

# COOPER HIGH SCHOOL



## 2022-2023 Campus Guide

3639 Sayles Blvd, Abilene, TX 79605

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Website: <https://www.abileneisd.org/cooper-high/>

Facebook: [Cooper High School-ABILENE ISD](#)

Twitter: Find us [@GoCooperCougars](#)



# **Faculty and Staff**

(Phone Extension Included)

## **Principal**

Lyndsey Williamson, ext. 4441

## **Associate Principal**

Tyler Edwards, ext. 1900

## **Dean of Instruction**

Ashley West, ext. 8128

## **Assistant Principals**

Randy Willis, ext. 5711

Carey Kitts, ext. 8238

Michael Sanders, ext. 1828

## **Guidance Counselors**

Courtney Saunders (A-E), ext. 1064

Tim Danley (F-L), ext. 2986

Sandra Harbour (M-R), ext. 1282

Ginger Held (S-Z), ext. 2936

Deirdre Massey (Spec. Ed), ext. 8987

## **Support Staff**

Kerri Kirby, Student Accessibility Services (SAS) Counselor, ext. 8657

LaQuiera Gantt, College Offers Opportunities for Life (COOL) Counselor, ext. 7871

Joan Turner, Community in Schools, ext. 8413

## **Principal's Secretary**

Tracy Espinosa, ext. 4441

## **Counselors' Secretary**

Connie Nanez, ext. 5620

## **Nurses**

Melinda Willis (RN), ext. 3126

Kristy Rodela (LVN), ext. 1063

Alma Castillo de lara, Special Education LVN, ext. 5719

## **Attendance Clerks**

Bailey Proctor (A-E), ext.

Ola Alvarez (F-L), ext. 1514

Rosario Gauna (M-R), ext. 5467

Autumn Royal (S-Z), ext. 7922

## **SROs**

Cody Josselet

## **Athletics Secretary**

## **Campus Athletic Coordinator**

## **Girls Athletic Coordinator**

## **LRC Specialist**

Kristen Benton, ext. 7164

Aaron Roan

Stacey Herring

Jenny Scott

Dear Parents/Guardians:

Welcome to Cooper High School! High school is such an exciting time for students, and it is my hope that your child takes advantage of all that Cooper has to offer. We always stress the importance of being involved and finding ways to connect to the Cooper community. This leads to greater success academically, socially, and emotionally.

Now more than ever I encourage parents to be involved in their child's education. During these uncertain times that our nation is facing, our goal is to come together with families to ensure students feel safe, encouraged, and successful at school. We are faced with challenges that will require us all to be flexible and patient. Working together in a positive manner will ensure our students are fully served educationally and socially.

The teachers and staff at Cooper are second to none, as they are truly outstanding and dedicated educators who seek to serve students well by ensuring safety and a high quality education. I look forward to working alongside the Cooper staff and each of you. We will work to support our students as they make important decisions and ensure they are prepared for the next step in achieving their goals.

We look forward to working with you to make it a great year at CHS!

Go Coogs!

Lyndsey Williamson, CHS Principal

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GREETINGS COOPER HIGH! Welcome to your 2022-2023 school year! I'm beyond excited to see each and every one of you again. I hope your summer has been full of excitement as well as rest and that you're ready to tackle this year head on.

Cooper provides a vast range of opportunities such as sports, fine arts, Student Council, PALS, Table 20, Culinary Arts, National Honor Society, and ever-growing STEM classes. I implore you to be involved in any of these opportunities, you'll gain precious life lessons and experiences. There's never a dull moment in any of these opportunities simply because our teachers and staff are second to none.

This last year we had a choir member go to state, football made it to the playoffs, many members of the band went to State, Cougarettes were Grand Champions, and Theatre advanced to Area. These were all done by your amazing peers and there's nothing holding you back from accomplishing the same! Dive in head first to any of these opportunities laid at your feet, you could be the next person advancing to State or to receive an incredible accomplishment.

I'm glad you're here and can't wait to see everyone!

Kai Rosario, Student Body President



### **Mission Statement**

Cooper High School is a family achieving excellence and building leaders through teaching respect, responsibility, and accountability.

### **Guidelines for Success**

Build Character-- Build Unity-- Build Relationships!

### **Motto**

Cougar Nation...RISE Up!

