

2025-2026 CHS Student Handbook
"Home of the Panthers"



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

We are thrilled about the opportunities the 2025-2026 school year will bring. This year promises to be a fantastic period of learning and growth for all of us. Our mission remains to "make better for life and the next level," and we are eager to work alongside parents and students to achieve this goal.

As in previous years, this handbook is designed to provide you with guidelines to assist in decision-making. The standards at CHS are high, and our objective is to help you reach these high levels of achievement in all areas. Please feel free to reach out whenever needed, as we believe that collaboration with parents is essential for student success in all areas.

We want to continue being CLASSYY as we move forward 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 dedication and involvement in classes and extracurricular activities. Your participation and effort significantly impact your ability to achieve goals and prepare for the next level. Additionally, we have written a grant to provide additional character education learning opportunities for students. Twice a month students will participate in these learning opportunities during daily.

Let's have 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

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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.

<u>Grading and Issuance of Credit</u>
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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 12:07 pm – 12:37 pm. 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.

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Student Conduct Procedure JFC-R

All pupils are expected to comply with the school regulations as well as other commonly accepted standards of good behavior, pursue the required course of study and submit to the authority of the administration, teaching staff and all other persons employed for the purpose of instruction and supervising students.

Administrative and/or administrator designee is authorized to suspend any pupil for up to five (5) days for violation of approved rules of conduct. Any days beyond five (5) require superintendent approval (not to exceed 10 consecutive school day(s)).
 The following constitutes infractions of approved rules of conduct:

1. Willful disobedience of staff.
2. The possession or use of tobacco, alcohol, illegal drugs or a substance used for the purpose of altering the mental processing, impairing the consumers' judgment or motor skills or contrary to the lawful intended use of the substance upon school premises or at school approved activities.
3. Profanity or vulgarity
4. Truancy and tardiness
5. Inappropriate public display of affection
6. Unauthorized or inappropriate use of vehicles on school property
7. Vandalism of or tampering with district property
8. Offenses that may be detrimental to the welfare or safety of other pupils
9. Bullying, hazing or harassing others
10. Any other behavior that in the judgment of school authorities is detrimental to the welfare, safety and educational environment of others.

The above prohibited actions shall be published in a handbook and made available to students and parents. (Policy JFC)

Detention Options	
The purpose of detention is to serve as a consequence for students who violate the CHS discipline code. Detention is designed to be aversive in that students are not permitted to socialize, sleep, or use electronic devices. Students who violate detention rules are subject to Out of School Suspension (OSS) or other appropriate disciplinary consequences.	
Before School Detention	Lunch Detention
Before school detention will occur daily from 7:25 – 7:55. Before school detention will be managed as a quiet study hall, and all classroom rules will apply. Students will be provided an opportunity to purchase a school breakfast, or they may eat a breakfast brought from home.	Lunch detention will occur daily from 12:07 – 12:37. Lunch detention will be managed as a quiet study hall, and all classroom rules will apply. Students will be provided an opportunity to purchase a school lunch, or they may eat a lunch brought from home.
Suspension Options	

In School Suspension (ISS)		Out of School Suspension (OSS)	
<p>Students who are assigned ISS must report to ISS (generally held in the conference room) upon arrival to campus. Students in ISS will be required to work independently and quietly on school work and other academic tasks assigned by the staff member supervising ISS. Students will be provided an opportunity to purchase a school lunch or breakfast, or they may eat a breakfast or lunch brought from home. Students will eat in the ISS Room assigned. During an assigned ISS day, students will not be permitted to participate in extracurricular activities and are prohibited from being on campus after dismissal. Students who fail to comply with the rules of ISS will be assigned OSS.</p>		<p>Students who are suspended from Cokeville High School are prohibited from being on campus or in attendance at any school activity or event for the duration of their suspension. A parent meeting to develop or review a behavior plan/contract may occur prior to the student returning to school. Students who come on to campus during an Out of School Suspension will be subject to a trespassing violation as well as additional school consequences.</p>	
School-Wide Tardy Policy			
<p>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:</p> <ol style="list-style-type: none"> 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. <p><i>*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.</i></p>			
Offenses violating rules of common courtesy, classroom and school rules, or behavior that interferes with the learning of self or others.			
Behavior	Tier 1	Tier 2	Tier 3
Disruptive Behavior / Disrespect for school	Phone call home from teacher / staff member.	Parent meeting with teacher / admin / parent – detention	Suspension 1-3 days. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Dress Code Violation (Excluding Hats)	Student complies with dress code and parent contact	Student complies with dress code, parent contact and 1 unit of detention	Suspension 1-3 days. Reaching this level will exclude the student from being able to participate in the end of the year activity.

