

2023-2024 CHS Student Handbook
"Home of the Panthers"



300 Pine Street
Cokeville, WY 83114
307-279-3272

WELCOME BACK! We are excited to get going with the 2023-2024 school year. It is going to be a great year of learning and growth for all of us. We look forward to continued work to accomplish our mission of "making better for life and the next level." Thank you for partnering with us to help accomplish this mission.

As with years past, this handbook is intended to provide you with guidelines to help with decision making. The standards in Cokeville are high. Our goal will be to help you reach those high standards of achievement in all areas. Please feel free to reach out as needed as we recognize that partnering with parents is key to the success of students in all areas.

We want to continue to be CLASSYY as we move forward with this year. Remember CLASSYY: Count Your Blessings, Look for the Good, Acts of Kindness, Speak Kind Words, Self-Motivation, & You are Valued/You are Not Alone. Thank you for your work in being involved in classes and during extracurricular activities. Your engagement and work make a significant impact on your overall ability to achieve goals and prepare yourself for the next level.

Let's make this a great year!!

Kenneth Dietz
Cokeville Schools Principal

CHS MISSION STATEMENT:

"Making everyone better for life...next level"

CHS School Song

We're loyal to you CHS
To your colors we're true CHS
We'll back you to stand as the best in the land
With our head, heart and hand
CHS, Rah, Rah
We'll cheer for our dear Cokeville High
Her banners will fly to the sky
All hail to our alma mater
To give her praise and honor
All hail to our dear old high
Fling out that dear old flag and carry it through
You've got your sons and daughters fighting for you
Your colors fly before us, orange and black 'or us
Loud rings the chorus
Rah, rah, rah
Amid the high old hills surrounding the land
For honor, labor and for learning to stand
And unto thee we pledge our heart and hand
Our alma mater CHS
FIGHT

CHS STAFF

	<u>Position:</u>	<u>e-mail:</u>
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Cokeville High School Calendar 2023-2024

August

14-18 *Teacher Work Days*
21 *First Day of School*

September

2 *Cokeville PD for teachers*
5 *Labor Day- No School*
25-29 *Homecoming*

October

13 *PD for teachers*

November

13-16 *Parent Teacher Conference CES & CHS*
22 *Early Release*
23 *Thanksgiving- No School*

December

1 *PD for teachers*
22 -Jan. 1 *Christmas Break*

January

2 *Back to School*
5 *PD for teachers*

February

2 *PD for teachers*
5-8 *CES Parent Teacher Conference*

March

4-7 *CHS Parent Teacher Conference*
15 *PD for CES*

April

4 *Spring Break*
19 *PD for teachers*

May

22 *CHS Graduation 6:00 p.m.*
23 *Last Day of School – Early Release*

*Check www.cokeville.com for updated calendar items

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Release of Records

In accordance with the Federal Privacy Rights of Parents and Student Act, signed consent forms are necessary in order to release academic and other pertinent educational information to any individual or agency. Releases are available in the Main Office. Once this Release of Records is on file in the counseling office, copies of transcripts can be obtained by calling the registrar, or by sending a written request to: Registrar: Cokeville High School, 300 Pine Street, Cokeville, WY 83114

Information for New Students

Parents or guardians of students new to the Lincoln County #2 public school system and students reentering school after a period of non-attendance of ten (10) or more days in a Lincoln County #2 public school need to contact the counseling office (307-279-3272) to make an appointment to register their child for classes at CHS. Parents or guardians are required to accompany their students to the initial counseling appointment and must provide the counseling office with the following documentation.

- Proof of the immunizations according to Wyoming Statute 21-4-309:
- Proof of residency: Students under the age of 18 must have one legal parent or legal guardian residing in Wyoming.
- Students living with another relative, friend, friend of the family, or on their own must present a court issued Legal Guardianship Order or Emancipation Order (Wyoming Statute 14-1-201 through 14-1-206).
- School personnel must verify proof of legal parent/guardianship and of residency in Wyoming that demonstrates a physical address (i.e. electric and cable bills).
- Students will not be allowed to start classes without an unofficial photocopy of their transcript of all credits attempted and earned through their current grade level and it is also requested that they have a copy of their last report card as well as their check-out sheet with transfer grades from the last school they attended.
- The counselor / principal will evaluate transcripts. Since all schools do not have the same credit or course offerings, students transferring into CHS may be required to take skills tests to assure proper placement in CHS courses.
- To help keep students on track for graduation, counselor / principal will also check to see which Carnegie Units and Wyoming Department of Education Standards have been met.
- Students may also be asked to provide course syllabi to better match their former school's courses to CHS courses for purposes of granting credit.
- Credits from home-school programs or other non-accredited schools are not accepted towards graduation at CHS.
- The principal reserves the right to approve transferred credits and class placement.

