

2010-2011 STUDENT-PARENT HANDBOOK

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2010-2011 Student-Parent Handbook

Principal Introduction

Dear Cody High Students:

Welcome to Cody High School. It is my hope that the 2010–2011 school year is the best ever for everyone at CHS. We have an excellent Student Council who is also committed to making the 2010 – 2011 school year a great year for everyone. I encourage all students to become involved in the many activities offered at CHS. If athletics is not your favorite thing, get involved in other activities or clubs. Becoming involved in activities will help you to become a well-rounded student and will make your year more enjoyable at CHS.

It is my hope that through the collaborative efforts of yourselves, parents, staff and our community, you will be ready for your 13th year when you graduate from Cody High School. Your 13th year might be attending a four-year college or university, attending a two-year community college or trade school, entering the military, or entering the world of work with the knowledge and skills to earn a living wage. Most importantly, the staff at Cody High School will do everything possible to develop responsible learners with the skills and knowledge to succeed in an ever-changing world.

The purpose of this handbook is to provide students, staff and parents with guidelines for the general welfare of all involved, while respecting the rights and aspirations of individuals. One of the responsibilities of all citizens in a democratic society is to know and understand the rules that we all must abide by and our responsibility for making acceptable decisions. I encourage you to take the time to read this handbook and use it as a guide while attending Cody High School.

Cody High School has always had a strong tradition in academics, athletics and activities and we all must work together to carry on that tradition. It is my hope that the 2010-2011 school year will be an outstanding experience for everyone. Working together, we can continue to make our community proud of our accomplishments, traditions and Cody High School.

Respectfully

Brandon Jensen, Principal
Cody High School

Park County School District No. 6 Mission Statement

The mission of Park County School District No. 6 is to guarantee an educational environment which enables all students to acquire life-long learning skills by:

- ◇ Forming partnerships of student-to-teacher, student-to-student, teacher-to-parent, district-to-community
- ◇ Identifying and acquiring a broad-based core of knowledge, skills, attitudes
- ◇ Selecting & maintaining the best possible staff by providing high quality & innovative staff development
- ◇ Committing to the beliefs in the current research of effective schools and ensuring learning opportunities that meet the intellectual, social, emotional and physical needs of all students
- ◇ Focusing on both learning and teaching, using traditional and alternative methods
- ◇ School improvement goals

CHS Mission Statement

“Every Student. Every Chance. Every Day”



**WELCOME TO CODY HIGH SCHOOL
HOME OF THE BRONCS & FILLIES**

CHS STUDENT MANAGEMENT POLICIES & PROCEDURES

Student's Job Description:

"Students are the focus of all efforts of other people in this school. It is our intention to do our best job to prepare you for that "13th" year".

Position: Cody High School Student
Qualifications: Willingness to learn and to contribute to the overall success of Cody High School

Performance Responsibilities:

- Attend class regularly.
- Report to class on time.
- Bring appropriate learning materials to class (example: paper, pencils, books, and notebooks)
- Participate in the learning activities as directed by the teacher (example: ask questions, respond to questions, read and think about the content).
- Treat other students and staff with respect.
- Obey reasonable requests of the teacher and staff.

Terms of Position: Nine (9) months, 175 school days, approximately seven (7) hours per day.

Evaluation: Student achievement is monitored continuously and reported every 4 1/2 weeks. Semester grades become a part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is his or her success and productivity in adult life.

CHS STUDENT BEHAVIORS & EXPECTATIONS & AREAS

Achievement Behaviors: Your behavior will influence your success. You should know how you are expected to behave and choose those behaviors that will help you get what you want and need for your future. The reward for academic achievement is an increased probability that students will have a successful future. In terms of earnings, research has shown that a HIGH SCHOOL GRADUATE WILL EARN THREE TIMES THE AMOUNT THAT A HIGH SCHOOL DROPOUT will earn during the same lifetime. Academic achievement will lead to an increased number of options for a student's future. Very few people know exactly what they will be doing for the rest of their lives; therefore, a student will be best prepared for tomorrow by achieving today.

Social Behaviors: Society has certain expectations for behavior. In order for everyone to get along with each other, everyone must adhere to certain parameters.

Learning Environment Area: Learning environments in Cody High School include classrooms, the media center, vocational laboratories, computer centers, science labs, athletic and activity competitions, etc.

CHS Pride and Class are reflected when: Everyone reports to class on time and is ready to learn, complete with necessary learning materials: books, pens and pencils, etc. All behavior in the learning environment contributes to learning. Therefore, we expect each student to have responsible and appropriate behavior for that learning area. It is also expected that each CHS student will obey reasonable requests of our adult staff, so long as doing so does not endanger personal health or safety. Remember, it is a matter of place, time and courtesy. Please obey the request and later seek help if you feel you were treated unfairly.

Public Access Areas: Public access areas include grounds, halls, commons, restrooms, immediate exterior areas, and parking lots.

CHS Pride and Class are reflected when: Everyone protects the physical facilities and contributes to keeping these facilities looking nice. Everyone uses language that is acceptable to all and offensive to none. Vulgarity is a symptom of a poor expressive vocabulary. Everyone behaves in a safe and orderly manner. Do not endanger the innocent by throwing, running, pushing, shoving, etc.

Student Mall (Commons): The use of the commons is a privilege and we expect CHS students to be responsible for care, atmosphere and order in the commons. It is a matter of time, place and courtesy.

Performance and Activity Content Areas: Performance and activity contest areas include gyms, the auditorium, playing fields and other competition areas.

CHS Pride and Class are reflected when: Each CHS student remembers the contest or performance is not just to benefit the participants. Spectator or student behavior should not detract or draw attention away from the activity. Everyone understands these performances are open to our community. It is a matter of time and place. Language and behavior of students should reflect positively on the individual, his/her family, school and community. Everyone is a CHS Supporter while treating our visitors with respect and courtesy.

STUDENT SERVICES & INFORMATION

Building Visitors: (All non-students): All visitors should enter through the 10th Street entrance and register at the office and pick up a visitor's pass, which should be returned to the office at the conclusion of the visit. We do require that during school hours all visitors (parents, alumni, non-students, etc.) check in at the office immediately upon their arrival at CHS. A student must acquire permission from all of his/her teachers the day PRIOR to visitation to have a visitor. Visitors must be with their hosts at all times and the parent/guardian must give written permission for a student to have a visitor on campus. Any person on campus without a pass will be reported to the office. For security reasons, any individual NOT checking into the office will be considered as trespassing and the office may call the school resource officer to assist. No visitors will be allowed during the first three weeks of each semester, testing weeks, or the day preceding or following a holiday.

Curriculum Review: Parents wishing to review the Cody High School curriculum and other related instructional materials may do so by contacting the CHS principal's office to make an appointment.

Parking: Campus parking for students is only available in the lot south of the auditorium. Cars parked in fire lanes will be towed at owner's expense. The Cody police will ticket cars parked in handicapped areas. Off-campus parking is the responsibility of the city police. No parking is allowed behind the gym. Parking problems are considered disruptive behavior.

Temporary Visitor Parking: Visitor parking is available right in front of the main entrance to CHS. Thank you students for not parking in the front visitor parking spaces.

Building Use: All building use is scheduled through the Activities Office, 307-587-6110.

Discrimination: Any student of this district who believes he/she has been discriminated against, denied a benefit or excluded from participation in any program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint with the district's Title IX coordinator, Betsy Sell.

Equal Education Opportunities: Every pupil of this district shall have equal educational opportunities and shall not be discriminated against regardless of race, color, national origin, sex, age, disability or religion. No student shall on the basis of sex, race, color, national origin, age or

disability be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district, specifically including, but not limited to, access and participation in course offerings, athletics, counseling, employment assistance and extra-curricular activities.

Handicapped Accessibility: All areas of the campus at Cody High School are accessible to the handicapped. Visitors, parents, and staff needing additional information for the handicapped are encouraged to contact Rae Dawn Howard at Cody High School.

Nondiscrimination: Park County School District No. 6 is committed to a policy of nondiscrimination in relation to race, color, national origin, sex, age, handicap and religion. This policy should prevail in all matters concerning staff, students, education programs, amended services and individuals with whom the district does business. The staff will establish and maintain an atmosphere in which students can develop attitudes and skills.

Student Insurance: Cody High School makes available student accident insurance forms. These may be picked up at the High School Office, Activities Office or Central Business Office. **Cody High School does not carry insurance for student injuries or the loss of personal property.**

School Pictures: School pictures are taken in the fall. They are scheduled to allow for the least impact on teaching and learning time. Parents and students are not obligated to buy the pictures. Retakes will not be done during class time. This will be done before school, after school or during lunch.

Vending Machines: The vending machines are there in order for you to purchase a product. They are not to be used as change machines. Change MAY only be given before school, during passing periods, during lunch, and after school in the main office. School secretaries have the right to deny providing change to any student. Change may not be given for any bills larger than \$10.00. Using the vending machine to provide change and any problems that might occur is not the responsibility of the school and may result in the loss of student money. At the very least, students will be required to wait until the appropriate time to recover lost money.

