



# COCALICO SCHOOL DISTRICT ELEMENTARY PARENT/ STUDENT HANDBOOK 2023-2024

SCHOOL COLORS: Royal Blue and White

SCHOOL MASCOT: Eagle

***Our Mission:***

*We inspire and support learning for every child, every chance, every day.*

***Our Vision:***

*All students will be empowered to achieve their fullest potential.*

The information in this handbook has been compiled to better inform you of our various services, policies, procedures, and events. It was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide important, specific information about certain Board policies and procedures. We are providing this handbook to you as a guide and road map to a successful school year. Please take the opportunity to read through it carefully and keep the handbook available for future reference.

The purpose of this handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

School research has consistently shown that informed and supportive parent involvement in the educational process is vital to a child's success in school. Developing connections with families is very important and we invite you to partner with us in providing a meaningful and memorable elementary school experience for our students. If you have additional questions, please visit the website at [www.cocalico.org](http://www.cocalico.org) or contact the school office.

Dr. Susan E. Snyder  
Principal  
Adamstown Elementary

Mrs. Angela N. Marley  
Principal  
Denver Elementary

Dr. Bryan Watkins  
Principal  
Reamstown Elementary

Mrs. Danielle Pfautz  
Assistant Elementary Principal

## SCHOOL NUMBERS

	TELEPHONE	FAX
Adamstown	(717) 484-1601	(717) 484-1613
Denver	(717) 336-1501	(717) 336-1503
Reamstown	(717) 336-1531	(717) 336-1533

Regular Office Hours: Monday-Friday, 7:30 AM - 4:00 PM.

Summer Office Hours may be different. Please call your school office for more information.

## GRADES 1- 5 TIME SCHEDULE

Regular Day	2 Hour Late Start	11:30 Dismissal	1:30 Dismissal
8:35 – 3:00	10:35 – 3:00	8:35 – 11:30	8:35 – 1:30

## AM KINDERGARTEN TIME SCHEDULES

Regular Day	2 Hour Late Start	11:30 Dismissal	1:30 Dismissal
8:35 – 11:15	10:35 – 12:15	8:35 – 11:30	8:35 – 10:30

## PM KINDERGARTEN TIME SCHEDULES

Regular Day	2 Hour Late Start	11:30 Dismissal	1:30 Dismissal
12:15 – 3:00	1:15 – 3:00	12:15 – 3:00	11:30 – 1:30

# COCALICO SCHOOL DISTRICT ELEMENTARY PARENT/ STUDENT HANDBOOK

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**ELEMENTARY STAFF****- District Staff -**

Dr. Ella Musser	Superintendent
Dr. Beth Haldeman	Assistant to the Superintendent
Dr. Stephen Melnyk	Assistant to the Superintendent
Bradley Kafferlin	Director of Technology
Dr. Andria Weaver	Director of Special Services
Dr. Elizabeth Zimmerman	Special Education Consultant
Denise Logue	K-12 Director of Academic Supports
Ginger Mickey	Library/Media Services Coordinator
Kristen Hartranft	Technology/Enrichment Coordinator
Cheryl Frost	Math Implementation Coach
Michelle Shirey	Career Counseling & Enrichment Coordinator
Officer Eric Fisher	School Resource Officer
Janelle Matz	Online Learning Facilitator

**- Faculty and Staff -**

(subject to change)

