our students. Please mark Tuesday, August 26<sup>th</sup>, 2014 for Cooper Academy's Back to School Night from 5:30-7:30PM where you will meet our staff and receive important information about the coming school year.

Please make note that our 6<sup>th</sup> grade students start their school year on Friday, August 15<sup>th</sup>.

Please ensure that your 6<sup>th</sup> grade student arrives at school on-time and in dress code.

The Cooper Academy office will extend their hours on **Tuesday, August 12<sup>th</sup>, 2014** for information regarding your child's enrollment. The office will be open through 7:00 PM.

Student Orientation and schedule distribution will take place on the following dates:

6 <sup>th</sup> Grade	Friday, August 15 <sup>th</sup>	9:00AM-3:00PM
7 <sup>th</sup> Grade	Monday, August 11 <sup>th</sup>	8:30AM-11:00AM
8 <sup>th</sup> Grade	Monday, August 11 <sup>th</sup>	12:30PM-3:00PM

Cooper Academy Daily Schedule:

Grades 6-8	Odd/Even Day Block	# of Minutes
Period 1/2	9:10AM-10:38AM	88 minutes
Break	10:38AM-10:44AM	6 minutes
Period 3/4	10:44 AM-12:09PM	85 minutes
Lunch	12:09 PM-12:47PM	38 minutes
Period 5/6	12:47 PM-2:12PM	85 minutes
Break	2:12PM-2:18PM	6 minutes
Period 7/8	2:18 PM-3:43PM	85 minutes

Breakfast is served from 8:30AM-9:00AM and our after school program is available daily until 6:00PM. Bus schedules will be sent home with students during schedule distribution, or you may access them online starting the week of August 4<sup>th</sup>, 2014. The staff at Cooper Academy is committed to providing an education that will prepare your child to be a college and career ready graduate. We look forward to working with you toward this goal.

Sincerely,

Kristine Belcher  
Principal



## **Student Orientation**

Student orientation at Cooper Academy is required to help students become familiar with the campus, procedures and rules. Student must bring all required documents to their orientation to receive their schedule. Failure to complete all required documents will result in a delay in receiving a schedule.

### **7<sup>th</sup> & 8<sup>th</sup> Grade Schedule Distribution & Textbook Check-Out**

**Monday, August 11<sup>th</sup> 8:30-11:00AM- 7<sup>th</sup> grade student orientation**

**Monday, August 11<sup>th</sup> 12:30-3:00PM- 8<sup>th</sup> grade student orientation**

**\*\*Transportation to and from the school is the responsibility of parents.**

### **6<sup>th</sup> Grade First Day of School**

**Friday, August 15<sup>th</sup> 9:00AM-3:00PM- 6<sup>th</sup> grade student first day of school**

**\*\*Bus transportation will be provided on this day for 6<sup>th</sup> grade students\*\***

Students are to arrive to the Cooper Academy Cafeteria on their assigned orientation date.

Students must arrive in Standard of Dress.

**ID pictures will be taken on these dates, please make sure that your child arrives in dress code ready for pictures. Students not adhering to the Standard of Dress will not be able to take their ID picture.**

## **Standard of Dress Policy Rationale** **2014-2015**

The Cooper Academy rationale for a Standard of Dress Policy is to improve safety and security, create a more effective climate for learning, and promote school unity and pride. Cooper Academy believes that students should dress in a way that is appropriate for the learning environment. By definition, Standardized Dress is a flexible selection of clothing from which students may choose. It encourages uniformity while still allowing individual expression.

As a school of choice, the Cooper Academy administration strongly believes that this standard for dress is a vital step toward furthering excellence and better preparing our students for college, careers, and life as adults. It is designed to ensure a safe and positive climate and the best environment for learning.

Parents and students are asked to appreciate and support our efforts in providing both a positive and appropriate academic climate for our students. These standards apply to all students enrolled at Cooper Academy on all school days, including early release days.