Respectful and responsible Individuals Supporting Each other

**School Colors:** Scarlet and Air Force Blue

**School Mascot:** Cougar

### **CHS School Song**

#### **To Thee! C.H.S.**

To Thee! C.H.S Comrades Hail!  
Our finest tribute we will not fail!  
In honor and pride, we're side by side.  
Tho' great the vict'ries, these shall prevail  
Grand Cooper High! Dearest and best!  
Champion forever!  
Thy faithful abound and swell this sound,  
Honor and pride,  
WE WILL NOT FAIL!

### **CHS Fight Song**

Go Cougars, Fight Cougars, Win!  
We Back Those Cougar Boys, They Go To  
Cooper High. They'll Never Let Us Down.  
We'll fight With Might  
The Red & Blue Tonight  
They'll Bring Us Victories  
They Will Keep Us Tops  
We've Got the Coach, the Team, the Pep,  
and the Steam.  
So Cougars Fight, Fight, Fight.  
I Say Cougars Fight, Fight, Fight.

### **Cooper Office Hours**

The main office in the Administration Building is open from 7:30 a.m.-4:00 p.m.

### **Daily Bell Schedule**

The first bell rings at 8:05 a.m. and the first period tardy bell rings at 8:10 a.m. The instructional school day ends at 3:45 p.m. Students' lunch time is dependent on their 5<sup>th</sup> period class.

1 <sup>st</sup> Period	8:10AM	8:55AM
2 <sup>nd</sup> Period	9:00AM	9:55AM
3 <sup>rd</sup> Period	10:00AM	10:45AM
4 <sup>th</sup> Period	10:50AM	11:35AM
<b>A Lunch</b>	<b>11:35AM</b>	<b>12:05PM</b>
5 <sup>th</sup> Period	12:10PM	1:05PM
5 <sup>th</sup> Period	11:40AM	12:05PM
<b>B Lunch</b>	<b>12:05PM</b>	<b>12:35PM</b>
5 <sup>th</sup> Period	12:40PM	1:05PM
5 <sup>th</sup> Period	11:40AM	12:35PM
<b>C Lunch</b>	<b>12:35PM</b>	<b>1:05PM</b>
6 <sup>th</sup> Period	1:10PM	2:05PM
7 <sup>th</sup> Period	2:10PM	2:55PM
8 <sup>th</sup> Period	3:00PM	3:45PM

**Scheduled Early Release Days are from 8:10AM-1:30PM .**

**In the instance a Late Start is necessary, school will begin at 10:10AM with buses running two hours delayed from regular pick up times.**

## **Student Behavior Management**

### **CHAMPS/Safe and Civil Schools**

All Abilene ISD classroom teachers, paraprofessionals, and auxiliary staff are trained in CHAMPS and Discipline in the Secondary Classroom programs by the [Safe and Civil Schools](#) organization. This program focuses on Tier I approaches to student discipline, with a focus on pro-active, positive intervention strategies based on clear expectations and relationship building. In addition, all secondary campuses participate in the Foundations process, which is a structured PBIS process in which building-wide culture and climate is addressed by focusing on the common areas of a school building.

### **Campus Behavior Coordinators**

Each campus must designate an individual to serve as the campus behavior coordinator. This person or persons may be the principal of the campus or any other campus administrator selected by the principal. At Cooper High School, the campus behavior coordinators are the principal and all of the assistant principals of the campus.

Randy Willis  
Carey Kitts  
Mike Sanders

Assistant Principal  
Assistant Principal  
Assistant Principal

### **Dress and Appearance**

Cooper High School will adhere to the Abilene ISD dress code. Students out of dress code will be offered items of clothing available at Cooper to change into or they must call home to have appropriate clothing brought to them. A student out of dress code will not be permitted back to class until they meet the dress code standard.

Judgements as to what is acceptable will be made by the principal, and the decision of the building principal in these matters is final.

The full Abilene ISD Dress Code Policy can be found on the Abilene ISD webpage.

### **Cell Phones**

Students may carry cell phones and may use them during passing periods, but upon entering the classroom all phones must be out of sight and turned off or completely silenced. Cell phone use is permissible in the cafeterias and immediate patio areas around the cafeterias only during the student's designated lunch time.

If a faculty or staff member sees or hears the use of a student's cell phone in the classroom or in any instructional building during non-passing periods, the phone will be taken up. The parent, legal guardian, or student may come to the office **after school** and retrieve the phone on the first offense for a \$15 cash fee. On the second offense, there will be a \$15 cash fee charged, and a parent or legal guardian must be the one who picks up the phone after school. On the third and subsequent offense(s), the parent or



legal guardian must retrieve the phone after school, there will be a \$15 cash fee charged and additional consequences may be given. This policy is in place Monday through Friday, 8:10a.m.-3:45 p.m.

