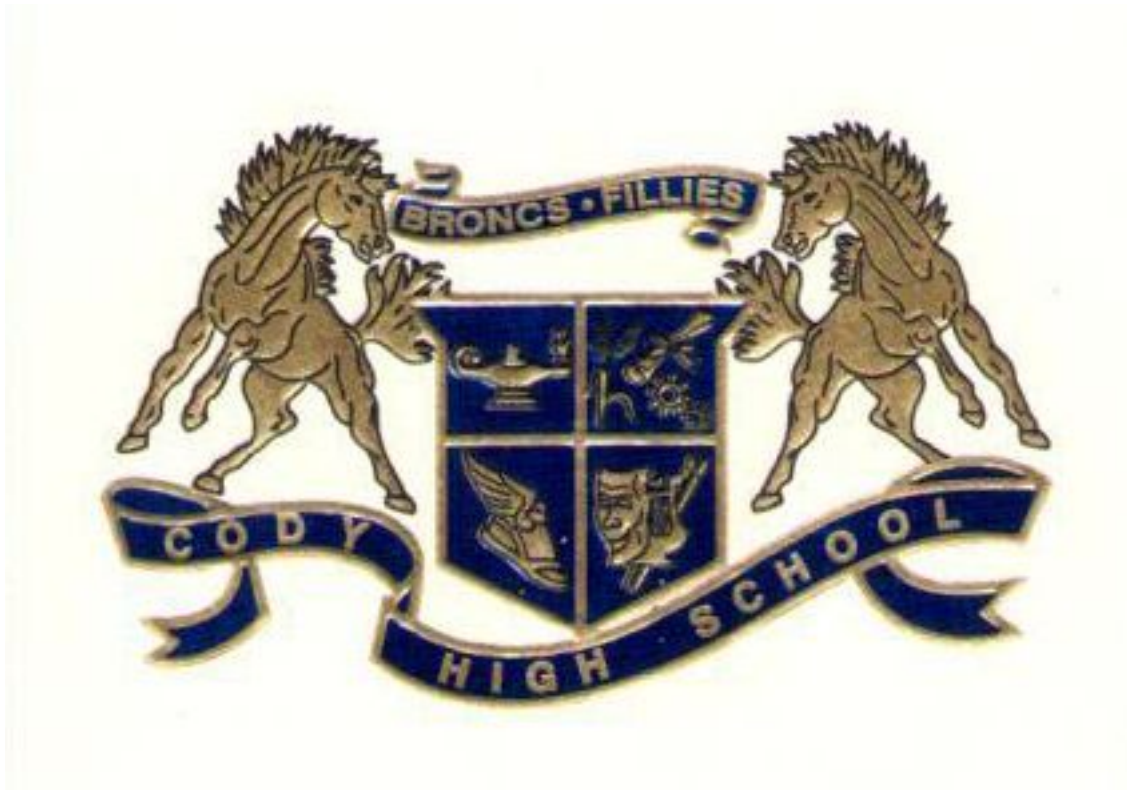


2018 - 2019 Cody High School



Student-Parent Handbook

Home of the

Broncs and Fillies

2018-2019 STUDENT-PARENT HANDBOOK

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2018-2019 Student-Parent Handbook

Principal Introduction

Dear Cody High Students:

Welcome to Cody High School. It is my hope that the **2018–2019** school year is the best ever for everyone at CHS. Our Student Council is committed to making the **2018–2019** 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.

First of all, I want students to know that my door is always open if you need to talk with me. If I am busy at the time, please make an appointment with Mrs. Hansen or leave a note for me to contact you. I look forward to meeting and working with everyone at CHS this year.

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 and procedures to provide a safe and positive climate that will facilitate student success and good decision-making skills. Students and parents, I encourage you to take the time to review this handbook together prior to starting school and to also use the handbook 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 **2018-2019** 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,



Jeremiah Johnston, Principal
Cody High School

Park County School District No. 6 Mission Statement:

*All students learn at high levels through work
that is purposefully designed to be relevant
and engaging within a supportive environment.*

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 thru PowerSchool for your convenience. 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, computers, 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 the care, atmosphere and order in the commons. It is a matter of time, place and courtesy.