Adamstown Elementary

Dr. Susan E. Snyder	Principal
Mrs. Danielle Pfautz	Asst. Elementary Principal
Heidi Zook-Payne	Administrative Assistant
Felicia Earhart	Administrative Assistant
Elise Clicquennoi	School Counselor
Adam Mason	School Psychologist
Samantha Hackenburg	Grade 5
Matthew Landis	Grade 5
Kelly Martin	Grade 5
Andrea Tartaglia	Grade 5
Abigail Buckwalter	Grade 4
Meghan Grove	Grade 4
Michele Koch	Grade 4
Lisa Borry	Grade 3
Melissa Keck	Grade 3
Jan Lorah	Grade 3
Robyn Reel	Grade 3
Amanda Evans	Grade 2
Susan Hertzog	Grade 2
Elizabeth Steffy	Grade 2
Emily Jacobs	Grade 1
Mary Orndorff	Grade 1
Jacob Reinsmith	Grade 1
Mary Snyder	Grade 1
Mindy Bell	Kindergarten
Julie Zaorski	Kindergarten
Faith Mumma	Art
Kristy Gettle	ESL
Tara Leshner	IU Autistic Support
Katlyn Kline	IU Autistic Support
Emma Gochbauer	Learning Support
Chelsea Mann	Learning Support
Stephanie Noll	Library/Media Center
Billie Jo Schoener	Library Assistant
Robbie Trescavage	Instrumental Music
Stephanie Miller	Music
Jenine Bisaccio	School Nurse
TDB	Licensed Nurse
Kylie Good	Licensed Nurse
Tireany Leaman	Licensed Nurse
Amanda Long	Licensed Nurse
Christina Mattox	Licensed Nurse
Maria Plaksin	Licensed Nurse
Ann Marie Brown	Math & Reading Support
Elaine Evans	Math & Reading Support

Adamstown Elementary (Continued)

Jenna Yarger	Physical Education
Lisa Byrom	Reading/Math Paraprofessional
Susan Grisafi	Reading/Math Paraprofessional
Kay Schell	Reading/Math Paraprofessional
Lauren Yang	Reading/Math Paraprofessional
Daniela Arroyo Castro	Paraprofessional
Samantha Borry	Paraprofessional
Ruth Buffenmyer	Paraprofessional
Lori Daly	Paraprofessional
Cathrin Fuentes	Paraprofessional
Melissa Hyneman	Paraprofessional
Joanne Klee	Paraprofessional
Karli Little	Paraprofessional
Elisabeth Noll	Paraprofessional
Elizabeth Nye	Paraprofessional
Jennifer Rhinier	Paraprofessional
Kristy Sensenig	Paraprofessional
Barb Wise	Paraprofessional
Rick Strauss	Head Custodian
Brian Gensemer	Custodian
Steven Priga	Custodian
Tammy Moran	Head Cook
Julie Hackenberg	Food Services
Glenda Smith	Food Services
Suzanne Wentzel	Food Services

Denver Elementary

Mrs. Angela Marley	Principal
Mrs. Danielle Pfautz	Asst. Elementary Principal
Tammy Ruth	Administrative Assistant
Tina Zerbe	Administrative Assistant
Rachel Albrecht	School Counselor
Amy Lettorale	School Psychologist
Matthew Bartholomew	Grade 5
Shawn Martin	Grade 5
Heather Myer	Grade 5
Brian Eckhart	Grade 4
Brynn Gallagher	Grade 4
Jill Lutz	Grade 4
Seth Sigman	Grade 4
Kelly Barnett	Grade 3
Lauren Bennett	Grade 3
Jill Carper	Grade 3
Matthew Eshelman	Grade 3
Jennifer Eshelman	Grade 2
Ann Ginder	Grade 2
Roseanne Milligan	Grade 2
Katherine Steckbeck	Grade 2
Vicki Kreider	Grade 1
Kasey McIntyre	Grade 1
Kathy Robb	Grade 1
Lauren Studenroth	Grade 1
Trisha Pohronezny	Kindergarten
Denise Young	Kindergarten
Erin Gahres	Art
Daria Rohrer	ESL
Kelly Cherrie	Learning Support
Rebecca Duran	Learning Support
Ian Murray	Learning Support
Paige Roell	Learning Support/Itinerant Autistic Support
Katie Schlegelmilch	Learning Support
Justin Shober	Learning Support
Elizabeth Cerullo	Library/Media Center
Theresa Nye	Library Assistant
Robbie Trescavage	Instrumental Music
Kristin Burkholder	Music