Hat Violation	Hat will be turned in to the office until the end of the day. Students would request their hat back at the end of the day.	Hat will be turned into the office until the end of the day. Student would request their hat back at the end of the day. Student would receive one unit of detention.	Parent would need to come and pick up the hat.
Inappropriate display of affection (PDA)	Formal warning and parent contact	Parent meeting and detention	Suspension 1-3 days. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Failure to comply with disciplinary consequences	1 unit of detention	Parent contact and 1 day ISS.	Parent contact and 1 -5 days ISS/OSS. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Failure to check out prior to leaving school	1 unit of detention	2 units of detention	Parent contact and 1 day ISS/OSS. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Insubordination (defiance of authority or showing disrespect)	2 units of detention and parent contact	Parent contact and 1-3 days suspension. Reaching this level will exclude the student from being able to participate in the end of the year activity.	Parent contact and 3-10 days suspension and possible referral to Superintendent. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Cheating, plagiarism, or falsifying documents, which may include unapproved AI use.	2-4 detention units, loss of points on assignment/test and parent contact	1 day suspension, loss of points on assignment/test, and parent meeting. Reaching this level will exclude the student from being able to participate in the end of the year activity.	3 days suspension, loss of points on assignment/test, and parent meeting.
Use of personal electronic devices in classrooms	Device will be turned into the office and can be picked up by the student at the end of the day along with a behavior contract filled out with student.	Device will be turned into the office and can be picked up by the parent at the end of the day. Behavior contract reviewed and parent contact.	1-3 days suspension, parent meeting and behavior contract. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Truancy	Detention will be given time for time.	Parent contact and 1 day ISS. Reaching this level will exclude the student from being able to participate in the end of the year activity.	1-5 days OSS and parent meeting. Reaching this level will exclude the student from being able to participate in the end of the year activity.
Vulgarity and/or profanity	2-4 units detention	Parent contact and 1 day ISS. Reaching this level will exclude the student from being able to	1-5 days OSS and parent meeting

		participate in the end of the year activity.	
Matters of Law – Violation of law. Law enforcement may be notified. These are examples only and not limited to:			
Behavior	Tier 1	Tier 2	Tier 3
Fighting/Promoting Violence	1-3 days suspension, parent contact, behavior contract. Reaching this level will exclude the student from being able to participate in the end of the year activity.	3-5 days suspension, parent meeting, and referral to superintendent.	Referral to superintendent.
*Promoting Violence: The promotion of violence by encouraging others to fight/engage in an altercation, taunting those involved in a fight/altercation, recording and/or distribution of a fight/altercation, failing to seek adult intervention to prevent or stop a fight/altercation and failing to report a fight/altercation which has occurred, or may occur, shall result in disciplinary action, up to and including suspension or expulsion.			
Bullying / Harassment (physical, sexual, racial, and verbal)	Student will be assigned 2-4 units of detention, parent contact, and behavior contract.	1-3 days suspension, parent contact, and behavior contract. Reaching this level will exclude the student from being able to participate in the end of the year activity.	3-5 days suspension, parent meeting, and referral to superintendent.
Making a prank 911 call, bomb threats, or pulling fire alarms falsely	Suspension, referral to superintendent and law enforcement	Suspension, referral to superintendent and law enforcement	
Stealing	1-3 days suspension, restitution, parent meeting, and behavior contract	3-5 days suspension, restitution, and referral to superintendent.	
Vandalism	1-5 days suspension, restitution, parent meeting, and behavior contract. Reaching this level will exclude the student from being able to participate in the end of the year activity.	3-5 days suspension, restitution, and referral to superintendent.	
Assault of a staff member	1-10 days of suspension, referral to superintendent. Reaching this level will exclude the student from being able to participate in the end of the year activity.		
Substance abuse (consuming, soliciting, possessing, or under the influence of: alcohol or other drugs, or paraphernalia)	1-10 days suspension, referral to superintendent. Reaching this level will exclude the student from being able to participate in the end of the year activity.	5-10 days suspension, referral to superintendent.	
Tobacco possession or use (including hookah devices, electronic cigarettes, and any	1-3 days suspension, parent contact and complete MyLifeMyQuit canvas course. Reaching this level will exclude the student from	3-5 days suspension, parent meeting	Referral to superintendent

tobacco or nicotine product.	being able to participate in the end of the year activity.		
Vaping in School including students who have a pattern (3 or more times) of being in the bathrooms when the vape detectors have gone off.	1-3 days suspension, parent contact and complete the MyLifeMyQuit Canvas course. Reaching this level will exclude the student from being able to participate in the end of the year activity.	3-5 days suspension, parent meeting	Referral to superintendent
Possession with intent to sell or distribute an illegal substance, OTC drug or prescription drug	Referral for expulsion hearing		
Use and/or possession of weapons or explosive devices	Referral for expulsion hearing		

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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Student Dress and Appearance Guidelines

--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. Costuming is prohibited.
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 (or sandals with a strap around the back of the ankle) 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 and cannot be excessive or extreme. One nose stud in one nostril is permitted. (for example: excessive gauging, chains, or other distracting ear piercings).
13. There may be special days approved in advance by administration when the dress code may be relaxed or altered.
14. Students will be able to wear shorts the first four weeks and last four weeks of the school year and on other designated days. Shorts need to be halfway down the thigh measured from the knee to the bottom of the crotch.

Examples of appropriately distressed jeans



*Teachers are responsible to check dress during first hour. 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.

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Standard for Dresses at Dances:

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.

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)

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.