If at any time, including permitted cell phone use in the hallways or cafeteria, a faculty member or administrator has reasonable suspicion of conduct violations or illegal activity using the cell phone or other electronic device, the device is subject to confiscation and a school administrator will be allowed access to the device, SIM card, memory card, battery, and all components for the device. If any evidence of illegal activity is found, the device and/or evidence may be turned over to law enforcement authorities, charges will be filed and legal action may be taken.

### **Bullying**

Bullying may occur when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

A student or parent who has a complaint alleging bullying should immediately report the complaint to a campus administrator, teacher or counselor for investigation. During this initial complaint, a bullying report form will be completed. You may access one of these forms online on the Cooper website.

Cooper High School uses a Bullying Committee comprised of anonymous teachers, administrators, and staff members to thoroughly review each individual incident and determine the best course of action.

\*See the AISD Student Code of Conduct for more information on dating violence and Title IX\*

### **School Safety**

The safety of our students is paramount. Cooper High School's faculty/staff will practice and promote safety and security daily. Monthly drills and exercises will be implemented throughout the school year. In order for us to do that, the following policies will be implemented:

- The main entrance to the school will be the only doors unlocked.
- All parents, visitors and guests must go to the office to sign in and receive a visitor tag.
- Visitors may not go to any part of the building that is not designated on the visitor badge.

- All teachers and staff will wear identification nametags.
- Students will be expected to follow the school dress code and abide by the rules as established in the Student Code of Conduct.

### **School Resource Officer**

Cooper High School has a full-time school resource officer through the Abilene Police Department who is responsible for working with school administrators, faculty and staff to ensure the school is a safe place for students to learn.

## **Daily Procedures**

### **Morning drop-off**

When dropping off students prior to 8:10 a.m., they may be dropped off in the front parking lot off of Sayles Blvd, the East Parking Lot, or the West Parking Lot. Drop off after the first tardy bell at 8:10 a.m. must take place in the front parking lot. Late arriving students must enter campus through the main doors of the administration building.

### **Early Arrival- before 8:05 a.m.**

When arriving before 8:05 a.m., students should report to the cafeterias or the common area outside the cafeteria. They are not permitted to enter any other buildings without prior approval from a teacher or an administrator.

### **Dismissal**

The instructional day ends at 3:45 p.m. Unless associated with a school sponsored activity or attending individual teacher tutorials, all students are to leave campus. Buses will be located in the East and West parking lots. Transportation is available to those who live outside of a 2 mile radius of CHS and within the CHS attendance zone. Further information regarding eligibility may be acquired by contacting Abilene ISD Transportation at 677-1444 or the Abilene ISD website.

### **Traffic and Parking**

The beginning and end of the school day generates a high volume of traffic around campus. Please practice safe and friendly driving. Handicap and visitor parking is clearly marked and located on the north side of campus in the main parking lot. Please avoid blocking any emergency lanes.

### **Student Parking Expectations**

- The student must have the following in order to purchase a parking permit and park in campus parking lots:
  - A valid Texas driver's license
  - Proof of Insurance with student listed on the card as a covered driver
  - Provide license plate number and make/model of vehicle
- A new parking permit must be purchased annually.
- The cost for student general parking permit for the current school year is \$10.00.
- Seniors may purchase a reserved parking spot for \$35.00.
- The decal must be visible at all times when parking on campus.



- Student parking is located in the East parking lot. Student parking spaces are not numbered. Students parking in an assigned teacher spot may be ticketed and/or disciplined. All numbered parking spots are reserved for faculty and staff.
- The student may only return to their vehicle when ready to leave the campus for the end of the school day, when accompanied by a faculty or staff member or when an approved junior/senior is leaving for dual credit or off campus course work.
- Students may not stand around or congregate in the parking lot at any time.
- Reckless or careless driving in the parking lot will result in the loss of parking privileges.
- CHS student may not transport another CHS student to another campus unless a student transportation form is on file. Extenuating circumstances may be reviewed by the principal or designee.