Denver Elementary (Continued)

Kristina Heft	Certified School Nurse
Kylie Good	Licensed Nurse
Tireany Leaman	Licensed Nurse
Christina Mattox	Licensed Nurse
Maria Plaksin	Licensed Nurse
Jared Augustine	Math & Reading Support
Colleen DiMatteo	Math & Reading Support
Michael Sholansky	Physical Education
Tamara Armstrong	Physical Education – Adapted
Kim Brown	Reading/Math Paraprofessional
Kira Dickson	Reading/Math Paraprofessional
Karen Eiding	Reading/Math Paraprofessional
Kimberly Keifer	Reading/Math Paraprofessional
Lisa Marsteller	Reading/Math Paraprofessional
Heather Allison	Paraprofessional
Tracy Bain	Paraprofessional
Michelle Brown	Paraprofessional
Sherry Brunick	Paraprofessional
Sonya Fox	Paraprofessional
Melissa Freed	Paraprofessional
Angie Freeman	Paraprofessional
Heidi Habecker	Paraprofessional
Laken Keehner	Paraprofessional
Amber Martin	Paraprofessional
Kristin Martin	Paraprofessional
Jodi Mullins	Paraprofessional
Deborah O'Neill	Paraprofessional
Shauna Redcay	Paraprofessional
Jamie Schneider	Paraprofessional
Amber Sharp	Paraprofessional
Angela Snader	Paraprofessional
Corinne Sweigart	Paraprofessional
Lisa Sweigert	Paraprofessional
Karen Walters	Paraprofessional
Chivonne Weaver	Paraprofessional
Sandra Yoder	Paraprofessional
Kristie Koch	Head Custodian
Joseph Hertzler	Custodian
Kelly Snyder	Custodian
Wendy Leisey	Head Cook
TBD	Food Services
Samantha Maier	Food Services
Sherlyn Weidman	Food Services

Reamstown Elementary

Dr. Bryan Watkins	Principal
Mrs. Danielle Pfautz	Asst. Elementary Principal
Deborah Stauffer	Administrative Assistant
Abby Bayley	Administrative Assistant
Carrie McKernan	School Counselor
Carol Cook	School Psychologist
Lauren Eddy	Grade 5
Kristin Knapp	Grade 5
Alaina Smeigh	Grade 5
Kelly Greene	Grade 4
Michele Hagel	Grade 4
David Miller	Grade 4
Courtney Nicholes	Grade 4
Erica Covington	Grade 3
Samantha Hatt	Grade 3
Elise Hoffa	Grade 3
Amy Steffy	Grade 3
Ned Schlegel	Grade 2
Jennifer Schwambach	Grade 2
Derek Sipe	Grade 2

Reamstown Elementary (Continued)

Alicia Brandt	Grade 1
Katie Doughty	Grade 1
Jean Ann Hutchison	Grade 1
Wendi Miller	Kindergarten
Kelly Thompson	Kindergarten
Abbie Schuetrum	Art
Rhianna Kalescky	Emotional Support
Kristy Gettle	ESL
Tonyah Colatta-Rigney	Itinerant Autistic Support/Learning Support
Katherine Grindrod	Itinerant Autistic Support/Learning Support
Terri Vrabel	Library/Media Center
Melissa McGuire	Library Assistant
Robbie Trescavage	Instrumental Music
Lisa Helock	Music
Jenine Bisaccio	School Nurse
Kylie Good	Licensed Nurse
Tireany Leaman	Licensed Nurse
Amanda Long	Licensed Nurse
Christina Mattox	Licensed Nurse
Maria Plaksin	Licensed Nurse
Erin Bastida	Math & Reading Support
Nicole Horst	Math & Reading Support
Tamara Armstrong	Physical Education
Laurie Deering	Reading/Math Paraprofessional
Nicole Monteforte	Reading/Math Paraprofessional
Christina Waas	Reading/Math Paraprofessional
Heather Clevenger	Paraprofessional
Eizabeth Fitzpatrick	Paraprofessional
Ashley Griesemer	Paraprofessional
Linda Maurizi	Paraprofessional
Megan Morey	Paraprofessional
Carlie Showalter	Paraprofessional
Brittany Showers	Paraprofessional
Kristie Stuck	Paraprofessional
Ella Weit	Paraprofessional
Kristina Weitoish	Paraprofessional
Perry Lorah	Head Custodian
John White	Custodian
Steve Priga	Custodian
Terri Barbera	Head Cook
Kimberly Lewis	Food Services
Debra Raysor	Food Services
Kimberly Wiley	Food Services