<h3><u>Grading and Issuance of Credit</u></h3>

For all courses taken at CHS a transcript grade and credit will be issued at the end of each semester. Grade Point Average (GPA) is determined based on a 4.0 scale (A=4, B=3, C=2, D=1, F=0).

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Failed or Unsatisfactory Coursework

If a student fails a core course, it is strongly recommended that they retake the course so that the course of study continues to comply with graduation standards. If a student chooses to repeat a course, both grades will appear on the transcript and be computed in the GPA. Please see your advisor or counselor for added information.

Schedule Changes

Schedule changes will be made a week before the semester begins for the following reasons:

- Wrong placement
- Student has not taken prerequisite.
- Student does not meet requirements to be in class

Once the semester has begun schedule changes will only occur when:

- Teacher request
- IEP Request
- Administration Permission

Definition of Terms

- **Credit:** Courses which meet every other day for one period will receive one half credit per semester. Any courses receiving "pass/fail" grades are not counted in the GPA.
- **Prerequisite:** A course that must be completed before another is taken. For example, one must complete Algebra I before taking Algebra II.
- **Elective:** Courses that are not "required" are electives. All students will have the opportunity to take elective courses.
- **Grade Point Average (GPA):** The GPA is an arithmetic average obtained by dividing the sum of the numerical values of the letter grades earned by the number of courses taken.
- **Cumulative Grade Point Average:** Students applying to colleges before they graduate will have semester grades 9-11 averaged together to make the Cumulative GPA. The 7th semester will be figured and sent to a college requesting it. Any transcript sent out after a student graduates will include the Cumulative GPA plus class rank.
- **Class Rank for Scholarship:** the cumulative GPA determines Class rank for scholarship purposes.

It is the goal of Cokeville High School to provide an educational atmosphere where students feel safe, and have the opportunity to receive a world-class education. In an effort to achieve this goal, the following rules and policies have been put in place.

Unless otherwise stated, the following procedure will be followed with students found to be in violation of any of the following rules:

- | | |
|--------------------------------|--|
| 1st offense- | Warning |
| 2nd offense- | Teacher/staff administered consequence |
| 3rd offense- | Teacher/staff contact with parents |
| 4th offense- | Referral to administration |

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Campus Rules:

Students are encouraged to arrive at school 10 minutes prior to the start of 1st hour. The first bell alerting students to attend 1st hour sounds at 7:50 am. The official school day runs from 7:55 am – 4:00 pm. While on campus, students are expected to abide by the Cokeville High School policies, the LCSD #2 policies, and the requests of CHS teachers and staff members.

Once students arrive on campus they are expected to stay on campus with the exception of lunch where students are allowed to leave campus. Students are not to leave campus during regular school hours without first following the appropriate check out procedures. (See Cokeville High School attendance policy.)

Insubordination:

Students are expected to follow the reasonable requests of all staff members. Students failing to immediately follow the reasonable request of a staff member will be deemed insubordinate and subject to the consequences of such. Consequences may include a conference with the teacher, parental contact, and referral to administration for further action. Appropriate consequences will depend upon the severity of the insubordinate action.

Breakfast:

Breakfast is available for students to purchase in the school cafeteria each scheduled school day from 7:40 am – 7:55 am. Breakfast prices will be set by the LCSD #2 food service providers and the Federal School Lunch agencies. Breakfast items are not to be removed or consumed outside of the cafeteria eating area.

Lunch:

A hot lunch is available for students to purchase in the school cafeteria each scheduled school day. Jr. High & High School lunch will run from 11:24 am – 11:54 am. Lunch prices will be set by LCSD #2 food service providers and Federal School Lunch agencies. Lunch items are not to be removed or consumed outside of the cafeteria eating area.

Though we strongly encourage students to participate in the school lunch program, CHS does have an open campus during the lunch period. Students who choose to go off campus to eat lunch are expected to be on time to class following the lunch period.

Food in the classrooms:

Classroom food policies will be set and communicated by the individual classroom teacher. Students are expected to follow the expectations set by each individual teacher for their respective classroom.

Backpacks / Book Bags:

The intent of backpacks/book bags is for student convenience in transporting books to and from school. In order to create a safe environment, and to comply with fire

codes and egress requirements, students are not permitted to leave backpacks and personal items lying in the school hallways. Students are expected to leave their backpacks inside their assigned locker during the school hours. Student backpacks are expected to be of a standard size. Oversized or wheeled packs that do not fit inside a student's locker are not permitted.