### **Visitor Procedures**

To ensure the safety of our campus, we ask that all parents and visitors report to the administration building and present a valid driver's license. A visitor's pass will be issued through the V-Soft security system. Visitors are expected to pick up their ID from the administration building when they leave. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only as long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

### **IDs**

The safety of your child is important to us. One way we ensure this safety is by having all students wear their current picture ID's. **It is extremely important that all students wear their student IDs at all times when on the Cooper campus.** If a student is participating in an activity which an ID could present a safety hazard (welding, PE, shop, etc.) then the ID does not have to be worn during that activity only. If your child has lost or misplaced their IDs, they may purchase a complete new one.

- The first ID and lanyard is issued free to each student at the beginning of the school year.
- All IDs thereafter are \$5.00
- Lanyards will cost \$1.00
- Students who lose or deface their ID will be required to purchase a new permanent ID.
- Any student who fails to identify themselves or is not wearing a current ID may receive disciplinary consequences.
- A new ID may be purchased at the ID station before school begins.
- If costs incur for ID's, a hold will be placed, and students will not be able to purchase tickets for specific events or receive a diploma until paid.

## **Absences and Tardies**

### **Reporting Absences**

Ensure the school is contacted any time your child will be absent from school. Refer to the *Faculty and Staff* page of this document to determine which attendance clerk should be contacted. Lost instructional time due to continuous appointments during the school day make it difficult for students to stay caught up in class. Please, whenever possible, make appointments outside of the school day.

### **Tardy Policy**

Promptness is a vital life skill. In addition, being late to class creates a class disruption and causes the late student to miss critical information. Once the bell for the beginning of class rings, classroom doors need to be shut and locked. If a student or students are tardy, they are not allowed in class without a tardy slip. Tardy Slips can be acquired at the attendance offices. Student IDs must be presented when asking for the tardy slip. If a student has an excessive number of tardies, consequences will be assigned by their principal. Excessive will be defined as follows:

#### **Tardy Count:**

**1-5 tardy** is for emergency use; no consequences

**6<sup>th</sup> tardy:** 1 after school detention

**7<sup>th</sup> tardy:**

**8<sup>th</sup> tardy:** 2 after school detentions

**9<sup>th</sup> tardy:**

**10<sup>th</sup> tardy:** 3 after school detentions

**11<sup>th</sup> tardy:**

**12<sup>th</sup> tardy:** 4 after school detentions

**13<sup>th</sup> tardy:**

**14<sup>th</sup> tardy:** 5 after school detentions/Friday Night Lights

**15<sup>th</sup> tardy:**

**16<sup>th</sup> tardy:** 1 day of ISS

**17<sup>th</sup> tardy:**

**18<sup>th</sup> tardy:** 2 days of ISS

**19<sup>th</sup> tardy:**

**20<sup>th</sup> tardy:** 3 days of ISS

**After School Detention: 4:00PM-4:55PM**

**Friday Night Lights: 4:00PM-6:00PM**

**Saturday School: Will be notified by Assistant Principal of date to attend**

Tardies are cumulative throughout the semester, which means that a student can receive multiple tardies in a single day. Tardies will be cleared from a student's record at the end of each semester.

**A student who is more than 15 minutes late to class will be recorded as absent and will need to obtain a permit to enter class from the attendance office.**

The expectation is that responsible students will find a way to be on time to all classes.

### **Release and Return of Students During the School Day**

If your child needs to be released during the school day before the normal dismissal time, please sign him/her out at the office. When possible, please call the school ahead of time and we will ensure your child is ready to leave when you arrive. The teacher will be notified and the student will be sent to the office. As a safeguard for our students, teachers have been instructed not to release students to adults unless notified by the office. Students will only be released to individuals denoted in the contact information. It is the parents/guardians responsibility to ensure accurate and updated contact information.

If a student has a doctor's appointment during the instructional day, please request a doctor's note reflecting a visit. If feasible, please make sure the student returns to school as soon as the appointment is completed. Students returning with a doctor's note within the same school day will not be reported as a state reported absence.

Anytime a student returns to school during the school day, they are required to report to their attendance clerk to get proper documentation to return to class.

### **School Communication**

The school uses a variety of ways to communicate with parents. Please ensure your contact information is updated and you have marked in Frontline that you would like to receive school notifications. Communication will be delivered through the school's Remind, School Messenger (call outs and emails), Facebook and Twitter accounts.

