

# RANDALL K. COOPER HIGH SCHOOL



**WHERE STUDENTS “ASPIRE, ACHIEVE, AND EXCEL”**

2855 Longbranch Road  
Union, KY 41091

859.384.5040  
859.384.5049-fax

[www.cooper.boone.kyschools.us](http://www.cooper.boone.kyschools.us)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



# TABLE OF CONTENTS

Academic Integrity.....	37-38	Kentucky Scholars Diploma .....	21-22
Adv Plcmnt Exempt Final Exam .....	30	Kentucky Work Ethic Diploma .....	22-23
Acceptable Conduct.....	35	Library/Media Center .....	30-31
Alternative Credits.....	18	LINK.....	36
Athletics.....	11-12	Lockers.....	31
Attendance .....	25-26	Lost and Found .....	10
Boone County Calendar .....	7	Lunch Prices.....	9
Bullying/Harassment .....	39-40	Lunch Schedule.....	8
Bus Procedure.....	36-37	Message from the Principal.....	5
Cafeteria .....	42	Messages .....	42
Class Rank .....	19	Minimum Graduation Require .....	19-21
Classroom Courtesies .....	37	No Pass/No Drive.....	33
Closed Campus .....	10	Off-Campus Events .....	37
Commencement .....	27-28	Parent Participation.....	10
Community Service.....	28	Parking.....	32-33
Community Svc Phone Numbers .....	9	Positive Behavior Intervention Sys.....	6
Counseling Office.....	14-16	Procedures.....	42-43
Credit Recovery .....	18	Randall K. Cooper .....	3
Curriculum Information .....	17	Safety.....	43
Daily Schedule .....	8	SBDM .....	43
Dance Policy.....	28-29	Scholarships.....	23
Detention.....	36	School Information .....	3-4
Dress Code .....	41-42	School Property .....	10
Early Dismissal Procedure.....	27	School Publications.....	23-24
Entry to School .....	43	Student Code of Conduct .....	35
Extra/Co-Curricular Clubs .....	12	Student Fees.....	13
Field Trips .....	37	Tardies .....	27
Final Exams .....	29-30	Technology Policy .....	40-41
First Aid.....	42	Textbooks/Class Resources .....	34
Friday Alt. Suspension Program.....	35	Transfer Credits .....	19
GPA .....	19	Valedictorian/Salutatorian .....	19
Grading Periods/Scales.....	17	Visitors and Deliveries .....	9-10
Graduation with Honors .....	22	Water/Food in Classrooms.....	43
Graduation Presentations .....	34	Website Information .....	23
Hall Passes .....	36	Withdrawal from School.....	35
Indexed Courses .....	18	Writing Standards.....	24-25

# WELCOME TO COOPER HIGH SCHOOL

## Randall K. Cooper

### *The Man We Honor*

Randy opened Larry A. Ryle High School in August, 1992. For the following fourteen years, he dedicated himself to the students, teachers, and community of Union. His dedication and commitment to his students and staff were unquestionable. He led with integrity, passion, and good old common sense.

On Saturday afternoon, May 27, 2006, Randy graduated the Ryle High School senior class of 2006. As was his custom prior to the graduation ceremony, he moved through the line of seniors congratulating each one. Afterwards, he met with families, posed for photographs, shook hands, and gave hugs. Later that evening, he drove to Raceland for a quick visit with his parents and traveled on to Charlotte, N.C. to spend the weekend with his sister watching NASCAR. On Sunday morning, while standing at the gate of the Lowe's Motor Speedway, he suffered a massive heart attack.

At Ryle's graduation ceremony, only hours prior to his death, Randy spoke of the challenges facing the graduating seniors. He told the seniors...*life is not fair, get used to it*. Certainly, his death at fifty-four years old does not seem fair. However, his life epitomized another quote he often recited, "It isn't how long you live...it is how well you live." Randy lived well.

## RCBS SCHOOL INFORMATION

**School Colors:** Maroon and Gold

**School Mascot:** Jaguar

**School Website:** [www.cooper.boone.kyschools.us](http://www.cooper.boone.kyschools.us)

**District Website:** [www.boone.kyschools.us](http://www.boone.kyschools.us)

## **RCHS MISSION STATEMENT**

Randall K. Cooper High School, in collaboration with the community, is committed to cultivating a tradition of excellence by empowering its students to become independent, life-long learners in a global society.

### **“Cooper Creed”**

**R**esponsibility for my actions  
**C**haracter and integrity in my life  
**H**onesty with myself and others  
**S**uccess through goals, commitment, and hard work.

## **ADMINISTRATIVE STAFF**

Michael Wilson, *Principal*

Malinda Brooks, *Assistant Principal*

Chandra Dixon, *Assistant Principal*

*Assistant Principal, TBA*

Amy Coleman, *Guidance Counselor*

Dawn Hinton, *Guidance Counselor*

Ben Wheeler, *Guidance Counselor*

Mark Jump, *School Resource Officer*

Randy Borchers, *Athletic Director*

## **SCHOOL PHONE NUMBERS**

Randall K. Cooper High School.....	859.384.5040
Randall K. Cooper High School (fax).....	859.384.5049
Randall K. Cooper High School Guidance Office (fax).....	859.384.8500
Randall K. Cooper High School Athletic Office.....	859.384.4534
Randall K. Cooper High School Cafeteria .....	859.384.5048
Boone County Board of Education.....	859.283.1003
Boone County District 2 Bus Garage.....	859.586.0878
Boone County District 3 Bus Garage.....	859.384.8384

## A Message From the Principal

On behalf of the faculty and staff of Randall K. Cooper High School, we welcome you to our beautiful campus. Our staff is ready to begin an exciting school year, which will be enjoyable and successful for you. It is my desire for you to become involved in your school and with your help we will establish traditions that will make memories for a lifetime.

As you journey through your high school years, you will have many opportunities to participate in challenging and exciting activities and learning experiences. While keeping your eye on the prize of graduation, I encourage you to take time to enjoy your journey. It is my hope that you will participate in and experience as many opportunities as you can. Take chances, try new things and push yourself to reach new levels. These experiences, along with good study habits and active participation in class, will allow you to identify interests, develop plans and attain skills. In turn, this growth will pave a road to success and build a foundation for a life of learning.

Our campus is an educational community. As with any community, our effectiveness is largely dependent upon the interactions and the relationships we build with each other. If each individual member of our learning community is to reach their full potential, we must maintain an environment that is supportive and safe. We must work together and strive to be a place where each person feels they can ***Begin, Belong and Grow***; where each person is valued for their unique strengths, and where we offer assistance and support for those in need. If we can embrace each other's strengths and devote our energies to teaching and learning, we will create an atmosphere where all can ***Aspire, Achieve, and Excel***.

Join me in making this school year the best!

D. Michael Wilson  
Principal



**GO JAGUARS!**

# Positive Behavior Intervention System (PBIS)

## RCHS Student Expectations

### **JAG**

**S**afety

**W**ork Ethic

**A**ccountability

**G**ive Respect

At Cooper High School, we are dedicated to fostering a positive learning environment and equipping our students academically and socially for the real world. A major component to help ensure we meet these objectives, is our school-wide expectations and Positive Behavioral Intervention and Support (PBIS) program. Clear and consistent expectations are posted throughout the building and expected behavior is taught directly.

At Cooper High School, our students have JAG SWAG. In everything we do, we are expected to demonstrate the four elements of SWAG: Safety, Work Ethic, Accountability, and Give Respect. Students are rewarded for exhibiting these four key pieces of positive behavior and “doing the right thing” with incentives and our reward system. For more information on PBIS, please visit [www.kycid.org](http://www.kycid.org).



Randall K. Cooper High School adheres to all rules and regulations of the Boone County Code of Conduct.