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Weapons:

In accordance with Federal Statute and LCSD #2 policy, CHS has a zero-tolerance for weapons. Students are prohibited from bringing onto school grounds, or to any school activity, any firearm or item that by definition is a weapon. (i.e. knives, clubs, martial art implements, explosive devices, or any item intended to inflict injury on another individual.)

Any student who brings a weapon onto school grounds, or to a school activity, will receive a suspension for up to 10 days AND be referred to the LCSD #2 School Board of Trustees for possible expulsion.

Controlled Substances:

Possession and use of all alcoholic products, tobacco products, and illegal drugs are prohibited anytime you are a member of extra-curricular programs, on school properties, or at any school activities. Any student found in possession of, or under the influence of an alcoholic product, tobacco product, or illegal drug will be subject to disciplinary action set out in LCSD #2 policy, CHS disciplinary policy, CHS extra-curricular policy, as well as any legal consequences that apply to the possession and consumption of such items.

CHS disciplinary action may include suspension or other consequence deemed appropriate by administration, loss of extra-curricular privileges, referral to law enforcement agencies, and referral to the Superintendent of Schools for Board action.

Any student found to be selling or providing illegal substances on school grounds or at school sponsored activities will be subject to LCSD #2 policy, CHS disciplinary policy, as well as the legal consequences that apply to the sale and distribution of such items on school grounds.

Sexual Harassment:

CHS has a zero-tolerance policy for sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other unwelcome conduct or communication of a sexual nature.

Any student who believes that he/she has been the victim of sexual harassment by another student, or a school employee, should report the allegation to an appropriate school employee. All reports of sexual harassment will be taken seriously and followed by an investigation by a school official of the reported incident.

A substantiated charge of sexual harassment against a student shall subject that student to appropriate disciplinary actions which may include one or more of the following; verbal reprimand, counseling, suspension, or referral to the Superintendent for possible expulsion proceedings.

Bullying/Harassment/Intimidation:

The Cokeville Schools do not tolerate the intentional bullying, intimidation or harassment of any students.

"Harassment, intimidation or bullying" means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act initiated, occurring or received at school that a reasonable person under the circumstances should know will have the effect of: (A) Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage; (B) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or (C) Creating an intimidating, threatening or abusive educational environment for a student or group of students through sufficiently severe, persistent or pervasive behavior.

All reported cases of Bullying or Harassment will be taken seriously and investigated by school personnel. Any student found to be guilty of bullying, intimidating or harassing another student will receive appropriate consequences, which may include, suspension or referral for expulsion. Any student found to have made an intentional false accusation will be subject to the same appropriate consequences as listed above.

NONDISCRIMINATION

Lincoln County School District #2 (the District) is committed to a policy of nondiscrimination in relation to race, disability, national origin, ancestry, creed, color, religion, sex, or age. This policy should prevail in all matters concerning staff, students, educational programs and services, and individuals with whom the school district does business.

The District shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. respect for the individual, regardless of economic status, intellectual ability, race, disability, national origin, ancestry, creed, color, religion, sex, or age;
2. respect for cultural differences;
3. respect for economic, political, and social rights of others; and
4. respect for the right of others to seek and maintain their own identities.

The District, in keeping with the requirements of state and federal law, will attempt to remove any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; location and use of facilities; in educational offerings and instructional materials.

All employees, students, and community members are hereby notified that this district does not discriminate on the basis of sex in educational programs receiving federal or state financial assistance and that it does intend to comply with Title IX of the educational amendments of 1972 and as subsequently amended. Any student or their parent, or employee who has a complaint relating to sex discrimination, sexual harassment, or Title IX, is referred to policy ACA and the procedures set forth therein.

A statement of nondiscrimination shall be included in the faculty and student handbooks and shall be published at least once a year in a newspaper of general circulation in the district. A Civil Rights Compliance Officer will be designated by the Superintendent.

Please see board policy ACB for more information regarding equitable participation for public and private school students.

AMENDED: AMENDED: REVIEWED: AMENDED: ADOPTED: February 9, 2022 November 10, 2017 December 16, 2016 May 8, 2003 December 20, 1979

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Fighting:

CHS has a zero tolerance for fighting. This zero-tolerance applies to both physical and verbal confrontations. Fighting is prohibited at all times on any LCSD #2 properties, and while attending all school-sponsored activities. *Students who are involved in a fight will be subjected to the following and/or additional, discipline procedures:

- 1st Offense** - 1-3 day suspension
- 2nd Offense** - 3-5 day suspension
- 3rd Offense** - 5-10 day suspension referral to Superintendent

* Discipline may vary due to the type, extent, and nature of an individual student's involvement in a fight.