School is a place where the best possible educational environment must be created and maintained. Emphasis shall always be on neatness and cleanliness. School uniforms are acceptable. The dressing and grooming of students that tends to obstruct or inhibit the instructional program is prohibited.

Any apparel, hairstyle, or cosmetics, even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, or which tends to detract from the educational process will not be accepted. Cooper is a graffiti free school.

# **Orientation & Schedule Distribution**

## **Cooper Academy Cafeteria**

**All enclosed documents must be completed and returned during orientation to ensure that your child is able to pick up their schedule on time.**

**All documents that must be turned in are clearly labeled in the top right hand corner.**

In addition to picking up your child's schedule we will have the following available for purchase:

**PE Clothes for purchase at Cooper Academy (\$26 for a set)**

**Price includes Cooper Academy PE shirt, dark purple imprinted shorts, Gym lock and drawstring PE bag.**

The sale of PE clothes at the school site is provided as a courtesy for parents. Purchase of PE clothes at the school site is not required; however students are required to wear a solid grey t-shirt and dark purple knee length gym style shorts if PE clothing is provided by the parent.

**FOR RETURNING STUDENTS:**

**If only PE clothes are needed, the price is \$20; if only a lock is needed the price is \$6.**

**\*\*Locks used on Cooper Academy lockers must be purchased through the school; in the event that purchasing a lock is a hardship please contact school administration directly so accommodations can be made. \*\***

- The only forms of payment accepted for PE clothes are cash and check. No credit cards will be accepted. All checks must be made payable to Cooper Academy. A returned check fee of \$25 will be charged to a student's account for any checks returned by the bank.
- If paying by check please print your student's name on the memo line.

**Yearbook sales will not begin until September. Prices will be advertised at that time.**

**For up to date information please also check out the Cooper Academy website at [www.cooperacademyfresno.org](http://www.cooperacademyfresno.org) or visit our Cooper Academy Facebook page.**