Media Center: The Media Center hours are 7:30AM-4:00PM Monday through Thursday and 7:30AM- 12:35PM Fridays. Students are not allowed to bring food or drinks into the Media Center.

Media Center Checkout Policy: Students are allowed to checkout materials from the Media Center for 14 days. Materials should be returned to the Media Center or the Drop Box. If materials are not returned the student will be charged for replacement value of the item. If a student has two or more late items they will not be allowed to check materials out of the Media Center until items are returned or replacement value is paid.

SEARCH AND SEIZURE

School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates school rules or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

- 1) Authority to Conduct a Search - The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by the law.
- 2) General Inspection - School authorities will be making general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. General inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable suspicion exists.
- 3) Locker/Desk/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any

locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

- 4) Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
- 5) Motor Vehicle Searches - Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian(s) and/or law officials as appropriate.

ADMISSIONS

Transfer, Transcripts and Health Records: Counselors and the administrative team will evaluate the transfer student's transcript for credit toward graduation. The guidance office will request official transcripts and health records for new students from the former school so that they are at CHS when the student arrives. If records are not available at the time of entry, the administration reserves the right to change class placement upon receipt of records. Administration from the former school will be contacted as needed, depending on the completeness of the records sent. New or transfer students unknown to the administration must provide valid identification. If records are not available at the time of entry, the school reserves the right to deny entry until records are available.

Transfers, Special Needs: A special-needs student will require an immediate placement child-study meeting to appropriately inform the administration and staff of special problems and special needs in the best interests of the student and the safety of other Cody High School students. In the case of court-ordered placements, the multi-disciplinary team will meet and advise the administration.

Transfers, Home School/Non-Accredited School: Students will be placed in classes based on the current School District #6 norm-reference test and any specific criterion-referenced or performance-based evaluations available. Home school and private school students will not have their rights to a public education violated. However, the GPA status cannot and will not be determined by non-referenced assessment. GPA will begin from the time spent in a public school or a school/program accredited by an acceptable accrediting agency. Any non-accredited school transfer will not be eligible for valedictorian, salutatorian or honor cords. The school reserves the right to require students to take course tests before acceptance of transfer credit from a non-accredited school or home school.

Transfers, Expelled or Suspended Students: Students moving to Cody from another school district from which they have been expelled or suspended may not be admitted to our school until the expulsion or suspension time has been completed and/or the district they are coming from exonerates them. The high school administrative team and the superintendent of schools will carefully evaluate each case. The school reserves the right to deny admission to students who have been expelled from another district.

GUIDANCE OFFICE

Career Planning: Materials for post-secondary training are located in the Guidance office and Media center. Students will complete career-planning activities in Advisory and their career research and information will be kept on file in the Careers Office in the library throughout high school. Student's review/revise their four-year plans during homerooms each year.

Student Records: Transcripts for colleges and scholarship applications can be requested in the Guidance Office. All student records are managed through the Guidance Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- Parents or legal guardians of a student or an eligible student (18 years old or older) have the right to inspect and review all materials incorporated into their child's educational records as specified in the Family Educational Rights and Privacy Act of 1974 as codified in the General Education Provisions Act (20 U.S.C. 1232g), Section 438, and Board of Directors Policy JB.
- Parents may obtain a copy of the Family Educational Rights and Privacy Act and Policy from the Office of the Superintendent.
- Pursuant to the Family Educational Rights and Privacy Act of 1984 as codified in the General Education Provisions Act (20 U.S.C. subsection 1232g) Section 438, Park County School District designates the following as directory information: Student's name, date and place of birth, major field of study, participation in officially sanctioned activities and sports, weight and height of athletic teams, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.
- Parents or legal guardians of a student and/or eligible student (18 years of age or older) have the right to request that Park County School District No. 6 not release any or all of this directory information without the parent's/student's prior consent. The request shall be submitted annually, in writing, to the student's principal.

Post Secondary Entry and Scholarships: The Guidance Office and the Career Center provides support to students and parents. It is not the responsibility of this office to complete applications or to mail them by deadlines. This Guidance office has supported and helped hundreds of students to obtain entry into colleges of their choice and to receive scholarships. This is a collaborative effort between parents, students, the Career Center and Guidance Office.

ACT/SAT Testing: The State of Wyoming gives all students the opportunity to take either the ACT or Work Keys test once their junior year at no cost to the student. Colleges in most of the country require the ACT; others may require the SAT. Student and parent course selection decisions will have a major impact on these tests. To score well on these tests, a student should select courses that demand academic rigor.

Scholarships: Many colleges, universities and national organizations offer substantial scholarships. It is your responsibility to take advantage of the career planning services and the support meetings. Many national scholarships are very competitive and some require that a student begin planning as a junior or younger. Your education at Cody High School prepares you to compete for these substantial scholarships, but the application process requires your hard work and attention. Please contact either the Guidance Office or the Career Center for additional information on scholarships.

Local Scholarships: Our community strongly supports post-secondary education. Our community organizations and businesses provide many scholarships for our graduates. It is a student's responsibility to keep informed of the application requirements and the deadlines. The Guidance Office staff will be able to provide support and guidance.

Hathaway Scholarship Statement: **The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.**

College Visitations: Seniors are encouraged to continue their education after high school graduation. Students classified as seniors are encouraged to visit a college, university, technical school or trade school. These visitations may not count as an attendance point, as long as appropriate procedures have been followed and students have made a request in writing to the principal through the senior counselor.

COUNSELING SERVICES

Personal Counseling: Individual counseling is based on the belief that optimal learning occurs when students are resourceful. Counselors are available to help students who are in crisis, in conflict or just feeling down. Students are encouraged to stop in the counseling office and make an appointment.

Substance Abuse Counseling: A specially trained counselor will be available to all students and staff. Students are encouraged to stop by the counseling office to make confidential appointments.

Schedule Changes: Scheduling operations are a function of the school administration and guidance personnel. The counseling department is an important team player in this process. However, the rules, regulations and operations of scheduling are a function of the principal.

Cody High School will have TWO basic times for schedule changes:

1. Open changes associated with all-school registration in the spring of each year.
2. The first five days of class each semester under the following circumstances.

Schedule changes WILL NOT be allowed WITHOUT consultation with homeroom advisor, parent/guardian, student, counselor, and, under the following circumstances.

1. When a course has been incorrectly scheduled (a class you did not request).
2. When a graduation requirement has not been met.
3. When there is a conflict in the student's schedule.
4. When a college to which the student is applying has a specific entrance requirement.
5. When the student has a failing grade in a prerequisite class.
6. When the student does not meet the prerequisites for a course.
7. When classes were successfully completed during summer school, correspondence, etc
8. When a student has a doctor's medical waiver (physical/emotional/etc. reasons).
9. When a teacher or administrator makes the recommendation.

Adding Classes: While circumstances may justify dropping classes at virtually any point during the semester, new classes may NOT be added for credit after **five (5)** school days into a semester without administrative, parent, and counselor approval. Process to add a class:

1. The student or parent picks up an Add Class Form from the homeroom advisor.
2. The homeroom advisor will review the process with the student.
 - a. The form will require a written explanation of, and request for, the needed change (drop or add).
 - b. The form will identify the class to be dropped.
 - c. The form will also identify which class will replace the dropped class.
3. The Form will be given to the homeroom advisor to check.
4. The Homeroom advisor will turn the form in to the assigned counselor for that student.
5. The counselor will make an appointment with the student to make the changes if justified.

Class Drop: After **10 school days**, a student initiated dropped class will remain on the student's transcript with an "F" grade for that class. Process to drop a class:

1. Student or parent picks up the Class Drop Form from the homeroom advisor.
2. The form is completed in writing and signed by student and parent and returned to the counselor.
3. The counselor will:
 - a. Counsel the student on educational options.
 - b. Direct the student to class to check out (books, fees, etc.) with teacher and then return.
 - c. Parent will be notified to complete the process.
 - d. Finalize action with registration secretaries.

Conflict Resolution/Management: Assistance is provided for students whose conflicts interfere with their ability to be successful at school. Mediation and negotiation methods are used to help

students adjust and overcome difficult situations at school. Make an appointment and come in. Students will also be referred from staff and administration.

Support Groups: When personal adjustment issues interfere with school success, students may request participation in a weekly support group. The staff and administration may also refer students.

ON-LINE SERVICES

Computer: Students have access to computers for personal and school related use at CHS. The Cody Public Schools acknowledge that information obtainable through the use of computer systems can provide unique resources to benefit students to expand their knowledge and strengthen their lifelong learning skills. We also recognize that it is impossible to fully supervise all the uses of computers, networks and telecommunication systems which might expose students to lewd, sexually explicit, pornographic, criminal and/or other adult materials. Although a filtering device is maintained by the school, the district has adopted policies, which govern student use of on-line services.

Telephone: Students may use the office telephones only for an emergency. A student phone is available in the attendance office and a pay telephone is located at the Beck Avenue entrance for student use. Students may not use cellular telephones during class time, assemblies, meetings, etc. The phones should be turned off during school time. If you are expecting a call, the office can contact you. Students will not be excused from class to use the telephone unless it is considered an emergency.

Pagers: CHS students are expected to leave pagers off campus, at home, in car, etc.