Electronic devices:

Students are prohibited from using cell phones in the classroom, and/or during class time if not in a classroom unless such use is approved by the teacher. Teachers may require students to turn phone into a class box to avoid distractions. The use of all electronic devices (video / music, etc.) is subject to each teacher's discretion. Additionally, all cell phones, iPads and camera equipment or items that photograph, are strictly prohibited in bathrooms, locker rooms, and dressing facilities. Students accessing such equipment in these areas will immediately have their phone or device confiscated. Due to the possibility of theft or damage, it is strongly recommended that students leave all electronic devices at home. CHS is not responsible for personal and electronic items that are lost, stolen, or damaged.

Students failing to abide by this policy will have their electronic device confiscated. Confiscated items will subject to the following procedure for basic classroom infractions: *As for bathroom, locker room, dressing facilities infractions, we will have a no tolerance approach and move right to 2nd offense:

- 1st offense** – Student / Administrator conference. Student's parent contacted.
- 2nd offense** – Student / Administrator conference and the confiscated device will only be returned to the student's parent/legal guardian.
- 3rd offense** – Device will remain confiscated until the end of the school year.

* Student possession or use of cell phones, and electronic devices while attending extra-curricular activities is subject to the discretion of the Head Coach or Activity Supervisor.

Student Dress and Appearance

CHS students are expected to abide by the **LCSD #2 / Cokeville Schools Dress Code**. The Student Dress Code of Lincoln County School District #2 reflects the mission of the Board, which includes providing a safe, non-distracting, and welcoming learning atmosphere. CHS and the LCSD #2 Board members believe that the responsibility for meeting the expectations of the Dress Code is primarily that of the student and the parents/guardians of the student. In the event of special activities or occasions, the school administration may authorize an exception to the following guidelines:

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<u>Student Dress and Appearance Guidelines</u>

--Why dress code: 1) To prepare students for dress codes they will encounter in post high school careers/other settings; 2) To dress for success...we act the way we dress; 3) Our community and staff expect high dress standards.

1. All clothing shall be clean, neat and unexaggerated. Distressed jeans are allowed if the distress shows no skin or clothing underneath the jean that is not the same cloth as the jean. The distress can be a maximum of 1 inch wide. Two pictures of appropriate distress are in this document.
2. Immodest, tight fitting (material that is revealing to the underclothing), or overly loose clothing shall not be worn. No Yoga Pants, or other overly casual looking clothing.
3. T-shirts, tattoos, or any type of clothing or personal items bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans and any other wording, drawing, pictures, symbols, etc. which in any way can be interpreted as suggestive, obscene, offensive or depicting violence are not permitted.
4. Pants/trousers/slacks need to be secured at the waist so that underclothing is not showing. Jean, Denim, Khakis, Corduroys, and Slacks are examples of pants. Athletic pants, leggings, and sweats are only allowed on designated days.
5. When skirts or dresses are worn, the bottom of the hem must touch the kneecap. *Short skirts (NOT kneecap length) with leggings are not permitted.*
6. Bare midriff and low cut shirts / blouses, sleeveless shirts and blouses, tank tops, or any other type of clothing that permits underclothing or skin normally covered by underclothing to be seen while standing, sitting, or bending, are not to be worn.
7. Shoes must be worn at all times. Flip flops and *household (a thin sole) slippers* are not allowed. Wheels, noisemakers, or damaging equipment on footwear are not permissible.
8. Heavy coats are to be left in lockers. Light jackets, blazers, vests, sweaters, and sweatshirts may be worn to class. Full-length jackets/coats such as those commonly referred to as “trench” coats or “dusters” are not allowed.
9. Hats, bandannas, sunglasses, and pajama pants are not to be worn. Hats and hoodies are to be removed upon entering building.
10. Inappropriate types of chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands, or wallet chains are not allowed.
11. Distracting/extreme hairstyles (for example: high spiked hair, hair carvings, Mohawks) or unnatural/extreme hair colorings (for example: bright green, purple, fluorescent orange) are not allowed.
12. Pierced jewelry is limited to ears only (maximum of two earrings per ear).
13. There may be special days approved in advance by administration when the dress code may be relaxed or altered.
14. Students will not wear shorts at school during regular school hours unless on a designated shorts day.

