

ATTENDANCE POLICY

The Administration at Cooper High School will determine if an absence is excused or unexcused.

Excused or Unexcused?

Absences for illness, hospitalization, medical or dental appointments, court appearances, family emergencies, funerals, religious holidays, or absences caused by natural disasters may be excused if a parent or guardian calls **(763) 504-8510**. **The school will not excuse absences caused by oversleeping, missing the school bus, or babysitting, even if a parent calls.**

Absence Excused

- A parent/guardian call is required each time a student is absent. The call should be made within 24 hours after the day of absence.
- Attendance line number 763-504-8510.
- A parent/guardian may send a note stating the reason for absence, date(s) of absence and a phone number for the excusing parent. The note should be turned into our attendance clerk the day the student returns.
- Absent excused categories include illness, hospitalization, medical/dental appointments, court appearance, family emergency, funeral, religious holiday or natural disaster.
- If a student needs to leave during the school day for an appointment, please bring a note to the front office before first hour to obtain a pass.
- For any absence, students are expected to make up missed work.

Extended Absences

Students anticipating extended absences (e.g. surgery, treatment programs, hospitalization, etc.) must have a parent or guardian call the school nurse at 763-504-8509

Vacations must be approved by administration prior to leaving. Students are expected to collect school work in advance of the absence.

ATTENDANCE POLICY

Unexcused Absence, Truancy

- If a call or note is received by the attendance clerk within 24 hours of the absence, the absence will be categorized as unverified. Administration will determine whether an absence will be considered excused after the 24 hour call/note deadline.
- Absences are not excused for the following reasons: overslept, missed the bus, babysitting, car broke down, running late, etc.
- Truancy—A pattern of unexcused or unverified absences which may result in a referral to the county attorney's office, Be at School Program.

Tardy to School

Go to the security window or table in the foyer to pick up a tardy pass. Students must present student ID. If the tardiness is unexcused, student may be assigned a consequence.

Tardy to Class

- A student is considered tardy if she/he is not at a workstation when the bell rings.
- If a student is more than 15 minutes late to class without a pass, she/he is considered absent.
- A student with two unexcused tardies in a day may be dismissed for a day. A parent/guardian meeting may be requested.
- A student with five unexcused tardies total may be assigned consequences and a parent/guardian meeting may be requested.

Consequences for Not Attending Detention

- Failure to make up detention by the date assigned may lead to suspension from school and possible loss of parking, relaxed study, and open lunch privileges.
- All detention must be completed for a student to participate in commencement.
- For underclassmen, detention hours carry over to the next year.

Policy for 18 Year Old Students

- Generally, eighteen year olds may not sign for themselves. However, a parent/guardian of an 18 year old student may make an appointment to see a principal to complete a form allowing their student to sign for themselves. If an 18 year old student is living on her/his own, a principal and our social worker will work together to determine procedure.

CODE OF CONDUCT

It's Simple!

- **Have Respect**
- **Apply Empathy**
- **We are Responsible**
- **Keep engaged in Learning**

Each student has a right to come to school each day expecting an education in a safe environment, free from distraction.

Positive Behavioral Interventions & Supports (PBIS) is effective school-wide interventions, which give schools capacity-building information and technical assistance for identifying, adapting, and sustaining effective school-wide disciplinary practices.

Students are expected to read and understand the District 281 Discipline Policy. A copy of this policy is mailed home. Additional copies are available in the Guidance Office. Consequences for behaviors listed below as well as others listed in the District Discipline policy will be implemented.

All students are expected to conduct themselves in a responsible, respectful and safe manner. The following list of behaviors is not necessarily complete, but does provide good examples of the kinds of behaviors which are not acceptable and may result in disciplinary consequences.

Fighting

- Scuffling, roughhousing, horseplay, bullying, intimidating or threatening gestures or language will not be tolerated.
- Assault - Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another or immediate bodily harm or death are prohibited.
- Students involved in a fight may be recommended for expulsion according to District 281 policy.

Language

- Profanity, obscenities, racial or religious slurs are prohibited.
- Put-downs meant to degrade other students or staff members are prohibited.

Sexual Harassment

- Unwelcome language, touching of a sexual nature, and the creation of a sexually hostile environment will not be tolerated.
- Police will be involved when necessary.
- Sexual, religious, or racial harassment, violence and offensive behavior will not be tolerated.

CONDUCT

Vandalism

- Damaging or defacing school property or the property of other persons is prohibited and police will be notified.