DAILY BELL SCHEDULES

Cody High School Bell Schedules 2010-2011

MONDAY-THURSDAY	FRIDAY	EARLY DISMISSAL	MONDAY LATE ARRIVAL
BLOCK 1 – 8:00 - 9:37	BLOCK 1 – 8:00 - 9:03	BLOCK 1 – 8:00 - 8:51	BLOCK 1 – 9:00 - 10:22
PASSING – 9:37 - 9:43	PASSING – 9:03 - 9:09	PASSING – 8:51 - 8:57	PASSING – 10:22 - 10:28
BLOCK 2 – 9:43 - 11:20	BLOCK 2 – 9:09 - 10:12	BLOCK 2 – 8:57 - 9:48	BLOCK 2 – 10:28 - 11:50
LUNCH – 11:20 - 12:00	PASSING – 10:12 - 10:18	PASSING – 9:48 - 9:54	LUNCH – 11:50 - 12:30
BLOCK 3 – 12:00 - 1:37	BLOCK 3 – 10:18 - 11:21	BLOCK 3 – 9:54 - 10:45	BLOCK 3 – 12:30 - 1:52
PASSING – 1:37 - 1:43	PASSING – 11:21 - 11:27	PASSING – 10:45 - 10:51	PASSING – 1:52 - 1:58
BLOCK 4 – 1:43 - 3:20	BLOCK 4 – 11:27 - 12:30	BLOCK 4 – 10:51 - 11:42	BLOCK 4 – 1:58 - 3:20

10 MINUTE ADVISORY	14 MINUTE ADVISORY	30 MINUTE ADVISORY	62 MINUTE ADVISORY
BLOCK 1 – 8:00 - 9:33	BLOCK 1 – 8:00 - 9:32	BLOCK 1 – 8:00 - 9:28	BLOCK 1 – 8:00 - 9:20
PASSING – 9:33 - 9:39	PASSING – 9:32 - 9:38	PASSING – 9:28 - 9:34	PASSING – 9:20 - 9:26
ADVISORY – 9:39 - 9:49	ADVISORY – 9:38 - 9:52	ADVISORY – 9:34 - 10:04	ADVISORY – 9:26 - 10:28
PASSING – 9:49 - 9:55	PASSING – 9:52 - 9:58	PASSING – 10:04 - 10:10	PASSING – 10:28 - 10:34
BLOCK 2 – 9:55 - 11:28	BLOCK 2 – 9:58 - 11:30	BLOCK 2 – 10:10 - 11:38	BLOCK 2 – 10:34 - 11:54
LUNCH – 11:28 - 12:08	LUNCH – 11:30 - 12:10	LUNCH – 11:38 - 12:18	LUNCH – 11:54 - 12:34
BLOCK 3 – 12:08 - 1:41	BLOCK 3 – 12:10 - 1:42	BLOCK 3 – 12:18 - 1:46	BLOCK 3 – 12:34 - 1:54
PASSING – 1:41 - 1:47	PASSING – 1:42 - 1:48	PASSING – 1:46 - 1:52	PASSING – 1:54 - 2:00
BLOCK 4 – 1:47 - 3:20	BLOCK 4 – 1:48 - 3:20	BLOCK 4 – 1:52 - 3:20	BLOCK 4 – 2:00 - 3:20

ACADEMICS

CHS Graduation Requirements: Class of 2011, 2012, 2013

SUBJECT	CREDIT	REQUIRED COURSE (S)
English	4.0	English 9 & 10, a Writing class, and a Literature class
Math	3.0	Algebra I & Geometry or Applied Math I & II & one additional Math
Science	3.0	Physical Sci. & Biology I & one additional Science
Social Studies	4.0	World History, US History I, US History II & American Government
Health	1.0	Health (includes required CPR training)
Physical Education	1.0	One P.E. credit required during 4 years in school
Elective credit	9.0	Elective Units may be taken from any of the subject areas offered
Computer I	1.0	Computer I (Recommended Freshman Year)
Total credits:	26.0	

CHS Graduation Requirements: Class of 2014 and Beyond

SUBJECT	CREDIT	REQUIRED COURSE (S)
English	4.0	English 9 & 10, a Writing class, and a Literature class
Science	3.0	Physical Sci. & Biology I & one additional Science
Math	3.0	Algebra I & Geometry or Applied Math I & II & one additional Math
Social Studies	4.0	World History, US History I, US History II & American Government
Health	1.0	Health (includes required CPR training)
Physical Education	1.0	One P.E. credit required during 4 years in school
Elective credit	9.0	Elective Units may be taken from any of the subject areas offered
Consumer Econ	1.0	Recommended Senior Year
Total credits:	26.0	

Body of Evidence: Beginning with the Class of 2006, students must demonstrate proficiency in 5 of the 9 content areas as required by the Body of Evidence plan for Park County School District #6. Content areas include: Mathematics, Science, Social Studies, Language Arts, Career Vocational, Fine Arts, Foreign Language, Health and Physical Education.

Additional Requirements: Graduates of Cody High School must also take an approved exit exam: ASVAB, ACT, SAT, or another similar exam provided by CHS.

Graduation Ceremony: Students who have completed all requirements for graduation will participate in commencement exercises. Graduation is a ceremony that is designed by the school board and CHS staff to award the high school diploma to those students who qualify. Students may choose not to participate in graduation ceremonies. Those who do participate will be expected to follow the basic rules of decorum.

Announcements, Caps and Gowns: During the senior year, a student needs to pay close attention to announcements and senior information letters. Seniors are responsible for ordering and paying for announcements, caps and gowns, pictures and rings, etc.

Valedictorian & Salutatorian: Selection of Valedictorian/Salutatorian uses a formula that gives 40% weight to ACT scores and 60% to cumulative GPS's. The formula is $.6 (GPAX9) + .4 (ACT)$.

Selection Process: Credits may include Northwest College credit or team-approved independent study. Students who elect to graduate mid-year of their senior year will not be considered for this honor. The cut off date for determining valedictorian/salutatorian is the third quarter report, 7.5 semesters, and the last ACT consideration is the February date of the graduate's senior year. In

order to be eligible for this honor, a transfer student must attend Cody High School for the last eight credits of the senior year.

Honor Cords: To qualify for honor cords, the student must have at least a 3.50 cumulative GPA based on student's GPA after 7.5 semesters.

Final Exams: The expectation building-wide is an atmosphere of quiet and study. Teachers are expected to keep students in the classroom during examination times. Disruptions in hallways or classrooms during exam times are considered no-tolerance offenses. There will be no teacher or student meetings scheduled during finals, unless they are focused on study and exam preparation.

Students will not be given a final grade in any class until the final for that class has been taken. Students will not be allowed to take a final exam early unless extenuating circumstances exist, but arrangements can be made to take it later. The final exam will not be weighted any higher than 10% of the total grade. The final exam sequence is designed to be delivered over two days and two hours are provided for each exam. The sequence of period exams will rotate.

Report Cards: Report cards are mailed four times each semester. They are mailed 5 – 10 days after the end of each 4 1/2 week and 9-week grading period. Students' report cards are mailed unless they are picked up at a parent/teacher conference.

DFI (D, Failing or Incomplete) Reports: This is an in-house report to students. Students who have a summative grade of a "D", or are failing, or have incomplete grades are informed by their homeroom instructors every two (2) weeks when the DFI list comes out. Students who are failing two (2) or more required classes will have a letter sent to their parents informing them of their progress or lack of it.

Parent Teacher Conferences: There will be two (2) parent teacher conferences. One will be held in the fall and the other in the spring semester.

ACADEMIC ENRICHMENT PROGRAMS & ASSOCIATIONS

***AP/Honors Classes:** Cody High School offers AP and Honors classes in a number of subjects. Please see course description guide. 5.0 grading scale for Honors/AP courses.
Honor American Literature – Honor Advanced Composition – Honor British Literature – Honor Physics – AP Biology I – Honor Chemistry II – Honor Anatomy/Physiology - Honor Calculus – Honor American Government – Honor French III & IV – Honor Spanish III & IV.

*Courses will be available only if the enrollment numbers permit.

Concurrent Enrollment: Cody High School offers Concurrent Enrollment classes that allow students to earn college credit while attending CHS. Please see course description guide or contact a counselor.

Grading Scale for GPA

A+, A	92 – 100	4.00 Grade Points
A-	90 – 91	3.75 Grade Points
B+	88 – 89	3.25 Grade Points
B	87 – 82	3.00 Grade Points
B-	80 – 81	2.75 Grade Points
C+	78 – 79	2.25 Grade Points
C	72 – 77	2.00 Grade Points
C-	70 – 71	1.75 Grade Points
D+	68 – 69	1.25 Grade Points
D	62 – 67	1.00 Grade Points
D-	60 – 61	.75 Grade Points
F	0 – 59	0 Grade Points

Honor Roll

4.0 GPA –	Principal's Honor Roll
3.5 – 3.99 GPA –	"A" Honor Roll
3.0 – 3.49 GPA –	"B" Honor Roll

Students will not be considered for the honor roll if they have any grades below a "C". If a student has a failure in a pass/fail class, the student will not be considered for the honor roll. Honor rolls are computed each semester.