Performance and Activity Contest 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 must 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 trimester, testing weeks, or the day preceding or following a holiday. Ex-student visitors will be allowed to visit once per month, unless pre-arranged with teacher.

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. Student parking is not allowed in the bus drop-off area directly in front of the school. 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, Superintendent of Schools.

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 Terri Hansen 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 be done during class time at a later date.

Vending Machines: The vending machines are available before school, during lunch and after school 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. Vending machines may be removed if vandalism and misuse occurs.

Media Center: The Media Center hours are 7:30AM-4:00PM, Monday through Thursday and 7:30AM- 1:40 PM on 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 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-referenced 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 Career center. Students will complete career-planning activities in Homeroom and their career research and information will be kept on file in the Careers Office in room 204 throughout high school. Student's review/revise their four-year plans with their counselor 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. sub-section 1232g) Section 438, Park County School District designates the following as directory information: student's name, address, photograph, grade in school, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, and degrees and awards received.
- 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 the 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 THREE 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 trimester 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 trimester, new classes may NOT be added for credit after **five (5)** school days into a trimester without administrative, parent, and counselor approval. Process to add a class:

1. The student or parent meets with the Counselor in the Guidance Office.
2. The Guidance Office and/or an Administrator will review the process with the student.
 - a. The form will require a written explanation for the needed change (drop or add).
 - b. The form will identify the class to be dropped and which class it will replace.
3. The counselor will make an appointment with the student to make the changes if justified.

Class Drop: When a student has requested dropping a class it will remain on the student's transcript with an "F" grade for that class. Process to drop a class:

1. Student or parent meets with the Counselor in the Guidance Office.
2. The form is completed in writing and signed by student and parent.
3. The counselor will:
 - a. Counsel the student on educational options.
 - b. Direct the student to go to the class to check in books, fees, etc. with teacher.
 - c. Form is given to Attendance to run attendance report, then to Mrs. Hansen to finalize grade.

Conflict Resolution/Management: Assistance is provided from the guidance office 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.

DAILY BELL SCHEDULES

Cody High School Bell Schedules 2018-2019

Monday-Wednesday (01)	Thursday (Late Start) (02)	Friday (03)
Block 1- 8:00- 9:17	Block 1- 8:20- 9:33	Block 1- 8:00- 8:57
Passing- 9:17- 9:22	Passing- 9:33- 9:38	Passing- 8:57- 9:02
Block 2- 9:22- 10:39	Block 2- 9:38- 10:51	Block 2- 9:02- 9:59
Passing 10:39- 10:44	Passing- 10:51- 10:56	Passing- 9:59- 10:04
Block 3- 10:44- 12:01	Block 3- 10:56- 12:09	Block 3- 10:04- 11:01
Lunch 12:01- 12:41	Lunch- 12:09- 12:49	Lunch- 11:01- 11:42
Block 4- 12:41- 1:58	Block 4- 12:49- 2:02	Block 4- 11:42- 12:38
Passing 1:58- 2:03	Passing 2:02- 2:07	Passing 12:38- 12:43
Block 5 - 2:03- 3:20	Block 5 - 2:07- 3:20	Block 5 - 12:43- 1:40

ACADEMICS

CHS Graduation Requirements:

SUBJECT	CREDIT	REQUIRED COURSE (S)
Class of 2018-2019		
English	4	English 9 & 10, a Writing class, and a Literature class.
Math	3	Algebra I, Geometry and one additional Math.
Science	3	Physical Science, Biology I & one additional Science.
Social Studies	3	World History, US History II & American Government.
Physical Education	1	“Essential P.E.” This course is a graduation requirement.
Health	1	Health (includes required CPR training).
Consumer Economics	1	Graduation requirement.
Elective credit	11.5	Elective Units may be taken from any of the subject areas offered.
Total credits:	27.5	
Class of 2019	27.5	Students may take an additional mathematics, science or other class for credit not including a non-seat class.
		Students must have a total of 7 credits between mathematics and science for graduation. Students must take at least 3 mathematics classes and 3 science classes and may choose between mathematics and science for the 7th credit. In addition, students must take an additional open elective.