## **ONLINE ENROLLMENT**

Ages for original entry are as follows: Kindergarten - age 5 by September 1; First Grade - age 6 by September 1. Enrollment begins by accessing [www.cocalico.org](http://www.cocalico.org) and following the online enrollment process outlined on the website. As part of step three and the enrollment conference, an original birth certificate with a raised seal, proof of residency, parent/guardian photo identification and a written record of immunization or a signed Medical/Religious exemption completed in accordance with regulations of the Department of Health are required. After those documents are provided, enrollment will be complete and the student will be assigned a teacher.

## **ANNUAL UPDATE SCREENS**

Cocalico School District maintains a confidential, comprehensive student information system (PowerSchool), which includes emergency contacts and health records. Each summer, you will be asked to verify and update all information electronically. Additional changes may also be made throughout the school year. Children will only be released to those persons(s) specifically listed in the student information system. Identification may be required. Unlisted numbers must be provided. It is important that contact information is accurate and reflects current phone numbers. If a phone number changes, please update the form or call the school office so the change can be entered into the system.

## **WITHDRAWAL PROCEDURES**

If a student is moving, a parent or guardian shall contact the elementary office as soon as possible. All outstanding obligations such as excuse cards, lunch money, and library books must be settled before leaving. Your child's records will be forwarded upon request from the new school. Students will continue to be enrolled at the current school until the records request has been received from the new school.

## **CHANGE OF ADDRESS WITHIN THE DISTRICT**

If a family changes their home address, parents are required to complete a Change of Address form. Proof of residency for the new address and the Change of Address form should be submitted to the school office. Upon completion of this process, the changes will be made official in PowerSchool and school records.

## **HOMELESS INFORMATION**

According to the federal McKinney-Vento Homeless Assistance Act, homelessness is defined as lacking a fixed, regular, and adequate nighttime residence.

Some examples of homeless situations under the McKinney-Vento Act are as follows:

- Living in emergency shelters or transitional housing
- Living in cars, parks, public spaces, abandoned buildings or similar settings
- Sharing the housing of others due to loss of housing, economic hardship, or similar reason
- Living in hotels/motels, trailer parks or campgrounds due to lack of alternative adequate accommodations
- Living in substandard housing (no running water or working utilities, infestations)

The Rights of homeless on McKinney-Vento Act include:

- Receive a free, appropriate public education
- Enroll in school immediately and attend classes while the school gathers required documents
- Enroll in the local school where they are living, OR remain in their original school while they are homeless or until the end of the academic year in which they obtain permanent housing
- Receive transportation to their original school, if requested
- Receive comparable services as housed students, including special education services
- Receive free breakfast and lunch
- Categorically eligible for services such as Head Start and Title One services
- Right to Dispute

The Cocalico School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

If you believe your child(ren) may qualify, please contact the District's Homeless Liaison, Dr. Beth Haldeman at 717-336-1403 or your child's school counselor.

### **Unaccompanied Youth**

Unaccompanied youth is a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.

Documentation related to the best interest determination of the unaccompanied youth shall be maintained in the student's education record.

For questions regarding the placement of an unaccompanied youth, please contact the school's counselors, the district's liaison, Dr. Beth Haldeman, at 717-336-1403.



### Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level, unless otherwise stated below.