National Honor Society: National Honor Society is a national organization that honors and provides opportunities for students across the U.S. with a cumulative 3.5 (or better) GPA. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. The standard for scholarship shall be a cumulative scholastic average of at least 3.5 (on a 4.0 scale). Candidates shall be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

ACADEMIC CORRECTIVE PROGRAMS

After-School Study Hall: This program is for students who are assigned to after-school study hall by a counselor, parents, and/or by an administrator. Students who are in need of academic discipline or are struggling in a class may be considered for this program. Students who are assigned to this program must attend regularly or be referred to the administration for disciplinary procedures.

Transition School: The Transition School is located on the second floor of the Westside Annex of Cody High School. It is basically a school within a school. The Transition program is designed for students who are at-risk with academic, personal and emotional concerns, which may put them at-risk for graduation. The intent of this program is to provide individualized instruction that encourages students to improve academic skills, study skills, self-esteem, school attendance, and peer relationships. Placement into this program requires administrative approval based upon screening criteria and the School Wide Assistance Team recommendation.

Credit Recovery: Cody High School offers students who failed a class with a 50-59% the previous semester the possibility of earning that credit through credit recovery.

To be considered for this program, the classroom teacher must refer the student and the student must commit to meeting all requirements set forth by the classroom teacher.

Credit recovery for Fall Semester is offered in January and February. Credit Recovery for Spring Semester is offered for 15 days immediately following the end of that semester.

HEALTH

Students need to be healthy to attend school. The school nurse or the office personnel who will direct you to the nurse or the student's parent/guardian should handle health concerns. Please do not send your student to school when he/she is ill. If he/she becomes ill at school, you will be contacted to pick up your student. It is important that you pick him/her up as soon as possible. Please keep us informed of health status.

Illness and/or Injury at School: If a student becomes ill or injured at school, he/she should notify his/her teacher at once. THEY SHOULD NOT leave the building without contacting their teacher, school nurse, or the office. BEFORE A STUDENT IS SENT HOME FOR ILLNESS OR INJURY, THE SCHOOL OFFICE WILL CALL THE DESIGNATED CONTACT PERSON.

Records: Confidential cumulative health records are kept on each student locked in the school office vault. These include immunization dates, childhood diseases and health history. Parent conferences with the school nurse are encouraged and welcomed so that we may be more of a service to the student, teacher and parents.

School Nurse: The school nurse is at the high school campus every morning and travels to other schools in the district in the afternoon. If there is a concern or need, the nurse will be called immediately. The nurse can be reached by calling the high school office or by calling 899-4992.

The school nurse can assist families obtain financial assistance and specialist exams. ALL INFORMATION IS CONFIDENTIAL.

Medication Policy: Prescription and non-prescription medications may be given at school. According to school board policy, school personnel shall dispense no medicine, internal or external, unless requested in writing on the appropriate form.

- When it is necessary for a student to receive medication during school hours, the following applies:
- Signed, dated, written instructions by the health care provider, (physician, physician assistant, dentist, etc.) must be on file in the school office before any prescription medication is dispensed. Forms are available at the high school office or from the nurse.
- Signed, dated and written instructions by parent/guardian must be on file in the school office before any over-the-counter medication is dispensed. THE DOSAGE MUST BE WITHIN THE LIMITS ON THE ORIGINAL CONTAINER. Medications not regulated by the FDA will not be administered. Example: Herbals.
- ALL MEDICATIONS DISPENSED BY SCHOOL PERSONNEL MUST BE IN THE ORIGINAL CONTAINER, LABELED WITH THE DATE, STUDENT'S NAME, NAME OF THE MEDICATION, TIME OF DAY TO BE GIVEN, DOSE TO BE GIVEN AND THE PHYSICIAN'S NAME.
- MEDICATION SENT IN BAGGIES, ENVELOPES, ETC. WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES!!!
- When medications are given on a daily basis, parents may want to request a 2nd bottle from your pharmacist to leave at school.
- SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR BREAKING PILLS IN HALF. PILLS WILL NEED TO BE SPLIT AT HOME.
- All medication must be delivered to school by parents/guardians.

- Inhalers/Epi-pens may be carried by students. WRITTEN PERMISSION FOR SELF-ADMINISTRATION MUST BE ON THE PROPER FORM SIGNED BY BOTH THE PARENT AND THE PHYSICIAN. The student must then successfully demonstrate proper use of the medication to the school nurse, as required by school policy.
- You must have a signed statement from your physician before any changes in medication will be made. This includes time changes and doses. This statement may be faxed to the high school. Fax number: 307-587-9369.
- Please call the school nurse with any changes in health status or medications.
- If your child sees an out of town physician, please stop by the school nurse's office for appropriate forms.
- For further information, all medication and health policies are available in the high school principal's office.

Emergency Response To Life Threatening Asthma or Systemic Allergic Reactions: Immediate allergic reactions may require emergency treatment and medications. The following procedure will be followed with students or staff with severe asthmatic or anaphylactic emergency only.

EMERGENCY PROTOCOL (ALL STAFF):

1. Call 911.
2. Summon school nurse or designated trained non-medical staff.
3. Contact parent/guardian immediately.

DESIGNATED TRAINED STAFF:

1. Administer an adult Epi-Pen for any individual over 50 pounds with allergic reactions.
2. If patient is alert and has a known asthma diagnoses, with shortness of breath, administer albuterol inhaler.
3. Administer CPR if indicated until EMS arrives.

ANY INDIVIDUAL TREATED WITH EPINEPHRINE AT SCHOOL WILL BE TRANSFERRED TO A MEDICAL FACILITY BY AMBULANCE.

Health Services Emergency Aid: It is the responsibility of the school nurse to supervise first aid. Many of our teachers have first aid training. When the nurse is unavailable and a student is injured, CHS will call immediately for professional help and parents will be notified. Students may not participate in activities until there is an emergency medical treatment consent form, signed by a parent or guardian, on file. This allows medical treatment when parents are unavailable.

Emergency Medical Procedures: When an injury or serious illness occurs, first aid will be provided by an available qualified person. The nurse will be notified immediately. The parents or guardians will be notified immediately. If the injury or illness is serious, an ambulance will be called or the nurse or administrator will take the student to the hospital. Soon after the incident, all the persons involved directly or indirectly with the incident will submit a written report.

Blood Borne Pathogens: The school district is required by law to follow the federal OSHA regulations concerning blood borne pathogens. School personnel are trained to deal with bodily fluid spills. This process is designed to protect all individuals involved in the incident.

Immunization: Students through grade 12 must produce an official immunization record. Under the laws of the state of Wyoming (W.S. 21-4-309), your student is required to be properly immunized against vaccine preventable diseases as designated by the Wyoming State Health Officer. **Your child may be conditionally enrolled in school for 30 calendar days to allow receipt of the records.** If these records are not received, the student shall be excluded from attending school according to Wyoming State law until such time they are received. Medical and religious exemptions must be filed by the County Health Officer. Parents are responsible for updating their

children's immunization and health record. Please call our school nurse whenever there is a change in your child's immunizations, health status or medication.

Required Immunizations:

- DTP – Age appropriate series complete and one additional Td if last dose was within 5 years.
- Polio – 4 doses (at least one dose must be administered on or after the fourth birthday).
- MMR – 2 doses
- Hepatitis B Series – 3 series doses or 2 series doses

Immunization Exemptions: The State of Wyoming does not recognize exemptions for personal reasons. A physician must sign all medical exemptions. All requests for a religious exemption will be directed to the county health officer, Dr. Charles Jamieson, at 587-5545. Religious exemptions are not accepted from another state. Parent must apply for a new exemption when a student is enrolled. A student may be conditionally enrolled for 30 days during this time.

ATTENDANCE

Compulsory Attendance: Wyoming Law requires that all young people who are not 16 years old or completed the tenth grade must attend school. The Resource Officer is the school's truant officer and enforces this law. Education is a great opportunity and it is your choice to be here and your privilege to attend CHS.

Attendance Office: Parents are responsible for informing the Attendance Office (Mrs. Nelson ext # 5107) of a student's absence prior to the start of class on the day the student will be absent. Call the office at 587-4255 or 587-4251. Persons making calls anytime before 7:30 AM or after 4:00 PM may leave a message on the automated system. Students with parent permission are responsible to check through the attendance window before leaving campus for any purpose at any time after arriving at school. All students (including 18 year olds and older) must have their absences verified by their parent/guardian with the exception of students who do not have a parent/guardian to verify their absences. These students must contact the attendance office in order to make arrangements for excusing absences. **All absences must be cleared within 48 hours of the absence by the parent or guardian. Absences not cleared within this 48-hour window will be considered unexcused and the attendance office will take appropriate action.**

Attendance Policy: When a student has missed more than 10 classes in any semester, more than 10% of the total class time is missed. The board believes that, other than in exceptional circumstances, if a student has more than 10 chargeable absences in a semester, there has not been adequate participation in the class to receive credit. Although a student may be absent under this policy for any reason up to 10 times without losing credit, this is not to be considered a grant to be absent in any case where absence is avoidable. Therefore, any absence except those for school activities, illness (supported by written excuse from a currently licensed physician), court appearance or assignments, or for bereavement in the immediate family, will be recorded as a chargeable absence. **For A/B classes, students who miss more than 10 classes during the school year will be in violation of the attendance policy and can lose credit for the affect class(es).**

Five-Day Notification: When a student accumulates five (5) chargeable absences, the Attendance Secretary contacts the student to verbally notify him/her of these absences.