Examples of appropriately distressed jeans



*Any teacher upon seeing a student in violation of the above dress standards will request that the student make the necessary changes to comply with the requirements of the dress code. Students refusing to comply with a teacher’s request will be sent to a school administrator for action. The following procedure will be followed for students who are, (in the judgment of a school employee) found to be in violation of the dress code.

1st Offense - Student will be required to make the necessary changes to comply with dress standards.

2nd Offense - Student will be required to make the necessary changes to comply with dress standards, Conference with principal, student, and parents.

3rd Offense – Detention(s) will be assigned

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PROM Dress Standard:

Prom dress standard: Shoulder Straps, Close to knee length, Backs mostly covered, No low-cut fronts, Nothing see-through, No side cut outs, No bare midriffs, Bi-level must hit knee, No ballerina dresses above the knee. If you have friends coming to Prom, please share our standards with them.

Cheating:

Every student is expected to do his/her own work unless directed otherwise by the classroom teacher. Any kind of cheating (i.e. copying someone else’s work, using a cheat-sheet on a test, etc.) is a big deal and will be dealt with accordingly. If you are caught cheating, the following procedure will be followed:

1st offense- Student will lose credit on that assignment / test with no opportunity for make-up. Teacher will notify the student’s parents of the incident. *Students participating in activities/athletics will be ineligible for that week’s events.*

2nd offense- Student will lose credit on that assignment / test with no opportunity for make-up. Student will lose all opportunity for extra-credit in that class for the remainder of that Semester. Student will be referred to the principal who will contact the student’s parents. *Students participating in activities/athletics will be dismissed from the team or group.*

3rd offense- Student will receive a failing grade for his/her Semester grade and receive no credit for the course.

Horseplay:

Students are expected to treat school property with respect. In order to keep our hallways safe, activities such as running, horseplay, or activities that can result in injury are prohibited.

Food & Drink:

Students are expected to refrain from taking any food, candy, or drinks into any of the carpeted hallways of the school. All food and drinks are prohibited in the CHS auditorium and gymnasiums. (See Breakfast and Lunch programs)

Stealing:

We expect all of our students to conduct themselves in an honest and appropriate manner. Any student, who chooses to steal from the school, a school employee, or from a fellow student while on school property or on a school-sponsored activity, will be referred to a school administrator for appropriate consequences. Consequences may include one or more of the following, a restoration of stolen goods, attendance at Friday school, suspension from school, loss of privileges to participate in extra-curricular activities, removal from extra-curricular teams or groups, and / or referral to law enforcement officials.

Overnight Experiences

Overnight trips are part of Cokeville Schools offerings. It is expected that students strictly abide by the expectations set forth by the adults supervising overnight experiences. Overnight experiences represent a significant trust in student conduct and are a privilege. These experiences provide students with unique valuable learning opportunities. All Cokeville and District expectations apply to overnight experiences. Violations of conduct on overnight experiences will be handled based on the severity of the violation as determined by administration, but consequences could be very severe due to the potential risk of misconduct during an overnight trip and the liability and risk this puts on a student him/her self, other students, adults, and Lincoln County School District #2. CHS students represent themselves, their parents, CHS, and Lincoln County School District #2 and are expected to behave in a manner that reflects positively on all stakeholders.

Public displays of affection:

Students are to refrain from inappropriate displays of affection while at school or while attending school activities.

End of the Year Party:

CJHS / CHS will hold an end of the year party. This party is intended to celebrate academic and athletic work from the year. This party is a privilege and will be planned with the student council, student council advisor, and administrator. Students may be excluded from participating in this party due to situations occurring over the course of the year.

In order to participate, students can have:

-NO major handbook violations as determined by administration. Examples of this could include but are not limited to: truancy, noncompliance/disrespect, alcohol/drug issues.

-ONE dress code reminder. If you are warned a 2nd time for the same issue students would not be able to participate in the party.

-No failing grade – day prior to the party.

-If students need to petition for credit for a course attendance will be determined by administration / attendance committee discretion – possibility of not being able to attend the party.

-No misses of mandatory Friday school unless there are extenuating circumstances approved by administrator.

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Friday School

Friday School is available to any student who would benefit from receiving some assistance with their school work. We will always attempt to rotate the staff members to provide help in the different subject areas. You will be notified if your child is assigned to attend Friday School, or if staff feel Friday School would be beneficial.

CHS Absentee Policy

Attendance:

It is the expectation at C.H.S. to provide every student with a safe and quality education. Regular attendance at school is a critical factor in achieving that expectation. Because we believe that a student cannot be expected to learn if they are not present in class, C.H.S. has adopted the following attendance policy.

