

8th Grade Completion Ceremony

Eligibility for Participation

All eighth graders are invited to participate in our completion ceremonies provided that they meet the following requirements.

- Have a cumulative passing grade in three or more core academic subjects
- Have a attendance rate of 85% or above
- Not be on the unfinished business list
 - No unpaid lunch fees
 - No lost or damaged textbooks or library books
 - No unpaid fees

Graduation Fee:

There is a \$10.00 fee to help defray the cost of the graduation expenses.

Tickets for Guests

Tickets will be distributed to students the week before the completion ceremony. It will be the responsibility of each student to make sure they bring their tickets home. Each student will receive four (4) tickets. Keep in mind that there is NO RESERVED SEATING. The only exception to this will be a reserved section for handicapped guests. If you want to sit together as a family, please be sure to arrive early.

Parents are asked to let us know, as soon as possible, if they will not be using their allotted number of tickets. This will help us determine how many additional tickets we can make available to families who need more. If you need extra tickets, call our school office (304-6300) to leave your name, the student's name, and how many extras will be needed.

James Fenimore Cooper K-8

5143 South 21st Street 53221

Telephone: 304-6300

Fax: 304-6315

Report a Student Absence: 304-6360

Email: 117@milwaukee.k12.wi.us

Jennifer Doucette, Principal: 304-6305

Email: doucetj@milwaukee.k12.wi.us

Contents	Page #
Teacher Contact Information	2
Other Contact Information	3
Student Fees	3-4
PTO & Governance Council	4
Arrival/Dismissal Procedures	5-6
Attendance Policy and Procedures	6
Breakfast and Lunch Information	6-7
Tuesday Folders	7
Medication	7
Medical or Other Appointments	7-8
Camp Cooper Daycare	8
Bus Company Contact Information	9
Bus Discipline Policy	9
Electronic Communication Devices	10
Behavior Expectations	11
Dress Code	12
Internet	12
Library Procedures	12-13
After-School Sports Activities	13
Code of Sportsmanship	13-14
National Junior Honors Society	15
Eighth Grade Completion	15-16
School Calendar	Back Cover

This handbook was updated on August 1, 2010.
Information in this handbook is subject to change.

Name	Grade or Area	Phone or Voicemail	MPS Email @milwaukee.k12.wi.us
Barton, Jennifer	K4	304-6335	bartonjk
Bast, Lauren	Comprehensive Needs	304-6342	bastld
Bigalk, Dawn	6 th	304-6336	bigalkdj
Brzenk-Nelson, LeeAnne	K5	304-6379	brzenklx
Choudada, Rebecca	Speech & Language	304-6358	nebelrx
Cloud, Jennifer	K4	304-6377	vincenjj
Docter, Nancy	4 th	304-6393	doctornm
Francel, Parith	Speech & Language	304-6322	francepa
Fritz, Alan	Physical Education	304-6383	fritzar
Gavronski, Tracy	Grade 7 Homebase 7-8 Science rd	304-6371	gavronta
Haas, Rose	K5	304-6375	haasrm
Hanney, Carol	2	304-6342	georgec
Hoffman, Paul	Gr.8 Homebase 7-8 Math	304-6323	hoffmapx
Hoppe, Kathleen	3 rd	304-6381	hoppekx
Kieferndorf, Paula	Comprehensive Needs	304-6356	birdeapm
Kohnke, Shelley	Early Childhood	304-6333	kohnkesx
Kuula, Jeffrey	Resource	304-6380	kuulajw
MacKenzie, Katharine		304-6374	mackenkx
McCoy, Christine	Comprehensive Needs	304-6335	mccoycr
Oestreicher, Claire	2 rd	304-6341	schraucx
Panoch, Deborah	Resource	304-6308	panochdl
	Media Specialist		
Pollman, Jacqueline	5 th	304-6354	pollmaja
Reszel, Roxanne	1	304-6334	reszelrr
	Resource	304-6309	
Vail, Richard	Grade 6 Homebase 7-8 Social Studies	304-6370	vailrk
Widen, Mary	Resource	304-6326	widenma

Other Contact Info

National Junior Honors Society at Cooper

The National Junior Honors Society (NJHS) is a prestigious national organization. Students selected to participate in this organization spend many hours providing assistance to the school, their fellow students and the community. Membership in NJHS is a great honor. It recognizes not only outstanding academic achievement, but also good character and willingness to help others to make their school and community a better place in which to live and work.

