

2023-2024

Cody High School
Student-Parent Handbook



Home of the Broncos and Fillies

STUDENT-PARENT HANDBOOK

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PRINCIPAL INTRODUCTION

Dear Cody High Students:

Welcome to Cody High School. It is my hope that the **2023-2024** school year is the best ever for everyone at CHS. Please utilize our new mobile app to stay up to date on all things CHS. We will use that communication tool to push out relevant information as well as highlights of all the great things that happen here at CHS. I would like to 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.

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. Williams 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 **2023-2024** school year will be an outstanding experience for everyone. Working together, we can continue to make our community proud of our accomplishments and traditions here at Cody High School.

Respectfully,

Nathan Tedjeske

Nathan Tedjeske, Principal
Cody High School

Cody High School Information

Home of the Broncs & Fillies

Address: 1225 10th Street, Cody, WY, 82414

Office Phone: (307) 587 – 4251

Website: <https://chs.park6.org/>

Administrative Team

Principal – Nathan Tedjeske

Assistant Principal – Beth Blatt

[Nathan Tedjeske](#)

[Beth Blatt](#)

Counselors

Josh Hays

Julia Straight

[Joshua Hays](#)

[Julia Straight](#)

Hannah Winland

[Hannah Winland](#)

Park County School District 6 Information

Mission Statement

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

Vision Statement

Students achieve excellence with the skills, knowledge, and strength of character to succeed in a dynamic world.

PCSD 6 School Board

Vernon Orndorff – Superintendent

Brandi Nelson – Chairman

Stefanie Bell – Vice Chair

Karen Schipfmann – Trustee

Sheri Schutzman – Treasurer

Jessica Case – Trustee

Cathy Roes – Clerk

Tom Keegan – Trustee

Nondiscrimination Statement

Park County School District No. 6 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability or religion in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Park County School District No. 6 District Offices, 919 Cody Avenue, Cody, WY 82414 (307) 587-4253 or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY. 82002-005 or 307-777-7673.

[Policy AC - Nondiscrimination](#)

[Policy ACA - Sexual Harassment](#)

Policy Changes

The administration reserves the right to edit or add any additional rules that may be needed to ensure a safe and orderly environment for instruction at Cody Middle School.

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.

Student Directory / Public Information Opt-Out Information

If you do not want your student listed in any school publication (I.E. Activity Program, Music Program, Honor Roll, Yearbook, Newspaper, Social Media, Etc.), please contact the building secretary at your student's school and request a parental opt-out form.

Park County School District 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 Motto

“Every Student. Every Chance. Every Day.”



STUDENT MANAGEMENT POLICIES AND PROCEDURES

Performance Responsibilities:

- ❖ Attend class regularly.
- ❖ Report to class on time.
- ❖ Bring appropriate learning materials to class (example: Chromebooks, 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 through PowerSchool for your convenience. Trimester grades become a part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is their success and productivity in adult life.

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. Please obey the request and later seek help if you feel you were treated unfairly.

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 area.

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

STUDENT SERVICES AND INFORMATION

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

Building Visitors: All visitors must enter through the 10th Street entrance and register at the office to receive a pass. Cody High School utilizes SchoolPass Visitor Management Software. All visitors will be asked for identification and this information will be input into the software system. Visitors will only be allowed to enter the building after this information has cleared this system. Staff expecting visitors are requested to come to the office to pick up their visitor and escort them 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. A student must acquire permission from all of their 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.

Parking: Campus parking for students is only available in the lot south of the auditorium. Cars parked in fire lanes will be towed at the 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.

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.**

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 the 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. Cody High School may routinely partner with local law enforcement to deploy the use of drug sniffing dogs to ensure a safe environment conducive for learning.

- 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, Students with Disabilities: Students with records indicating that they have been identified as having a disability (i.e., IEP from the previous school district) must immediately begin receiving services comparable to those described in the IEP. If the student is a transfer from within the State of Wyoming, the student's IEP may be accepted and implemented in consultation with the student's parents ; or a new IEP is developed, adopted and implemented. If the student is transferring from another state, the IEP Team must either - (1) Conduct an evaluation in accordance with the IDEA, or (2) develop, adopt and implement a new IEP, if appropriate, that meets the IDEA requirements. In the event that a student is in a court-ordered placement, the multi-disciplinary team will meet to advise administration.