1. All students leaving campus during the regular school hours are required to check out at the office **prior to leaving the campus.** (With the exception of students participating in an approved Released Time program or lunch.) Parent or guardian verification will be required in order for a student to check out of school. Any absence resulting from a student leaving campus without properly checking out of school will be regarded as **an unexcused absence and /or truancy,** and will be subject to the disciplinary measures that accompany such.
2. When a student has accumulated four (4) absences in one class during a semester, a letter will be sent home to the parents or guardian of that student. If a student accumulates six (6) absences in one class during a semester, the student and their parents will be contacted by a school official. Absences excused by a medical doctor will be taken into consideration when making a determination on absence totals.

If a CHS student is absent eight (8) in one class during the semester, they will lose credit for that class and must *petition for that credit through the C.H.S. attendance committee. Any CJHS or CHS student who exceeds the allowed number of absences (8) in a semester will be required to attend the next available Friday school or after school time for each additional day missed at the discretion of the administrator.

**If student does not attend the required Friday School unless an exception is made by administration due to extenuating circumstance, they will not be able to attend the “End of Year Party” and may also have additional consequences that will be determined by an administrator.*

*** (Note) When determining if CHS credit should be awarded, the attendance committee will consider factors like the final grade earned in the course, the nature of the absences (excused/unexcused etc.), past attendance record, teacher’s recommendation, etc. The committee may bypass the final petitioning step (petitioning to the panel) if half or more of the absences are major medical related (surgeries or other major sicknesses requiring physician’s attention) with documentation presented, and/or final grade is a B or higher. If final petitioning step is followed, the attendance committee will make one of these final decisions:*

grant full credit, deny credit, or set specific conditions that the student must fulfill before receiving credit.

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Definitions - Absences:

1. **Excused absence-** An excused absence is a parent/guardian excused absence for a verifiable medical (illness, doctor/dental apt. etc) or “extraordinary” family (funerals, weddings, emergencies etc.) event. Excused absences will count as one (1) absence toward a student’s allowed limit. (See late work policy)
2. **School excused absence-** Any absence resulting from a student’s participation in an approved, school sponsored activity. School excused absences will not count toward a student’s allowed limit. (See late work policy)

Seniors can have 2 campus visits that are school excused. To be school excused the campus visit needs to be pre-approved by the principal or counseling at least one week in advance. The student must provide documentation of the visit (e-mail connected to tour, something signed by the person providing the tour, or other documentation set up before hand).

3. **Unexcused absence-** Any absence that does not meet the requirements of an excused absence as defined by State Statute or LCSD#2’s attendance policy, or results from excessive tardies, (see tardy policy) will be considered unexcused. Unexcused absences will count as one (1) absence. The procedure for responding to unexcused absences will be as follows:
 - a) Per statute 21-4-104, a letter will be sent to the parent / guardian of the child upon receipt of their first unexcused absence.
 - b) Students will not be allowed to make-up class work missed due to an unexcused absence.
 - c) A student receiving a second unexcused absence in a school year will be required to attend the next scheduled Friday school.
 - d) In the event that an unexcused absence is also deemed a truancy, additional disciplinary action will follow.

Consequences for Truancy:

A student who leaves campus without following the appropriate check-out procedures, or who is not where they are expected to be is truant. A student who is found to be truant will not be allowed to make up the work missed due to their truancy. In

addition, a student who is deemed truant by not being where they are expected to be, will receive the following consequences:

***1st offense-** Conference with an administrator and a phone call to parents.

***2nd offense-** Conference with an administrator, a phone call to parents, and mandatory attendance at the next scheduled session of Friday School.

***3rd offense-** 1-5 day suspension from school (to be determined by the school administrator) and a conference with the school administrator and the student's parents to determine criteria for reinstatement in school.

**In a given school year*

Tardy Policy:

Promptness to class is very important. Students are expected to be ready to work when the tardy bell rings. Tardies will be handled as follows:

1. Tardies will be handled by individual classroom teachers up to five (5) cumulative per semester.
2. The sixth (6th) tardy in the same class during the semester will result in mandatory attendance at Friday School.
3. Additional tardies will each result in mandatory attendance in detention for each additional tardy. Extenuating circumstances may be taken into consideration when assigning consequences.

**If student does not attend the required Friday School for tardies they will not be able to attend the "End of Year Party" unless there are extenuating circumstances approved by the administrator. Additional consequences may be determined to be appropriate by an administrator.*

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CHS Extra-Curricular Eligibility Policy:

The extra-curricular activity programs provided by Cokeville High School are designed to enhance the educational experience of our students. Participation in the extra-curricular programs is a privilege. The privilege of participation can be lost if the coaches, sponsors, or school administration finds just cause.