Eligibility and Selection Process:

1. Seventh and eighth grade students with a 3.0 or better cumulative GPA are eligible. Eligible students are notified in February following calculation of grades from first semester. Students must attend Cooper for at least one semester.
2. Eligible students who are interested must complete and return an information form by a specified deadline. There are no exceptions to the deadline due date.
3. Staff are asked to evaluate the leadership, citizenship, service and character of applicants with whom they have worked.
4. A selected five-member Faculty Council reviews the student information sheets and a summary of staff evaluations. Behavior records (from the current year only) and academic records since sixth grade are provided to the committee.
5. The Faculty Council makes the final selection of new members. The council forwards its selections to the NJHS advisor. The advisor notifies the applicants of their selection or non-selection.

A formal induction ceremony is held for new members. Members are required to maintain the same level of performance or better in all five selection criteria areas. Members must attend NJHS chapter meetings during the school year and participate in the chapter service project(s).

- Respects the judgment of officials and their interpretation of rules.
- Accepts the responsibility and privilege of representing his/her school positively by acting in a manner that creates a positive attitude.

Responsibilities of Spectators

Good sportsmanship is displayed when every spectator:

- Realizes that admission gives him/her the privilege to observe a contest and support school activities, not the license to verbally assault others or be obnoxious.
- Greets visiting teams with friendly applause.
- Respects school property and the authority of supervisory personnel.
- Shows respect for injured players when they are removed from the game.
- Respects decisions made by contest officials.
- Refrains from applauding mistakes by opponents or penalties called against them. A positive approach is expected.
- Respects the judgment and strategy of the coach and the efforts made by players.
- Refrains from using obscene language, cheers, or remarks.
- Refrains from throwing objects of any kind. Confetti is allowed at outdoor events only.
- Seeks approval for banners or signs. Hanging or use of banners comes under the direction of the game manager.

Name	Grade or Area	Phone or Voicemail	MPS Email @milwaukee.k12.wi.us
Camp Cooper		304-6363	
Ahmed, Syeda	Paraprofessional	304-6300	ahmedmx
	Ed Asst. – Parent & Volunteer Coord.		
Castro, Natacha	Paraprofessional	304-6300	castromn
Dombrose, Dani	Food Service	304-6318 304-6319	domrosdm
Gimenez, Emerita	Paraprofessional		gimeneee
Hanson, Jerryl	Nurse	304-6327	hansonja
Hart, Pam	Paraprofessional	304-6300	hartpx
Kozlowski, Ron	Engineer	304-6345	kozlowrm
Lazarski, Denise	Paraprofessional	304-6300	lazarsdm
Lepak, Lori	Psychologist	304-6330	lepakla
Marino, Ann	Paraprofessional	304-6300	marinoar
Masch, Kathy	Social Worker	304-6332	maschkx
McGowan, Brenda	Handicapped Children Asst		mcgowaba
Rutowski, Nancy	Diagnostic Teacher	304-6351	hillmanl
	Guidance	304-6358	
Sliga, Nicki	Handicapped Children Asst		sliganm
Taylor, Melodie	Handicapped Children Asst		taylorme
Woznicki, Cassie	Head Secretary	304-6300	wozniccm

For contact information not listed, please call 304-6300.

Student Fees

The fee scale will be as follows: K4- Grade 8 - \$10.00

The fees help defray expenses as follows:

- 100% toward classroom materials & supplies

Parent Teacher Organization

The Cooper PTO brings together parents, staff members and community to support learning and high achievement for all Cooper students. The PTO organizes social and learning activities for students and families and coordinates fund-raising to support classroom and school activities and projects.