# **BOONE COUNTY SCHOOL CALENDAR**

## **2016-2017**

<b>AUGUST 17</b>	<b>FIRST DAY OF SCHOOL</b>	
<b>SEPTEMBER 5</b>	<b>LABOR DAY</b>	<b>(NO SCHOOL)</b>
<b>OCTOBER 7 &amp; 10</b>	<b>TEACHER TRAINING DAYS</b>	<b>(NO SCHOOL)</b>
<b>NOVEMBER 8</b>	<b>ELECTION DAY</b>	<b>(NO SCHOOL)</b>
<b>NOVEMBER 23, 24 &amp; 25</b>	<b>THANKSGIVING BREAK</b>	<b>(NO SCHOOL)</b>
<b>DECEMBER 22</b>	<b>WINTER BREAK</b> STUDENTS RETURN JANUARY 5 <sup>TH</sup>	<b>(NO SCHOOL)</b>
<b>JANUARY 16</b>	<b>MARTIN LUTHER KING DAY</b>	<b>(NO SCHOOL)</b>
<b>FEBRUARY 6</b>	<b>TEACHER TRAINING DAY</b>	<b>(NO SCHOOL)</b>
<b>MARCH 10 &amp; 13</b>	<b>TEACHER TRAINING DAYS</b>	<b>(NO SCHOOL)</b>
<b>APRIL 10-14</b>	<b>SPRING BREAK</b> STUDENTS RETURN APRIL 17 <sup>TH</sup>	<b>(NO SCHOOL)</b>
<b>MAY 25</b>	<b>LAST DAY FOR STUDENTS</b>	
<b>MAY 29</b>	<b>MEMORIAL DAY HOLIDAY</b>	<b>(NO SCHOOL)</b>
<b>MAY 25 – JUNE 7</b>	<b>POSSIBLE MAKE-UP DAYS DUE TO MISSED TIME</b>	

**\*The school calendar may be revised pending emergency situation or inclement weather.**

# **RGHS DAILY SCHEDULE**

## **DAILY SCHEDULE**

7:25 a.m.	Academic Wings Open
7:40 – 8:32 a.m.	Period 1
8:37 – 9:29 a.m.	Period 2
9:34 – 10:26 a.m.	Period 3
10:31 – 11:01 a.m.	JAM*
11:06 – 12:31 p.m.	Period 4 (lunch included)
12:36 – 1:28 p.m.	Period 5
1:33 – 2:25 p.m.	Period 6

## **WEDNESDAY SCHEDULE**

7:25 a.m.	Academic Wings Open
7:40 – 8:29 a.m.	Period 1
8:34 – 9:23 a.m.	Period 2
9:28 – 10:17 a.m.	Period 3
10:22 – 11:07 a.m.	JAM*
11:12 – 12:37 p.m.	Period 4 (lunch included)
12:42 – 1:31 p.m.	Period 5
1:36 – 2:25 p.m.	Period 6

## **LUNCH SCHEDULE**

11:01 – 11: 31 a.m.	1 <sup>st</sup> Lunch
11:31 – 12:01p.m.	2 <sup>nd</sup> Lunch
12:01 – 12: 31 p.m.	3 <sup>rd</sup> Lunch

## **WED. LUNCH SCHEDULE**

11:07 – 11: 37 a.m.	1 <sup>st</sup> Lunch
11:37 – 12:07p.m.	2 <sup>nd</sup> Lunch
12:07 – 12: 37 p.m.	3 <sup>rd</sup> Lunch

## **ONE HOUR DELAY SCHEDULE**

8:25 a.m.	Academic Wings Open
8:40 – 9:20 a.m.	Period 1
9:25 – 10:05 a.m.	Period 2
10:10 – 10:40 a.m.	Period 3
10:45 – 11:01 a.m.	JAM*
11:06 – 12:31 p.m.	Period 4 (lunch included)
12:36 – 1:28 p.m.	Period 5
1:33 – 2:25 p.m.	Period 6

**\*JAM**—(Jaguar Achievement and Mentoring) - Cooper High School has an achievement and mentoring program each day with activities that include and focus on: study skills/time, weekly grade checks, social skills, character building skills, relationship building skills, ILP development, and scheduling information and counseling. We will also run a tutoring program to assist students failing core academic classes during JAM.



## LUNCH PRICES

High School students will pay \$1.00 for breakfast and \$2.50 for lunch. Adults will pay \$1.50 for breakfast and \$3.00 for lunch. Free/Reduced Lunch Program applications are available in the main office at all times. Families are required to re-apply each year.

## RCHS COMMUNITY SERVICE TELEPHONE NUMBERS

Big Brother/Big Sister .....	513-421-4120
Boone County Police Department.....	344-2119
Drug and Poison Information Center .....	513-635-5111
Brighton Center/Every Child Can Succeed .....	491-8303
Care Net .....	282-9878
Family Nurturing Center.....	525-3200
Family Services .....	513-345-8555
Homeward Bound (run aways) .....	581-1111
Mercy Maternity .....	371-1888
North Key Crisis Center .....	331-3292
Northern KY District Health.....	525-1770
United Way.....	513-762-7100
Suicide Hotline .....	1-800-SUICIDE
St. Elizabeth Florence .....	212-5200
St. Elizabeth Edgewood.....	301-2000
Planned Parenthood .....	1-800-230-PLAN
YMCA.....	534-5700

## VISITORS AND DELIVERIES TO STUDENTS

Each visitor is required to sign in, show photo identification at the desk in the main office, and wear a Visitor's Nametag at all times in the building. This registration is absolutely essential for visitors so the School Resource Officer and other staff will be able to identify persons who have authorization to be in the building. **Board policy prohibits us from allowing students from other schools to spend the day with our students.** No exceptions will be made, except for foreign exchange students who have been approved in advance.

Students are not permitted to have outside fast food items delivered to them. Also, items such as balloons and flowers will not be delivered to students during the school day. Students will need to pick up such items in the main office at the end of the school day. This can be a distraction to the educational process. All student deliveries could require search, and will also require ID and log of drop off.

For the safety and confidentiality of all students and staff, parents (guests) are not permitted to visit a classroom or eat lunch with students. Please direct questions to administration.

RCHS does encourage parental involvement, please see **Parent Participation** section for details.

## **CLOSED CAMPUS**

Randall K. Cooper High School is a closed campus. Students who leave campus before the end of a school day must obtain written permission from their parent/guardian and administration. Students are not permitted in the parking lot during the school day except when arriving/leaving campus, unless they have written permission from the administration.

## **LOST AND FOUND**

Lost/found articles should be turned into the main office. The school, however, is not responsible for the replacement of lost or stolen items.

## **PARENT PARTICIPATION**

Randall K. Cooper High values the important role parents play in the educational process. We encourage parents to participate in a variety of venues.

PTSO (Parent Teacher Student Organization): We have an active PTSO that supports the school in a multitude of ways throughout the school year. If you are interested in volunteering in any capacity for the school, please consider joining the PTSO for resources and information. (All volunteers must have an up to date background check on file). See the PTSO section of the RCHS website for specific details.

Booster Organizations: If your child is involved in athletics or in the school band, please consider supporting the Athletic Boosters or the Band Boosters.

SBDM (School Based Decision Making): Each year RCHS hold parent elections for the two members that will serve on the SBDM. Parents are also encouraged to attend meetings as many important school decisions are made by the SBDM.

## **SCHOOL BUILDING AND PROPERTIES**

Randall K. Cooper High School was funded by and is maintained with Boone County tax monies. Damage to the building, equipment, buses, books, outdoor facilities, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing such acts of vandalism will be held accountable. Let's all take pride in our beautiful facility and help keep Cooper High School an outstanding school!

# **RCHS ATHLETICS**

Cooper High School encourages athletic participation for all students at all levels. Research validates that athletics is an important link in school success. Cooper High School will offer the following sports:

**Fall Sports:** Cross Country, Football, Golf, Soccer, and Volleyball

**Winter Sports:** Basketball, Bowling, Swimming, and Wrestling

**Spring Sports:** Baseball, Softball, Tennis, and Track

## **ATHLETIC MISSION STATEMENT**

An interscholastic athletic program as a co-curricular activity is an integral part of the total educational and growth experience at Randall K. Cooper High School. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which positive values can be revealed, tested, and proven relevant both to participants and the entire school community.

## **ATHLETIC CODE OF CONDUCT**

The administration is responsible for the athletic program at Randall K. Cooper High School and for the satisfactory conduct of each and every athlete. Participation in athletics is a privilege and student-athletes are expected to represent their school, team, coach, and themselves in a positive manner. Therefore, we will require that students participating in athletics must do the following:

1. **ACADEMICS**: On a weekly basis, a student shall be passing in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six (6) hours of instruction required) or the equivalent of four (4) hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week. The athletic director will notify the staff weekly of student-athletes who are not eligible to play. During the period of ineligibility, athletes are prohibited from practicing or playing on the school team.
2. **ATTENDANCE**: Student-athletes must be in attendance for at least one-half of the school day to participate or compete in game or practice. If a student is absent on Friday, they are not eligible to participate or compete in games or practice over the weekend. Student-athletes with an excuse from parent(s) may be exempt from school and permitted to practice or compete on a particular day. An administrator must approve these absences.
3. **ATTENDANCE**: Students with 9 or more unexcused absences will be ruled ineligible for the remainder of the year. A student will be notified once they have 9 unexcused absences.

4. **PHYSICAL EXAM AND CONSENT FORMS:** No student will participate in athletics without the proper paperwork on file with the school. This includes, but not limited to, a doctor's physical exam and permission consent form.
5. **ELIGIBILITY:** Athletes must be in the proper grade level at the beginning of each school year. They must also move with their class to the next grade level. Beginning at the freshman level, high school athletes are permitted to have eight (8) consecutive semesters of eligibility. Two (2) semesters shall constitute a school year. All KHSAA rules and requirements will be enforced regarding eligibility.
6. **FEES:** Athletes are required to pay athletic fees to participate in sports.
7. **ATHLETIC LETTERING POLICY:** An athlete can only earn one (1) varsity letter during his/her high school career. An athlete must achieve at least 25% participation in their respective sport to earn a letter. Each sport will provide one (1) bar per year. The head coach and athletic director reserve the right to give out letters for special circumstances.