**** Please note that only courses taken between the 9th and 12th grade years will count towards high school GPA and Graduation Credit Requirements. Any high school level course taken prior to the 9th grade year will count only toward Hathaway requirements.**

Hathaway Course Credit at Cody Middle School:

Upon Parent/Guardian request- Cody Middle School students can be given credit for taking Hathaway Courses on Cody High School transcripts. The school site where the student took a course does not determine credit awarded, as the courses should have similar course outcomes, assessments, and curriculum. Letter Grades for performance in these courses can be posted on the students Cody High School transcript along with the course title and Hathaway title. Students will not be given Carnegie Units toward High School Graduation for these courses, per Wyoming Department of Education Graduation Requirements Ch. 31 Sec. 9 (a).

Online Courses:

BYU high school credits are available under extenuating circumstances.

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: Valedictorian/Salutatorian uses a formula that gives 40% weight to ACT scores and 60% to cumulative weighted GPA's. The formula is $(\text{Cumulative Weighted GPA} * 9) .6 + (\text{ACT}) .4 = \text{Val/Sal}$ after 11.5 trimesters. We will calculate at mid term the final trimester each year. 11.5 trimesters for any student that goes all 4 years at CHS.

Effective for the Class of 2021, selection of Valedictorian/Salutatorian will use a formula that gives 30% weight to ACT scores and 70% to cumulative weighted GPA's. The formula is $(\text{Cumulative Weighted GPA} * 9) .7 + (\text{ACT}) .3 = \text{Val/Sal}$ after 11.5 trimesters.

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 mid term of the final trimester each year and the last ACT consideration is the fall 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 7.5 credits of the senior year.

Honor Cords: To qualify for honor cords, the student must have at least a 3.50 cumulative weighted GPA based on student's GPA after 11.5 trimesters.

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 6 times each year. They are mailed at the end of 6 weeks in the trimester and at the end of each trimester. Students' report cards are mailed unless they are picked up at a parent/teacher conference.

Parent Teacher Conferences: There will be three (3) parent teacher conferences. One conference will be held each trimester at the midway point for a total of three in the year. Any additional conferences can be at a teachers, students or parents request.

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.

*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 Trimester.

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 (freshmen, 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

Academic Support Center: The Academic Support Center is for students who are in need of academic assistance because they are struggling in a class or classes. The Academic Support Center can offer students a quiet place to study, individual tutoring, guidance with their study and organizational skills, test proctoring, etc. Students are assigned after consultation between teachers, parents, counselors and administrators and after considering many different academic factors. Please see Mrs. Munari for more details.

Mandatory After-School Study Hall (MASSH): This program is for students who are assigned to after-school study hall by a teacher, 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.

Credit Recovery: Cody High School offers students who failed a class with a 55-59% the previous trimester 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 each trimester is offered for 10 days immediately following the end of that trimester.

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 by a school secretary. The school nurse can assist families obtain financial assistance and specialist exams. **All information is confidential.**

Medication Policy: Prescription medications may be given at school. CHS required all students bringing prescription medications to check those medications in with the school office. According to school board policy, school personnel shall dispense no medicine, internal or external, unless requested in writing on the appropriate form. Per Board Policy JLCD "High School students may possess over-the-counter medications for their own use. Dispensing these medications to another student is strictly prohibited."

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 EpiPen for any individual over 50 pounds with allergic reactions.
2. If patient is alert and has a known asthma diagnosis, 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.

Field Trips: While students are in the custody of the school district and away from the building, the supervising teacher will administer medication.