PTO Board for the 2011-12 School Year

Position	Name
Co-Presidents	Nicki & John Sliga
Vice President	Joe Palacios
Treasurer	Teresa Kruswicki
Co -Secretaries	Dawn Bigalk & Brenda Hamburger
Historian	Mary Cary
Fundraiser	Nicki Sliga, Tina Zamborini
Teacher Representative	

School Governance Council

The School Governance Council works with the principal as an advisory body to discuss and improve school policies, curriculum, educational plan goals and the budget. Members of the council are parents, staff members and community representative. Council participation is voluntary through a school-based election process, which occurs during the month of May.

Council Members for the 2011-12 School Year

Parents	Staff Members	Community Representative	Principal
Mary Cera	Kathleen Hoppe	Sally Kubash	Jennifer Doucette
Brenda Hamburger			
Joe Pacalios			
John Sliga			
Tina Zamborini			

Arrival and Dismissal Procedures

Cooper School's procedures are, first and foremost, to ensure the safety and well being of your children. They help us get each day of learning off to an orderly start. We value your child's safety and success at Cooper School. Please review these procedures. **Please do not ask us to make exceptions.**

their grade level. We are proud of our library and are sure you will encourage your child to be responsible for his or her library books.

1. All materials must be returned before more may be checked out.
2. Students are responsible for materials checked out to their name. Please report lost or damaged books to Mrs. Check.
3. Lost books will need to be paid for.

A signed statement of responsibility needs to be signed by a parent and returned for each student before library materials may be checked out.

Sports

Cooper School offers a variety of co-ed sports activities through the Milwaukee Public School Recreation Division. The tentative program of seasonal sports for the 2011-12 school year will include:

- Soccer
- Volleyball
- Basketball
- T-Ball
- Softball
- Flag Football
- Cheerleading

Schedules, registration forms and information about participation fees will be sent home with your student. We need and encourage the support of parent volunteers. Call (**Athletic Coordinator**) at 304-6383 if you have questions or are interested in volunteering.

All students remaining in the building after dismissal time must be in a supervised activity. Students are not allowed to remain in the building to wait for a sibling or friend.

Code of Sportsmanship

(Adapted text from the MPS Rights & Responsibilities Handbook)

Sportsmanship can be defined in one word: **RESPECT**. Showing respect for ourselves, our schools, and our guests helps present a positive image, not only to the community, but to all those who participate in any way in athletic activities in MPS schools.

Responsibilities of Athletes

Good sportsmanship is displayed when every athlete:

- Uses appropriate language. Abusive or profane language will not be tolerated.
- Treats opponents with the respect due them as guests and hosts.
- Shakes hands with opponents after the game.
- Exercises self-control at all times.

School Dress Code

It is expected that students will attend school clothed and groomed in an appropriate manner. Any article of clothing or manner of hairstyle or make-up, jewelry or body markings, which is determined by the staff to interfere with the educational process, is prohibited, unless the items are part of a planned school activity.

- Dress, skirt, and short lengths should reach to students' fingertips or longer when hands are held straight at their side.
- Pants are to be worn at the waist.
- No undergarments can be showing when sitting or standing.
- Torso, including midriff and cleavage, should be fully covered. No spaghetti straps.
- Both pant legs shall be worn down.
- No hats, hoods, caps, scarves, bandannas, plastic bags or do-rags are to be worn in the building.
- Coats or jackets shall not be worn except when students are on their way to or from outside.
- Hanging belt straps or chains may not be worn in the building.
- Hair should be free of picks, combs, or rollers
- Clothing should be free of expressions that are hurtful to others, obscene, profane, pornographic, advocating pain, death, suicide, or drug or alcohol use.
- No roller shoes/ hee-lies.