Nuisance Devices

- Squirt guns, wallet chains, laser pointers, spikes of any kind, lighters, and games are not permitted on school property.
- Pagers, radios, cell phones, CD/MP3 players are to be out of sight and turned off from 7:20 a.m. - 2:10 p.m.. We recommend leaving the item(s) at home. If it is lost or stolen at school we may not be able to investigate because of other more urgent concerns/issues. Students refusing to hand over nuisance devices will be considered insubordinate and therefore subject to suspension.
- All nuisance devices will be confiscated. The only time they will be returned is on Wednesdays between 2:10 p.m. and 3:00 p.m.

Potentially Dangerous Objects

Objects such as weapons, objects which look like weapons such as knives or guns, fireworks or other potentially dangerous items are illegal and are banned. Violation of this rule will result in a recommendation for expulsion and a police referral.

Alcohol and Drugs

- Possession, sale and or use of any mood altering chemicals is forbidden on any District 281 property or at any school activity.
- Students will be considered to be in possession if they are in the area where such substances are present.
- Students under the influence of, or in possession of mood altering chemicals will be recommended for expulsion from school, police will be notified and a consultation with a district chemical specialist will be recommended.

Drug Sniffing Dogs, Use of

Cooper will be working in conjunction with the New Hope Police Department in using their resources, which would include police Dogs trained to detect the presence of drugs and explosives on Campus. These searches will occur randomly.

Tobacco

- Possession or use of tobacco products is forbidden on any District 281 property as well as in the Cooper neighborhood.
- Students will be considered to be in possession if they are in the area where such substances are present.
- Cooper students are expected to respect our neighbors and not litter, loiter, smoke, trespass or act inappropriately on or near their property.
- Violations of the Good Neighbor Policy will result in disciplinary action.
- Students who violate the tobacco rules and the good neighbor policy may be suspended from school.

CONDUCT

Backpacks/Book Bags

- Backpacks/book bags of any kind are not allowed to be carried during the school day. This includes messenger bags, purses on the back, one-strap or two strap backpacks.
- If a bag is large enough to contain a book, it is considered a book Bag and cannot be carried. COOPER APPROVED string backpacks are allowed.

Coats, Jackets, Caps and Head Coverings

- Coats, gloves and jackets intended for outdoor wear, hats, caps, scarves, bandanas, and other such headgear are not to be worn in the building.
- These items are to be removed upon entering the building and are to be kept in student lockers.
- If a student's religion or medical condition requires his/her head to be covered, the student must present a written statement to that effect to his/her principal. The statement must be signed by a religious authority such as a priest, pastor, rabbi or by a doctor.

Student Identification

- All students must carry a Cooper ID card at all times. Failure to produce it, when requested by any staff member, is considered insubordination.
- Failure to produce the Cooper ID card may result in a disciplinary referral and suspension from school.
- Student ID cards are needed for admission to school after 7:30 am, to the Media Center, lunch, and relaxed study.
- If a student loses his/her ID card, a \$3.00 fee is assessed for a new one.

Leaving School During the Day

- Once a student gets off the school bus or out of a car parked in the student lot, it is a violation of Cooper rules to leave the property without permission from the office.
- Students may only leave school through the main entrance door during school hours.
- A pass is required from the main office before leaving school during regular school hours.
- Students must sign out in the main office before leaving school during regular hours.
- Students may not leave the building without a valid open lunch or early release sticker on their ID.

Vehicle Searches

- Student vehicles parked on any school property are subject to search by the administration.

CONDUCT

Dress Code

- Clothing that causes a disruption or is deemed indecent or inappropriate by staff is prohibited.
- No men's sleeveless T-shirts, bare midriffs, or short skirts and shorts more than one inch above the knee.
- Clothing with lettering that advertises or promotes drugs, tobacco, alcohol or sexual topics may not be worn.
- Tube tops and spaghetti strap tops are prohibited. Please remember that just because it's "the style" does not mean it is appropriate for school. The administration will determine if a student's clothing is appropriate.

Lockers

- Each student is assigned a personal locker, and they may **not** share lockers or locker combinations.
- Lockers may be opened and searched at any time.
- Students are required to keep lockers clean.
- A student is held responsible for all items in his/her assigned locker. The school is not responsible for lost or stolen property.

Emergency Drills

Fire Drills and Tornado Drills

- Follow all staff directions when exiting the building to areas of safety during fire/tornado drills and lockdown procedures.
- Directions and procedures provided during advisory and in each class.
- A false alarm is a violation of the law and the District's discipline policy will be enforced.

Cafeteria and Lunch Period

- Students are required to present ID cards to cafeteria workers and all other staff when requested.
- Students are required to deposit money in lunch accounts and draw on those accounts by submitting their personal pin number.
- Students eat only during their assigned lunch period.
- Students who are uncooperative in the lunchroom may be removed from the lunchroom for a period of time. They will eat in a restricted area.
- No food or beverages leave the cafeteria. Food or beverages removed from the cafeteria will be confiscated.
- Students are expected to stay for their entire lunch period.
- Written permission is needed before leaving the lunchroom to go to the Media Center, resource labs, etc.
- All students must clean up their area after eating.