Seven-Day Notification: By district and school policy, when a student accumulates seven (7) absences, the student and parents will receive a letter from the school as an alert. A separate letter will be enclosed to assist them in cleaning up attendance problems that may exist because of missing notes, lack of notification, or some other correctable oversight.

Eleven-Day Notification: By district and school policy, when a student accumulates 11 chargeable absences in one or more classes, a registered letter will be sent home informing the student and his/her parent/guardian that he/she may be removed from that class with a Withdraw/Fail. He/she will have three (3) school days from receipt of notification to submit an appeal to the Attendance Committee or be dropped from that class. If dropped, students will not be allowed on campus during times of classes from which they have been removed due to attendance. See appeals in this section for additional information

Appeal Format: The appeal or contact should be made with the attendance office within three days of the receipt of the registered letter. The appeal letter must be returned to the Cody High School Attendance Office, 1225 10th Street, Cody, WY 82414. The written appeal must include the reason(s) for any or all existing or extenuating circumstances that led to the excessive absences. The appeal must contain the current date and be signed by the student.

Attendance Appeal Committee: A committee created by the high school administration to hear appeals on attendance issues. It is made up of appointed high school personnel including the associate principal, attendance secretary, etc. The committee can decide to allow the student to remain in the class with specific conditions or drop the student from the class with a W/F. Student failure to meet the committee conditions will result in the student being dropped from the class. Appeal of committee decision can be made with the building principal.

ATTENDANCE DEFINITIONS - The following codes appear on a student's attendance report as necessary.

(E) Excused Absence: An excused absence is when a parent excuses a student in person, by note or phone.

(N) Not Resolved Absence: An unresolved absence is when a student is absent or has been absent and the school has not been notified as to why. The unresolved absence is usually verified through parent/guardian contact, notes, etc. **Parents and students have 48 hours to verify the absence unless arrangements have been made with the attendance secretary.**

(B) Bereavement: When a student misses school because of the death of an immediate family member.

(C) College: When seniors pre-arrange visits to college campuses with parental permission.

(S) Student Support Center: SSC is when a student has been assigned to SSC for discipline or attendance violations.

(O) Out-of-School Suspension: OSS is when a student has been assigned for discipline or attendance violations.

(M) Medical Absence: Student misses school for medical, dental, chiropractic, court, MDT, counseling, etc. and has a written note from that office. **All medical notes must be turned in to the attendance office within 30 days or the absences will not be considered medically excused.**

(A) WHSAA (Wyoming High School Activities Association) Absence: Student misses school for a CHS athletic activity as excused through the activities office.

(X) Non-WHSAA (Wyoming High School Activities Association) Absence: Student misses school for a non Cody High School activity.

(D) Administrative Absence: Student misses school excused by CHS administration/guidance for extenuating circumstances/discipline/group, etc.

(U) Unexcused Absence: Student is absent from a class or school without parent or school permission, on or off campus. Also, if a student is at school and then leaves without checking out through the attendance office, the absence will be considered unexcused and/or truant.

(T) Tardy: A student who is absent from class within the first 20 minutes.

Absence (Chargeable): A chargeable absence is the lack of attendance (excused, truant or unexcused absence) in any scheduled class for reasons other than medical, court, school activity, administrative, or bereavement. Being tardy more than twenty minutes is charged as an absence.

Off-campus Absence: Leaving high school campus (includes park, alleys, etc.)

On-campus Absence: A student is not in the class in which he/she is scheduled, but is still on campus.

Habitually Truant: A Wyoming state statute simply stating: When a student is truant four times within a given school year, he/she is classified as "Habitually Truant". The parent of that student is accountable to the law. When a CHS student reaches this point, a meeting will be held with the parent, the student, the administration and a law enforcement officer.

Excessive Tardy: A student who has been tardy more than 4 (four) times in any given class.

Check Out: If a student is already at school, he/she needs to check out at the attendance office window with parent/guardian permission, regardless of age, prior to leaving campus during the school day. Failure to check out is an Unexcused Absence.

Withdraw/Failure: Students who do not earn credit due to attendance violations will be given a "Withdraw/Fail" for that class and the "W/F" will be calculated into the student's cumulative grade point average. Additionally, they will be required to be off campus during that time.

ATTENDANCE VIOLATIONS & CONSEQUENCES

Tardy Detentions: Tardies accumulate by the semester. Staff will handle the first 4 tardies to class. A fifth tardy shall be considered an excessive and may be referred to the administration with the proper documentation of interventions.

Truancy/Unexcused Absence: Every unexcused absence or truancy will result in a minimum of one Student Support Center Assignment. Truant violations are totaled for the entire year, not split into semesters.

First offense - Student will have 1 day SSC (Student Support Center)

Second offense - Student will have 2 days SSC (Student Support Center)

Third offense - Student will have 3 days SSC (Student Support Center)

Fourth Offense - Student will have 4 day SSC (Student Support Center) and shall meet with parent/School Resource Officer and receive a warning about "Habitually Truant".

Fifth offense - Student/parent, citation given for habitually truancy.

Conduct at Away Events: Students traveling to away school events are expected to conform to school and district rules and to all laws. Any student alleged to have broken a law while on an event may be subjected to a law enforcement investigation, may be restricted from participating in the event and may have to arrange for parent transportation home. The breaking of any policy, rule or law may result in school action upon return.

*REMEMBER... WE BUILD UP OUR TEAMS AND WE DO NOT TEAR DOWN OTHERS.
REMEMBER... IT IS A MATTER OF TIME, PLACE AND COURTESY.
REMEMBER... WHO WE ARE AND WE CAN BE BETTER AND WE WILL BE BETTER.*

MAKE-UP WORK

Teachers will not create extra work for a student to do, unless it is part of the regular class expectation. Make-up work is the responsibility of the student. The following guidelines should be followed:

- ◆ Make-up work will be given during non-instructional time.
- ◆ Students who are absent due to activities are expected to have an advanced make-up from the Activity/Sports Coach prior to the absence.
- ◆ Teachers may require students to make-up tests (or take tests) when they return if the test was announced prior to the student's absence.
- ◆ It is the student's responsibility to obtain and complete make-up work. Students need to be aware that some graded-in-class activities or assignments cannot be made up.
- ◆ As a general rule, students are allowed 1 day for each day missed for excused absences to turn in make-up work.

CHS DISCIPLINE PHILOSOPHY

Every school, every social structure for that matter, unfortunately, has some discipline issues. How effectively these issues are dealt with at every level is what differentiates between a school with “good” discipline and a school that does not have “good” discipline.

It is important for us to consider discipline by definition: as a branch of knowledge, as a training to develop self-control, a strict control to enforce obedience, as a treatment to control or punish, as a system of rules. Likewise, as we embrace and apply procedures of discipline in our rooms, on our teams, and at activities, it is necessary for us to consider the individual, as well as, society itself.

Good school discipline is based upon the following premises:

- ◇ Teenagers know the difference between right and wrong, especially after they have been oriented to school rules and behavior expectations. They may need to be reminded and reinforced.
- ◇ The list of behavioral offenses and range of logical consequences for committing these offenses are spelled out in writing and communicated repeatedly to staff, students, parents and the community.
- ◇ Violators are dealt with in a firm, but just and respectful manner without regard to race, creed or social status in the community.
- ◇ Discipline is an opportunity to learn. Learning is often not easy. It takes work and time to teach and to learn.
- ◇ Student dignity must be maintained when there is a need for discipline.

The primary purpose of Cody High School is to provide a quality educational program for all students. To support this purpose, administration and staff, along with students, parents and community members, will work to ensure a safe and orderly school environment. CHS students are:

- ◆ Expected to pursue their prescribed course of study.
- ◆ Expected to comply with the written rules of this school.

- ◆ Expected to submit to the lawful authority of teachers, staff, and school officials.
- ◆ Expected to conduct themselves in an orderly fashion.
- ◆ Expected to be liable to discipline, suspension or expulsion for misconduct as provided by applicable state law, district policy and Cody High School's guiding principles for discipline and citizenship.

DISCIPLINE EXPECTATIONS FOR STUDENTS

Students are expected to demonstrate and practice the good habits and attitudes at school that would enable them to keep a job as a young adult. These habits and attitudes are:

- ◇ Show up for work (classes) except when sick.
- ◇ Arrive on time for work (classes).
- ◇ Be cooperative in doing what they are asked to do.
- ◇ Utilize spare time productively for the company (school) by helping with another job or improving themselves.
- ◇ Remember, it is a matter of time; it is a matter of place; it is a matter of courtesy.

In making decisions about how to act, or what to do while at Cody High School, you can ask yourself these general questions:

- ◆ Will the behavior benefit me as a person and help in my educational development?
- ◆ Will the behavior benefit my friends or classmates in school when I do it?
- ◆ Will the behavior benefit the school and make it a much better place to be?
- ◆ Is this the right time?
- ◆ Is this the right place?
- ◆ Is this courteous?

