



Guidelines and Procedures

THE COOPER CODE OF CONDUCT

Courteous

- We use appropriate language
- We follow the dress code
- We accept others' uniqueness

On Time

- For school
- For class
- For lunch

On Task

- We focus
- We participate
- We follow procedures

Prepared

- We bring supplies
- We complete assignments

Excellent

- We give our best effort
- We take responsibility for our actions
- We cooperate and have a positive attitude

Respectful





- To staff
- To students
- To property

THE COOPER HONOR CODE

To view the full definition of cheating and the student's responsibilities please see the student handbook. Below is Cooper's course of action if a violation should occur.








1. For the first infraction, a meeting will be held with an administrator, teacher, counselor and student. At this meeting, the incident will be presented by the teacher who reported the violation. The student will have an opportunity to respond and explain. The parent will be notified of the violation by the teacher when the referral is made to the administrator and the administrator will follow up with the parent after the honor code violation meeting. The student may be required to redo the assignment at the discretion of the teacher and administrator. The record of this meeting will be sealed and destroyed at the end of 8th grade if no further infractions occur.
2. For the second infraction, we will conduct a parent conference, issue an alternative service assignment and place a letter in the student's file that will be forwarded to the high school.
3. For the third infraction, the administrator will enforce appropriate disciplinary actions in accordance with the Fairfax County School's Student Responsibilities and Rights handbook guidelines.

ARRIVAL AT SCHOOL

-  Students are not permitted in the halls until 7:30 AM.
-  Students should be in their first block at the 8:00 AM bell.
-  Students arriving after 8:00 AM must sign in at the front office and get a blue pass.
-  Students who are unexcused tardy to school more than 3 times will be assigned to administrative detention.







DEPARTURE FROM SCHOOL

- 2:48 Students in Mini Cooper will be released**
- 2:50 Students in the main building will be released**
 -  Go to lockers and proceed to transportation.
 -  On-time bus students go to the front of the building.
 -  Delayed bus students (according to announcement) go to the patio or the cafeteria.
 -  Kiss and ride students go to the back of the building.
 -  Walkers must be off school grounds by 3:05.
- Students leaving school during the school day**
 -  Bring a note from a parent/guardian to the front office in the morning and obtain a dismissal pass.
 -  A parent/guardian will need to come in and present a photo ID to pick up a student.




Cooper Guidelines and Procedures:

STAYING AFTER SCHOOL

-  Students must pre-arrange after school sessions with their teachers or sponsors.
-  All students must be in activities by 3:05.
-  Teachers will send lists to the front office and request bus passes.
-  Students will be sent to the main office to be picked up if they are not in an assigned activity.

After school is an extension of the school day. The Cooper Code of Conduct and the FCPS "Student Responsibilities and Rights" (SR&R) apply to all after school activities.





HALLWAY PROCEDURES

-  Walk in the halls.
-  Stay to the right when moving in hallways and on the stairways.
-  When in hallways:
 - Do not block traffic
 - Keep volume at a conversational level
 - Keep your hands to yourself
 - Do not slam or kick lockers
 - Do not consume food or beverages (except water)




Consequences for inappropriate behavior in the hallways:

Teachers will monitor student behavior in halls and will inform administrators if students continually fail to observe hallway procedures. Administrators will assign progressive disciplinary consequences to students who repeatedly violate rules.

PROCEDURE FOR LEAVING CLASSROOMS

-  Class time is valuable. Use time between classes for collecting materials and using the restroom.
-  Use your **Pass Card** when seeking permission to leave the classroom for personal reasons.
-  Teachers will use the **Office Pass** to send students out for teacher-initiated errands.
-  Always use the most direct route when out of class on a pass and follow hallway procedures.



ASSEMBLY PROCEDURES

-  Quietly enter the assembly with your class while listening for seating directions.
-  Show respect and appreciation by listening and responding appropriately.
-  Before standing, listen for dismissal directions.

TARDY TO CLASS PROCEDURES




Teachers will use a uniform method to let students know class has started by closing their classroom doors. Students arriving after the door is closed are considered tardy.

For each quarter:

-  First tardy: The student will write his or her name on the Tardy List posted at the door.
-  Second tardy: Students will be sent to the office immediately with a Tardy Slip and assigned administrative detention according to the following schedule:
 - First offense – Monday Administrative Detention
 - Second offense – Wednesday Administrative Detention
 - Third Offense – Friday Administrative Detention

Chronic attendance violations that continue after the consequences have been imposed will result in formal discipline assignments from administrator.