## Cooper Academy Standard of Dress 2014-2015 School Year

**PURPOSE:** To focus on school as a workplace for students & develop school pride within the school.

	<i>Acceptable</i>	<i>Unacceptable</i>
<b>ID &amp; LANYARDS</b>	<ul style="list-style-type: none"> <li>School Issued Photo ID must be worn upon entering campus and attending any school sponsored event</li> <li>Lanyards may be school issued, or solid purple, yellow or black</li> <li>ID Holder in school approved solid color</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect Color</li> <li>No defacing ID pictures, ID's must be free from stickers, markings or designs.</li> <li>No patterns, rhinestones, duct tape or adornment of any kind.</li> <li>Students may not swap ID cards</li> </ul>
<b>SHIRTS:</b>	<ul style="list-style-type: none"> <li><b>Solid/Plain</b>- no writing, labels or logos (manufacturer logos must be less than 2 inches in size)</li> <li><b>Color:</b> Black, gray, navy, white, khaki, purple and yellow</li> <li><b>Style:</b> Polo type, button down, short or long sleeve, turtlenecks are acceptable during Winter.</li> <li>Must have a collar <b><i>and be tucked in at ALL times</i></b></li> <li>Undershirts may be worn in solid school approved colors</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect Color</li> <li>No Fluorescent colors, patterns, lace, see-through fabric</li> <li>Writing, labels or logos</li> <li>Un-tucked</li> <li>Denim tops or jackets</li> </ul>
<b>BOTTOMS:</b>	<ul style="list-style-type: none"> <li><b>Solid/Plain</b></li> <li><b>Color:</b> black, navy, khaki, denim (blue or black unfaded denim only)</li> <li><b>Style:</b> long pants, capris, walking shorts, skorts, skirts, jumpers</li> <li><b>Length:</b> Shorts, skorts and skirts; no shorter than 2 inches above the knee</li> <li><b>Material:</b> Cotton, polyester, corduroy, denim NO lace or layered ruffles, or see-through fabric of any kind</li> <li><b>Must fit appropriately at the waist</b></li> </ul>	<ul style="list-style-type: none"> <li>Incorrect Color</li> <li>No athletic wear or sweats</li> <li>No tears, rips or fading</li> <li>No Sagging of any kind</li> <li>No tight fitting bottoms</li> <li>Must be free from adornment, may not have rhinestones, excessive stitching or patterns on pockets.</li> <li>Cargo shorts/pants, carpenter style, or styles with side pockets are not permitted</li> </ul>
<b>JACKETS, SWEATERS, AND SWEATSHIRTS:</b>	<ul style="list-style-type: none"> <li><b>Solid/Plain</b></li> <li><b>Color:</b> Black, gray, navy, white, khaki, purple and yellow</li> <li><b>Style:</b> Button up, zip up, V-neck or pull over, letterman style jackets in two tones are acceptable (i.e. white/yellow, black, purple)</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect Color</li> <li>No Hoods of any kind</li> <li>No Hooded sweatshirts allowed on campus at any time</li> <li>No logos, wording, patterns or large lettering of any type.</li> <li>Hoods of any kind are not permitted, this includes jackets, winter jackets, sweatshirts and vests.</li> </ul>
<b>BELTS:</b>	<ul style="list-style-type: none"> <li>Plain or Braided</li> <li><b>Color:</b> Black or Brown</li> <li>Belt buckles must be plain free from design, images, wording or logos</li> </ul>	<ul style="list-style-type: none"> <li>Incorrect Color</li> <li>No logos, wording, patterns or lettering</li> <li>May not have grommets, rhinestones or adornment</li> </ul>
<b>SOCKS/ TIGHTS:</b>	<ul style="list-style-type: none"> <li><b>Solid/ Plain</b></li> <li><b>Colors:</b> Black, white, skin-tone</li> <li>Socks must be in matching approved colors</li> </ul>	<ul style="list-style-type: none"> <li>No designs, patterns, lace or wording</li> <li>Leggings and jeggings are not permitted</li> </ul>
<b>SHOES:</b>	<ul style="list-style-type: none"> <li><b>Solid/Plain</b></li> <li><b>Colors:</b> black, brown, navy, white, purple</li> <li>Styles: Tennis shoes, flats, loafers, sandals with a back strap</li> <li>Tennis shoes may contain up to two approved colors</li> </ul>	<ul style="list-style-type: none"> <li><b>NO</b> high heels, platforms, flip flops, Ugg type boots, knee high/calf length shoes/boots, steel toed boots, hidden high-heel tennis shoes</li> <li>NO lace, logos, patterns, designs, rhinestone/glitter</li> </ul>