## **RCHS EXTRA/CO-CURRICULAR CLUBS**

Academic Team	FCCLA	Remote Control Car
Ambassadors	FEA	Science Honor Society
Anime	FFA	Senior Board
Archery	French Club	Skateboard
Art Club	French Honor Society	Ski Club
Cheerleading	German Club	Spanish Club
Dance Team	Guitar Club	Speech and Debate
Delta Epsilon Phi (German Honor Society)	Hispanic Honor Society	STLP
Drama Club	Lacrosse Club	Strategic Gaming Club
Equestrian Club	National Honor Society	Student Council
Energy Team	Odyssey of the Mind	Tri-M
FBLA	Pep Club	Ultimate Frisbee Club
FCA	P.E.A.C.E.	Writer's Alliance

# **STUDENT FEES 2016-2017**

## **BOONE COUNTY SCHOOLS Grades 9-12**

Fee	Amount	Reduced Amount
General	\$35	\$12
Academic Team	\$25	\$7.50
Agenda	\$5	\$1.50
Agricultural/Floral Design	\$10	\$3
Art	\$15	\$5
Advanced Placement Art	Students provide portfolio	
Accounting	Actual Cost of Practice Sets & Workbooks	
Athletics*	\$35**	\$10.50**
Cheerleading	\$35**	\$10.50**
Chorus	\$15	\$4.50
Credit Recovery Program	\$75 per course	\$22.50 per course
Family & Con Science (Foods)	\$15	\$4.50
Family & Con Science (Clothing)	Actual cost of project	
Marching Band	\$600	\$180
Music Instrumental Rental	\$12	\$3.60
Parking Sticker	\$15	\$15
Science	\$15	\$4.50
Social Studies (Current Events)	\$11	\$3.30
Speech/Forensic Team	\$25	\$7.50
Summer School	\$200 (max) 6 weeks ½ days	\$60 (max) 6 wks ½ days
Technology	\$15	\$5
Textbook Rental	\$8 per class	\$3 per class
Vocational Program (Half-Time)	\$18	\$5.40

\*There is an annual charge for athletics (including High School).

\*\*Plus uniform expenses, where applicable.

All fees listed are the maximum amount that can be charged by the school.

Field Trips: Students could be requested to pay the cost of the field trip (the total of the admission and transportation fees).

ALL FEE MONIES COLLECTED WILL BE UTILIZED FOR STUDENTS THIS SCHOOL YEAR.

No participation fee will be collected unless listed on fee schedule approved by the Board of Education.

All schools will collect all fees.

All schools will maintain student activity.

REFERENCE: KRS 160.290

## **RCHS COUNSELING OFFICE**

Welcome to Cooper High School from the Counseling Office. The goal of the counseling office is to use resources and a structured approach to positively impact student academic success, career readiness and personal/social development. Our office consists of three counselors and Ms. Appelman, our registrar/guidance assistant. Students can work with the counselor they feel most comfortable. The counselor student assignments will be primarily as follows:

Mrs. Hinton:	Last names A-G
Mr. Wheeler:	Last names H-O
Mrs. Coleman:	Last names P-Z

Process to see a counselor or receive information:

- Sign in the counseling office before school, after school or during class change. Students are generally seen the same day or the next school day.
- Email amy.coleman2@boone.kyschools.us, dawn.hinton@boone.kyschools, and ben.wheeler@boone.kyschools.us, joy.appelman@boone.kyschools.us.
- Counselors will call you to the counseling office as time permits in order of urgency.
- In the event of an emergency, obtain a pass from your teacher to immediately be sent to the Guidance Office.

We are committed to responding to each of your needs and with your patience, we will assist you as soon as possible.

### **FRESHMAN YEAR – PREPARING FOR THE FUTURE**

- Set academic goals for the school year.
- Build strong academic, language, mathematics and critical thinking skills by taking challenging courses.
- Strengthen your vocabulary by increasing your reading.
- Look for common features of the careers that are generated by your ILP – what does it say about you?
- GET INVOLVED and keep track of involvement on your ILP.
- Take the PSAT for practice in October.
- Browse through college literature or surf the internet to get an idea of what kinds of schools may be of interest to you.
- Check out what high school courses colleges require.
- Do community service for graduation requirement.
- Remember – Every point in a class makes a difference in your GPA, which effects college admission, scholarship and KEES money!

## **SOPHOMORE YEAR – CALENDAR**

### Fall Semester:

- All sophomores take the PLAN (practice for ACT) in September.
- Take the PSAT in October for practice.
- Take NCAA approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important not the number of activities.
- Keep a record of co-curricular involvement, volunteer work and employment (all year). The ILP is a great place to save these electronically.

### Spring Semester:

- Volunteer – a great way to identify your interests and develop skills.
- Start researching colleges and universities.
- Use your PLAN scores to decide how to begin reviewing for ACT.
- Make your summer productive. Continue reading to increase your vocabulary.
- Save money for college.
- Schedule Dual Enrollment courses to begin earning college credit.

## **JUNIOR YEAR - CALENDAR**

### Fall Semester:

- Take the ACT at least once, October or December, to know what improvements you need to make for the state ACT in March.
- Take NCAA-approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important, as well as the number of activities.
- Keep a record of co-curricular involvement, volunteer work, and employment (all year).
- Seriously investigate options after high school to determine the best fit for you.
- Take the PSAT in October.
- Interested candidates apply for the Governor’s Scholar Program.

### Spring Semester:

- Choose a rigorous/balanced course load for senior year.
- Consider a dual enrollment course.
- Volunteer- a great way to identify your interests and develop skills.

- Continue researching colleges and universities.
- Use previous ACT score to review for the FREE state ACT in March.
- Make your summer productive. Continue reading to increase your vocabulary.
- Save money for college.
- Register at [www.fastweb.com](http://www.fastweb.com) for potential scholarships.
- Check the Cooper website to review our Scholarship Guide. Some scholarships are for juniors, otherwise, plan for senior year.
- You should have two ACT scores minimum by March of Junior year. If you need to increase your score, sign up for April and/or June test.

## **SENIOR YEAR - CALENDAR**

### Fall Semester:

- Take the ACT in September/October and/or December to maximize your score.
- Take NCAA-approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important, as well as the number of activities.
- Keep a record of co-curricular involvement, volunteer work, and employment (all year).
- Seriously investigate options after high school to determine the best fit for you.
- If you are below benchmark in English, Math or Reading, prepare for the COMPASS test to reach benchmark for college admission.
- Register at [www.fastweb.com](http://www.fastweb.com) for potential scholarships.
- Check the Cooper website to review our Scholarship Guide.
- Complete all applications for admission by the end of first semester before winter break.
- Register for Parchment to have transcripts send electronically.

### Spring Semester:

- Complete FAFSA form at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by February 15th.
- Volunteer- a great way to identify your interests and develop skills.
- Continue researching colleges and universities - final decision to be made by May 1st.
- Save money for college.
- Register at [www.fastweb.com](http://www.fastweb.com) for potential scholarships.
- **CONTINUOUSLY ~ Check the Cooper website to review our Scholarship Guide.**



## CURRICULUM INFORMATION

Cooper High School requires a total of 22 credits for graduation. The following are required courses:

- English ..... 4 credits
- Mathematics ..... 4 credits (at least one each year to be taken and credit earned)
- Social Studies..... 3 credits (content to include Geography, Gov't/Econ, US History, World Civilization)
- Science..... 3 credits (content to include life science, physical science, earth/space)
- Health ..... ½ credit
- Physical Education..... ½ credit
- Fine Arts ..... 1 credit
- Career/Technical Education 1 credit

## HIGH SCHOOL GRADE LEVEL REQUIREMENTS (Credits Needed for Promotion)

**All students are promoted on the basis of number of credits earned before the first day of school of the subsequent school year and the number of semesters completed. Grade level changes will not be made throughout the school year. To be promoted, a student must have completed the following number of semesters and earned credits:**

Grade	Credits	Completed Semester
10	5 (Must be a sophomore to take PLAN test predicting your ACT)	2
11	11 (Must be a junior to take the FREE ACT through state testing)	4
12	16 (Must be a senior to purchase tickets for Senior Dinner Dance)	6

## GRADING PERIODS

- First Term                    8/17/16 - 10/18/16
- Second Term                10/19/16 - 12/21/16
- Third Term                   1/5/17 - 3/9/17
- Fourth Term                 3/10/17 - 5/24/17

\*Dates are subject to change due to missed school days.