Internet

(Adapted text from the MPS Rights & Responsibilities Handbook)

MPS supports the use of computer technology to enhance student learning. With this educational opportunity comes personal responsibility. E-mail accounts and file materials are not private and may be monitored by the district. Electronic messages must not contain profanity, obscene comments, sexually explicit material, threats, expressions of bigotry, racism or hatred. Users are cautioned against transmitting personal information that they would not want made available to strangers. This includes name, address, and telephone, social security, and credit card numbers.

Users cannot use an Internet account of another.

Use of the Internet is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege and possible disciplinary action.

Library

Cooper students come to the library for instructional activities and material checkout. Students are allowed to check out one or more books depending on

School begins at 7:45 a.m. Dismissal time is 2:30 p.m. Students need to be on time everyday. Students who arrive at their classroom after 7:50 will need to get a tardy slip from the school office.

Students arrive at school between 7:30 and 7:45 a.m. Playground supervision begins at 7:30. For the safety and welfare of your children we request that students **do not** arrive before **7:30**. All students come to the playground and wait for the bell to ring at 7:45.

Students arriving by car are dropped off on Abbott Street, west of 22nd. Buses drop students on 21st Street. **Students do not use the main door in the morning** under normal circumstances. The main door is for special bus drop-offs.

Students line up on the playground in the morning as follows:

- K-4 and K-5 line up outside door 5.
- Grades 1,2 and 3 line up in front of door 3
- Grades 4 and 5 line up along the fence by Abbott Street and use door 2.
- Grades 6, 7 and 8 line up in the "U" and enter through door 4.

If weather is inclement, students enter the building through the nearest **playground door** and go immediately to the area in front of the office to wait for the 7:45 bell to ring.

Students can only go to their classrooms before 7:45 with a note from the teacher. Students do not have access to their lockers or coat racks until the 7:45 bell rings.

Please do not walk your children to their classrooms. Students come into the building from the playground with their classes. This promotes independence and helps to get learning started in the classroom as soon as possible. If you need to speak with a teacher in the morning, please make arrangements--in advance if possible--through the office.

BREAKFAST

- Students enter the building for breakfast through the NW door (kindergarten entrance).
- The kitchen begins to serve breakfast at 7:30. Students who eat breakfast at school and walk or come by car should arrive at 7:30 to avoid being late to class.

DISMISSAL

- The school day ends at 2:30.
- All students are dismissed from the same doors as they entered. If you have children exiting from different doors, please arrange a meeting place so that they may meet you or each other to walk home.

- If you plan to have an older sibling pick up your K-4 or K-5 student, please arrange this with your children’s teachers.
- If you need to pick up your child before 2:30, please come to the office. Your child will be called to the office to meet you.
- Cooper school encourages parent-teacher dialogue, but we ask that you do not go to your child’s classroom to speak with the teacher prior to dismissal time.
- All students remaining in the building must be in a supervised activity. Students are not allowed to remain in the building to wait for a sibling or friend.

Attendance Policy and Procedures

Please call the school attendance line (304-6360) to report your child absence and follow-up with a written excuse within 48 hours. Please include your child’s name, date of absence, and reason in your note. The attendance line is available 24 hours a day for you to inform the school of your child’s absence.

When a child is absent and the school is not notified verbally by written of excuse:

- An automated phone message on the morning of the absence will attempt to notify the parent or guardian of the child’s absence using the phone number indicated on the **emergency contact card**.
- If the school does not receive any notification regarding an absence, the absence will be considered a truancy.

We try to resolve chronic attendance problems and unexcused absences with the assistance of the school social worker. The District Attorney’s office handles chronic attendance problems that are not resolved.

Breakfast and Lunch Information

Cooper provides a pre-pay service for both breakfast and lunch. Please make your check out to “Cooper School” and send it to school with your child on Wednesday mornings. You may pre-pay in advance as much as you would like. Reminders will be given to the students when their accounts are low or are overdrawn. Prices for the 2011-12 school year are as follows. Any questions should be directed to Danette Domrose (Food Service) at 304-6318.