#### *Dispute Resolution for Homeless Students -*

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.

#### *Dispute Resolution for Students in Foster Care -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.

A student who has been discharged from foster care may be permitted to finish the school year in this district, if appropriate, without payment of tuition.

For additional information, please contact the Homeless Liaison, Dr. Beth Haldeman, at 717-336-1403.

### **CUSTODY ISSUES**

If a custody situation requires special arrangements, it is the responsibility of the custodial parent to notify the principal and provide a copy of the appropriate legal documentation. According to FERPA, non-custodial parents may receive paper copies of their child's report cards and student records upon request to the school principal. Enforcement and clarification of PFAs are not the responsibility of the school and will be referred to the local police department.

### **STUDENT RECORDS NOTIFICATION OF RIGHTS OF PARENTS/ELIGIBLE STUDENTS**

- The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.
- The right to request amendment of the student's education records that the parent of eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the students.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

- The right to refuse to permit the designation of any or all of the categories of directory information.
- The right to request that information not be provided to military recruiting officers.

### **ARRIVAL AND DEPARTURE TIME**

School for Grades 1-5 begins at 8:35 AM and concludes at 3:00 PM. Buses with regular runs do not arrive prior to 8:20 AM and do not leave before 3:00 PM. Times for Kindergarten are AM Kindergarten 8:35 to 11:15 AM and PM Kindergarten 12:15 to 3:00 PM. ***Non-bus children should arrive no earlier than 8:20 AM. There will be no supervision of students before 8:20 AM.*** School doors do not open until 8:20 AM for students to enter. At that time students shall enter the building and report to their assigned supervised classroom.

### **ATTENDANCE**

Cocalico School Board Policy #204 outlines that regular attendance is necessary to ensure the continuity of the educational process. It is the responsibility of the parent or guardian to see that his/her child regularly attends school properly prepared (clean, well-fed, and rested) to receive the maximum benefits of the educational process. Students are expected to attend all sessions unless properly excused by school authorities. To ensure student safety, SchoolMessenger, our communications system, will contact all parents of students who are absent on a given day, unless prior notification is made to your child's school office about the absence.

### **ABSENCES**

Regular attendance is necessary to ensure the continuity of the educational process. This applies to students in kindergarten through grade 5. Excused absences and tardies include the following: illness or health care services, family emergencies, bereavement, doctor and dentist appointments, pre-approved family trips, and authorized school activities.

Following an absence, a written excuse signed by the parent/guardian or an email to the office from the parent/guardian's email address is required. Parents may notify the teacher of a student's absence but must also send a note or email to office staff. ***A student has a maximum of three school days to provide excuse documentation or the absence will automatically be coded as unlawful. A doctor's note may be required after three or more successive days or 10 cumulative days of absence.***

- **UNLAWFUL ABSENCES** may receive the following:
  - **1<sup>st</sup> Offense** - Notification to parent from the office documenting the status.
  - **2<sup>nd</sup> Offense** - Notification to parent from the office documenting the status.
  - **3<sup>rd</sup> Offense** - Notification to parent from the office documenting the status.
  - **4<sup>th</sup> Offense** - Notification to parent from the office documenting the status and School Attendance Improvement Plan creation.
  - **5<sup>th</sup> Offense** - Notification to parent from the office documenting the status.
  - **6<sup>th</sup> Offense** - A truancy citation is filed with the District Magistrate. A referral may be made to a community-based program or Lancaster County Children and Youth.