<b>ACCESSORIES:</b>	<ul style="list-style-type: none"> <li>• One jewelry item per style (i.e., one bracelet, one necklace, one ring, one set of earrings)</li> <li>• Earrings must be one inch or smaller and in school approved colors (silver and gold tones are also acceptable)</li> <li>• Piercings <b>may only</b> be in the ear</li> <li>• Prescription eye wear in school approved solid colors (gold and silver tones are acceptable).</li> <li>• Scarves and gloves must be in school approved solid colors and may not include lace or patterns. Scarves and gloves must be removed immediately upon entering any building on campus.</li> <li>• Ties or bow ties may be worn but only in solid school approved colors (may not include any patterns, designs or wording)</li> </ul>	<ul style="list-style-type: none"> <li>• No gauges, spikes, large jewelry</li> <li>• No piercings anywhere other than in the ear</li> <li>• No sunglasses unless student carries a valid prescription</li> </ul>
<b>BACKPACKS:</b>	<ul style="list-style-type: none"> <li>• <b>Solid/Plain</b></li> <li>• <b>Colors:</b> Black, white, navy blue, khaki, yellow, purple</li> <li>• Manufacturer logo less than 3 inches is acceptable</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect Color</li> <li>• No patterns, designs, sport teams, logos</li> <li>• May not have anything attached to backback other than a name tag, this includes duct tape, stuffed animals, pins, paint, drawing of any kind.</li> </ul>
<b>HAIR &amp; HAIR ACCESSORIES:</b>	<ul style="list-style-type: none"> <li>• Styles that draw undue attention or detract from the educational environment are not allowed. Hair styles that obscure vision are not permitted.</li> <li>• Subtle shades of natural hair colors are acceptable.</li> <li>• Subtle highlights of naturally occurring hair colors (brown, black, blonde, natural red tones)</li> <li>• Accessories must be worn in hair. Head bands and hair bows in solid school approved colors are acceptable. Hair bows must be two inches or smaller, head bands must be free from adornment</li> </ul>	<ul style="list-style-type: none"> <li>• Bright shades of any hair colors are not acceptable</li> <li>• Mohawks, faux hawks, etchings, carvings, razor markings or words shaved in hair are unacceptable.</li> <li>• NO flowers, bandanas, or large clips of any type</li> <li>• NO rhinestones, wording, characters or any kind.</li> </ul>
<b>HATS:</b>	<ul style="list-style-type: none"> <li>• Baseball style caps in solid white, black, gray or purple</li> <li>• May contain a "C" or Cooper Academy logo</li> <li>• Beanie Hats or Winter Hats are allowed to be worn <u>from Thanksgiving Break until Spring Break only</u>. Approved colors include: solid white, black, gray or Purple- no design or logos (school logo only).</li> <li>• Hats must be removed immediately upon entering any building on campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Incorrect Color</li> <li>• NO sports logos, designs, stickers, patterns or wording of any kind</li> <li>• Hats may not be worn inside any building at any time</li> </ul>
<b>FRIDAY SPIRIT WEAR:</b>	<ul style="list-style-type: none"> <li>• T-shirts must be tucked in at all times</li> <li>• Spirit wear is optional. Cooper Academy sports jerseys, cheer shells, or spirit wear t-shirts are acceptable on Fridays ONLY.</li> <li>• Sports jerseys or cheer tops may be worn on Fridays only and must have a t-shirt underneath in a solid school approved color. All jerseys must be tucked in at all times.</li> <li>• Acceptable spirit wear shirts include: Cooper Academy spirit shirts, Lip Sync, Talent Show, WEB, Leadership, Fitness, Art Program, Music Program, Drama Club, HERO Club, Book Club, Tournament of Technology, Math-O-Rama, Fresno High IB Program, Battle of the Books</li> </ul>	<ul style="list-style-type: none"> <li>• Homemade shirts are not allowed</li> <li>• Shirts may not include duct tape, puff paint or airbrush designs</li> <li>• No PE Clothes are allowed to be worn around campus as Spirit Wear</li> </ul>

School is a place where the best possible educational environment must be created and maintained. Any apparel, hairstyle, or cosmetics even if not specifically mentioned, which creates a safety concern, draws undue attention to the wearer, or which tends to detract from the educational process will not be accepted. Exceptions to the above rules may be made by the Principal for special events or as need arises.

# Cooper Academy Code of Conduct

## **Student Code of Conduct**

Our school promotes a campus culture that embraces being principled, caring, and open-minded to all individuals. The Cooper Academy Community works to actively maintain a safe educational environment for all students and staff. Any conduct which interferes with the instructional process, learning environment, or adversely affects the physical or emotional well-being of another individual will not be tolerated. Any student who threatens, attempts, causes, or takes part in any activity that results in a disruption to the school climate or culture will be subject to disciplinary action. Any student who conceals, or who fails to immediately report behavior that violates the Cooper Academy Code of Conduct to a responsible adult will also be subject to disciplinary action.

All Cooper Academy students are held to high academic and behavioral standards. All students will be held accountable for their behavior and appropriate conduct will be expected from all students at all times. As a school of choice program, students must adhere to all school policies and procedures or risk revocation of transfer. **Students are expected to be responsible and respectful to each other and to all members of the school staff.**

Students are subject to school discipline at any time including, but not limited to: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off campus; (4) during or while going to or coming from school-sponsored activities.