Transfers, Home School/Non-Accredited School: Home school and private school students will not have their rights to a public education violated. 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.

GUIDANCE OFFICE

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

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. The 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, and the Guidance Office.

ACT/SAT Testing: The State of Wyoming requires all students to take either the ACT or WorkKeys test in their junior year at no cost to the student. Many colleges 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. CHS also offers an ACT prep course for students during the 2nd trimester of their junior year. Students are encouraged to take this course as an elective.

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 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.

Naviance: Cody High School has implemented a College and Career Readiness software called Naviance. Naviance helps ensure that all paths students take after high school lead to fulfilling and meaningful careers. For more information about the tools available in the Naviance system please visit the guidance office. Parents are encouraged to check in with their students and look at the system together.

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 violation, as long as appropriate procedures have been followed and students have made a request in writing to the principal through their guidance 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.

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

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

1. Open changes associated with all-school registration in the spring/ fall 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 the 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 the 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 the teacher.
 - c. Form is given to Attendance to run attendance report, then to the main office 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 by staff and administration.

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.

DAILY BELL SCHEDULES

Cody High School Bell Schedules 2023-2024

Monday-Wednesday	Thursday (Late Start)	Friday (Early Release)
Block 1- 8:00 - 9:16	Block 1- 8:20 - 9:32	Block 1 - 8:00 - 8:56
Passing 9:16-9:21	Passing 9:32-9:37	Passing 8:56-9:01
Block 2- 9:21- 10:42	Block 2- 9:37- 10:54	Block 2 - 9:01 - 10:02
Passing 10:42-10:47	Passing 10:54-10:59	Passing 10:02-10:07
Block 3- 10:47- 12:03	Block 3- 10:59 - 12:11	Block 3 - 10:07 - 11:03
Lunch 12:03 - 12:43	Lunch- 12:11 - 12:51	Lunch- 11:03 - 11:43
Block 4- 12:43 - 1:59	Block 4- 12:51- 2:03	Block 4 - 11:43 - 12:39
Passing 1:59-2:04	Passing 2:03-2:08	Passing 12:39-12:44
Block 5 - 2:04 - 3:20	Block 5 - 2:08 - 3:20	Block 5 - 12:44 - 1:40

ACADEMICS

CHS Graduation Requirements

SUBJECT	CREDIT	REQUIRED COURSE (S)
Class of 2023 and Beyond		
Language Arts	4	English 9, English 10, a Writing class, and a Literature class
Math*	3	Algebra I, Geometry and one additional mathematics
Science*	3	Phys Sci: Chemistry, Phys Sci Physics, Bio I: Ecology & one additional science credit
Social Studies	3	Western Civilization (World History), AP Human Geography, US History II, American Government.
*Additional Requirement	1	Students must have a total of 7 credits between mathematics and science classes and may choose between mathematics, science, or computer science 0.5 credit
Physical Education	1	One P.E. credit required during 4 years in school
Health	.5	Health (includes required CPR training) Class of 2024 and beyond
Health	1	Graduation requirement. Class of 2023
Personal Finance	.5	Graduation requirement. Class of 2025 and beyond
Personal Finance	1	Graduation requirement. Class of 2023 and 2024
Elective credit	10	Graduation requirement. Class of 2023
Elective credit	10.5	Graduation requirement. Class of 2024 and beyond
Total credits:	27 26.5	Graduation Requirement for Class of 2023 and 2024 = 27 Graduation Requirement for class of 2025 and beyond = 26.5

**** 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 High School Courses:

Cody High School utilizes several online course options for students if extenuating circumstances exist. Please see the guidance office for more information if you have additional questions about online course options.

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 can 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: Effective for the Class of 2023, 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 (Cumulative Weighted GPA *9) .7 + (ACT) .3 = Val/Sal after 11 trimesters.

Selection Process: Credits may include Northwest College credit or team-approved independent study. Students who elect to graduate at the end of their first trimester of their senior year will not be considered for this honor. The cut off date for determining valedictorian/salutatorian is the end of the second trimester 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 the student's GPA after 11 trimesters.

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.