All students wishing to participate must provide all required documentation prior to participating in any aspect of the activity. Students are also required to read and abide by the requirements set forth in the "Activity Contract." Students failing to do so will put their ability to participate in jeopardy.

In addition to the criteria set forth in the "Activity Contract", all students participating in an extra-curricular activity at Cokeville High School must meet the eligibility requirements set forth by the Wyoming High School Activities Association.

CHS Late Work Policy

Students are expected to make every effort to turn in assignments on time. Student work turned in late will be subject to the classroom policy as established and communicated by the respective teacher. Students will be allowed at least 1 calendar week to turn in late work resulting from an excused absence. Late work resulting from an unexcused absence or truancy will not be accepted.

CHS Test Re-Take Policy

Any student may choose to re-take a common assessment within 1 calendar week of receiving the results of the test. Re-take tests will measure the same content as the original test but may or may not be the exact same test as was originally administered. Teachers will use their discretion in creating appropriate re-takes.

The Every Student Succeeds Act (ESSA) was signed into law in December 2015. Section 1112 (e)(i)(ii), addresses the parent's right to know. You have the right to request information about the qualifications of your child's teacher, which includes state license status with approved subject areas, emergency/provisional status, and field of discipline. You also have the right to request information about paraprofessionals if any are providing services to your child, and what their qualifications are.

Valedictorian & Salutatorian Calculation

The Valedictorian will be determined by multiplying the grade points for each semester grade by its multiplier and the average taken of those scores. The student with the highest score will be the Valedictorian. The student with the second highest point value will be the salutatorian.

Any senior that achieves a 3.5 unweighted, cumulative GPA and successfully completes a full year of a level 4 multiplier course will be honored as a high honor student. High Honor students will be recognized by wearing honor cord(s) at the graduation ceremony.

The following is a listing of each grade and the grade points assigned each letter grade:

<u>Letter Grade</u>	<u>Grade points</u>
. "A"	= 4.000
. "A-"	= 3.667
. "B+"	= 3.333
. "B"	= 3.000
. "B-"	= 2.667
. "C+"	= 2.333
. "C"	= 2.000
. "C-"	= 1.667
. "D+"	= 1.333
. "D"	= 1.000
. "D-"	= 0.667
. "F"	= 0.000

Example: Student grade in Calculus = "B+" Valedictorian calculation would be as follows:

$$\begin{aligned} \text{Grade points} * \text{Multiplier} &= \text{score} \\ \text{i.e. } 3.333 * 4 &= 13.332 \end{aligned}$$

Each semester grade will be calculated as such and the average of these scores will determine the point value for each student. The following page shows an example of multiplier for classes offered at Cokeville High School.

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Course	Multiplier	Course	Multiplier
Accounting I	1	Multimedia I & II	1
Accounting II	2	Computer App Beginning	2
Am. Government	2	Intro. To Engineering	1
Journalism	1	Engineering	2
Art I	1	Stats	3
Art II	1	Senior Capstone	1
Art III	2		
Art IV	2	App Development	1
Am. History	2	P.E.	2
Band I	1	Animal Science	1
Band II	1	Environmental Science	1
Band III	2	Physical Science	2
Band IV	2	Physics	4
Biology	2	Physiology	4
Biology II	3	Sociology	2
Building Trades	1	Spanish I	1
Chemistry	4	Spanish II	2
CAD I	1	Spanish III	2
CAD II	2	Spanish III(WWCC)	5
CAD III	2	Weightlifting	1
Choir I	1	Welding I	1
Choir II	1	Welding II	2
Choir III	2	Welding III	2
Choir IV	2	World History	
Driver's Ed.	2	Yearbook	1
Economics	2	*Biology (Honors)	5
English I	2	*Medical Terminology	5
English II	2	*Pre-Calculus (AP/on-line)	
English III	2	*Calculus (AP/on-line)	5
English IV	3	*Economics (AP/on-line)	5
*English 1010/1020	5	*Am. Gov. (AP/on-line)	5
Financial Lit.	2	*U.S. History (AP/on-line)	5
Health	2	*Stats (AP/on-line)	
Applied Math	2	*Psychology (AP/on-line)	5
Algebra II	3	* College credit – WWCC, USU or Other AP Level Completion	
Geometry	2		
Graphics	1		
Graphics II	2		
Pre-Calculus	4		
Calculus	4		
Consumer Math	2		

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Cokeville High School

Graduation Requirements

The following courses are required for every student that graduates from Cokeville High School:

English Requirements: 4 credits

1. English I
2. English II
3. English III
4. English IV or English IV (1010)

Mathematics: 3 Credits*

1. Algebra I
2. Algebra II
3. Geometry

*The administrator must approve equivalent courses.