PERSONAL ITEMS

-  Personal (non-educational) items such as a CD Walkman, radio, camera, handheld video game, toy, Ipod, and all other items that are not necessary for school use must be placed inside backpacks before the beginning of the first block. These items must be stored in the backpack, in the locker during the school day.
-  According to school regulations, a student may possess a cell phone on school property, however, the cell phone must be out of sight and turned off. Cell phones cannot be used during school hours or during after-school activities without permission from the principal or designee. (At 2:50, students may use cell phones before after-school activities or getting on the bus.)
-  Cell phones cannot be used on school buses without authorization.






Consequences for inappropriate use or possession of prohibited items:

The items will be confiscated by staff and turned in to an administrator. These items must be picked up by a parent or guardian. Other items such as those delineated in the **FCPS SR&R** are also prohibited and carry mandatory sanctions. (Students and parents should review the information in the SR&R.)

Creating a caring and cooperative Cooper





LOCKER PROCEDURES

Locker assignments and combinations will be listed on student schedules and students can begin using lockers when school begins.

-  **Do:** Use only your assigned locker.
-  **Do Not:** Give your combination to anyone else or leave your locker on “quick set.”
-  **Do:** Leave your personal items such as backpacks, coats, hats, and non-instructional items in your locker during school. (Nothing should be left on top of lockers.)
-  **Do Not:** Install equipment or decorations on your locker that you cannot easily remove in June.
-  **Do Not:** Kick or force a jammed locker.

Locker problems and what to do:

Many lockers will need some adjustment in the beginning of the year, and a specific request procedure will be used to fix broken lockers during the first two weeks of school. After the first two weeks, students will follow these procedures for locker problems.

-  **Lost combination:** Go to Room 117/Mr. Fatheree to get combination.
-  **Jammed lock or door:** Go to Room 117 and Mr. Fatheree will call for custodial help.
-  **Vandalism or graffiti on the locker:** Report problem to main office staff.
-  **Theft of items locked in the locker:** Report problem to main office for administrative action. (REMEMBER: DO NOT LEAVE LOCKS ON QUICK SET)

Students who are delayed due to locker problems may enter class excused with a signed pass from Mr. Fatheree or main office staff.

Remember:

Passes to lockers during class time are at the teacher's discretion.

The school is not responsible for items stored in lockers. Lockers are school property and may be searched at the discretion of the principal.

DRESS CODE PROCEDURES

You will be expected to follow the **Cooper Dress Code Guidelines and FCPS SR&R** policy for student dress in school. Parents and students should review this information and direct any questions to their guidance counselor or an administrator.

Cooper Dress Code Guidelines:





School is your place of business. School dress must be appropriate. It cannot detract from or disrupt the instructional program. The following rules apply:

- ✓ Hats and sunglasses are not to be worn in the building.
- ✓ Some clothing that is “in style” may not be appropriate for the school environment. Girls should not wear shorts, skirts or dresses that are too short or too tight. Shorts and skirts must be as long as the longest fingertip, when standing tall with the arms extended downward. Midriff exposing tops are not permitted. (General guideline: Can the student raise her hand, an everyday expectation at school, and not show her stomach or bare skin?)
- ✓ Boys should not wear mesh tops or tanks with large arm openings. Shorts and pants must stay up by their own power or with the assistance of a belt. (General guideline: If the student has to hold up his pants when climbing stairs, the pants are too big.)
- ✓ Clothing with reference to drugs, alcohol or violence is prohibited in Fairfax County schools. Clothing which contains inappropriate language or sexual innuendo is also inappropriate.
- ✓ Spaghetti straps and tiny tank tops are not permitted. Girls may wear short sleeve tee shirts.
- ✓ In general, all clothing should fit properly. If you have a question about an outfit it's probably not appropriate.






Procedure for Students Dressed Inappropriately

- ✓ Students who are not dressed appropriately according to the FCPS regulations and the Cooper Dress Code will be asked to cover the clothing, change clothes, or go home.
- ✓ Borrowed clothing must be washed and returned to the main office the next day. Repeated infractions will result in disciplinary action.

FOOD AND DRINK

-  Drinks other than water must be consumed in the cafeteria.
-  Students with early and late lunch may have a mid-morning or mid-afternoon snack in the block designated by their team.
-  Gum chewing is not permitted at school.
-  Students who are staying for late activities can buy a snack which must be consumed in the cafeteria between 2:55 and 3:05 p.m.