## GRADING SCALE

<b>A</b>	<b>96-100</b>	<b>C</b>	<b>80-84</b>
<b>A-</b>	<b>94-95</b>	<b>C-</b>	<b>78-79</b>
<b>B+</b>	<b>92-93</b>	<b>D+</b>	<b>76-77</b>
<b>B</b>	<b>89-91</b>	<b>D</b>	<b>72-75</b>
<b>B-</b>	<b>87-88</b>	<b>D-</b>	<b>70-71</b>
<b>C+</b>	<b>85-86</b>	<b>F</b>	<b>69 and below</b>

## INDEXED COURSES

*Honors and accelerated courses will have the final numeric average multiplied by an index of 1.04. Advanced Placement courses and Dual Enrollment courses will have the final numeric average multiplied by an index of 1.08.*

## ALTERNATIVE CREDITS

Randall K. Cooper High School (in compliance with board policy 08.1131) offers credit recovery options and dual enrollment opportunities for students who qualify. Please contact the Guidance Office for additional information.

## CREDIT RECOVERY OPTIONS

### CREDIT CAMP

Credit Camp (4 days) is typically offered twice each year. Students who make a 60-69% in a core class, with the exception of math classes and chemistry, can utilize this opportunity. Students are expected to complete it within one academic year of failing.

### SUMMER SCHOOL

Students who make below 60% in any course will need to attend summer school to recover the credit. See summer school handout for details.

### JEFFERSON COUNTY E-SCHOOL – ONLINE PROGRAM

Student may take elective courses only through Jefferson County E-school's online program. The only exceptions are Arts & Humanities, Health and courses to meet the CTE requirement for graduation. All course work, requirements and fees can be found on the Jefferson County e-school website, [www.jefferson.k12.ky.us/Programs/eSchool](http://www.jefferson.k12.ky.us/Programs/eSchool). **Seniors – all coursework must be completed and exam must be taken by the last day for seniors of senior year for the course to count toward graduation. Any senior who has not met all graduation requirements may not participate in graduation ceremony.**

\*\*Students who have not recovered any required credit prior to the first day of senior year, will be placed in a credit recovery program as part of their daily schedule. Seniors may not recover any required credit through an alternate program.

Any student who has completed 3 years of high school, but not earned at least 14 credits will not be permitted to take Senior English.

### **TRANSFER CREDITS**

Any transfer grades received with only a letter grade will be interpreted as follows:

A = 100, A- = 94, B+ = 93 B = 90, B- = 88, C+ = 86, C = 82, C- = 78, D+ = 77, D = 74, D- = 70, F = 66.

### **CALCULATING GPA/CLASS RANK**

Grade Point Average (GPA) is calculated using a \*graduated scale, approved by the Board of Education. GPA is based on the final grade in each course and is only updated after credits are earned. Final class rank is determined by ranking final cumulative GPA from highest to lowest for each student in the graduating class.

\*Refer to school website under Guidance for detailed breakdown of GPA values.

### **VALEDICTORIAN/SALUTATORIAN**

A senior seeking the honor of Valedictorian/Salutatorian must meet the following requirements in addition to attaining the required class rank.

1. A senior must have earned a minimum of 6 credits while enrolled at Cooper High School-physically attending Cooper HS and/or a program within Boone County Schools for his/her entire senior year.
2. The interpretation of credits/grades must be in alignment with the Cooper High School Program of Studies and be subject to approval of the principal.
3. For the Class of 2017 and beyond, we will use the weighted GPA report for class rank. If there is a tie for valedictorian and/or salutatorian, we will use the Numeric Class Rank report to break the tie. If tied using both the weighted GPA report and the Numeric Class Rank, the student with the greatest number of AP courses will be used to break the tie. If tied using AP courses, the student with the greatest number of dual enrollment courses will be used to break the tie. In the event there is still a tie, we will have co-valedictorians and/or co-salutatorians.

### **MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS – 22 Credits**

\*\*May not meet pre-college curriculum

<b>English</b>	<b>I, II, III, IV</b>	<b>4 Credits</b>	One English course must be taken each year while at Cooper High
----------------	-----------------------	------------------	---

			School
<b>Mathematics</b>	<b>Algebra I, Geometry and Algebra II are required</b>	<b>4 Credits</b>	At least one Math course must be taken each year while at Cooper High School. Senior Year Math requirement could include completion of a two year approved ATC program. <b>Students are required to pass a math course each year while in high school.</b>
<b>Science*</b>	<b>Integrated Science I, Biology, Integrated Science II are the minimum requirements</b>	<b>3 Credits</b>	*Chemistry is required for those students planning to go to post-secondary institution.
<b>Social Studies</b>	<b>Intro to Social Studies World Civilization &amp; US History Required</b>	<b>3 Credits</b>	
<b>Arts &amp; Humanities</b>		<b>1 Credit</b>	
<b>Health</b>		<b>½ Credit</b>	
<b>Physical Education</b>		<b>½ Credit</b>	
<b>CTE</b>	<b>FACS, Business, Agriculture, Technology</b>	<b>1 Credit</b>	<b>One course taken in the areas outlined during their high school career. This will phase in beginning with the class of 2016 and beyond.</b>
<b>Electives**</b>		<b>5 Credits</b>	**2 Credits in same Foreign Language is required for those students planning to go to a 4-year post secondary institution.
<b>TOTAL CREDITS</b>		<b>22 Credits</b>	

In order to receive a diploma from Cooper High School, a student must meet all of the following requirements:

4. Complete 8 semesters of high school.
5. Earn 22 credits or the transfer equivalent as shown in the table below:

Transfer Students – number of credits needed to graduate

Coming from Block/Hybrid	Moving to 6 period
One year on this schedule	24 credits
Two years on this schedule	26 credits
Three years on this schedule	28 credits

Coming from 7 period Day	Moving to 6 period
One year on this schedule	25 credits
Two years on this schedule	26 credits
Three years on this schedule	27 credits

6. Fulfill Cooper High School graduation requirements.
  7. Complete 20 hours of community service.
  8. Successfully complete the Graduation Presentation.
  9. Individual Learning Plan must be completed each year
- A deceased student may be awarded a posthumous honorary diploma if the student completed credits and attended 6 semesters of high school.

### **KENTUCKY SCHOLARS DIPLOMA**

<b>English</b>		<b>4 Credits</b>	One English course must be taken each year while at Cooper High School
<b>Mathematics</b>	<b>Algebra I, Geometry, Algebra II and Trigonometry are required</b>	<b>4 Credits</b>	At least one Math course must be taken each year while at Cooper High School.
<b>Science</b>	<b>Biology, Chemistry and Physics are required</b>	<b>3 Credits</b>	
<b>Social Studies</b>	<b>Intro. To Social Studies or AP Human Geography; World Civ. or AP European History; US History or AP US History required</b>	<b>3 Credits</b>	
<b>Foreign Language</b>	<b>Same Language</b>	<b>2 Credits</b>	

<b>Arts &amp; Humanities</b>		<b>1 Credit</b>	
<b>Health</b>		<b>½ Credit</b>	
<b>Physical Education</b>		<b>½ Credit</b>	
<b>CTE</b>	<b>FACS, Business, Agriculture, Technology</b>	<b>1 Credit</b>	One course taken in the areas outlined during their high school career. This will phase in beginning with the class of 2016 and beyond.
<b>Electives</b>		<b>3 Credits</b>	
<b>TOTAL CREDITS</b>		<b>22 Credits</b>	

## **GRADUATION WITH HONORS**

Any student with a weighted graded of 3.8 or higher will be considered as graduating with honors and will be recognized at the graduation ceremony. A “graduating senior” according to this policy shall be a student who has previously completed seven (7) high school semesters from an accredited high school and is currently completing the eighth (8<sup>th</sup>) high school semester at Cooper High School. Cooper High School will recognize seniors who have completed all the state, Board, and school requirements for graduation, have achieved a high level GPA and taken Advanced Placement or Dual Enrollment courses as outlined below by identifying individual students as graduating Cum Laude, Magna Cum Laude, Summa Cum Laude. Requirements for each of Cooper High School’s recognition levels:

<b>Recognition</b>	<b>Weighted GPA Requirement</b>	<b>Required Courses</b>
Cum Laude	3.8	2 (combination AP & Dual Enrollment)
Magna Cum Laude	4.15	5 (combination AP & Dual Enrollment)
Summa Cum Laude	4.5	8 (combination AP & Dual Enrollment)

Graduation recognition is for diplomas earned and not by program acceptance/completion.

## **WHAT IS THE KENTUCKY WORK ETHIC DIPLOMA?**

The concept for a regional Work Ethic initiative was brought to the Northern Kentucky Chamber of Commerce in 2000 by employers that felt students were not completing high school with the soft skills needed to be successful employees. With the input of area educators, business leaders and post-secondary representatives, standards were developed to measure work ethic in students.

The Work Ethic Program is designed to:

- Supply Northern Kentucky employers with skilled workers.
- Produce an emerging workforce prepared to face the challenges of a global marketplace.
- Be a filter for hiring and selecting candidates that have demonstrated knowledge, skills, abilities, and commitment to work.
- Reinforce the value of positive Work Ethic and commitment to successful employment.
- Recognize a common, identifiable metric of work habits.
- Develop and improve soft skills of Northern Kentucky students.