- The school nurse shall provide medication administration instruction to the supervising teacher for the field trip.
- If an EpiPen or Glucagon is given by trained school personnel, 911 will be called and the student transported to a medical facility. A Parent/Guardian, and the school nurse will be notified.
- The supervising teacher must keep medication at all times.
- All medications must be administered in compliance of this policy.

- The supervising teacher shall return the completed Medication Administration Form to the building School Nurse upon return.
- Supervising teacher will return any unused medication to school.

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.

Screening: Your child may be screened by the school nurse or healthcare professional in the following areas: hearing, vision and dental. The school nurse or healthcare professional will notify you should any of these screening results indicate a concern. If you DO NOT want your child to be screened, you must provide the school nurse with written notification.

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
- Varicella – 2 doses or documented history of chickenpox disease

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 doctor, Dr. Aaron Billin, at 307-840-4265. 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 and Park County School Board policy JEA requires that all young people who are not 16 years old or completed the tenth grade must attend school. Any student 16 years or older who has completed the tenth grade who wishes to withdraw without proof of transfer to another institution must meet personally with CHS Administration or designated personnel with their parent or guardian to sign a consent to withdraw per board policy JEA-E. 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. Henry 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 for checking out at the attendance office 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 a class more than 6 times in any trimester, 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 6 countable absences in a trimester, 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 6 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 or administrative excused will be recorded as a countable absence.

Three - Day Notification: By school policy, when a student accumulates three countable (3) absences, the student and parents will receive a letter from the school as an alert.

Seven - Day Notification: By school policy, when a student accumulates seven countable (7) 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 has been created by the high school administration to hear appeals on attendance issues. It is made up of appointed high school personnel including the assistant principal, attendance secretary, etc. The committee can decide to allow the student to remain in the class with specific conditions such as Friday extended day or an attendance contract where the students will be accountable to make up the absent overage 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 decisions can be made with the building assistant principal.

Friday Extended Day/After School Study Hall: Friday extended day and/or after school study hall will be utilized to recoup "seat time" in the event that a student is allowed to remain in a class after the 7th absence.

Students on contract will be responsible for their learning by communicating with their teacher to make up any work. Failure to attend per appeal recommendations will result in the student being dropped from the course with a Withdraw/Fail.

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, 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 endorsed 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 10 minutes.

Absence (Countable): A countable absence is the lack of attendance (excused, medical, bereavement, truant or unexcused absence) in any scheduled class for reasons other than school activity or administrative. Being tardy more than 10 (ten) minutes is counted 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 5 (five) times in any given class.

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

Withdraw/Fail: Students who do not earn credit due to attendance violations will be given a "Withdraw/Fail" for that class and the "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 trimester. Every 5 (five) tardies will result in 1 (one) after school detention assignment. Students will also be subject to each individual teachers classroom policy in addition to the attendance office general policy. If a teacher determines a student to be excessively tardy throughout the semester they should refer the student to administration with proper documentation of interventions for additional support.

Truancy/Unexcused Absence: Every unexcused absence or truancy will result in a minimum of one Friday Extended Day Assignment. Truant violations are totaled for the entire year, not split into trimesters.

First offense – Fourth offense - Student will have 1 Friday Extended Day detention.

Fifth offense – Referral to the County Attorney for possible educational neglect charges.

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 makeup 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

Cody High School has the following discipline options: Warning, Lunch Detention, After School Detention, Friday Extended Day 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, Friday extended day, or during lunch). Failure to comply with detention may result in an administrative referral for the student.

Friday Extended Day: Friday extended day is where a student is under the supervision of school personnel following the 1:40pm release of the student population. Friday extended day will run from 1:40 pm – 4:30 pm each Friday that school is in session except holiday release days. During a Friday extended day assignment, the student is expected to produce work for credit.