ACADEMIC ENRICHMENT PROGRAMS AND ASSOCIATIONS

***AP Classes:** Cody High School offers AP classes in a number of subjects. Please see the course description guide. 5.0 grading scale for AP courses. *Courses will be available only if the enrollment numbers permit.

DUAL/ CONCURRENT COURSES

Concurrent

Concurrent enrollment courses are college classes taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said courses as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the college as having equivalent course outcomes, learning objectives, and work assignments as an existing college course. Students will be graded consistent with the standards, expectations and academic freedom governed by full time and adjunct faculty at the college. Students will receive a grade on their official college and high school transcript. The course will be scheduled in the high school daily bell schedule and according to the high school calendar and will meet the number of hours required for credit.

Conversion of College Courses to CHS Credits for Concurrent Enrollment:

Students who take a concurrent course for 1 trimester will be awarded .5 credit from CHS per trimester. They will be awarded the college credit from NWC as it is written in the syllabus.

Dual

Dual enrollment credit is given to qualified high school students who complete college level courses for which the college hires and pays the instructor. Because it is a college course, the course will typically be delivered on the college's academic calendar and schedule. Students and the high school may need to make adjustments to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to the college standards and expectations. The students will receive a grade on the official college transcript. Qualified high school students have access to the full variety of delivery modalities such as face to face, online, or compressed video.

* Dual enrollment (NWC) courses will satisfy CHS elective coursework ONLY, unless otherwise approved by CHS administration.

Conversion of College Courses to CHS Credit for Dual Enrollment:

5 credit course = 1.0 CHS credit

2-4 credit course = .5 CHS credit

1 credit course = .25 CHS credit

Requirements to Enroll

Students will need permission from CHS counselors or principals to enroll in these courses.

Attendance

High school students must adhere to the rules set forth by their college professor. When the holiday schedules of NWC and CHS differ, students are responsible for anticipating these conflicts and working out agreements with the professor in advance. Students who miss a great deal of school for activities or personal reasons should carefully consider whether a college course is workable.

Costs

For dual enrollment classes, CHS pays for standard tuition, fees, and books for the student. For classes requiring additional course fees, these fees will not be covered by CHS and will be the responsibility of the student. Students may take 4 college-level courses per year. To register for classes students must speak with their counselor and have parents sign NWC registration forms.

* Additional fees are listed on the NWC website.

Grading Scale for 4.0 GPA

A+, A	92 – 100	4.00 Grade Points	
A-	90 – 91	3.75 Grade Points	
B+	88 – 89	3.25 Grade Points	<u>Honor Roll</u>
B	87 – 82	3.00 Grade Points	4.0 GPA - Principal's Honor Roll
B-	80 – 81	2.75 Grade Points	3.5 - 3.99 GPA - "A" Honor Roll
C+	78 – 79	2.25 Grade Points	3.0 - 3.49 GPA - "B" Honor Roll
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	

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.

General Grading Policy:

- ❖ Zeros will be entered on the day work is graded for any student who has not turned in the work. (*Individual departments can decide to grade for full or partial credit.*)
- ❖ Grade/Feedback is provided in a timely manner. (*Individual departments define timely grading/feedback*)
- ❖ Standards based summative assessments are given in the same subject classes.
- ❖ Common formative assessments are given in the same subject classes.
- ❖ Students are allowed to do retakes. (*Individual departments determine time frame and percentage criteria*)
- ❖ Completion grades are acceptable if ~ feedback is given for work turned in.
- ❖ Participation grades are acceptable if ~ feedback is given for participation in class activity(ies)
- ❖ Grades must be entered/updated weekly.
- ❖ Grade books are similar to the same class colleague with the: volume of homework/projects; common formative/summative tests that must be given. *Homework/projects can be different but weigh the same in both classes*)

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 (freshman, sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one Trimester. 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 the 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 (BDT): This program is for students who are assigned to an 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 will be recommended for Buckle Down Time. Students who are assigned to BDT 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 to 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 they are ill. If they become ill at school, you will be contacted to pick up your student. It is important that you pick them up as soon as possible. Please keep us informed of student health status.

