



**ROBBINSDALE COOPER HIGH SCHOOL
INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS
FOR THE 2016-17 SCHOOL YEAR**

www.chs.rdale.org

TRANSPORTATION

District 281 will be mailing the student bus schedule to homes about a week prior to the start of school.

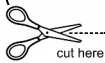
TELEPHONES

The school switchboard is open between the hours of 7:00 a.m. to 3:00 p.m. during student contact day. Cooper’s main number is 763-504-8500. All faculty and administrators have their own phone numbers and voice mail. When you call a staff member, you may be connected to voice mail.

COOPER HIGH SCHOOL PHONE NUMBERS

MAIN OFFICE: 763-504-8500

| | | | |
|--------------------------------|---------------------|---------------------------|---------------------|
| Activities Secretary | 763-504-8533 | Data Processing | 763-504-8506 |
| Attendance Absence Line | 763-504-8510 | Guidance Secretary | 763-504-8520 |
| Attendance Clerk | 763-504-8508 | Media Center | 763-504-8512 |
| Bookkeeper | 763-504-8507 | Nurse | 763-504-8669 |



OPENING DAY/WEEK

Advisory Period will be extended each day the first week of school to allow for the review of the new 2016-17 student handbook/planner as well as other information students will need to ease their transition back into school. The advisory period is on Wednesdays between Period 2 and Period 3.

Parents/guardians are asked to notify their student’s counselor or main office if there are circumstances which will cause an extended delay in his/her return to school. It is critical that contact be made with the school on or before the first day so we can establish accurate attendance records and class sizes. Full-time PSEO students are asked to check with their guidance counselor to be certain our school records indicate full-time PSEO.

STUDENT PICTURE DAY

All 9th, 10th, and 11th grade students as well as new 12th grade students to Cooper will have their picture taken on Friday, September 16th. Students can also order pictures at this time. Picture retakes are scheduled for Monday, October 17th. **STUDENTS ARE REQUIRED TO HAVE AN ID DURING THE SCHOOL DAY AND AFTER SCHOOL EVENTS, SO IT IS VERY IMPORTANT THAT THEY HAVE THEIR PICTURE TAKEN.**

I.D. CARDS

Each student will be issued a new 2016-17 Cooper ID card with his/her picture. Checks from parents to purchase school related items are NOT accepted unless a student can produce his/her Cooper ID card. All class related materials, books, equipment rentals, supplies, etc. are issued only when students can present their ID card. Students need to show their ID card when purchasing lunch or riding school district buses. Temporary ID cards are issued ONLY when a replacement card is ordered. The replacement ID will be issued at a cost to the student of \$5.00. **STUDENTS ARE REQUIRED TO HAVE THEIR ID CARDS WITH THEM AT ALL TIMES DURING THE SCHOOL DAY.**

HALL LOCKERS

Students are assigned individual hallway lockers. **Students should not bring valuable items to school such as excessive amounts of money, headphones, etc.** We cannot guarantee the security of our lockers against theft or vandalism and School District 281 does not carry insurance on such losses, nor is it responsible for items lost, stolen or damaged at school. State law does permit school officials to inspect lockers at any time. **We will work with the New Hope Police department and use their resources, such as substance detecting dogs, to maintain a safe environment at Cooper. These searches will occur randomly and unannounced.**

ATTENDANCE POLICY/PROCEDURE

Classroom attendance and academic success are directly related. When students miss class, they lose the opportunity to learn and interact in the educational process with their peers and teachers. Our attendance policy emphasizes that need and provides exclusions for serious illness and school caused absences. The attendance policy applies to all class periods including advisory and study halls.

Parents/guardians of absent students are required to contact the school to verify their student's absence. If no message is received by 2:30 p.m., you will be called by our automated system that evening. Please call the attendance line during the school day to report and/or verify your student's absence at **763-504-8510**. Parents who do not confirm the absence by phone must send a note with their student when she/he returns. Students must bring the note to the main office where we will verify and /or excuse the absence. Absences of students that are not verified by one of the option indicated above will be considered unexcused. Attendance violations are subject to sanctions as defined in our attendance policy. Letters will be sent home for students who begin to accumulate unexcused absences. Consequences will be assigned for unexcused absences and tardies. Students may not receive credit for work when their absence is unexcused.

On occasion, students participate in school authorized activities which require them to be absent from one or more classes. These types of absences are classified as "school authorized absences." All reasons for authorized absences are defined in the *2016-2017 Student Handbook*.