FIRE DRILL PROCEDURES

-  Students should quickly and quietly follow teachers' directions to exit the building and remain with their own class.
-  Upon arrival at the outside location, listen quietly for directions and roll-call.
-  Students must listen and refrain from talking.
-  When directed, re-enter the building in an orderly manner.
-  Any student not with his/her class should leave by the nearest exit and report to a staff member.

CAFETERIA PROCEDURES

- 🕒 The Cooper Code of Conduct applies in the cafeteria.
- 🕒 Enter the cafeteria on time, in a quiet and orderly manner.
- 🕒 If you buy lunch, join the end of a lunch line.
- 🕒 Be mindful of how loudly you talk.
- 🕒 Remain at your assigned table.
- 🕒 Obtain a restroom pass from a cafeteria monitor.
- 🕒 Passes for academic purposes must be obtained in advance from the faculty member you need to visit.
- 🕒 Follow clean-up procedures as directed.
- 🕒 When dismissed, leave the cafeteria in an orderly manner.

Consequences for inappropriate behavior in the cafeteria:

Students who do not follow cafeteria procedures will be reminded of the expectations by staff members. If the inappropriate behavior continues, consequences will be implemented during lunch time such as: time-out, assignment to a new table, isolated seating. If inappropriate behavior persists, more formal consequences will be imposed by the administrator in charge in the cafeteria.

COMPUTER LAB

- 💻 **The Cooper Code of Conduct** and the **SR&R** apply in the Computer Lab.
- 💻 Students may use the lab with their class or with permission from their teacher, but there must be an adult in the lab for students to enter.
- 💻 Enter the computer lab quietly, be seated and listen for the instructions from your teacher.
- 💻 Students must always abide by the Appropriate Use Guidelines for FCPS information technology. Disciplinary sanctions will be imposed for violation of these rules.
- 💻 Your password should be unique and easy to remember. You should not use your name or your student ID as your password and remember do not share your password.
- 💻 Never bring food or drinks into the computer lab.
- 💻 Before you leave, close all programs and log off, clean up around your station, pick up all your printout sheets, and push in your chair.

STUDENT AND PARENT SIGNATURES

After reading this manual with a parent/guardian, please sign below and keep the guide with you in your binder. It will serve as a reference for you during school and teachers, counselors, and administrators will occasionally ask you to refer to it.

Student Signature

Date

Parent/Guardian Signature

Date

RECOGNITION AND INCENTIVES

Privileges will be awarded to students doing the right thing. Currently we provide a variety of ways to reward students for good behavior including:

- ★ Periodically “Earned Recreational Time” to socialize with grade level peers during the structured study time built into the last block will be granted to students in good academic standing.
- ★ Leadership roles in the school.
- ★ Student Assistant assignments.
- ★ “Hero Cards” where teachers can post good news about their students.
- ★ “Good News from School” notes sent home.

DISCIPLINE PROCEDURES AND NEGATIVE CONSEQUENCES

Teachers and administrators will approach discipline as a part of helping students make better choices. Interventions will be progressive. If a student fails to correct his or her behavior, more formal steps will be taken.

Teachers will inform their students of the specific classroom expectations for behavior and quality of work. If students disrupt the classroom and interfere with the learning of other students, teachers will impose progressive disciplinary consequences as follows:

- Teacher intervention
- Teacher notification to parent and assignment to detention
- Referral to administration for formal discipline

MANDATORY AFTER-SCHOOL ASSIGNMENTS

Student detention session with classroom teacher:

Teachers and/or teams can decide upon progressive steps resulting in student assignment to teacher supervised after school detention.

Assignment to Homework Club or Homework Haven

Teachers may assign students who have failed to make up tests or other work to these after-school sessions.

Administrative Detention

This is the most punitive detention. There will be no eating, drinking, talking, use of entertainment devices or leaving the room. Students will be urged to use the bathroom or get drinks of water before detention begins. Students must sit silently. Resting or sleeping with head on desk is not permitted.

Assignment to Administrative Detention:

Teacher will write a referral to administrator and the administrator will assign consequences according to the number of violations the student has accrued. The administrator will contact parents.

- First referral will result in a Monday after school detention.
- Second referral will be a Wednesday detention.
- Third referral will result in a 2 hour Friday after school detention.
- There will be an automatic administrative review after this final detention.