If you answer “NO” to any of these questions, then the behavior is probably not acceptable at Cody High School.

SAFE SCHOOL ENVIRONMENT RESPONSIBILITY: Any student who overhears or has knowledge of any type of illegal activity or threat to the life of another student or students shall report the incident to a trusted staff member or administrator immediately. All information will be held in the strictest confidentiality possible.

DISCIPLINE PROCEDURES

DISCIPLINE PROCEDURES: Cody High School has the following discipline options: Warning, Detention, Lunch detention, SSC (Student Support Center), and OSS (Out-of-School Suspension).

Detention: Detention is time spent with supervision outside of class time and may be required by the classroom instructor. Detention is to be arranged allowing students the opportunity to make proper arrangements; however, the time of the detention is at the instructor’s discretion (before school, after school, possible internship time, or during lunch). Failure to comply with detention may result in an administrative referral for the student.

Student Support Center (SSC): Student Support Center is where a student is under the supervision of school personnel and restricted from general student contact. SSC is usually a 1-5 day assignment. Students will receive warnings and consequences in the classroom before being referred to the administration. During SSC assignment, the student is expected to produce work for credit. The days assigned will not count as chargeable absences. A “day” in SSC is a full school day, regardless of a student’s regular schedule. On early release Fridays; SSC is also released at the early time.

1. A parent contact will be made or attempted via phone or written correspondence.
 - ❖ Paperwork will be mailed home to the parent/guardian.
 - ❖ Students assigned to SSC should come prepared with either a lunch or lunch money.
 - ❖ Students assigned to SSC should come prepared with all of their course books and work.

Out-of-School Suspension (OSS): Generally, we will make an effort to avoid OSS except in matters of policy, safety, immediate danger to self or others, contagious disease, or legal

ramifications. OSS requires that a parent/guardian pick the student up or give permission to allow the student to go home. A re-entry meeting will be held with parent/guardian and student before returning to the classroom. Discipline rulings may be appealed to the principal, superintendent and school board. Severe cases may require referral to the police or a 10-day suspension or a recommendation to the school board for expulsion. In case expulsion is recommended, a due process hearing will be held which clearly defines the process and rights of the students, including:

- ◇ Proper documentation of the problem
- ◇ Parent contact during the hearing or following
- ◇ Student statement of his/her side of the case
- ◇ Guarantee of consistent discipline for every student
- ◇ Student's right to know what is being done and why
- ◇ Student's right to consult with a counselor any time

Recommendation of long-term suspension or expulsion: The Board of Trustees may suspend or expel a student from school for up to one year for any reason authorized by the Wyoming Education Code.

Only the Board may expel a student unless otherwise expressly provided for in Board policy. The Superintendent shall be notified of all Out-of-School Suspensions, and the Board, through the Superintendent, shall be notified of all cases, which warrant expulsion consideration.

Prior to suspending a student from school, the Principal/Associate Principal shall inform the student of the reasons for the suspension and the evidence against him/her and shall give the student a chance to present his/her version of the charges against him/her and to present evidence in his/her behalf.

However, if the student's behavior endangers persons or property or threatens to disrupt the educational program, the student may be suspended immediately. The student will then be given a chance to be heard as soon thereafter as practical, but not later than seventy-two (72) hours after the suspension, not counting Saturdays and Sundays.

Oral notice of suspension will be given immediately, if possible, and written notice within three school days to the student's parents or guardian stating the reason for the suspension or contemplated expulsion.

DISCIPLINE INFRACTIONS

Academic Dishonesty: Academic dishonesty will not be tolerated at Cody High School. Dishonesty includes plagiarism, cheating, and any conscious act by a student that gives him or her undue advantage over fellow students.

Plagiarism is copying or using the idea of another without giving proper credit with the use of quotation marks, footnotes, or other forms of reference.

Cheating involves obtaining and making unauthorized use of answers to examinations, tests, quizzes, and laboratory reports as well as copying from fellow students or submitting work that has been done by someone else. This also includes the use of any electronic device that may be used to cheat (i.e. Cell phone, iPod, etc.)

When a suspected case of academic dishonesty occurs, faculty shall seek to verify the violation and confront the student involved. If a violation has occurred and depending upon the nature of the incident, consequences can range from teacher discipline to a grade of "F" on the assignment, suspension from school, and/or the loss of credit for the course.

Classroom Disruptions: Some of the most damaging behaviors in school are those that interfere with another student's right to learn or a teacher's right to teach. We expect students to conduct themselves in a manner that respects other students' rights to learn and the teacher's right to teach in a productive classroom environment.

Students are given opportunities to modify their own behavior and parents are given opportunities to modify student behavior in a joint effort with teachers.

Two basic situations exist for which the classroom teacher may send CHS students to the office:

1. Student has exhausted the 3-Tier **Classroom Process:** Step I, Step II, Step III and sent to the office with documented interventions.
2. **Severe disruption** –instruction cannot occur while the student is in the class.

It is likely teachers will handle this process differently. It is highly probable there will be more than two offenses involved in the Three-step classroom portion of this process. For example: a teacher might meet with the student multiple times before moving to Step-Two. Or, the teacher may meet with the parents a few times before the student is referred to the office. There may simply be three offenses to get the three steps. Nevertheless, it is expected the First and Second step will be covered and sent in on the form when a student is referred to the office.

Computer Discipline Issues: It is expected CHS students will not use computers for chat-lines, text messaging, pornography, inappropriate cartoons, pictures, quotes, stories, graphics, etc. Damage of computer or technology equipment will be considered vandalism. Inappropriate use of on-line services (including Internet) will be considered disruptive behavior. "Hacking" the network or impeding network operations will be considered "no tolerance" and may result in suspension, expulsion and referral to police.

Dress Code Violations: Student dress should be neat, clean and reflect community standards of decency as directed by board policy and school rules. The following should guide you:

- ◆ **No short shorts/skirts/dresses.** Length must reach to fingertips when the wearer is standing flat-footed
- ◆ No bare midriffs
- ◆ No see-through shirts
- ◆ No tank tops or tops with narrow shoulder straps
- ◆ No clothing which promotes drugs, alcohol, tobacco, violence, vulgarity or nudity
- ◆ Student attire should include no logos, printed statements or pictures that are disruptive

Students that violate any part of the dress code will be asked to change their attire and may be sent home to do so. Multiple violations could result in discipline for insubordination. Dress code is to be enforced by all school personnel and student refusal to comply with staff requests regarding dress code will be treated by the administration as insubordination.

Elevator Usage: Students who use the elevator without permission will be considered disruptive. Some of our students must have easy access to the elevator. Please do not interfere with their right to have access to all areas of the buildings.

Fighting, Physical Assault: Physical violence is prohibited on the campus at Cody High School. Because of this expectation, *students are also expected to prevent physical violence by engaging in the following behaviors:*

- ◆ Talking with the other person to resolve the conflict and prevent a fight
- ◆ Seeking assistance from an adult in the school to facilitate a conflict resolution session between the parties with the disagreement
- ◆ Walking away from the fight situation

Any student who does not utilize all of these strategies may be considered to be willingly participating in an act of physical violence or assault. Students willingly participating in an act of physical violence shall be subject to consequences listed Level IV Infractions:

Habitually Disruptive Student: When an administrator determines that a student is not making progress towards correcting behavior problems as specified in a behavior management contract, the student will be referred for alternative placement.

Hazing/Harassment/Bullying: Hazing, harassment, or bullying is a violation of the rights of students and interferes with their educational opportunities. Students shall not engage in hazing/harassment/bullying, which is defined according to the following definition: “hazing, harassment, intimidation, or bullying” means any intentional gesture, or any intentional written, technologically communicated, verbal or physical act or threat that:

- a. a reasonable person should know that the act will have the effect of:
 - i. harming a student
 - ii. damaging a student’s property
 - iii. placing a student in reasonable fear of harm to his person; or
 - iv. placing a student in reasonable fear of damage to his property.
- b. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

Any student who is proven to have engaged in hazing, harassment or bullying of a fellow student may be suspended from school by administrative action or expelled from school by Board action. In addition, legal authorities will be notified, when appropriate, of hazing/harassment/bullying incidents.

Harassment: It is important that if you are being harassed, that you let the offender know you would like them to stop. **ADVISING THEM IN FRONT OF WITNESSES IS THE BEST IDEA.**

If harassment continues, then notify the office or counselor or teacher.

Sexual Harassment: It is important that if you are being harassed, that you let the offender know you would like them to stop. **ADVISING THEM IN FRONT OF WITNESSES IS THE BEST IDEA.**

If harassment continues, then notify the office or counselor or teacher. Sexual harassment is unwanted sexual or gender-based behavior that occurs when a person has formal or informal power over another. It may occur in the form of physical contact such as unwelcome touching or interference with movements, verbal harassment such as epithets, derogatory comments, whistles, slurs, etc., or visual harassment such as displays of derogatory cartoons, drawings, posters, or messages. Sexual harassment violates the equal protection clause of the 14th Amendment of 1972 and parallel provisions of constitutions and laws found in most states. Outside agencies and authorities will be used as needed.