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 Friday extended day 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 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:

- ◆ **Short shorts/skirts/dresses.** Clothing length must be such that when the student's arms hang to their side, fingertips must not touch skin when the wearer is standing flat-footed
- ◆ Both boys and girls shall wear shirt and tops that sufficiently cover the upper body.
- ◆ No bare midriffs
- ◆ No see-through shirts
- ◆ No tank tops or tops with narrow shoulder straps
- ◆ No clothing that promotes drugs, alcohol, tobacco, violence, vulgarity, nudity, sexual innuendo, or anything else deemed inappropriate by staff members supported through referral to administration.
- ◆ 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. See Mrs. Hansen in the front office if you have questions.

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, or intimidation" 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.

The Olweus Bully Prevention Program states, "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

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 mistreating a student.

No Tolerance Infractions: No tolerance means that the administration will assign Friday extended day, 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, e-cigarettes or alcohol**

- ◆ **Fighting, assault**
- ◆ **Theft**
- ◆ **Vandalism, false accusations**
- ◆ **Verbal assault of a staff member**
- ◆ **Open defiance of a staff member**

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**: 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.

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.

STUDENT CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones 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 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.

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:

- At the discretion of the teacher.
- 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 teachers, 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: 5/1

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.

OPEN CAMPUS POLICY

Students in grades 9-12 will be allowed open campus privileges during lunchtime assuming no disciplinary actions have been assigned.

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 follow 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

General Emergency Procedures

When you become aware of an emergency situation where life or property is threatened, **dial 911** from the nearest phone. **Administer CPR/First Aid** if necessary. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for your building.

1. BASIC INFORMATION YOU WILL BE EXPECTED TO PROVIDE 911

- a. Who you are.
 - b. Where you are.
 - c. The nature of the emergency.
 - d. If anyone needs medical attention.
 - e. Any circumstances that may help or impede response personnel.
 - f. What phone number you can be contacted at, if any.
 - g. Try to remain calm and inform others that help is coming and follow all directions given by dispatchers or emergency personnel.
2. Contact an administrator immediately.
 3. Know the location of safety equipment in your work area and how to use it. This includes:
 - a. Fire extinguishers.
 - b. Hazmat safety equipment.
 - c. Eyewash stations.
 - d. Material Safety Data Sheets
 - e. Emergency radios.
 4. Be familiar with your school's accountability and reunification procedures.

Fire Emergency

1. If you smell or see smoke or fire, begin evacuation by pulling the nearest fire alarm.
2. Call 911 when it is safe to do so.
3. Evacuate the building according to primary evacuation route map located in each classroom.
 - a. If primary route is blocked use alternate route.
4. Account for all students and staff once in a safe location.
 - a. Contact nearest administrator if there are students/staff unaccounted for.
5. Once area has been declared safe by fire safety personnel, a school administrator will notify staff/students that it is safe to re-enter the building.
6. If the building is not safe to re-enter, stand by for re-unification instructions.

Medical Emergency

1. **Call 911** immediately! (If immediate first aid is necessary, instruct another person to call 911 while first aid is being administered.)
 - a. Information to give dispatcher:
 - i. Your name.

- ii. Location of the injured/ill person.
 - iii. Approximate age of victim.
 - iv. Is the victim conscious?
 - v. Is the victim breathing?
 - vi. Is the victim bleeding?
 - vii. Are there any known medical conditions of the victim?
 - viii. Give a call back number in case there is a need for more information.
2. Administer First Aid/CPR if properly trained.
 - a. Do not move the victim.
 3. Contact the school nurse/administrator/ front office as soon as possible.
 - a. The administrator/front office will help coordinate with safety responders to get help to you as quickly as possible.
 4. Stay with victim and reassure them until help arrives.