There are two additional reminders related to our attendance procedures. First, students who need to leave school during the school day must bring a note from a parent/guardian to the main office before school. A principal will approve the request that meets the definition of an excused absence. **Secondly, students will be marked tardy to school beginning at 7:21 a.m.** Tardiness, for reasons described in the attendance policy, will be excused if students have a note from a parent/guardian. Tardiness for oversleeping, car trouble, or missed bus is considered unexcused. **THE SCHOOL MAINTAINS THE RIGHT OF JUDGEMENT ON ALL ABSENCES AND TARDIES. For example: students will not receive an excused absence for attending the College Fair because there are evening sessions available. Please plan accordingly.**

AFTER SCHOOL HOURS

Students who are staying after school must be in a supervised activity. Students waiting for a ride can be picked up at the front door. All students remaining after school **MUST** be in their activity by 2:25 p.m. or will be asked to leave the building.

ACTIVITY BUSES

Students must have a valid school ID card and activity bus pass to ride the activity bus. Students will not be allowed on the bus without their ID and bus pass. Students should ask their coach or activity advisor for a bus pass. Activity buses will load at the **front doors**. The buses will depart Cooper at 4:15 p.m. **and** 5:05 p.m. every school day **except Friday. THERE WILL BE NO ACTIVITY OR SHUTTLE BUSES ON FRIDAYS.**

STUDENT DRESS POLICY

Enforcing the dress code policy will be a point of emphasis. Please review these expectations with your student and keep this information in mind as you purchase new school clothing. Pants must be worn at waist level (no sagging). No exposed undergarments. Tops must cover shoulders, stomach, chest and back. See-through garments are not allowed. Students may not wear short-shorts. Skirts must extend to mid-thigh. Cooper High School prohibits clothing which displays suggestive or offensive pictures or slogans which promote drug, tobacco, or alcohol use. In accordance with District 281 guidelines, students are not permitted to wear or carry hats or coats in the building anytime during the school day, 7:20 a.m. - 2:10 p.m. Offending students will be directed to change into appropriate clothing. **Continued dress code violations will result in progressive discipline, including parent/guardian contact.**

STUDENT SCHEDULES

The minimum credits each semester are six. All 9th graders will have a study hall for their unscheduled period. Sophomores, juniors and seniors who have six credits may also have a study hall. See the online student handbook for details.

PHYSICAL EDUCATION CLOTHING and LOCKERS

Students participating in physical education classes **must** change out of their clothes worn to school into appropriate athletic attire. Students may purchase their athletic clothing wherever they wish making sure the clothing does not restrain free movement and, for safety reasons, is free from zippers, belt loops, pockets, rips, and rivets. **Students are required to furnish their own towel.** No valuables should be kept in locker room lockers.

OPEN LUNCH (11th & 12th grade only)

Open lunch is available only to students in grades 11 and 12 and has been approved by the School Board for the 2016-17 school year. Open lunch is available during lunches 1, 2, & 3. Students can only be gone for one lunch period. Parents and students must sign the open lunch permission form before a permit to leave can be issued. Students must show the open lunch permit when leaving and entering school for lunch. Open lunch privileges may be revoked for failure to follow school policies.

PARKING PERMITS

Students can buy a parking permit from the bookkeeper and **must** bring their driver's license to do so. Permits will only be issued to **students who do not have outstanding fines.** Also, if a student is in a program that takes them out of the building for more than 3 hours each day, he/she should tell the bookkeeper before purchasing a permit. The cost of a permit is \$90 per semester or \$170 for the year. A daily permit is available for \$3.00 and can be purchased on school days at the security window at the front door. Parking permits may be revoked for failure to follow permit guidelines. Please drive responsibly and always buckle up.

BOOKKEEPER INFORMATION

During the school year all student business with the bookkeeper must be transacted before school, during lunch or after school at the bookkeeper's office. Please plan ahead and bring correct change for your purchases. **The bookkeeper does not cash checks or give out change.** When attending athletic events, dances, or any event that includes purchasing a ticket, please make payment for the exact amount of the ticket. Your cooperation is appreciated.

CALCULATORS REQUIRED

All Cooper math students are required to have their own calculator for use in the classroom and at home. The math department recommends the following brands of calculators:

Graphing Calculator: TI-84+(any edition) or TI-83+ REQUIRED for IB Math Studies SL, IB Math SL Year 1 & 2, IB Math HL Year 1 & 2, Statistics

Graphing Calculator: TI-84+(any edition) or TI-83+ is RECOMMENDED but a Scientific Calculator will be fine for Algebra 2, IBMYP Accelerated Geometry/Algebra 2

Either a Scientific: TI-30XS Multiview, TI-34 Multiview or Casio FX-300ES (any edition) or Graphing Calculator: TI-84+(any edition) or TI-83+ for IBMYP HS Algebra, IBMYP Geometry

DIRECTORY INFORMATION UPDATES

Because we communicate with our families via phone, email, or US mail, it is essential that our directory information is accurate. If you have had a change in contact information since last school year, please report that to our data processing clerk at 763-504-8506 or send a written note to the main office indicating the changes.