- **LATE/TARDY FOR SCHOOL:** If a student arrives after the official start of the school day, he/she is considered tardy. *The parent/guardian is required to bring the student to the office and sign in the child for the day.* The student will receive an admission slip from the office to admit him/her to the classroom. **Unlawful tardiness will be recorded. Unlawful tardies accumulate, with five tardies coded as one unlawful absence.**
- **EXCESSIVE ABSENCES:** A child is reported as *truant* if he/she has accrued three or more unlawful absences. A child is reported as *habitually truant* if he/she has accrued six or more unlawful absences.
- **LEAVING EARLY:** In order for a student to be dismissed early, the parent/guardian needs to provide notification to the office and classroom teacher, via e-mail or a note, stating the time and reason the child will be leaving school. The child is to be picked up in the office and signed out for the day. Identification of the adult may be required.
- **PARTIAL DAY ABSENCES:** Students arriving before 9:20 AM will be coded as tardy. Students arriving or leaving between 9:21 AM and 2:20 PM are coded as a half-day absence. Students leaving after 2:20 PM are noted as an early exit.

#### **FAMILY TRIPS**

Days used for family trips may not exceed a total of ten (10) days. Trips are a disruption of the educational process, so serious consideration needs to be given in any planned absences. Trips are to be educational in nature and require **prior approval** through the principal's office. ***The CSD Trip Approval Form can be accessed at each building office or through the district website at [www.cocalico.org](http://www.cocalico.org). This form serves as the excuse documentation for the trip.*** Parents have the responsibility to contact the classroom teacher for any assignments that will be missed. These assignments shall be completed and returned to the teacher promptly upon their return. Students may have five (5) school days to make up any additional missed work. ***Trips taken without the completion of the CSD Trip Approval Form are automatically coded as unlawful.***

#### **BUS INFORMATION**

The Cocalico School District offers bus transportation for the convenience of students living outside the walking perimeters. Students and parents need to be aware of the expectations and follow the bus rules provided. By complying with these rules, we can maximize the potential for a safe, pleasant bus experience for everyone.

Each school year eligible students are assigned a bus and a bus stop. Bus drivers will only stop at established and authorized bus stops as mandated by PA School Code. Bus stops and bus numbers assigned to students may only be changed with permission of the school. Students needing to ride another bus for emergency purposes must secure a yellow "Bus Pass" from the office to be permitted to ride another bus or to get on or off their bus at another "stop." Parents need to provide prior written requests to the school to secure permission. If this emergency request involves another family, a note is required from both families. Otherwise, students will go home via their normally scheduled means of transportation.

**Students need to arrive at their bus stop five minutes before the designated time.** The district is not responsible for student conduct to and from bus stops. For safety purposes students are not to cross a road until the bus has come to a complete stop and then students are to cross approximately ten feet in front of the bus to remain visible to the driver at all times.

Cocalico is willing to provide transportation to a location other than the child's home. However, parents must designate a consistent AM and PM location. The AM stop must be the same for each day of the week. Likewise, the PM stop must be the same for each day of the week. The AM and PM stops may be different but must remain in the same school attendance area. Students who need district transportation to locations other than their home address will be required to submit a Request for Change of Transportation form to their school office or the Cocalico School District Service Center at least three (3) days prior to the date of the requested change. All requests will be processed within two (2) working days of receipt in the transportation office. Transportation forms are available at all school offices and on the district website.

Each school bus is equipped with a digital video camera. The cameras on the school buses will record oral communications as well as visual images. Students and their parents agree that the students' use of the school bus constitutes consent to the district's audio/visual monitoring. Administration will monitor all the school buses for disciplinary problems as well as safety-related concerns.

The school buses are property of Brightbill Transportation, Inc. and students should do their part to help keep the inside of their bus clean and in good condition. The following rules are posted in each school bus:

#### **BUS RULES**

- Always follow the instructions of your driver.
- No eating or drinking on the bus.
- Remain in your assigned seat while the bus is in motion.
- Drugs, tobacco, and alcohol are not permitted.
- Use appropriate language at all times and be considerate of others.
- Appropriate use of cell phones
  - No talking on the phone or taking videos/pictures
  - Music may be played if using headphones or earbuds.
- Keep hands, head, and other items inside the bus at all times/Yellow bus passes are required to change buses/bus stops.
- Cocalico School District is not responsible for personal items left on the bus.