Dangerous Intruder

1. **FIGURE OUT**- What action gives students/staff the best chance to survive? Quickly evaluate and act!
2. **RUN OUT**- Can students/staff safely get to a safe location? If yes, do so immediately. Don't wait for others to validate your decision. Leave your belongings behind.
3. **HIDE OUT**- If students/staff can't get out safely find a place to hide. Look for a place that offers some protection, is well hidden, and offers options for movement.
4. **CALL OUT**- When you are in a safe location, immediately **call 911**. Don't assume someone else has already called.
 - a. Information to give dispatcher:
 - i. Where you are.
 - ii. Who the shooter is; name if known, and description.
 - iii. The current location of the shooter.
 - iv. Number and types of weapons involved.
 - v. Injuries that you are aware of.
5. If possible, utilize intercom system to notify the rest of the school that a dangerous intruder is in the building and of the intruder's exact location.
6. **KEEP OUT**- If you must HIDE OUT, do what you can to stay unnoticed and keep the shooter out.
 - a. Lock the room if possible.
 - b. Cover any windows.
 - c. Turn off the lights.
 - d. Block the door with heavy objects.
 - e. Keep quiet, put cell phones on silent/vibrate.
7. **SPREAD OUT**- IF there are two or more people in a space, spread out.
 - a. Spreading out, rather than huddling together, causes an active shooter to hesitate when looking for targets.
 - b. Plan what to do if the shooter enters your area.
 - c. Keep a survival mindset!
8. **TAKE OUT**- If a shooter enters your area, assume their intentions are lethal.

- a. Stick to your plan to take out the shooter. Others will follow when you act.
- b. Use anything you have available to you as a weapon.
- c. As soon as the shooter enters, yell loudly and throw things at them, aiming for the face. Distractions will give you valuable time to implement your plan and act upon the shooter.
- d. Total commitment is critical; don't give up until you have won!

Shelter In Place

The Shelter in Place response is appropriate when there is no immediate threat to students or staff and the limitation of movement throughout the building is paramount for student/staff safety. Examples of when the Shelter in Place response will be used, but not limited to, hazardous material emergencies, bomb threats, severe weather emergencies, power outages, and any incidents located in the vicinity of the school that are deemed an emergency by local safety authorities.

1. **Call 911** if necessary.
2. If safe to do so, all students and staff will report to their assigned classroom or area of accountability.
 - a. If the emergency is in your area of accountability, respond to an adjacent room, or common area that you know is safe.
 - i. If possible, secure all exits/doors and windows in the immediate area before evacuating.
 - ii. Contact an administrator/front office immediately.
3. If it is safe to do so, staff should check hallways, restrooms, and adjacent areas to locate any students before securing their classroom/area.
4. Report any unaccounted for staff/students to the main office or an administrator.
5. Close all windows, air vents, fans, or pilot lights until specifics of the emergency are communicated.
6. If applicable, stay away from outer walls and windows and take shelter under doorways and desks.
7. Once your area is secured, do not allow anyone to leave.
8. Utilize emergency radios if necessary.

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.

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.

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.

ZPass Cards: To more safely and effectively facilitate student transportation, PCSD 6 uses the Zonar Pass Program. ZPass is a student identification system designed specifically for school bus transportation. All students will be issued a ZPass card and retractable lanyard. Each card has the student's photo and is labeled with the student's name and Zonar ID. An electronic reader installed on the bus will identify each student upon entering or leaving the bus. Students must use the card when entering and departing all buses, this includes all routes, field trips and activity trips. This information is then used to determine bus-load counts and is readily available in case of an emergency or lost student situation.

If a student does not have their card, the driver will give them a verbal reminder. If the student does not have the card the 2nd day, the driver will call the parents. If the student does not have the card on the 3rd day, the student will be transported to their perspective school and the driver will notify the principal. The principal will contact the student and their parents. The parents will have to make arrangements to pick the student up or purchase a new card.

If the card is lost or mutilated, it is the parent's responsibility to pay \$5.00 to replace the card. Forms to purchase a new card are available at the school office.

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.

MEAL PROGRAM:

While you are always welcome to send a lunch from home with your student, complete meals and individual milks are available for purchase in the cafeteria. Before classes begin the cafeteria offers a “grab and go” breakfast service. Our lunch service encourages children to try new foods, through a “build your own” concept, on the serving lines. Meal prices and Free and Reduced Price Meal Application guidelines change every July. We encourage all families to apply, each year!