Illness and/or Injury at School: If a student becomes ill or injured at school, they should notify their 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: Cody High School maintains a full time nurse on staff. If there is a concern or need, the nurse will be called immediately by a school secretary. If you need to see the nurse please come into the main office. **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, the student's name, the 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 emergencies 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 the 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 with 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. Parents 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. Johnson 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 any time 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. 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 absences 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 notification from the school as an alert.

Six - Day Notification: By school policy, when a student accumulates seven countable (6) absences in one or more classes, notice will be sent home informing the student and their parent/guardian that they may be removed from that class with a Withdraw/Fail. The student will have three (3) school days from receipt of notification to submit an appeal to Mrs. Blatt, be placed on an attendance contract, 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.

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 6th 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. (Countable)

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

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

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

(M) Medical Absence: Students miss school for medical, dental, chiropractic, MDT, counseling, etc. and have 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 coded as medical. Medical will NOT be included in countable absences HOWEVER the total medical absences may not exceed 20% of the trimester attendance. Anything beyond 20% medical absences will be subject to an attendance contract. (Non-countable up to 20%)**

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

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

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

(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. (Countable)

(T) Tardy: A student who is absent from class within the first 10 minutes.

(Y) Tardy over 10 minutes: Student was present but over the 10 minute tardy window which results in an absence.(Countable)

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 for more than 10 (ten) minutes is counted as an absence.

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

On-campus Absence (Countable): A student is not in the class in which they are scheduled, but is still on campus.

Habitually Truant: A Wyoming state statute simply stating: When a student is truant three times within a given school year, they are 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, they need 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 AND CONSEQUENCES

Tardy Detentions: Tardies accumulate by the trimester. Every 5 (five) tardies will result in 1 (one) after school detention or 1 (one) lunch detention. Students will also be subject to each individual teacher's classroom policy in addition to the attendance office general policy. If a teacher determines a student to be excessively tardy throughout the trimester they should refer the student to administration with proper documentation of interventions for additional support.

Truancy/Unexcused Absence: Unexcused absences for truancy will result in a minimum discipline - lunch detention / ASD; After School Detention / EFS Extended Friday School Assignment. Truant violations are totaled for the entire year, not split into trimesters.

First offense – Fourth offense - Students will have 1 detention; LD, ASD, EFS.

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 at 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 each other up and we do not tear down others.
Remember who you are – 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 expectations. *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.
- ❖ 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 2 days for each day missed for excused absences to turn in make-up work.
- ❖ Students and teachers may communicate to open a remote present option in extreme circumstances for learning.

DISCIPLINE PHILOSOPHY

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.

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, Extended Friday School 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, Extended Friday School, or during lunch). Failure to comply with detention may result in an administrative referral for the student.

Extended Friday School: Friday extended day is where a student is under the supervision of school personnel following the 1:40 pm 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.
 - ❖ 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 may 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 the case expulsion is recommended, a due process hearing will be held which clearly defines the process and the rights of the students, including:

- ❖ Proper documentation of the problem
- ❖ Parent contact during the hearing or following
- ❖ Student statement of their 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/Assistant Principal shall inform the student of the reasons for the suspension and the evidence against them and shall give the student a chance to present their version of the charges against them and to present evidence on their 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 will be documented within three school days 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 them undue advantage over fellow students. Plagiarism is copying or using the ideas of another without giving proper credit with the use of quotation marks, footnotes, or other forms of reference.

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

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

Classroom Disruptions: Some of the most damaging behaviors in school are those that interfere with another student's right to learn or a teacher's right to teach. We expect students to conduct themselves in a manner that respects other students' rights to learn and the teacher's right to teach in a productive classroom environment. Students are given opportunities to modify their own behavior and parents are given opportunities to modify student behavior in a joint effort with teachers.

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 online 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
- ❖ All students should wear shirts and tops that sufficiently cover the upper body
- ❖ 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. Please contact 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 further disciplinary action.

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 causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to a person, or members of a group or team.

1. A reasonable person should know that the act will have the effect of:
 - a. Harming a student
 - b. Damaging a student’s property
 - c. Placing a student in reasonable fear of harm to their person; or
 - d. Placing a student in reasonable fear of damage to their property.
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

Bullying is a form of aggressive behavior, an imbalance of power, in which someone intentionally and repeatedly causes another person injury or discomfort. (physically, mentally, emotionally) 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 the 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, pocket knives, 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 the student will be sent home or held in the office, whichever is deemed appropriate. The student will be **suspended out of school for up to (5) days.**

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.