Hazing: Hazing is a violation of the rights of students and interferes with educational opportunities. Students shall not engage in hazing, which is defined as physically or psychologically torturing, tormenting or abusing a student or in any way maltreating a student.

No Tolerance Infractions: No tolerance means that the administration will assign Student Support Center, out-of-school suspension; recommend expulsion or referral to the police. These are infractions that occur at school or at a school-sponsored activity. No warnings are issued for “No Tolerance” infractions.

No tolerance infractions are:

- ◆ **Possession of Weapons:** Any student who brings a weapon to the Cody High School campus, on their person, in their car, in their locker or bag, will be suspended for 10 days and recommended to the board for expulsion.
- ◆ **Weapon(s) Definition:**
Type 1: Deadly weapon (as such term is defined in W.S. 6-1-104 (a) (iv), i.e. firearms.

Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are knuckles, switchblade, butterfly knife, chains, clubs, pocketknives, stars, etc

Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, etc

- ◆ **Possession and/or use of drugs, tobacco or alcohol**
- ◆ **Fighting, assault**
- ◆ **Theft**
- ◆ **Vandalism, false accusations**
- ◆ **Verbal assault and open defiance**

Possession and/or use of alcohol or drugs (including prescription drugs):

The possession and/or use of alcoholic beverages, inhalants, illegal, or controlled substances, **including prescription drugs not prescribed to the individual in possession**, by students while in school or at school-sponsored events is expressly forbidden.

First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation and student will be sent home or held in SSC, whichever is deemed appropriate. The student will be **suspended out of school for five (5) days**. **However**, the suspension will be **reduced to one (1) day** out of school suspension **if**:

- a. the student and family agree that the student will undergo a substance abuse assessment provided at a state approved substance abuse treatment agency and follow the assessor's recommendations; and
- b. the student and family agree that the student will meet with the school Resource Counselor a minimum of five (5) times.

The suspension time for students entering the Student Assistance Program is reduced as incentive to treat a possible drug/alcohol problem and return them as soon as possible to classes. **If the student elects to participate in the Student Assistance Program and, for any reason, doesn't complete the assessment and treatment recommendation, the consequence for the violation will revert to the original suspension time.** Repeat offenders will face progressively more serious Consequences including further out-of-school suspension and, ultimately, recommendation for expulsion.

Parking: Campus parking is only available in the lot south of the auditorium. Cars parked in fire lanes will be towed at owner's expense. The Cody police will ticket cars parked in handicapped areas. Off-campus parking is the responsibility of the city police. No parking is allowed behind the gym. There are limited spaces for visitor parking and staff in front of the school on 10th Street. Parking is not allowed in the bus drop-off area directly in front of the school.

Public Display of Affection on School Properties: Public displays of affection, examples: kissing, fondling, inappropriate touching, etc. will not be allowed on school properties. This is not appropriate behavior and may result in a referral.

CHS DISCIPLINE TABLE

STUDENT CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones, pagers and other electronic devices on school grounds, at school-sponsored activities, and while under the supervision and control of School District employees is a privilege, which will be permitted only under the circumstances described herein. Students may use cellular phones, pagers and other electronic signaling devices on campus before school begins, during passing periods, during lunch, and after school ends. In special

circumstances, the building principals may authorize the use of cell phones by students. The school is not responsible for lost, damaged or stolen devices.

Except under special circumstances authorized by building administration, the use of cell phones during instructional time is prohibited.

These devices must be non-accessible (kept in the student's backpack, purse, etc.) and must be turned off during the instructional block, which includes the following:

- Classroom instructional time
- Assemblies, pep rallies and any other activity, which may take place during the regularly scheduled class periods
- Field trips or excursions, which are conducted during the normal school day and during regular classroom instructional hours

Other exclusions may be imposed at the direction of coaches and other activity supervisors.

Students may not operate a cell phone or other electronic device with video or photographic capabilities in a locker room, bathroom, or any other location where such operation may violate the privacy rights of another person. Any student who violates this prohibition shall be subject to discipline up to and including expulsion.

The unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Any unauthorized use of such devices with the apparent intent to "cheat", including texting or other electronic means to convey information, is prohibited. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers and supervisory aides. A first or second offense shall require confiscation of the device to be turned in to the school administration. These confiscated devices will be returned to the student or to the student's parent or guardian at the end of the school day, at the discretion of the administrator. A third offense will result in confiscation and additional disciplinary action as deemed appropriate by the administrator and may include a suspension from school or a recommendation for expulsion from school.

Adopted: 5/15/07

AND ANYTHING ELSE

The rules of discipline listed in the above table and this handbook do not include all of the possible variations of student misconduct. Variations in punishment may be made, if necessary, at the discretion of the school administration. In all cases, the interpretation and evaluation of circumstances is left to the administration.

SAFETY

School Resource Officer: The school resource officer is a uniformed, municipal police officer in our school. The resource officer is directed by the principal and the chief of police. This role includes:

- ◆ Law enforcement and security
- ◆ School social worker
- ◆ Member of the School Wide Assistance Team
- ◆ Support member of the counseling and administrative team
- ◆ Provides parent support for all concerns
- ◆ Supervises drug testing at parent request
- ◆ Team leader for school crisis management and emergency evacuations
- ◆ Conflict mediator
- ◆ Instructional resource for classrooms

Drug/Alcohol Counselor: The Drug and Alcohol Counselor (D/A) is employed by a community grant. He/she will be in our school every school day and available when needed and provide the following services:

- ◆ Work with students and provide informal and individual assessments and information concerning drug and alcohol issues
- ◆ Work with Student Support Center students in follow-up activities to promote a drug & alcohol free environment
- ◆ Work with teachers to promote drug education and will provide training to staff
- ◆ Provide information to the multi-disciplinary team as needed
- ◆ Provide a confidential environment
- ◆ Referrals (parent, teacher, administrative) will be provided a chemical dependency evaluation
- ◆ Consult with members of SWAT at meetings giving information about patterns of drug use, behavior and realistic expectations when planning strategies to help students in school
- ◆ Educate district, as well as, building staff with drug education in-services
- ◆ Confer with all students identified and assist with parent notification in response to Code Red lock-downs
- ◆ Facilitate tobacco education

The Cody Community Drug Enforcement Dog: CHS will investigate and take all necessary steps to ensure a safe and orderly environment. A drug dog is brought in randomly to identify and assist in the prevention of drug trafficking and use on the campus. It is our intent to maintain a safe and orderly environment as much as reasonably possible and be proactive in drug enforcement.

EMERGENCY PROCEDURES

Fire and Disaster: A fire alarm will be sounded for only two reasons: a drill or an actual fire. Any person who tampers with the fire alarm equipment will be referred to the police with a recommendation to prosecute to the fullest extent of the law. Directions from teachers must be followed. Cody High School has a disaster management plan. All backpacks and personal belongings must be removed upon leaving the classroom.

Violent Intruder Threat: An intruder alert warning will be initiated. The safest location option will be available to save as many lives as possible. An updated list of student information will be located at all times with an off-campus emergency team. Any person(s) who interferes with an orderly evacuation will be recommended for expulsion or a legal complaint will be filed against such person(s).

Bomb Threat: The CHS administration will make adjustments to the following procedures as needed. The list that follows is a summary of a more in-depth process.

- ◆ Fire alarm will ring.

- ◆ Everyone will be relocated out of the buildings.
- ◆ Notification will be given and everyone will move to an undisclosed location.
- ◆ Procedures for orderly communication with parents, bus transportation and attendance accounting will be instituted.
- ◆ An emergency team will take over bomb search.
- ◆ School will be rescheduled to make up loss of class time with school board approval.
- ◆ Any person(s) who interferes with an orderly evacuation will be recommended for expulsion or a legal complaint will be filed against such person(s).
- ◆ All backpacks and personal belongings must be removed upon leaving the classroom.

Power Failure: Emergency procedures will be planned in consultation with local electrical power suppliers. Lost school days will be rescheduled.

Inclement Weather: In the event of severe weather, the superintendent's office may postpone or close school. Announcements will be made on all local radio stations. Lost school days must be rescheduled.

TESTING

Preparing for the PAWS: The Proficiency Assessment for Wyoming Students (PAWS) is a test which meets the current *No Child Left Behind* (NCLB) federal law testing requirements for language arts (reading and writing) and mathematics in grades three through eight (3-8) and once in grades ten through twelve (10-12). Students will be tested for science in grades 4,8, and 11 beginning with the field test in March of 2006.

This year CHS will administer the official PAWS testing in the March-April testing window. Sophomores who take the PAWS test may "bank" successful test scores on one or more of the different sections of the test and will not have to take that part of the test again as a junior.

In order to have a valid assessment of students, more than one type of questions needs to be used. These question types include:

- **Multiple-choice questions** give students 4 possible answers, only one of which is correct. This type of questioning allows for testing a broad range of content in a fairly short time span.
- **Constructed-response questions** ask students to respond in sentence or paragraph form. This type of questioning allows a student to explain what he/she understands or thinks about a particular topic or point.
- **Extended-response questions** ask students to respond in more depth and length than a sentence or paragraph, so these longer writings may be a page or so depending on grade level.