UNLISTED PHONE NUMBERS/DIRECTORY INFORMATION

If you wish to have your home phone number unlisted, you are asked to notify the data processing clerk at 763-504-8506 to ensure it is listed as such. If you wish to keep private all your directory information, that must be done in writing on a district form. Please call or have your student stop by the guidance office to pick up a form.

PARENTS/GUARDIANS and STUDENTS ARE ADVISED that defacing school property is a violation of the law. Students caught writing/painting etc. on any school property (including the shed) will be subject to school consequences and referred to the police for criminal charges. It is also unacceptable for students to be on campus when school is closed. This includes evenings and early morning before school opens. Violators may be charged with trespassing and are subject to school consequences. Additionally, we remind students and parents **that cell phones and other electronic devices are not to be turned on or used in classes unless a teacher has given permission that a specific device can be used in their class for educational purposes.** These types of devices can and will be confiscated and returned to parents if students are in violation of this policy. Students are encouraged to leave valuables at home.

ATHLETIC INFORMATION (also visit our web site at: www.chs.rdale.org and click on Athletics). The *2016-17 Athletics & Activities Guide* is available in the Activities Office.

The district has set the Athletic & Activity Participation Fees at \$210 per sport with a \$700 family maximum. Students who qualify for reduced lunch pay \$100 per sport and students who qualify for free lunch pay \$50 per sport. The following sports are included:

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|-------------------|---------------|----------|-------------|----------|------------|-----------|
| Adapted Athletics | Cheerleading | Football | Lacrosse | Soccer | Tennis | Wrestling |
| Baseball | Cross Country | Golf | Ski, Alpine | Softball | Track | |
| Basketball | Dance | Hockey | Ski Nordic | Swimming | Volleyball | |

Families who accumulate annual participation fees (athletic and/or fine arts) above \$700 will have all remaining participating fees waived for that year. No student will be deprived of participation in the Cooper athletic/fine arts programs by reason of inability to pay the fees. Families who qualify for free or reduced lunch are also eligible for fee reduction or waiver. Participants should notify their coach and the athletic office to qualify. Students, who have paid the fees and must withdraw from a program because of injury, may apply for a refund. Normally refunds will not be made after the commencement of the first contest in the program.

FINE ARTS AND ACTIVITY FEES

Students who participate in school activities (i.e. marching band, drama, chamber singers, math team, etc.) are required to pay a \$110 fee **per activity**. For more information please call the Activities Office at 763-504-8533.

CAFETERIA INFORMATION

Ninth grade students and new students will receive a PIN number for the lunchroom. If your student was a Cooper student last year, the PIN number has not changed. Your student’s account balance rolls over from year to year, whether it is positive or negative. When your student enters the PIN number, the name and account information will appear on the screen. Your student can ask the cashier the balance on the account at any time. Please keep your student’s account at a positive balance. To contact the kitchen call 763-504-8513 and have your student’s name and PIN number ready. Please call before 10:00 a.m. or after 1:00 p.m. Each student has one account that is used for both breakfast and lunch. You can send one check to split between sibling’s accounts, but please make sure to put all students’ names and PIN numbers on the check. Deposits can also be made via the PayPams online system. Students can also prepay meals by inserting cash (bills only) into the Net Cash Kiosk located in the cafeteria. The deposit is instantly added to the student’s school lunch account. Please note: only checks and change (coins) are accepted at the registers. Food prices for this school year are:

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|---|--|
| Breakfast - \$1.30 each | Lunch - \$2.75 each |
| Reduced Breakfast (if qualified) - FREE* * | Reduced Lunch (if qualified) – FREE** |
| Juice (a la carte) - \$.40 each | Milk (a la carte) - \$.50 each |

**Applications for free/reduced lunch can be completed online at chs.rdale.org and click “Free and Reduced Meals” under Quick Links or call Lori in the Nutrition Department at 763-504-8050 to request a paper copy.

NO VISITORS

We have a **NO VISITOR** policy during the school day. Prospective students wishing to learn more about Cooper should contact the guidance office by calling 763-504-8520.