Since its inception, the Work Ethic Diploma initiative has been a great success in area high schools with over 10,000 students receiving the special diploma from the Northern Kentucky Chamber of Commerce. Currently, 22 high schools across the region are implementing the program, with an average of 1500 recipients each school year.

## **SCHOLARSHIPS**

**Scholarships:** Please be aware of scholarship opportunities available primarily for seniors. The scholarship guide is updated often, especially during the months of February through April. Access the scholarships online at [www.cooper.boone.kyschools.us](http://www.cooper.boone.kyschools.us) → guidance → scholarship guide.

## **RCHS WEBSITE**

Cooper High School's web address is [www.cooper.boone.kyschools.us](http://www.cooper.boone.kyschools.us).

Please check the website often for announcements, important school information, and valuable resources. Typically faculty and staff e-mail addresses are their first name.last name @boone.kyschools.us.

## **SCHOOL PUBLICATIONS**

There are three authorized and recognized publications at Randall K. Cooper High School: the yearbook, the e-news, and the newspaper. These school publications exist to provide students with an educational direction for journalism. They do not exist as a public forum.

The school-sponsored publications at Cooper High School print a wide range of information and opinions and follow editorial guidelines that prohibit libelous material and personal attacks on students and staff. No material shall be published that is vulgar or lewd; that promotes or encourages illegal drug use; that infringes upon the rights of other students; or that disrupts or interferes with the work and discipline of the school.

All articles, photographs, and submissions to school publications are subject to review and editing by the administrative staff of Cooper High School. The administrative staff shall have the authority to exercise editorial control over the style and content of all articles, photographs, and submissions. The administrative staff may restrict or prohibit the publication of any article, photograph, or submission if such restriction or prohibition is reasonably related to legitimate pedagogical concerns.

This School Publications policy is intended to promote academic achievement and an accurate public perception of Cooper High School and its students.

## WRITING STANDARDS

All students will use the following writing standards in every class:

1. Unless a teacher specifically tells you otherwise, write in complete sentences.
2. All assignments will contain the following heading in the top left corner:  
Full Name  
Teacher Name  
Class Name  
Date (**Example:** 17 August, 2014)
3. Typed papers should be double spaced, 1" margins, 12 pt. font, Times New Roman.

**These words should always be used correctly:**

### **There, Their and They're**

there - at or towards that place, point, or matter

their - belonging to two or more people, places, or things

they're - they are

**Example:** *Their* coats are over *there*. *They're* going to need them on *their* hike.

### **It's and Its**

it's - it is

its - belonging to something; possessed by it

**Example:** The dog is wagging *its* tail. *It's* a happy dog.

### **Your and You're**

your - possessive form of you

you're - you are

**Example:** *You're* going to lose *your* appetite for lunch if you keep snacking.

### **A lot (two words)**



**Example:** On the exam, Mary wrote *a lot*, but Martha wrote only a little.

### **Accept and Except**

accept - to receive with approval

except - excluding; other than

**Example:** My dog *accepts* food from everyone *except* me.

### **Affect, Effect, and Effect**

affect – (verb) to influence

effect - (noun) result or outcome

effect - (verb) to cause to happen, bring about, or produce results

**Example:** His grades will *affect* his insurance rate. The *effect* of low grades is a higher rate. The new laws will *effect* a change in his rates.

## **RCHS STUDENT INFORMATION**

Listed throughout this section are various policies that provide guidelines, interpretation of these policies are ultimately at the discretion of the school administration.

### **ATTENDANCE POLICY**

#### **ABSENCES**

Educational research indicates that a significant correlation exists between attendance and grades in school. The attendance policy at Randall K. Cooper High School reflects the belief that students' academic success depends on regular, punctual attendance. Good attendance is essential if a student wishes to receive the knowledge and skills necessary to perform adequately in the classroom and the professional world.

An **ABSENCE** is defined as being absent during any part of the school day 60 minutes or more. **ALL** student absences require a written note signed by a parent or legal guardian upon a student's return to school. Students are responsible for turning in all absence notes. ***Cooper High School will not accept notes that are FAXED or COPIED. Original notes are required and should be delivered by the student to their first period teacher. Students will have one (1) week upon his/her return to provide an excuse note or the absence will remain unexcused.***

Cooper High School will allow six (6) absences throughout the year to be excused with only a parent note. Whenever a doctor/dentist note is available, please bring it in so that the six (6) absences on parent signature alone can be used as needed. More than six (6) absences will require a note from a doctor or another official source.

**EXCUSED ABSENCES** are absences from school caused by illness, death in the immediate family, personal injury or any other absence defined by the principal or his designee as a valid excuse. Any student with a valid excuse will be provided the opportunity to make up his/her missed work, within a reasonable length of time as decided by the principal. Please see the following:

1. **Illness** - Six (6) excused absences per school year when a parent note is submitted. The administration may approve additional days based upon the circumstance.
2. **Death in the Immediate Family** - A funeral card/program must be submitted to be excused with a funeral note - (One [1] day is given for funerals).
3. **Doctor or Dental Appointments** – Appointments should be scheduled after school hours if possible. An original doctor note should be submitted upon the student's return.
4. **Court Appearances** – A note from the court should be submitted upon the student's return.
5. **Appointment for Driver's Test** – A note from administering official or the official tally sheet should be submitted upon the student's return.
6. **College Visit** – Seniors are permitted three (3) college visits, Juniors are permitted two (2) college visits and Sophomores are permitted one (1) college visit per year. Please submit proper documentation from the college.
7. **Educational Enhancement Opportunity** – An EHO day is a prearranged absence. An EHO form must be submitted and approved by the principal **PRIOR** to the date of absence. Following the absence, a summarative report (one (1) page per day taken) must be submitted on the day the student returns to the attendance office in order for the EHO to be used. An EHO form and report requirements can be found on Cooper's website or in the office.

**UNEXCUSED ABSENCES** are those for which no legitimate cause is shown or given. All days of suspension will be considered unexcused. Students may not receive credit for unexcused absences. Per the Kentucky Revised Statutes (KRS 159.150):

**Please Note:** *Any student who has attained the age of six (6) years, but has not reached his/her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant.*

## TARDIES

Students who arrive late to school **must** report to the main office. At Cooper High School, students are expected to be in the classroom preparing for class at 7:40 a.m. Students arriving after the aforementioned time, who were not on a late bus, are considered tardy to school and must report to the attendance office, sign in as being late to school and receive an admit slip to first period. A student absent during the school day 59 minutes or less will be considered tardy. Students may receive three (3) excused tardies per year when a parent note is submitted or parent signs student in/out. The administration reserves the right to decide upon the validity of the tardiness.

## EARLY DISMISSAL PROCEDURE

A parent/guardian picking up a student during the school day should come to the main office to sign the student out of school. Driving students who need to leave during the day for appointments **must** bring a note from parent/guardian giving student permission to leave school. This note should be presented to the office by 7:40 a.m. The school is responsible for the safety of each student, therefore, **parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the student information card kept on file at the school.** These forms will be sent home at the beginning of the school year.

Please follow the steps below when driving students are leaving:

1. If a student needs to leave for an appointment during the school day, he/she should bring a note from his/her **parent stating the student's full name, date, dismissal time and reason.** This note should be presented to the attendance office when the student arrives at school.
2. The attendance office will call to verify permission from the parent. This call will be made regardless of the student's age.
3. **The student should report to the main office to officially sign out of school before leaving the building at that appointed time.**

## COMMENCEMENT

- Commencement is defined as an academic exercise in which students earn their diplomas from High School. Commencement activities include Senior Awards Night, rehearsal, Baccalaureate, and the Graduation Ceremony.
- Participation in commencement activities is a privilege. Student behavior or attendance issues may prevent a student from taking part in some or all of the commencement exercises. Senior Pranks are not permitted and could result in the loss of commencement privileges.
- **Graduating students with ten (10) or more unexcused absences and/or tardies will not be allowed to participate in the graduation ceremony.**

- All financial obligations must be met to participate in commencement.
- All students participating in commencement must have earned a diploma by completing the minimum number of credits to graduate prior to the day of graduation.
- Commencement is a formal ceremony, therefore only district and school administration will present graduates their diploma.

## **COMMUNITY SERVICE**

### ***THIS IS A GRADUATION REQUIREMENT***

**20 hours** of Community Service are required. It is recommended that students get 5 hours per school year. Community Service opportunities are updated frequently and can be found on Cooper's website.

**Students transferring to Cooper High School on or before September 30<sup>th</sup> of that school year, will be required to obtain five (5) hours of community service for that year. Students transferring to Cooper High School after September 30<sup>th</sup> will be exempt for that school year.**

\*Examples of Valid community service hours include services that benefit several people in an organized fashion. This includes but not limited to school sponsored activities, Equitheraphy, Golden Oldies, Equine Retirement Resort, United Ministries, Brighton Center, River Sweep, Milestone, Special Olympics, Dinsmore Homestead, Welcome House, Cardinal Hill, YMCA, Florence Park Care Center, Civic Organization outreach, etc.