The Food Service Department would like to ensure all students who want a breakfast or lunch receive that meal. We do not want to take food away from or deny any student in the serving line. Unfortunately, we have had several delinquent accounts within the district. Excessive negative balances in students’ accounts necessitate the new protocols listed below.

Guidance	Action
Low balance (3 meals remaining) up to a \$5 negative balance	Cashier tells student that they need money in his/her account and notifies parent when there is a negative balance.
Negative balance equal to or greater than \$10	School office staff may call and will mail letter #1, signed by the principal, along with a F/R meals application to student’s home.
Negative balance equal to or greater than \$15	School office staff mails letter #2 signed by the principal to student’s home. Principal and/or School Counselor conferences with family seeking solutions.
Negative balance equal to or greater than \$25	School office staff mails letter #3 signed by the principal to student’s home; no further meals are served.

Breakfast

K-12	\$2.25
Adult	\$3.00
Lunch	
K-5	\$2.75
6-8	\$3.00
9-12	\$3.25
Adult	\$5.00

BUILDING VISITORS (All Non-Students)

All visitors must enter through the 10th Street entrance and register at the office to receive a pass, which should be returned to the office at the conclusion of the visit. Staff expecting visitors are requested to come to the office to pick up their visitor and escort he/she to their room. Any person on campus without a pass will be reported to the office. The office may call the school resource officer

to assist in the removal of inappropriate visitors or anyone who habitually refuses to follow our policies. Visitors will be arrested and charged with trespassing. There will be no visiting for the first 3 weeks of each trimester unless pre-arranged with teacher, and definitely not during finals. Ex-student visitors will be allowed to visit once per month, unless pre-arranged with teacher.

Telephone Numbers

Building

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

School Board

Name	Title	Phone
Kelly Simone	Board Chair	272-2717
Jennifer Rosencranse	Vice Chair	587-6818
Stefanie Bell	Treasurer	272-1386
Tom Keegan	Clerk	250-1123
William Struemke	Trustee	250-6638
Scott Weber	Trustee	587-2272
Lisa Constantine	Trustee	250-1643

Central Administration & Support

Name	Title	Phone
Ray Schulte	Superintendent	587-4253
Chynna Singer	Human Resources	587-1193
Tim Foley	Asst Superintendent	587-4253
Lisa Smith	Tech Specialist Supv.	527-6374
Dawn Solberg	Business Manager	587-4283
Peggy Monteith	Student Support Services Director	527-6332
Angie Page	Superintendent/Board Exec. Assistant	587-4253
Joy Jochems	Student Support Services Admin. Assistant	527-6332
Emily Burrell	Student Support Services Assistant	527-6332
Terry Gardenhire	Maintenance Director	527-1025
Gretl Class	Gifted and Talented Secondary	587-4285
Daniel Cossaboon	District Psychologist	587-4251
Brett Eggett	District Psychologist	587-4285
Gen Sheets	Food Service Director	587-4285

High School Administration

Name	Title	Phone
Jeremiah Johnston	Principal	587-4251 ext 5103
Beth Blatt	Assistant Principal	587-4251 ext 5101
Tony Hult	Athletic Director	587-6110 ext 5102

Guidance

Name	Title	Phone
Josh Hays	Grades 9-12 A-G	587-3603 ext 5122
Karen Day	Grades 9-12 H-O	587-3603 ext 5124
Doreen Thunder	Grades 9-12 P-Z	587-3603 ext 5123