#### **HANDLING OF BUS VIOLATIONS**

Violations of the above guidelines may result in suspension of bus riding privileges. The following procedure will be followed with violators:

- Drivers shall submit a written bus conduct report of serious or repeated violations to the principal.
- Serious or repeated violations may result in a limited suspension of bus-riding privileges. (An official notice will be sent home to parents.)
- Serious and/or repeated violations may result in permanent suspension of bus-riding privileges for the balance of the school year. (An official notice will be sent home to the parents.)

## WALKERS

The school will designate which students are "walkers" at the beginning of each school year. If a student is not assigned to a bus route, he/she is a "walker."

Students who walk to school should not arrive before 8:20 AM (when doors open). **There is no supervision before 8:20 AM.** Students should leave the school grounds promptly when dismissed.

If a student is to go home with another student, a note is needed *from the parents of both students* (i.e., if a student regularly walks to school and will ride home with a designated person in a car, a note is necessary).

Walkers shall conduct themselves in a safe manner and obey traffic rules governing pedestrians. They shall follow the instructions of crossing guards and safety patrol personnel. **Parents are encouraged to discuss safe walking behaviors with their children to avoid any potential discipline issues. Parent presence can be helpful, when appropriate.**

## CAR STUDENTS

If a student is to depart from school by car, a note is required to be submitted to the office. The note needs to state who will be providing transportation and the relationship of that person to the child (i.e.: parent, relative, childcare provider). Identification of the adult may be required. The child will only be released to the person(s) listed on the note. If there is a change or exception in this arrangement, the principal must be notified. Drivers are to know and follow established patterns for the specific building. ***A new note is required at the start of every school year.***

Students are not to arrive prior to 8:20 AM when doors open (PM Kindergarten not before 12:15 PM) and must be picked up promptly at dismissal time. **There is no supervision before 8:20 AM or 12:15 PM.**

## BICYCLE RIDING

Students who ride their bicycles to school require parent permission and notification to the building principal. As a reminder, safety helmets are required by law.

## MISSION INSPIRE: USE OF TECHNOLOGY

The Cocalico School District recognizes the Internet as one of the resources currently necessary for access to information, interactive activities, and communications. Teachers and students are encouraged to make use of this resource as needed for educational purposes. Examples of such uses include, but are not limited to, accessing subscription services for research purposes, participating in interactive simulations, and communicating with experts in a field of study.

In K-2, every student is assigned an iPad. These iPads are used to introduce concepts through direct, whole-group or small group instruction and to reinforce concepts through games and tutorials that students can use during their independent work time. In grades 3-5, every student is assigned a laptop. Student laptops are stored in classrooms but can also be carried by students to other locations such as specials, ESL, reading and math support, or learning support classrooms. This mobility allows students to use their laptops in additional settings. Cases are provided so that laptops will be protected while they are carried in the hallways.

Each student is instructed in the acceptable use of the Internet by librarians and teachers and is required to adhere to the principles of School Board Policy#815: Acceptable Use of Internet, Computers and Network Resources. Additionally, an Internet filter is in place to assist in protecting users from unwanted and distracting content. Technology privileges may be revoked temporarily or permanently for a violation of this policy, at the discretion of the building administrator. An Elementary Technology Contract will be signed by each student and parent at the start of the school year, outlining the district's expectations for the use of the device.

At times, students may need to take devices off-site to complete necessary educational activities. Students are responsible for the devices during this time. There is a form in the Annual Update section of Powerschool for parents to authorize the use of a school device for educational purposes off campus. Accidental damage occurs and families will not be responsible for damages caused if the student demonstrated a reasonable standard of care. Parents have the option to pay a \$25.00 technology insurance fee per child, which covers the cost of the first damage to the device. If families opt not to pay the optional insurance fee, they will be responsible for the full cost of the damages to the device.