Community Services hours that are not organized activities and do not serve several people do not count towards graduation requirements, i.e. Mowing your neighbor's lawn, babysitting, providing a service that is not organized in nature.

## **DANCE POLICY**

All students (guests) must adhere to the following rules when attending a school sponsored dance whether held on campus or off-site.

- Dances are not open to guests over the age of 20 or currently enrolled in a grade level below ninth grade.
- Non-Cooper students attending a dance must have a guest contract signed in order to attend.
- In order for a Cooper student to purchase a ticket or attend a school sponsored dance, they may not have six (6) or more unexcused all-day absences.

- The administration of Cooper High School reserves the right to deny admittance or ticket purchase to any dance or event due to prior discipline concerns at previous dances or events, during the school day.
- All students and guests are to present a picture ID at the dance.
- Students leaving a dance within the first hour of the event must check-out prior to leaving. Parent contact will be made by the administration or school representative to inform of the early departure.
- All students and guests are expected to follow the Cooper High School Student Code of Conduct and the Dress Code as specified by the dance sponsor.
- Cooper High School students are responsible for the behavior of their non-Cooper student guest and could face removal and/or discipline consequences for any inappropriate behavior. Refunds will not be given to students removed from a dance.
- Each Dance Sponsor will have a specific information sheet for students/parents/guests outlining times, cost, dress code, and any additional pertinent information for the dance.
- Only one guest per Cooper High School student is allowed to attend the dance and the student and guest must arrive and depart together.
- A Cooper High School student (or guest) suspended or expelled from school at the time of the dance is not eligible to attend the dance.
- The guest ticket is valid only for the guest named. It may not be used by anyone else.
- All appropriate paperwork must be turned in prior to receiving ticket(s).
- Students may be subjected to a random breathalyzer test or search at the discretion of the school personnel. Refusal to cooperate with such procedures is grounds for non-admittance or removal.
- Students or guests deemed to be in possession or under the influence of drugs or alcohol will be removed immediately and face discipline consequences. Parents will be held responsible for transportation of their student in these circumstances.
- To attend any weekday dance, students must be present that day at school. To attend a Saturday dance, students must be present the last school day before the dance.
- No costume attire is permitted.
- Once a student (or guest) leaves the dance, they will not be permitted to re-enter the event.

## **FINAL EXAMS**

Exams are given on the final days of the school year. School is cancelled for inclement weather frequently during the winter season. Please plan on additional days being added to the school calendar. Please refer to class syllabus to determine grading for final exams.

All students are required to get pre-approval before any make-up exam dates will be scheduled.

Students are not permitted to take exams early, the school will designate the date(s) for make-up exams if necessary.

Senior Exemption for Non-EOC Final Exams:

1. Individual teachers may require a class to take the final exam and not allow the exemption. This decision must apply to all the teacher's classes in which senior students are enrolled and cannot be used on a per class or individual basis.
2. Course Grade Requirement: Students in a year-long course must have attained a 90% average in the course at the time of the exam. In order to be exempted from a semester course in the second semester, the student must have a 90% average at the time of the exam.

Exam exemptions will not be granted for semester courses in the first semester.

3. In order to be exempt from a Math, English, or Social Studies course, the senior student must have met or exceeded the College and/or Career Readiness (CCR) Benchmark in that area. Social Studies exemption will be based on attainment of CCR in Reading.
4. Attendance Requirements: In order to be exempt from any final exams, a senior student may not have 6 or more unexcused attendance events *at the time of the exam*.

Additionally, any student exempted from an exam, must be in attendance on the day of the exam. If the student is not present on the day of the exam, they will receive an "Incomplete" grade and be required to take a make-up exam or receive a 0% exam grade.

### **ADVANCE PLACEMENT (AP) EXEMPTION FOR FINAL EXAMS:**

1. Individual teachers may require a class to take the final exam and not grant exemptions. The decision to not grant the exam exemption must apply to all AP classes taught by that teacher.
2. Course Grade Requirement: Students must have attained an 87% average over the first three (3) quarters and have at least a 94% average for the fourth quarter at the time of the exam.
3. Attendance Requirements: In order to be exempt from a final exam in an AP class a student may not have any unexcused absences at the time of the exam. Additionally, any student exempted from an exam must be in attendance on the day of the exam. If the student is not present on the day of the exam they will receive an "Incomplete" grade and be required to take a make-up exam or receive a 0% exam grade.

### **LIBRARY/MEDIA CENTER**

#### **HOURS:**

The Library Media Center is open from 7:00 a.m. – 3:30 p.m., including the lunch period (unless otherwise posted), to assist all students.

#### **COLLECTION:**

A diverse collection of books (print and electronic format) and electronic databases have been chosen to assist students in their academic and recreational reading needs. Access to the collection is through a web-based catalog and circulation system that can be accessed both at school and home.

### **CIRCULATION:**

#### **Books**

Books can be checked out for 3 weeks. Books can only be renewed once without the book. After the first renewal, the book must be present to be renewed. Replacement costs for any books or library materials that are lost or damaged will be charged.

#### **Reference Materials and Databases**

Many, if not all, reference materials will be in electronic (e-book) format and electronic databases. These can be accessed at school and home through any computer. See the library/media center staff for passwords.

### **LIBRARY PATRON PROCEDURES:**

Passes are required to enter the library during instructional time. Students should present their passes to the student assistant or library staff when entering the media center. Upon leaving to return to class, students should retrieve their passes from the student assistant or library staff.

#### **Behavior**

The library/media center is used for multiple purposes. To maintain an academic atmosphere, students are required to work quietly and be respectful of other students and staff working in the media center. Student expectations are posted in the media center.

### **COMPUTERS:**

The library computers are for student and staff use. Students must follow the Acceptable Use Policy for all technology used at Cooper High School.

## **LOCKERS**

Each student will be furnished a locker with a built in combination lock. ***Students are to use only the locker assigned to them.*** It is very important that students do not bring valuables to school or leave money and other valuables in their locker. When using PE lockers during class or Athletic lockers for after school activities (including the field house), students are to bring their own combination locks to secure their belongings.

Lockers are the property of the school and may be opened for inspection when deemed necessary by the school administrators.

***Damage or theft of student belongings, including school texts and personal property, while in a school locker is the responsibility of each student. A student should not share their combination with anyone or place possessions in an unlocked locker. Students should not rig their lockers in any way to ease/assist the opening in a quicker fashion. This may compromise the safety of the contents.***

## **PARKING**

“All fees and textbook rentals must be paid before applying.”

Parking at Randall K. Cooper High School is a privilege and not a right and requires the possession of an officially issued parking permit that is prominently displayed. **Parking privileges may be revoked at the discretion of the principals for reasons listed below. A parking permit that is revoked shall remain revoked for the remainder of the school year.** The signed application is a tacit agreement to tow that car if it is parked in an unauthorized space or without permission. The parking sticker only reserves a space for the parking privilege and does not cover insurance claims.

### **Eligibility:**

#### **To students with a current Kentucky operator’s license:**

1. Student must meet all requirements of the Kentucky No Pass No Drive statute at the time of application. If a student is granted an exemption per the appropriate legal process, a Parking Contract may be considered by the student’s assigned administrator. However, the No Pass No Drive exemption does not guarantee the issuance of a parking permit.
2. Have not accumulated more than 6 unexcused absences and/or tardies to school in the prior school year.
3. All Tier III discipline violators will forfeit parking permit.
4. Habitual violators of the discipline code of conduct will forfeit parking permit.
5. Must have a KY operator’s license; now, not in the future.

### **Requirements:**

Before a permit can be purchased, the following conditions must be met:

1. Have an auto registered in the State of Kentucky.
2. Agree to drive in a proper manner, not recklessly.
3. **Student is responsible for his/her own parking permit and they may not allow another student to use their permit for any reason.** This will result in an automatic loss of parking privileges.
4. **Student must park in their assigned spot or their parking privileges may be revoked.**
5. Agree to respect the property of students, staff, and visitors by not vandalizing or causing purposeful damage in any manner.
6. Agree to not have any profane, sexual, or other suggestive material visible on/in the vehicle while on campus.
7. Agree to attend school on time and regularly (see special note below on unexcused absences). Failure to do so will result in loss of parking privileges.
8. Agree to display Randall K. Cooper High School parking permit on the vehicle. Failure to do so may result in loss of parking privilege.
9. Agree to leave the car upon arrival on campus, and agree to not bring illegal substances, tobacco, alcohol, weapons, or any other items that would be cause for loss of parking privilege and other disciplinary action.



**10. Students who commit a Tier III violation will lose their parking privileges for the remainder of the school year.**

11. If a student's parking privileges have been revoked they may not drive another car on campus or use another student's parking permit.
12. Agrees to show respect for the parking lot attendant and school officials in matters regarding parking privileges.
13. Agree to keep vehicle locked while parked on campus.
14. Agree to abide by all school policies and understand that parking privileges may be revoked for serious violations or repeated problems caused by the student possessing a permit.
15. Student drivers who are tardy and/or truant to school may have their parking permit revoked after 6 unexcused absences and/or tardies.
16. Student who are caught leaving campus without permission will have their parking privileges revoked.