Vaping: The possession of tobacco/nicotine or any vape device by students while in school or at school-sponsored events is expressly forbidden. Parents and law enforcement will be contacted immediately upon verification of the violation. The minor in possession will be cited by law enforcement and will receive one EFS.

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. 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 suspension from school or a recommendation for expulsion from school.

AND ANYTHING ELSE

The rules of discipline listed in the above table and this handbook does 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

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.

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.

Contact an administrator immediately.

Know the location of safety equipment in your work area and how to use it. This includes:

- h. Fire extinguishers.
- i. Hazmat safety equipment.
- j. Eyewash stations.
- k. Material Safety Data Sheets
- l. Emergency radios.

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 the primary evacuation route map located in each classroom.
 - a. If the primary route is blocked, use an alternate route.
4. Account for all students and staff once in a safe location.
 - a. Contact the nearest administrator if there are students/staff unaccounted for.
5. Once an 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
5. with the 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 the 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.

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.

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 their attention to driving; these 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/nicotine is prohibited.
- ❖ Do not be destructive.
- ❖ Stay in your seat and face forward at all times.
- ❖ Keep your voice down.
- ❖ Keep your 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 prospective 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 infraction. 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 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 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 the student they need money in their account and notifies the 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 the student's home.
Negative balance equal to or greater than \$15	School office staff mails letter #2 signed by the principal to the 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 the student's home; no further meals are served.

BUILDING VISITORS (All Non-Students)

All visitors must enter through the 10th Street entrance and register at the office to receive a pass. Cody High School utilizes SchoolPass Visitor Management Software. All visitors will be asked for identification and this information will be input into the software system. Visitors will only be allowed to enter the building after this information has cleared this system. Staff expecting visitors are requested to come to the office to pick up their visitor and escort them 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.

Contact Information and Phone Numbers

Building

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	Email
Brandi Nelson Board	Chair	brandinelson@park6.org
Stefanie Bell	Vice Chair	stefaniebell@park6.org
Sheri Schutzman	Treasurer	sherischutzman@park6.org
Cathy Roes	Clerk	cathyroes@park6.org
Karen Schipfmann	Trustee	karenschipfmann@park6.org
Tom Keegan	Trustee	thomaskeegan@park6.org
Jessica Case	Trustee	jessicacase@park6.org
Tyler Kampbell	Ad Hoc Student Trustee	

Central Administration & Support

Name	Title	Phone
Vernon Orndorff	Superintendent	587-4253
Tim Foley	Asst Superintendent	587-4253
Chynna Singer	Human Resources	587-1193
Jared Moretti	Student Support Srv Director	527-6332
Madison Jackson	Curriculum Admin Assistant	527-6332
Kendal Wemhoff	Student Support Srv Admin. Assistant	527-6332
Donna Myers	Superintendent/Board Exec. Assistant	587-4253
Dawn Solberg	Business Manager	587-4283
Ged Whalen	Maintenance Director	527-1025
Adam Main	Tech Specialist Supervisor.	527-6374
Erin Fullmer	Tech Specialist	527-6374
Gretl Class	Gifted and Talented Secondary	587-4285
Daniel Cossaboon	District Psychologist	587-4251
Tanner Hoffman	District Psychologist	587-4285
Brenda Schuster	Food Service Director	587-4285

High School Administration

Name	Title	Phone
Nathan Tedjeske	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	Counselor A-K (Grades 10-12)	587-3603 ext 5122
Julia Straight	Counselor L-Z (Grades 10-12)	587-3603 ext 5115
Hannah Winland	Freshman Counselor	587-3603 ext 5111
Fawn Corbin	Mental Health Counselor	587-4251 ext 5218
Dan Cossaboon	District Psychologist	587-4251 ext 5189
Rachel Cowger	District Behavior Specialist	587-4251 ext 5204
Levi Nelson	Registered Behavior Specialist	587-4251 ext 5204