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Open Lunch (*Juniors and Seniors Only*)

- Valid only during scheduled lunch hour.
- An application is required with parent/guardian permission.
- Students must have good attendance and behavior.
- Special marking of ID cards is mandatory.
- Students must follow open lunch rules or the privilege will be removed.

Food and Drink

- No food or drink (with the exception of bottled water) in the classroom or outside the cafeteria.
- Food and/or beverages outside of the cafeteria will be confiscated.
- Teachers may regulate the consumption of bottled water in the classrooms.

Media Center

- Regular library books may be checked out for a three-week period.
- Reference materials may be checked out for overnight only and must be returned by 7:20 the next morning.

Distribution of Literature and Sales by Students

- Permission from a principal is needed before any distribution of literature.
- Posters must be signed by a principal before being displayed.
- Written permission is required for sales by individual students or non-school organizations.

Passbooks

- Required when in hallways during class time.
- Must be signed by a staff member.
- Must show time and date.
- Students must have permission in order to leave the building and required to sign out in the office before leaving.
- Replacement passbooks will be issued by the student's advisor. NO PASSES the first 10 minutes and the last 10 minutes.

Phone Calls

- Office phones and classroom phones are not for student use.
- Payless phones are available in the foyer entrance for students' use before and after school.
- In an emergency parents may contact their student(s) by leaving a message with the receptionist.

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Visitors

- Must register with security personnel in the main entrance.
- Student visitors are generally not allowed during the school day.

Motor Vehicles and Parking

- Student vehicles may be parked in the student lot after paying a daily fee or a semester fee. The student lot is on the west side of the school.
- School is not responsible for vandalism or theft.
- The parking permit must be clearly visible. Parking is a privilege that may be denied or removed for violations of school policy.
- Violators of parking regulations may have their vehicles towed at owner's expense or immobilized with a tire boot. A fine of \$20 will be assessed.
- Unsafe driving, parking in restricted areas (e.g. faculty lot), leaving the school without permission, tardiness to school or disrespectful behavior may result in withdrawal of the parking privilege.

Pledge Etiquette

- A. Stand where you are.
- B. Face the nearest flag.
- C. Remove any head coverings.
- D. Hold your right hand over your heart.
- E. Recite the Pledge of Allegiance in unison with those around you.
- F. If you don't want to participate in the recitation of the Pledge of Allegiance you must sit quietly and not interfere with those reciting the pledge.

Cooper Good Neighbor Policy

Cooper students are expected to respect our neighbors and not litter, loiter, smoke, trespass, or act inappropriately on or near their property. Violations of the good neighbor policy will result in disciplinary action.

Off-Campus-Out of School Conduct

Students involved in off campus or out of school conduct which poses a threat, danger or disruption to the school or its members, are subject to school discipline.

Insubordination

Students are expected to follow appropriate directions given by any staff member. Failure to do so will result in consequences including suspension from school.

CONDUCT

Hazing

Students may not participate with each other to plan, direct, encourage, aid or engage in hazing which includes initiation of students.

School Dances

- CHS school rules apply to all dances including Prom, which may be off site.
- Sexually suggestive behavior is not allowed.
- Students must purchase tickets in advance. To enter the dance the student must show the ticket and a current student ID.
- Only current Cooper students may attend general dances. Guests under 21 years old may be allowed to attend formal dances.
- Cooper staff work hard to maintain a safe and fun atmosphere. Any behavior that interferes with that goal will require the offending student to leave and consequences will apply.
- Dances conclude at 11:00 pm. Parents, guardians, and family members should arrange for transportation from Cooper no later than 11:15 pm.

Consequences

Consequences for violating school and District rules includes conferences with students, detention, in school and out of school suspension, loss of parking privileges, open lunch privileges, parent conferences, assignment to Saturday School, administrative review, court referrals, referral to support services, expulsion or exclusion from school.

Detention

- Detention must be made up by the assigned date.
- Failure to make up detention may result in loss of privileges or further consequences including suspension from school.
- Held in the Student Support Center Mon through Thurs from 2:30 - 4:00 pm and some Saturdays from 9:00a.m -12:00 p.m.
- Morning detention available at the principal's discretion.
- Activity buses depart at 4:15 and 5:15 pm but do not run on Fridays.
- Detention hours are carried over to the next school year.

Right of Appeal (Due Process)

- Students have the right to appeal judgments and decisions made by teachers or administrators.
- The appeal begins with the individual who made the original judgment and then goes to the next level of authority.