## **Lunch Procedures**

### **Student Lunch Period**

All lunch periods are assigned through 5<sup>th</sup> period classes. There are three lunches-A, B, and C. A student's lunch period is determined by the class he//she has during 5<sup>th</sup> period (see bell schedule on page 5). When at lunch students are expected to remain in a cafeteria or in the outdoor sitting areas outside of the cafeterias. Cooper is a closed campus. Only students who are checked out through the attendance office by a parent/guardian are allowed to leave campus during this time.

### **Lunch Deliveries**

If a parent/guardian brings a student lunch during their lunchtime, it may only be for that student.

Parents or guardians may not bring food for other students during lunch as this is in violation of the Food of Minimal Nutrition Value regulations. Students will be asked to show their ID to ensure the food delivered goes to the correct student. Students will not be called out of class before lunch time to pick up their food. It is expected that lunch is brought in a timely manner to allow students to eat prior to 5<sup>th</sup> period. All outside food and drinks brought for your child during must be discarded before going back to class. **No deliveries from restaurants are allowed.**

**Visitors During Lunch**

Only individuals who are listed on the student's emergency contact information will be allowed to have lunch with their student. These names are put into the computer at the beginning of the school year. No additional names will be added after the first six weeks of school.

Community partners can apply to have lunch by filling out an informational page, which can be obtained in our administration building.

**Contacting Teachers/Conferences****Contacting a Teacher**

The best way to contact a teacher during the school day is to contact them through email. We will not transfer calls to a teacher's classroom during the school day because it is a disruption to instructional time. Teachers' email addresses can be found on our campus website or through the Frontline Parent Portal. Please understand that many teachers do not check their email during the instructional day, so replies will likely be sent after school hours. When there are concerns regarding a teacher or class, the teacher should be the first point on contact.

**Conferences**

Parents of children receiving a failing grade on a progress report or on a report card are encouraged to schedule a conference with the teacher as soon as possible. Parents and teachers may request conferences at any appropriate time. The child's counselor can also assist parents in coordinating a conference. Parents are encouraged to communicate any concerns with their child's teachers.

**School Nurse**

Any time a student has a health or medical concern they are allowed to see the nurse. Students are required to get a pass from their teacher prior to going to the nurses' office. The nurse will contact parents in instances when information needs to be communicated or the student needs to be picked up.

Students who are on medication that must be taken at school are required to have a written request form filled out by the parent or guardian with the full instructions on how the medication is to be administered. The medication must be in a container labeled by the pharmacist and marked with the patient's name, the physician's name, the name of the medication and directions concerning the dosage. These medications must be kept in the clinic and will be dispensed by the nurse. All medication shall be picked up by the parent/guardian at the end of the school year. Medication not picked up will be destroyed appropriately.

## **Learning Resources**

### **Learning Resource Center (LRC)**

The LRC is open Monday – Friday from 7:30 am to 4:00 pm. There are 2 computer labs, an AV auditorium, three separate study areas on the library floor, and an extensive library collection. Information about database passwords, remote access, audiobooks you can download to your own phone/device and more can be found in the LRC.

### **Student Email Account**

Every high school student is given a school email account. This is a Google email account students use for school related purposes. Safeguards are included that notify administrators anytime students are accessing inappropriate content or are sending/receiving concerning information. Misuse of this account will result in the student's account being disabled and him/her not being allowed to access the internet at school. All student email addresses are formatted by their ID#. Example: 123456@abileneisd.org. If a student password needs to be reset, the student should contact the LRC Specialist for assistance.

### **Frontline/TEAMS**

Student grades can be accessed through the Frontline/TEAMS parent and student portal. This is also where parents can update student contact information. Go to [abileneisd.org](http://abileneisd.org) and click on GRADES in the top right area to learn more about creating a student and/or parent account.

### **Xello**

Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style assessments, explore a comprehensive database of careers, schools, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

### **Parent Involvement**

We encourage all parents to be involved in their child's educational and extracurricular experiences. Almost all the extracurricular activities at Cooper have a Booster Club that depends on a financial and time investment from parents and community members. Contact the coach/sponsor of the activity to learn more information about how you can be involved.

### **Volunteer Guidelines**

Abilene ISD has guidelines for district volunteers and chaperones. All volunteers are potentially subject to a name-based background check and fingerprinting. Contact Cooper for more information on guidelines related to specific activities.

## **Additional Information**

### **Student Gifts and Deliveries**

It is district policy that students will not be allowed to receive flowers, balloons, cookie bouquets, etc. at school.

### **Lost and Found**

The lost and found is located in the Academic Building Attendance Office.