### **Student Consequences for Inappropriate/Disruptive/Illegal behavior include:**

- Detention-served before or after school in 1 hour segments;
- Campus beautification (raking, sweeping, cleaning, etc.) may be assigned per parent permission;
- Suspension or Recommendation for Expulsion- following procedures in FUSD Discipline Handbook; District Discipline Code;
- Police citation/arrest.

### **Electronic Devices**

Electronic devices (unless provided by the school) may not be used at any time before school, during school (including passing periods), at lunch, or after school. Cell phones, music players, and/or headphones will be immediately confiscated by staff and taken to the main office. Electronic devices will not be released back to the student, but will require parent pick up. Repeated violations of this policy may result in losing the privilege of bringing electronic devices on campus.

### **Food on Campus**

To promote a balanced lifestyle and to ensure the safety of all students on campus in regards to food allergies, food that does not meet the state of California guidelines for nutritious foods in schools (including but not limited to junk foods such as candy, coffee drinks, chips, donuts, soft drinks and energy drinks) will not be allowed to be consumed on campus by students. Any items of this nature being consumed on campus will be confiscated. Free breakfast and lunch is provided on campus and is available at no charge to all students to ensure access to healthy food choices. Students are allowed to bring lunch from home, please make sure to make healthy food choices for your child. Exceptions to the above rule may be made the site Administrators for special events or as need arises.

## **Parent Code of Conduct**

We believe that parents are partners in the learning process. To maintain a positive and productive working relationship, as a Cooper Academy parent your commitment is to:

- Regularly monitor your child's behavioral and academic progress by reviewing grades, behavior and attendance;
- Maintain open, positive, respectful communication with staff regarding your child's progress;
- Engage in your child's education by getting involved within the school/school community, and as possible participate through volunteering, attending events, and supporting special projects.



This page is to be completed and returned to the school.

## Cooper Academy 2014-2015

### Policy Acknowledgement

Student Name (Please print): \_\_\_\_\_

We are looking forward to a great 2014-2015 school year. We are asking for your support in filling out the forms in this packet to ensure your child's enrollment is complete.

All forms and signature pages must be returned to the school prior to your child receiving their schedule for the year.

Parent/Guardian please **initial** each line below to signify you have reviewed each policy and will ensure you/your child's adherence to the guidelines set forth:

\_\_\_\_\_ Cooper Academy 2014-2015 Standard of Dress Policy

\_\_\_\_\_ Cooper Academy Code of Conduct (Student & Parent)

\_\_\_\_\_ Fresno Unified Acceptable Use Policy

\_\_\_\_\_ Fresno Unified Zero Tolerance Policy

Additionally, please initial below once you have successfully filled out the enclosed emergency cards:

\_\_\_\_\_ 2 Emergency Cards

**The undersigned parent/guardian acknowledges that I have received and will adhere to the COOPER ACADEMY STANDARD OF DRESS 2014-2015.** Additionally, my signature below acknowledges that I have read and discussed the documents listed above with my child. Our signatures acknowledge our agreement to abide by these policies. We also understand that failure to adhere to the Cooper Academy rules and regulations and the Fresno Unified School District transfer guidelines for grades, behavior, and attendance may result in my child's transfer being revoked.

Student Name (Print legibly) \_\_\_\_\_

Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



This page is to be completed and returned to the school.

### Student Technology Acceptable Use Policy

Student: \_\_\_\_\_ School: \_\_\_\_\_

The Fresno Unified School District (FUSD) provides technology, including, but not limited to: computers, networks and Internet services. **Acceptable use of FUSD technology is for the purpose of improving student learning and to prepare students to be career ready graduates.** FUSD technology remains at all times the property of FUSD. Use of FUSD technology is a privilege that may be taken away from any student at any time. FUSD reserves the right to search or monitor any information created, accessed, modified, sent, received, or stored utilizing FUSD technology. Students must follow the directions of teachers and staff in order to use FUSD technology.