**Students (with or without RCHS parking permit) may NOT park in the visitor spaces or the handicapped spaces. Administration may revoke parking privileges. While driving on our campus, please observe a 20 MPH speed limit.**

**SPECIAL NOTE:** Student drivers who are tardy and/or truant to school may have their parking permit revoked after 6 unexcused absences and/or tardies. Students who are caught leaving campus without permission will also have their parking privileges revoked. Students who have off-campus obligations during the school day should be especially mindful of the parking restrictions and the possible consequences for violating them.

## **NO PASS/NO DRIVE BILL**

HB 32, amending KRS 159.051 became effective June 26, 2007 and is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses. The "No Pass/No Drive" statute results in the denial or revocation a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses of the six (in a traditional schedule) in the preceding semester. A student is deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

**\*\*Permit Forms can be obtained through the administrative assistant's office. Please allow twenty-four (24) hour processing time.**

## GRADUATION PRESENTATION

### RATIONALE:

To encourage student self-evaluation, reflection, and goal setting to facilitate a smooth transition to higher education, to career/workplace, and/or to military service.

### PROCESS:

#### Student Letters/Resumes/Presentation Proposal Form

- Students will write a letter of application for graduation.
- A professional resume must be submitted.
- The letter of application, resume, and presentation proposal form (if applicable) must be submitted to your English teacher by **THE DUE DATE**. Any letter or resume submitted after this date will receive a significant point deduction.

#### Student Presentations

- The panel will consist of a chairperson, teachers, and community representatives (i.e. business partners). The complete interview process will be no longer than **15 minutes**. Graduating **seniors** will be required to respond to various questions.
- Students should plan for no more than 15 minute presentations, which includes time for questions from the panel. Remember you must bring or secure all necessary items for the presentation.
- The panel will evaluate the presentation and the grade will be given to the student's **Senior** English teacher.
- Students who attend the Area Technology Center will be scheduled appropriately so they will not have to miss their classes at the ATC.

#### Score

- Successful completion of the Graduation Presentation is one of the requirements for graduation from Randall K. Cooper High School. **Students must score at least 70 points on the scoring guide for successful completion.**

## TEXTBOOKS/CLASSROOM RESOURCES

Textbooks/Classroom Resources are rented to the students at **\$8.00** per class annually. Textbook/Classroom Resource fees will be collected by the financial secretary. Students are responsible for these textbooks/classroom resources and must return them when the course is completed. Fines will be assessed for damaged or lost books/resources.

## **WITHDRAWAL FROM SCHOOL**

Students who are transferring to another school, or withdrawing from school for any reason, should see the registrar as soon as possible. They can help you complete the documents you will need to enroll in your new school or program. Cooper High School will need to ensure all books/resources are accounted for prior to withdrawing. A parent or guardian should accompany the student on the day of withdrawal.

## **RCHS GUIDELINES FOR STUDENT CONDUCT**

### **STUDENT CODE OF CONDUCT**

All students should comply with the lawful rules and regulations for the governing of Boone County Schools, as defined in the Code of Conduct book approved by the Boone County Board of Education. Willful disobedience or defiance of the authority of the school staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension. ***All students are required to follow the directions of all faculty and staff of Cooper High School.***

### **ACCEPTABLE CONDUCT BETWEEN STUDENTS**

Conduct between students while at school should be such that students, faculty, nor visitors are offended or embarrassed. Student relations are a vital part of maturing and should be kept on a wholesome level at all times.

### **FRIDAY ALTERNATIVE SUSPENSION PROGRAM**

**Purpose:** Friday Alternative Suspension Program provides a structured, meaningful alternative to the standard out-of-school suspension. It may also offer an opportunity for students whose grades are in jeopardy, or attendance issues arise to concentrate on their academics under the supervision of a certified teacher and make up necessary time lost.

**Hours:** 2:30 p.m. – 6:30 p.m. Students should report to the assigned location with materials to keep them actively involved with their class work for the duration of the Friday School. A break will be provided on an individual basis by the instructor.

**Misbehavior:** Students asked to leave because of inappropriate behavior during Friday Alternative Suspension Program or students not attending an assigned FASP, may receive a two day suspension.

**Transportation:** Transportation to the FASP is the responsibility of the students and/or their parents/guardians.

## **LINK**

“Laboratory to Instill New Knowledge” is a program designed to provide students the opportunity to remediate behavior. Students will be provided the opportunity to continue with class work while receiving behavioral interventions.

## **DETENTION**

Detention is a supervised program designed to remediate problem areas. Detention will be held Monday – Thursday, after school from 2:30 p.m. - 3:15 p.m. Students are required to take student materials, which will consume the entire 45 minute period. Twenty-four (24) hour notice will be given to the student prior to the assigned detention. Failure to keep detention will result in further disciplinary action. Teachers may assign their own detention and shall provide written record to student/parent stating the date of detention.

## **HALL PASSES**

Students may be excused from the classrooms during class with a hall pass signed by their teacher in their student agenda. Hall passes may be issued AFTER the first 5 minutes of class and BEFORE the last 5 minutes of class. Students must utilize their agenda book as their hall pass. They will not be permitted to leave the classroom without the proper hall pass. If you lose your agenda book, you may purchase another for \$5.00. Hall passes will be pro-rated based on the date.

## **BUS PROCEDURE**

Student bus responsibilities are as follows:

1. The right of students to ride the bus is contingent upon appropriate behavior and observance of state law and policies adopted by the Boone County Board of Education.
2. Students shall not vandalize or deface the bus or its properties.
3. Students are not to use tobacco in any form, alcohol, indecent or profane language, or any controlled substance at any time while be transported on a school bus. Students are not permitted to sit in the driver’s seat or touch the controls at any time.
4. Students shall immediately report any damage to the bus to the bus driver.
5. Students shall not throw paper, or any items from the windows or on the floor of the bus.

\*School and District Code of Conduct Guidelines apply at all times while students are being transported by school buses.

\*\*The principal has the responsibility of maintaining discipline on all school buses. The principal is authorized to suspend bus riding privileges immediately for any student who is

reported by the school bus driver. Limited bus service occurs when driving conditions are such that travel on some roads would be dangerous. The bus driver will make arrangements with the riders on his/her route about the procedure to be used during inclement weather.

## **CLASSROOM COURTESIES**

1. Backpacks are to be kept in lockers at all times. Students are not permitted to carry them to classes or in between classes. Students are expected to enter the classroom quietly. Students must be in class by the designated time for class to begin. An excessive number of tardies will result in referral to the office for disciplinary action. (See tardy policy.)
2. Students are expected to bring appropriate supplies to each class period. Generally, this includes textbooks, assignment books, homework, paper, pens, pencils, and notebooks.
3. Students are expected to follow all teacher instructions during class time and remain quiet and respectful during all teacher/student/visitor presentations.
4. Students should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
5. Writing on desks, walls, restrooms, or other school property is unacceptable and subject to disciplinary action by school administration.
6. **Class will be dismissed by the teacher, not the clock.** Please be courteous by remaining in your classroom until you are dismissed.

## **FIELD TRIPS**

Field trips are an educational opportunity for students to have their learning enriched by real-world experiences. Students, however, must remember that while on such trips, are representatives of Randall K. Cooper High School and should act in a manner that promotes the positive image of this school. Furthermore, while on such trips, all school rules and disciplinary action apply.

## **OFF-CAMPUS EVENTS**

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials.

## **ACADEMIC INTEGRITY POLICY**

The faculty and staff of Randall K. Cooper High School believe that integrity and honesty are essential in all student assignments. Academic dishonesty is strictly prohibited and

will result in appropriate disciplinary action according to school and district policy. Students committing an incident of academic dishonesty will be subject to the disciplinary consequences listed below. The review of misbehavior and assignment of consequences is left to the discretion of the school administration.

**1st offense:** Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student.

**2nd offense:** Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student. In addition, the student will serve school detention(s).

**3rd offense:** Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student. In addition, the student will serve one or more Friday schools.

Academic dishonesty is termed as any deliberate act(s) that allow a student to gain an unfair advantage on any school assignment.

The following represent some basic types of academic dishonesty. (These examples are to only serve as a guide, and are not meant to serve as an exhaustive listing):

(1) **CHEATING:** The giving or receiving of information on any school assignment (homework, test, or quiz) that is not authorized by the instructor.

(2) **PLAGIARISM:** Presenting material that in part or whole is not entirely one's own work without proper acknowledgement of the source. Plagiarism must be distinguished from cooperation and collaboration. It should be noted that students are often permitted and encouraged to work on assignments collaboratively, and to present their work either collectively or separately. It must be clearly understood by all when students may cooperate and collaborate on such assignments.