If 95% of Cooper families turn in applications for meal benefits (free or reduced breakfast & lunch), Cooper will be eligible to provide a packaged breakfast to all students without charge. All completed applications will count toward this whether or not the family actually qualifies for the benefit. Please contact the school office for more information.

Meal	Full Pay	Reduced Pay
Breakfast	.75	.30
Lunch	1.75	.40

BEHAVIOR EXPECTATIONS

1. Keep your hands, feet, and objects to yourself.
2. No fighting; no play fighting.
3. Use appropriate language; no profane language or gestures.
4. Walk in the halls safely and quietly.

BEHAVIOR IN THE BUILDING AND ON THE PLAYGROUND

1. Listen to and follow the directions of all school adults.
2. Do not use bad language or obscene gestures.
3. If a problem develops on the playground or in class, ask an adult for help. Fighting or name-calling will not solve the problem. Think before you act!
4. Do not play games with body contact. Rough play and play fighting are not allowed.
5. Respect all books and school materials. All students enjoy using materials that are in good condition. Students are expected to pay for damaged or lost books and materials.
6. Be kind to your school building. Cooper School is your home away from home. Be proud of your school. Keep your classroom, lunchroom, hallways, lavatories and playground clean and neat. Please do not litter.
7. Please do not bring candy, soda or gum to school.
8. Do not bring toys or electronic equipment to school. This includes cell phones, iPods, cords used as jump ropes, video game cartridges and items that are not necessary for instruction. (Show and tell in the early grades or on special days is an exception to this rule.)

BEHAVIOR IN THE LUNCHROOM

1. Walk and stand quietly in the lunch line while waiting to be seated. Quiet conversation is permitted during lunch.
2. Use good table manners and remain seated until dismissed by an adult supervisor.
3. Leave the lunchroom when dismissed in an orderly fashion without talking or running.
4. No food is to be taken outside. Food is to be eaten only in the lunchroom.

BEHAVIOR ON THE BUS

1. Follow the directions of the bus driver at all times.
2. Get on and off the bus quietly and orderly.
3. Remain seated on the bus and talk quietly.
4. Keep hands, head and feet inside the bus.
5. Eating or drinking is not permitted on the bus.
6. Throwing objects or littering in or out of the bus is not permitted.
7. Bad language or rough play on the bus is not acceptable behavior.

Administrative Policy 8.51 ELECTRONIC COMMUNICATION DEVICES

History Adopted 06-24-2010

(1) POLICY STATEMENT

The Milwaukee Public Schools shall provide an educational environment that is safe and orderly.

Students are prohibited from activating, using, or displaying electronic communication devices such as cell phones, electronic pagers, or other electronic communication devices while on school premises during the school day (including after-school programs) or while participating in school-related activities off of school premises (for example field trips), other than for approved educational purposes. This commitment to a safe and orderly educational environment applies to all schools within the District.

(2) DEFINITION OF ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices are any devices that can be used to send and/or receive voice or text messages. Such devices include, but are not limited to, cell phones, devices with internet access, and pagers.

(3) RIGHTS AND RESPONSIBILITIES OF STUDENTS

(a) The policy will be shared with students, staff, and parents annually.

(b) Any electronic communication device that is activated, used, or displayed will be confiscated, inventoried, and stored in a secure location until the school administration holds a conference with the parent or adult student. Any electronic communication device that is activated, used, or displayed in a manner that endangers the physical safety or emotional wellbeing of others will be confiscated and held for disciplinary proceedings or turned over to law enforcement.

(c) Students in violation of this rule shall be disciplined in accordance with Administrative Policy 8.28, Student Discipline.

(4) LIABILITY

In the event that electronic communication devices are brought to school, the school and school district will not be financially responsible for lost or stolen items.