Lockers:

Students are encouraged to lock their academic and sports lockers. CHS will provide, upon request, locks for sports lockers. If a student chooses not to lock his/her locker, CHS is not responsible for lost, damaged, or stolen items.

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 and shown in the table above. Examples of this could include but are not limited to: truancy, fighting, noncompliance/disrespect, alcohol/drug issues, persistent dress code violations.

-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) times 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.*

Lincoln County School District No. 2 recognizes its obligations under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act (ADA), and the individuals with Disabilities Education Act (IDEA). Students with disabilities are entitled to reasonable accommodations and protections to ensure equal access to educational opportunities, including attendance-related support. Absences due to a student's illness, injury, or disability will be reviewed in accordance with Section 504 and IDEA requirements. The district will ensure that attendance policies do not discriminate against students with disabilities and that Individualized Education Program (IEP) and Section 504 teams are involved in determining appropriate attendance expectations and supports.

See Procedure JED-R

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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.

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:

Letter Grade Grade points

.	“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
Algebra I	2	Nutrition	2
Algebra II	3	P.E.	2
Am. Government	2	Physical Science	2
Applied Math	2	Physics	4
Art I	1	Pre-Calculus	4
Art II	1	Psychology	2
Advanced Art	2	Roadside Assistance/Small Eng	1
Am. History	2	Senior Capstone	1
American West	1	Sociology	2
Animal Science	1	Spanish I	1
Band I	1	Spanish II	2
Band II	1	Teachers Aide/ Work Exp	1
Band III	2	Weightlifting	1
Band IV	2	Welding I	1
Biology	2	Welding II	2
Biology II	3	Welding III	2
Building Trades I/II	1	Welding IV	2
Business/Consumer Math	2	World History	2
Chemistry	4	** College Credit Classes	5
Choir I	1		
Choir II	1		
Choir III	2		
Choir IV	2		
Computer Science	2		
Economics	2		
English I	2		
English II	2		
English III	2		
English IV	3		
Environmental Science	1		
Fitness for Life	1		
Geometry	2		
Government	2		
Health	2		
Journalism	1		

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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 stated 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.

Code EJ/E.1000: Sex Designated Facilities

SEX DESIGNATED FACILITIES

Definitions: For purposes of this policy, the terms “coach”, “female”, “male”, “restroom” or “changing room”, “school-sponsored activity”, “sex” and “sleeping quarters” shall have the meanings as defined by W.S. 21-3-137.

Every multiple occupancy restroom and changing room in any building owned by Lincoln County School District #2 shall be designated for the exclusive use of the male sex or the female sex. Multiple occupancy sleeping quarters shall be designated for the exclusive use of the male sex or the female sex. Except as otherwise provided by this policy, every person shall use the restroom, changing room and sleeping quarters designated for that person's sex.

Any person who fails to use a restroom, changing room or sleeping quarters that is designated for that person's sex shall be subject to disciplinary action. Students shall be subject to disciplinary action according to the student handbook for their respective school. Employees shall be subject to disciplinary action, up to and including termination or dismissal. Visitors, guests, volunteers and others in school district buildings who refuse to comply with this policy may be subject to removal from school district buildings and property.

A reasonable accommodation shall be made for any person who does not wish to use a multiple occupancy restroom, changing room or sleeping quarters designated for that person's sex. A reasonable accommodation shall include a single occupancy restroom, changing room or sleeping quarters. A reasonable accommodation shall not include access to a restroom, changing room or sleeping quarters that is designated for use by members of the opposite sex while persons of the opposite sex are present or could be present. This policy shall not apply to persons entering a multiple occupancy restroom, changing room or sleeping quarters designated for use by the opposite sex when entering for at least one for the following reasons:

- a. For custodial, maintenance, repair or inspection purposes;
- b. To render emergency medical assistance;
- c. If a suitable meeting room or area is not available, a coach may enter a locker room before, during or after a school-sponsored activity, provided:
 - i. All students present are fully clothed;

- ii. The coach shall be accompanied by not less than one (1) additional adult at all times;
 - iii. If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one (1) adult of the same sex as the students present; and
 - iv. The adults present shall not be current high school students.
- d. For an adult to render assistance to any student or person requiring assistance because of disability or age;
- e. If a suitable meeting room or area is not available and the coach is the coach of a school-sponsored activity with members of both the male and female sexes on the team or in the activity, the coach may enter a locker room before, during or after the school-sponsored activity if all students are fully clothed. The coach shall be accompanied by not less than one (1) additional adult at all times but an additional adult shall not be required if members of the activity of both sexes are present in the locker room. The adults present shall not be current high school students.
- f. To render caregiving assistance;
- g. To receive assistance if the person is accompanied by a family member, legal guardian or the person's designee who is a member of the designated sex for the single-sex restroom, changing room or sleeping quarters;
- h. When necessary to prevent a serious threat to public health or student safety during an ongoing natural disaster or emergency;
- i. When a school official or employee enters a restroom, changing room or sleeping quarters while in the performance of the official's or employee's official duties and who takes reasonable steps to ensure that no person in the room is in a state of undress;
- j. When a restroom, changing room or sleeping quarters has been temporarily designated for use by the opposite sex.