Faculty

Name	Department	RM	Ext.
Troy Wiant	Agriculture	142	5144

Mark Landerman	Business	125	5184	
Scott Shaffer	Business	205	5132	
Erika Quick	Career Vocational		114	5125
Patty Brus	Family Cons Science	131	5181	
Cindy Aune	Fine Arts	118	5136	
Brandon Undeberg	Fine Arts	116	5137	
Ryan Beardall	Foreign Language	130	5119	
Jessica Purdum	Foreign Language	133	5162	
Scott Hellman	Health	120	5167	
Antony Fink	Industrial Tech/Woods	139	5161	
Jim Collins	Industrial Tech/Pro Tech	138	5187	
Elizabeth Hanson	Language Arts	211	5131	
Cristy Hays	Language Arts	115	5138	
Marti Gorman	Language Arts	212	5114	
Katie Raines	Language Arts/Yearbook	214	5135	
Trev Wood	Language Arts	217	5168	
Jennisen Lucas	Library/Media	201	5227	
Tom Brinegar	Math	227	5145	
Chuck Flickinger	Math	226	5147	
Peggy Miller	Math	206	5146	
Shawn Trotter	Math	216	5160	
Lauren Viles	Math	119	5109	
Wade French	Music/Band	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	
Tina Waters	Reading 180	225	5320	
Amy Gerber	Science	219	5158	
Mike Power	Science	220	5154	
Nelson Thomas	Science	222	5151	
Dean Olenik	Science	218	5152	
Cris Williams	Science	223	5149	
Stephany Anderson	Social Science	208	5130	
John Corbin	Social Science	207	5163	
Craig Roberts	Social Science	210	5133	
Kjell Seeger	Social Science	209	5127	
Jennifer Bjornson	Student Support Services	202	5176	
Sarah Call	Student Support Services	113	5190	
Angie Donald	Student Support Services	112	5185	
Buffy Hourt-Allred	Student Support Services	221	5169	
Rebecca Moore	Student Support Services	T-21		
Heather Murphy	Student Support Services	213	5118	
Darrell Sweet	Student Support Services	134	5175	

Resource Support Staff

Name	Department	RM	Ext.
Alice Munari	Academic Student Center	121	5141
Sandy Mickelson	Accompanist	107	5121
Terri Hansen	Administrative Assistant	101	5104
Leigh Tuten	Administrative Assistant	126	5108
Yvonne Henry	Attendance Secretary	101	5107
Kaity French	Bookkeeper	101	5105
Alan Shotts	Career Center Coordinator	204	5110
Kris Hufty	Guidance Secretary	102	5106
Connie Shepherd	Head Custodian	136	5113
Carol Woodward	Media Para Educ	201	5126
Susan Lambert	Nurse	101	5743

Bonnye Borden	Para Student Support Services	213	5118
Lindsey Brice	Para Student Support Services	202A	5185
Jason Doty	Para Student Support Services	213	5118
Kyle Fenton	Para Student Support Services	T-21	
Robb Gould	Para Student Support Services	226	5185
Tiffany Jackson	Para Student Support Services	113	5190
Cathy Okada	Para Student Support Services	221	5169
Randy Tarbett	Para Student Support Services	134	5175

2018-2019 Cody High School Student Council

Student Body Officers

President – Teagan Thompson
 Vice President – Imani Etter
 Secretary – Duncan McLeod
 Business Manager – Simona Wambeke

Senior Class Officers-Class of 2019

President – Kathleen Farmer
 Vice President – Kyle Jacobs
 Secretary –
 Historian –
 Officers at Large/Representatives – Lawren Johnson, Georgia Hitchcock,
 Josephine Friedman, Cheyenne Hume, Brissa Mata

Junior Class Officers-Class of 2020

President – Dillon Romero
 Vice President – Ian Townsend
 Secretary –
 Historian –
 Officers at Large/Representatives – Eliza PAYne, Emmalee Beardall,
 Danny Deming

Sophomore Class Officers-Class of 2021

President – Summer Holeman
 Vice President – Paige Martinez
 Secretary – Bailey Liebert
 Officers at Large/Representatives – Ethan Hope

Freshmen Class Officers-Class of 2022

President – Kinley Bollinger
 Vice President – Matthew Egger
 Secretary –
 Historian –
 Officers at Large/Representatives –