(3) **FABRICATION:** Altering or inventing any information, data, or acknowledgement that is included on a school assignment or official school record. (This includes midterm and quarterly grade reports and transcripts).

(4) **OBTAINING AN UNFAIR ADVANTAGE:** Gaining access in any way to test or assessment materials; stealing, destroying, or defacing school materials with the purpose of depriving others or interfering with the educational process; unauthorized collaboration on academic assignments; intentionally interfering or obstructing another student's academic work; any activity intended to create or obtain an unfair academic advantage.

(5) **AIDING & ABETTING ACADEMIC DISHONESTY:** Providing material, information, or other assistance to a person with a reasonable knowledge that such assistance could be used in an incidence of academic dishonesty; providing false information in connection with any inquiry regarding academic dishonesty.

(6) **UNAUTHORIZED ACCESS:** Gaining access to any academic records or computer record keeping system in order to view, alter, destroy, or release such records; interfering with the use or availability of computer systems or information.

## **BULLYING/HARASSMENT**

The 2008 House Bill 91 (HB 91) requires school districts to have plans, policies, and procedures dealing with measures for assisting students who are engaging in disruptive and disorderly behavior, including harassment, intimidation, bullying of another student, or cyberbullying in the prohibition of student harassment, intimidation, and bullying.

Randall K. Cooper High School will enforce strict policies relating to bullying or harassment.

### **DEFINITIONS:**

A person is guilty of **harassment** when with intent to intimidate, harass, annoy, or alarm another person he or she:

- (a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- (c) In a public place-makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- (d) Follows a person in or about a public place or places; or
- (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
  - 1. Damages or commits a theft of the property of another student;
  - 2. Substantially disrupts the operation of the school; or
  - 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

HARASSMENT, AS DEFINED IN THE PARAGRAPH OF THIS SECTION, IS A CLASS B MISDEMEANOR.

**A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:**

- (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or**
- (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet,

telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

HARASSING COMMUNICATIONS IS A CLASS B MISDEMEANOR.

## **TECHNOLOGY POLICY**

### **PERSONAL ELECTRONIC DEVICES**

#### **Possession and Use of Personal Electronic Communication Devices**

Possessing and using personal electronic communication devices; including but not limited to cell phones, iPods, iPads, and lap top computers, at school is a privilege. Where a quiet atmosphere and/or privacy is expected; such as classrooms, locker rooms, restrooms, detention, LINK, Friday School, library, computer labs, or performances; these devices must be powered off and not visible, except if the supervising staff member grants permission. Sharing data between students during a classroom activity is permitted only with teacher approval.

Students are permitted to use electronic and musical devices (such as an iPod, or iPad) for approved purposes in common areas such as hallways, the cafeteria, and in Flex JAM areas. Approved purposes do not include phone calls, texting, taking photos or video, or participating in social media interactions. Students are only permitted to wear one ear bud (this is for safety concerns-students must be able to hear directions from adults in the building). Students are expected to comply with teacher and/or staff requests related to this policy and use of their technology device. Any incident of non-compliance, lack of cooperation, or defiance will be considered an additional discipline violation at the discretion of an administrator.

#### **Inappropriate Use of Personal Electronic Devices:**

Students shall not use personal electronic devices in any manner that interferes with, disrupts, or adversely affects instruction, activities, or operations, including but not limited to conduct that may be considered to: (a) be a threat or an attempted intimidation of a student or staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise infringes on the rights of other students. Prohibited uses of personal electronic devices include, but are not limited to; using the device to take photographs in locations where students and/or staff have a reasonable expectation of privacy, producing, viewing, sharing, distributing, or disseminating an electronic picture or image of an indecent depiction of self or another person, cheating, or violating other student conduct rules. Students needing to contact a parent or guardian during the school day must have the permission of school personnel and may not use their personal electronic device for these purposes without staff approval. Students who feel ill and wish to make a home contact *must* do so through the building health clinic, not with their personal device.



At no time shall a student have possession of a laser pointer device while on school property or while attending a school-sponsored or school-related activity.

## **RCHS STUDENT DRESS**

Schools are educational institutions and high school students are expected to dress appropriately. No form of clothing or personal appearance will be allowed to interfere with the educational process or environment. School authorities may limit or prohibit any type or style of student dress, personal appearance or use of apparel, which, in the judgment of school officials, is deemed to create a disruption of the educational process or environment, including clothing that fits in an inappropriate manner.

The following attire is appropriate:

- Pants or jeans of the appropriate size and length which do not drag on the floor or expose undergarments. Holes or frays in jeans below the knee only. Taping of holes will not be deemed appropriate.
- Shirts/blouses, sweatshirts, or T-shirts which do not display vulgar, profane, sexually explicit or implied meanings, double meanings, alcohol, tobacco or drugs, racially inappropriate items, items that reference violence (any weapon), or any other items deemed to be offensive by the faculty, staff, or administration.
- Capri Pants are defined as three-quarter length pants designed to hit mid-calf.
- Skirts/dresses (must be knee-length) even if worn with leggings or tights.
- Shorts worn correctly that are knee-length and without holes or tears.

The following attire is considered inappropriate dress:

- Hats, hoods, visors, bandanas, or other headgear (including rollers, do-rags, etc.)  
-these items should be removed upon entering the building before school and not worn until 2:25 p.m.
- Holes or frays in jeans/pants that are above the knee. This includes frayed holes or fraying above the knee. Duct Tape over the holes is considered inappropriate.
- Sunglasses
- Items of clothing that expose the midriff or reveal cleavage.
- Coats/jackets/purses/book bags in the classroom. (Students should leave these items in their locker during school hours for safety reasons—students will be permitted to carry a pencil bag to class.)
- Cut-off sleeveless shirts, tank tops, off-the-shoulder tops, see-through or lace clothing, halter tops, or other garments with spaghetti straps or other similar straps.
- Pajamas-including lounge pants and house slippers.
- Clothing that fits in a manner that reveals or over-accentuates physical features inappropriately.
- Chains of any kind-they cannot be attached to clothing or coming from the wallet (these pose a safety threat to students).

- Accessories and clothing (jewelry, belt buckles, necklaces, etc) with obscene, crude or rude writing pertaining to drugs, alcohol, violence (including weapons of any kind), sex, or racial context.
- Costume clothing
- Gang-related apparel of any kind.

## **RCHS PROCEDURES**

### **MESSAGES**

Students will not be given messages of any kind during instructional time except in the case of an emergency. Messages will be held in the main office and delivered between class changes.

Parents/guardians should not text their child during the school day and expect to contact them as use of the cell phone during the school day is prohibited.

### **CAFETERIA**

At lunch students are to proceed to the cafeteria in an orderly manner according to the assigned lunch schedule. **Food and drinks are to be consumed in the lunchroom only.** Students are not permitted to remain in their fourth period classroom while their class is at lunch (exceptions are with teacher permission for a project or extended time on an assignment).

Students must remain in the cafeteria during their lunch period. The main office restroom is available during lunch periods.

### **FIRST AID**

The school first aid is for emergency situations or students who are ill. If a student must take medication (prescription/non-prescription) while at school, he/she must bring the prescribed medication in the original container to the first aid room along with specific instructions. The student is solely responsible for the time the dosage is to be taken. The first aid attendant will keep the medicine in the first aid room. Students are not permitted to be in possession of any drugs (prescription/non-prescription) at any time at school. Students needing to visit the first aid room must have signed permission from their teacher.

### **ENTRY TO SCHOOL**

Upon arrival to school, students who drive should enter the building through the main entrance and proceed to the commons area. Students who arrive via the bus should enter through the south rotunda and proceed to the commons area. **Students must remain in the commons area until 7:25 a.m.** Students may not leave campus after arrival. Once a student enters the building, they are not permitted to go back to their automobile.

## **SAFETY PROCEDURES**

All procedures for safety plans (fire, tornado, lockdown, etc.) will be shared with students within the first two weeks of school and practiced with students on a regular basis.

## **SCHOOL BASED DECISION MAKING (SBDM)**

Cooper High School is governed by the SBDM. This council consists of the principal, three teacher representatives, and two parent representatives. The SBDM committee for the 2015-2016 school year is:

Principal: Mike Wilson

Parent: Monica Day

Teacher: Amy Michael

Parent: Paul Jackson

Teacher: Halle Tremaglio

Minority Parent: Natasha Warner

Teacher: Daryl Westfield

## **WATER/FOOD IN THE CLASSROOM**

Current research supports students staying hydrated throughout the school day and that dehydration contributes to a number of short and long-term health problems. Cooper High School allows students to bring water to their classrooms as follows:

- Students must have a clear original water bottle such as those you can buy in a vending machine. RCHS does have a water vending machine.
- Students may drink clear flavored water in the original bottle.
- Students may not drink soft drinks, tea, juices, etc. in class. Water only!
- Students may not bring a personal waterbottle to class.
- FOOD is not permitted in the classroom (unless it is approved as an appropriate class related activity).

Students working on a computer may NOT bring their water to the computer. It must be left under their seat or at the desk.