What can parents do to help students perform well on the PAWS?

- | | |
|---|---|
| <ul style="list-style-type: none"> -Let your child know that testing is important and that he/she should do the best they can on the test. -Be sure your child gets plenty of sleep during the testing days. -Provide your child nourishing meals, especially during the testing days. | <ul style="list-style-type: none"> -Be sure your child is at school on time. -Visit with your child about the testing day. -Do something calming and fun with your child to help him/her relax. -When test results come back, talk about the results with your child. |
|---|---|

-Praise your child for doing his/her best.

What can students do to perform well on the PAWS?

Before the test:

-Get a good night's sleep. You won't be able to think clearly if you're tired.

-Eat a nourishing breakfast and/or lunch. If you're hungry, you won't be able to focus on the test.

-Gather pencils, erasers, calculators, and any other materials you will need.

During the test:

-Be a good listener. Listen to the directions given by the teacher. If you don't know what to do, ask for clearer directions.

-Read and follow the directions in the test booklet.

-Plan your time. Do the easy questions first so you can spend more time on the harder ones.

-If required, fill in circles darkly and neatly.

-Completely erase answers if you change your mind.

-Trust your instincts; your first choice is usually the right answer.

Clues for Multiple Choice Tests:

1. Follow directions.
2. Carefully read each question and the choices.
3. If the question is hard, underline key words.
4. Try to put hard questions in your own words.
5. Predict the right answer.
6. Pick the answer that is closest to the one you predicted.
7. Guess wisely if you have to guess.
8. Mark your answer carefully.
9. Check your work, but do not spend too much time on any one question.
10. If there is no penalty for guessing, use a smart guessing plan; choose the most likely answer.

Constructed-Response Tests:

1. Read the directions carefully.
2. Think about how you will organize your response-write a brief outline.
3. Write your response as completely and clearly as you can.
4. Review your response, checking for correct spelling, grammar, and punctuation.
5. If you hand-write your response, make sure it is readable!
6. If you are allowed to type your response on the computer, be sure to use spell-check to reduce the number of grammar and spelling errors.

This website is designed to provide practice activities for the skills needed for online PAWS assessment: <http://www.internet4classrooms.com/assistance.htm>

TRANSPORTATION SERVICES

Transportation System Policies: Students riding the bus are under district disciplinary rules from the time they get on the bus until they get off. Transportation personnel are to be treated with respect due any district supervisory staff members. The school bus is an extension of the classroom; all discipline infractions will be reported to the principal. The driver must be able to give his/her attention to driving; his/her requests and orders must be obeyed. If a student feels he is being unfairly treated, he should report the facts, with all the details, to the principal. The

principal/associate principal and/or the transportation supervisor will investigate and try to solve the problem.

- ❖ Bus rules adopted by the Board of Trustees:
- ❖ Observe the same conduct as in the classroom.
- ❖ Be courteous; no profane language.
- ❖ Do not eat or drink on the bus without driver's consent.
- ❖ Keep the bus clean.
- ❖ Cooperate and listen to the driver.
- ❖ All tobacco is prohibited.
- ❖ Do not be destructive.
- ❖ Stay in seat and face forward at all times.
- ❖ Keep voice down.
- ❖ Keep hands to yourself.
- ❖ No throwing or shooting of objects.

Transportation Violations: The transportation supervisor and CHS administration will handle transportation violations.

First offense: written warning. A meeting will take place with the driver, parents, students, Associate Principal and transportation supervisor. A letter may be given to the parents, stating that any other infraction of the rules may result in a suspension from the bus. The letter is to be signed by the Associate Principal and the transportation supervisor.

Second offense: The student may receive a five-day suspension of bus riding privileges. The Associate Principal and the transportation supervisor will make the decision on suspension.

Third offense: The student may receive suspension of bus riding privileges from 9 weeks to 1 year depending on the seriousness of the infractions. The Associate Principal and the transportation supervisor will make decisions on the length of suspension with the approval of the superintendent.

Appeal Process: An appeal may be requested with the Principal, Superintendent and Board of Trustees.

Food Services

In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to:

USDA
Director, Office of Civil Rights
1400 Independence Ave. SW
Washington DC 2250-9410
Or call 1-800-795-3272 (voice) or 1-202-720-6382 (TTY)

Park County School District #6 is an equal opportunity provider and employer.

Telephone Numbers

Building	Phone
Administration Office	587-4253
High School Office	587-4251
Transition School	587-4251
Attendance Office	587-4255
Activities Office	587-6110
Guidance Office	587-3603

School Board

Name	Title	Phone
Dossie Overfield	Chairperson	587-5388
George Whitlock	Vice Chair	587-7235
Jake Fulkerson	Clerk	272-2519
Stefanie Bell	Treasurer	527-4626
Vernel Gail	Trustee	527-7756
Rich Dickerman	Trustee	587-5562
Julie Snelson	Trustee	587-5679

Central Administration & Support

Name	Title	Phone
Bryan Monteith	Superintendent	587-4253
Sheryl Feeley	Human Resources	587-1193
Betsy Sell	Asst Superintendent	587-4253
Jim Heath	Technology Director	527-6374
Zoe Maliske-Meredith	Business Manager	587-4283
Kip Hanich	Special Education Director	527-6332
Angie Page	Superintendent Assistant	587-4253
Peggy O'Leary	Special Education Assistant	527-6332
Susan Goodwin	School Psychologist	587-4251

High School Administration

Name	Title	Phone
Brandon Jensen	Principal	587-4251 ext 5101
	Assistant Principal	587-4251 ext 5103
Tony Hult	Athletic Director	587-6110 ext 5102

Guidance

Doreen Thunder	Grades 12 & 9th P-Z	587-3603 ext 5123
Karen Day	Grades 11 & 9th H-O	587-3603 ext 5124
Josh Hayes	Grades 10 & 9th A-G	587-3603 ext 5122
Brian Finley	Resource Counselor	587-3603 ext 5170

Resource Support Staff

Sandy Mickelson	Accompanist	107	5121
Leigh Tuten	Activities Secretary	126	5108
Terri Hansen	Administrative Assistant	101	5104
RaeDawn Howard	Administrative Assistant	101	5105
Deb Nelson	Attendance Secretary	101	5107
Kris Hufty	Guidance Secretary	102	5106
Frank Hayner	Head Custodian	105	5113
Dwight Cabra	Student Support Center	6	5141
Carol Woodward	Media Para Educ	201	5126
Susan Lambert	Nurse	127	5743

Resource Support Staff (cont)

Name	Title	RM	Ext.
Maureen Alvarado	Special Education	221	5112
Frank Arzillo	Special Education	221	5112
Bonnye Borden	Special Education	221	5112
Pam Fischer	Special Education	128	5169
Steve Gillett	Special Education	129	5120

Brooke Hellman	Special Education	129	5120
Susan Lundberg	Special Education	112	5179
Betty Lundvall	Special Education	202	5176
Cathy Okada	Special Education	122	5185
Yvonne Sonnesyn	Special Education	122	5185
Beth Spears	Special Education	129	5175
Tara Wagner	Special Education	202	5176
Mary Young	Special Education	128	5169
Virginia Mees	Transition	714	5159
Mary Meyer	Transition	712	5155
James Blick	Vocational Coordinator	204	5188
Alan Shotts	Vocational Coordinator	204	5110

Faculty

Name	Department	RM	Ext.
Troy Wiant	Agriculture	142	5144
Mark Landerman	Business	119	5184
Scott Shaffer	Business	205	5132
Lauren Viles	Business	125	5109
Patty Brus	Family Cons Science	131	5181
Scott Hellman	Family Cons Science	120	5167
Cindy Aune	Fine Arts	116	5136
Claire Potter	Fine Arts	118	5137
Ryan Beardall	Foreign Language	130	5119
Karen Carney	Foreign Language	133	5162
Paula Dimler	Foreign Language	135	5111
Lisa Oilar	Gifted & Talented	125A	5264
Gary Axthelm	Industrial Tech	137	5128
Antony Fink	Industrial Tech/Woods	139	5161
Chip Miller	Industrial Tech/Pro Tech	138	5187
Vin Cappiello	Language Arts/Yearbook	214	5135
Ann Eckardt	Language Arts	207	5131
Cristy Hays	Language Arts	115	5138
Tammy Jackson	Language Arts	212	5114
Jacob Montgomery	Language Arts	213	5140
Mike Riley	Language Arts/Broadcast	114	5139
Rick Stonehouse	Language Arts	211	5134
Trev Wood	Language Arts	217	5168
Linda Skeen	Library/Media	201	5126
Julie Sax	Literacy Coach	121	5157
Tom Brinegar	Math	227	5145
Brad Miller	Math	226	5147
Peggy Miller	Math	206	5146
Kelly Phelan	Math	228	5129
Shawn Trotter	Math	216	5160

Faculty (cont)

Wade French	Music/Choir	108	5143
Larry Munari	Music/Choir	107	5121
Shawn Allred	Physical Education	GymB	5172
Penny Boyles	Physical Education	GymC	5173
Matt McFadden	Physical Education	GymA	5171
Amy Gerber	Science	219	5158