Extra milk	.35	.35
Adult	2.75	n/a

LUNCH PERIODS

K-4 - Grade 4 11:00 to 11:20 in the lunchroom
11:20 to 11:45 on the playground if weather permits

Grade 5 - 8 11:30-11:50 in the lunchroom
Grade 5-8 11:50 to 12:15 on the playground if weather permits

Tuesday Folders / School-Home Communication

Tuesday folders will go home with students in K4-Grade 6. The folders are for school-related communication. Tuesday folders should not be used for distribution of non-school items such as invitations to classmates.

To avoid the expense of duplication, families with more than one sibling at Cooper can expect school-wide information to come home in the Tuesday folder of the youngest sibling; however, please check the Tuesday folders of all of your students each Tuesday.

Medication: Prescription & Non Prescription

If your child takes prescribed medication, a prescription drug authorization form needs to be filled out by the parent and prescribing physician and submitted to the Cooper School office. **The school is only permitted to administer medication to students if there is an authorization form on file. (Forms are on Cooper's Website)**

If your child needs to take a non prescription medication such as Tylenol or cough medicine, there is a form that needs to be filled out by the parent.

Medication forms are available in the Cooper School office or on Cooper's Website.

Appointments During School Hours

If at all possible, please schedule doctor or dental appointments after school. If a child has a doctor appointment, he/she should be in school for the portion of the day not needed for the appointment.

Camp Cooper Child Care

Director: Mrs. Paula Gratz- Phone # 304-6363

REGISTRATION

- Parents/Guardians may register their child(ren) starting the first day of school with the Child Care Director.

ANNUAL REGISTRATION FEE

- There is a \$5.00 minimum per child annual registration fee collected when parents register their child(ren) for the program.

HOURLY FEES

- Annual registration fee is \$5.00.
- Fees can be pre-paid on a daily or weekly basis, but must be paid in advance of the day or week that child care is needed.
- Fees may be paid by cash, check, or money order payable to "Cooper School Child Care".
- All Banking Time Days will be \$20.
- Rates for students who come to Camp Cooper from after-school activities are \$3.25 from 4:00 to 5:00 and \$6.50 from 4:00 to 6:00 p.m.

Time	Rate
6:45-7:45 AM	\$3.25
2:30 –3:30 PM	\$3.25
2:30 – 4:30 PM	\$6.50
2:30 – 5:30 PM	\$9.75
2:30 – 6:00 PM	\$11.25

W-2 Information

- Parents who are authorized for W-2 receive reduced rates of \$3.00 per child or \$6.00 per family per week. To become authorized for W-2, parents must go to their W-2 Region Offices.

SNACKS

- Will be provided in the "after school" program only.

TRANSPORTATION

- Transportation is not provided. Parents will be responsible for getting their children to and from the school.

ACTIVITIES

- A recreational/educational activity program which may include homework help, arts and crafts, gym activities, sports and games, clubs and more.

Bus Company Contact Information

If your child is not being picked up at the assigned time please call your child's bus company. If this becomes a frequent problem please call school at **304-6300**

<u>Bus Company</u>	<u>Phone Number</u>
Atlas	672-3777
First Student	353-1027
Lamers - South	282-3566
Specialized Care	383-7333

Bus Discipline Policy

Children riding the bus to and from Cooper School are usually very well behaved on the bus. Their good behavior allows the drivers to concentrate on driving safely. The policy below spells out the steps we follow when we receive written bus behavior complaints from the bus companies. Bus drivers usually warn students about misbehavior before writing out a behavior complaint. **The purpose of this policy is to protect the safety and well being of all students who ride the bus.**

- Each time we receive a written complaint from a driver about a child's misbehavior on the bus, we send a copy of that complaint to the address on the emergency card on file at Cooper School.
- A student who receives three bus behavior complaints will have his/her bus service suspended for one day.
- Immediate suspension of service for one to three days without prior notice will be given for serious infractions such as fighting. (Drivers can also call for police assistance when bus passengers are unruly.)
- If bus behavior complaints continue after the initial suspension, bus service will be suspended for three days.
- If bus behavior complaints continue after two bus suspensions, a parent or legal guardian will be required to come in for a conference before future bus service is considered.