Faculty

Name	Department	RM	Ext.
Troy Wiant	Agriculture	142	5144
Mark Landerman	Business	125	5184
Scott Shaffer	Business	205	5132
Betsy Ryzewicz	Career Vocational	106	5125
Kelly Merager	Industrial Tech/Woods	139	5161
Debra Derhak	Culinary Arts	227	5195
Jim Collins	Industrial Tech/Pro Tech	138	5187
Brandon Undeberg	Fine Arts	118	5137
Ryan Beardall	Foreign Language	130	5119
Scott Hellman	Health	131	5167
Elizabeth Hanson	Language Arts	211	5134
Cristy Hays	Language Arts	115	5138
Alec Giacolleto	Language Arts	212	5163
Brooke Davidson	Language Arts/Yearbook	214	5135
Trev Wood	Language Arts	217	5168
Jennisen Lucas	Library/Media	201	5227
Tom Brinegar	Math	228	5145
Elena Kitchen	Math	114	5147
Kenton Boogard	Math	206	5146
Shawn Trotter	Math	216	5160
Lauren Viles	Math	119	5109
Wade French	Music/Band	108	5143
Anissa Bree	Music/Choir	107	5121
Shawn Allred	Physical Education	GymB	5172
Marian Miears	Physical Education	GymC	5173
Matt McFadden	Physical Education	GymA	5171
Ben Larsen	Science	220	5158
Mike Power	Science	219	5154
Dean Olenik	Science	218	5152
Cris Williams	Science	223	5149
John Corbin	Social Studies	207	5131
Karen Wagner	Social Studies	210	5178
Mitch Espeland	Social Studies	213	5133
Jacob Kraft	Social Studies	209	5127
Amber Armstrong	Student Support Teacher	121	5175
Sam Buck	Student Support Services	128	5120
Rebecca Moore	Student Support Services	129	5140

Amber Tuten	Student Support Services	204	5110
Darrell Sweet	Life Skills Teacher	134	5175
Sofia Manterola	Student Support Services	135	5169
Tiffaney Fry	Student Support Services	206	5118
Harley Kincheloe	Student Support Services	124	5179
Brandon Williams	Student Support Services	202B	5190
Andrea Ohman	English Language Support	127	5151
Corey Young	Test Coordinator/Data Specialist	102D	5124
Stephany Anderson	Literacy Coach	208	5176
Kimberly Skoric	Literacy Lab Assistant	208	5176
Gretl Class	GATE Teacher	CMS	5264

Resource / Support Staff

Name	Department	RM	Ext.
Alice Munari	Academic Student Center	121	5141
Cortney Williams	Administrative Assistant	101	5104
Leigh Tuten	Administrative Assistant	126	5108
Lisa Johnson	Attendance Secretary	101	5107
Lisa Meier	Bookkeeper	101	5105
Rebecca Merritt	Guidance Secretary	102	5106
Brandon Curyea	Head Custodian	136	5113
Andi McLeod	Media Para Educ	201	5126
Amber Schroeder	School Nurse	101	5148
Taren Baxter	Permanent Para Substitute	Gym	5173
Amber Armstrong	Para Student Support Services	134	5175
Danielle Troll	Para Student Support Services	134	5175
Gina Eades	Para Student Support Services	134	5175
Kylie Leach	Para Student Support Services	134	5175
Shantel Waltari	Para Student Support Services	206	5118
Shannon Sauer	Para Student Support Services	134	5175
Karen Solomon	Para Student Support Services	134	5175
Colton Wardell	Para Student Support Services	206	5118
Amber Steinmetz	Para Student Support Services	134	5175
Dalton Cyrtmus	Para Student Support Services	134	5175
Kateria Schneider	Life Skills Para Educator	134	5175
Emma Guerra	Para Student Support Services	206	5118
Jason Potter	School Resource Officer	101	5116
Amos Olson	CAN Coordinator	123	3141
Jeff Edwards	Custodian	-	5113
Dymon Hall	Custodian	-	5113
Luis Stroble	Custodian	-	5113
Jeff Hendrix	Custodian	-	5113
Tyler VanDusen	Custodian	-	5113
Dawn Lewallen	Custodian	-	5113
Hans Lindberg	Custodian	-	5113
Kristofer Michaels	Music Accompanist	107	5121
Jennifer Templin	Food Service - Cafeteria	-	5177
Michael Welch	Food Service - Cafeteria	-	5177