The following is a brief overview of the policy. To read the entire Acceptable Use Policy go to the following Internet link: [http://www.fresnounified.org/board/board\\_policies](http://www.fresnounified.org/board/board_policies).

The following are a few examples of **unacceptable use of FUSD technology** and may result in disciplinary action up to and including expulsion from school:

1. Anything prohibited by law, district policy, or school rules
2. Violating any copyright laws
3. Obtaining and/or using anonymous website and email sites, spamming, spreading viruses.
4. Using obscene, profane, abusive, or impolite language
5. Access, create, store or transmit material that may deemed to be pomographic, offensive, indecent, obscene, intimidating, or hostile; or that harasses or insults others
6. Deleting, modifying, or transmitting another person's information
7. Impersonating another person, location, identity, or computer
8. Using another person's password or distributing a password
9. Damaging technology, equipment, files, data or the network in any way
10. Participating in non-district approved forums, chat rooms, or social networking sites
11. Using web sites, email, networks, or other technology for political uses or personal gain
12. Using the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities
13. Advertising, promoting non-district sites or commercial efforts and events

I understand and agree to comply with the above stated district and school policy and procedures and the related Board Policies 0440.1 and 6162.7 and their supporting Administrative Regulations.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I grant permission for my child to use FUSD Technology as defined in the policy.

\_\_\_\_\_ I do not grant permission for my child to use FUSD Technology as defined in the policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This page is to be completed and returned to the school.



## Zero Tolerance Letter of Notification

On March 27, 1997, the Fresno Unified Board of Education approved the following Zero Tolerance Policy. The Board of Education hereby declares the FUSD to have a Zero Tolerance Policy on:

1. Possession of loaded or unloaded firearms;
2. Possession of other dangerous objects\*;
3. Possession of laser and explosive devices;
4. Possession of knives;

commit sexual assault; and

9. Terroristic threats.

Students may be suspended or expelled for acts which are enumerated in this section and related to school activities or attendance that occur anytime, including but not limited to: school buildings, school grounds, buses, or at any school-related or school-sponsored activity away from school.

This policy shall apply to students in grades 4-12; therefore, this policy will be in effect in all elementary, middle and high schools. Hereafter, all students who possess and/or commit the actions listed under the Zero Tolerance Policy will be immediately suspended and recommended for expulsion, unless the particular circumstances of the case show that expulsion is inappropriate. NO exceptions shall be made in the case of the possession of a loaded or unloaded firearm.

All acts of violence and possession of weapons will be recorded for every pupil on their record.

5. Possession and/or sale of controlled substances-with the exception of first time possession of not more than one ounce of marijuana, as outlined in EC 48915(a)(3);
6. Caused, attempted to cause or threatened to cause serious physical injury to another person, or willfully used force or violence upon person of another, **except** in self defense;
7. Commission of/ or attempted arson;
8. Commission of sexual battery or sexual assault or attempt to

In every case, students who violate applicable Education and Penal Codes referenced by this policy will be referred to the appropriate law enforcement authorities.

Parents/Guardians will acknowledge the receipt of the Zero Tolerance Letter of Notification by their signature on the Illness and Accident Procedure Card. Please discuss the content of this policy with your school-age student(s). It is important that they understand the intent of the policy, the items/actions covered by the policy and the consequences of violating it.

\* Students age sixteen (16) or older may purchase pepper spray and, if certified, may carry tear gas or have teargas weapons for self-defense. However, to prevent potential misuse that may harm students or staff, students are prohibited from possessing such items on campus or at school activities.

### **Please Read, Sign and Return this policy**

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**We have read and understand Fresno Unified's Zero Tolerance Policy. By choosing to attend Cooper Academy, we will adhere to this code.**

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_