Science: 3 credits

1. Physical Science
2. Biology
3. Elective Science

Elective Science courses can be selected from the following: Chemistry, Physics, Biology II, Environmental Science, Animal Science.

Social Studies: 3 credits

1. World History
2. American History
3. American Government/Economics

Physical Education: 1 credit

1. P.E. I (.5 credit)
2. Health (.5 credit)

Students wishing to graduate must complete the required courses and earn a total of 27 credits.

Students wishing to graduate with the distinction of honors must meet the previously state graduation requirements, achieve a cumulative GPA. of 3.5 or higher, and complete 1 full credit of upper division courses. (Upper division courses are those with a multiplier of 4 or 5.)

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Hathaway Scholarship—Also prepares individuals for scholarships for all Colleges or Universities.

The state of Wyoming has established a generous scholarship program in the name of former Wyoming Governor Stan Hathaway that gives eligible Wyoming students scholarship money to attend the University of Wyoming or a Wyoming community college. Students are strongly encouraged to take coursework that will best prepare them to be awarded the maximum amount of money available.

	<u>Provisional Opportunity</u> GPA 2.5 ACT 17	<u>Opportunity</u> GPA- 2.5 ACT 19	<u>Performance</u> GPA 3.0 ACT 21	<u>Honors</u> GPA 3.5 ACT 25
<u>Required Classes</u>	\$840 per semester	\$840 per semester	\$1260 per semester	\$1680 per semester
Math	3	4	4	4
English	4	4	4	4
Science	3	4	4	4
Social Studies	3	3	3	3
FPA or CTE or FL	2	4	4	4

If you have any questions about the Hathaway Scholarship go to:
<https://hathaway scholarship.org/hathaway-scholarship/eligibility-requirements>
 or the requirements of the Success Curriculum please contact Mr. Dietz or Mrs. Nate.

Performance Requirements: In addition to earning Carnegie Credits as described above, a student must show evidence of proficient performance, at a minimum, on Wyoming’s uniform student Content and Performance Standards for the common core of knowledge and skills. Evidence of proficient performance is gained through performance on **course work, course-based assessments, and common assessments** adopted under the district’s Body of Evidence system. Within a single core class, the district uses a **compensatory** approach for determining the level of student performance against the standards. With this approach *daily work within a class will account for 60% of the evidence with the remaining 40% of the evidence coming from a student’s performance on course-based and district-adopted common assessments.* WY-TOPP scores and/or scores on other district-approved assessments may be used to determine proficiency on borderline cases or as evidence in an appeals process.

Aggregation of Scores: As students complete each semester class at a high school in the district, they will earn points toward graduation based on daily class work, course-based assessments, and common assessments. In each semester course the daily class work will count for up to 40 points and the course-based and district-adopted common assessments will count for 95 points. This approximates a 30% class work and 70% course-based and common assessments weighting. This ratio assures that the preponderance of evidence for graduation comes from the course-based and common assessments while still valuing the class work that is done by the students. The following is a scenario for a typical class. This aggregation process also allows the district to make decisions on proficiency at both the content and the course level.

Class work	60 Percent
Common Assessments	40 Percent
Assessment 1	} (30 % suggested)
Assessment 2	
Assessment 3	
Assessment 4	
<u>Semester Assessment</u>	<u>(10% suggested)</u>
Total	100 Percentage Points

Students are assigned an overall grade for the course using a scale which will be determined using a systematic cut score methodology for each course.

- 90 - 100 points (%) = A = ½ (graduation) Credit
- 80 - 89 points (%) = B = ½ (graduation) Credit
- 70 - 79 points (%) = C = ½ (graduation) Credit
- 60 - 69 points (%) = D = ½ (graduation) Credit
- Less than 60 points (%) = F = No Carnegie (graduation) Credit

It is my hope that you find the information in this handbook useful. It is important to note that while care has been taken to ensure that all CHS policies contained within this book comply with LCSD#2 policies, if a discrepancy exists, LCSD#2 policy will take precedence. If you have any questions about any of the policies contained in this book, please do not hesitate to contact Mr. Dietz, Mrs. Nate, or any other CHS faculty member. If you have any questions about a topic not covered in this handbook, please contact Mr. Dietz.

Good luck on a successful school year.