## LIVESTREAMING AND RECORDING CLASSROOM PARTICIPATION AGREEMENT

There may be occasions during the school year when the Cocalico School District will provide students the opportunity to remotely participate in its instructional programs through the use of livestreamed and recorded lessons taught by District teachers. These livestreamed lessons will occur in real time during the instructional day with students attending remotely. Students and their parents/guardians must review the following rules and regulations related to livestreaming and recorded classroom lessons. The failure to comply with these rules and regulations may result in disciplinary action, in accordance with District policies, or a temporary suspension of the right to use or access District technology. Students attending classes remotely are expected to behave in a similar manner as what is expected of students when they physically attend school.

### **Student Rules and Expectations for Livestreamed and Recorded Classes**

- Students are required to comply with all District policies, school handbooks and teacher classroom directives while participating in remote instructional activities.
- Students should work in a quiet and private space while participating in livestreamed or recorded classes to minimize potential disruptions from other sources (family members, television, pets, etc.).
- Students must dress appropriately for school when attending remotely; arrive on time for livestreamed classes; remain for the entirety of livestreamed classes; and comply with log-in and log-out procedures when participating in recorded classes.
- Students remotely attending school must be prepared to participate and behave in class in the same exact manner as students who are in the classroom.
- Livestreamed and recorded classes are intended solely for the benefit of students enrolled in those classes. Individuals who are not enrolled as students in those classes should not access, watch, observe or participate in those classes. If parents have any questions or concerns about a livestreamed or recorded class, they should be directed either to the teacher or the building principal.

- The recording, downloading, or copying of livestreamed and/or recorded classes for any reason in any format without the District's express written permission is strictly forbidden. Students will face school disciplinary consequences for violating this rule, and individuals who engage in such behavior may be referred to local law enforcement for the unlawful recording of other persons without their consent.
- Students or their parents/guardians must report any technology-related problems, as soon as they are discovered, so they can be identified and corrected. Students will not necessarily be excused from the potential consequences for missing classes, missing deadlines for the submissions of homework, assignments, etc. when technology-related problems are not brought to the District's attention within a reasonable period of time.

### STUDENT PERSONAL DEVICE AGREEMENT

Administrative and teacher approval are necessary prior to the bringing of any electronic device to school. These devices must be used for educational purposes and must be used to only access material that is pre-approved by the classroom teacher. A form will be required as part of the approval process. The school assumes no responsibility for a lost, damaged, or stolen device.

### HEALTH SERVICES

IMMUNIZATIONS are required for entry to public school in PA. All required immunizations or exemption requests are to be obtained before the first day of school, or the child may not attend. If assistance is needed with resources to obtain the required immunizations, please call your child's school nurse.

PHYSICAL EXAMINATIONS are required on original entry to school, and for any student who moves in from out of state.

DENTAL EXAMINATIONS are also required on original entry to school, in Grade 3, and again for any out-of-state student. **In the best interest of the child**, it is recommended that these examinations be completed by the family physician and dentist.

Forms are provided to be completed and returned to the school or may be printed from our district website ([www.cocalico.org](http://www.cocalico.org)) by clicking on "nursing services." Any examinations not completed privately may be performed by the school physicians and dentists upon receipt of written permission from the parent/guardian. The parents will be notified of the date and time of the examinations and are welcome to attend. Parents will also be notified of any problems that are found.

VISION SCREENING AND HEIGHT/WEIGHT/BMI FOR AGE PERCENTILE CALCULATIONS are done yearly on every student and also at times when a parent or teacher might request a retest due to a suspected problem. Results are sent home and parents are advised to follow up with their vision specialist or health care provider for results that fall outside the normal range as deemed appropriate by the PA Department of Health.

HEARING SCREENING is done yearly, K-3, and for any students with special or suspected problems.

RESOURCE ASSISTANCE: There are times when finances are not readily available for professional checkups. If you need resource assistance for any referrals you receive, contact the school nurse at the school your child attends, and she will help you make arrangements for this service.

FIRST AID AND HEALTH APPRAISAL: The school is responsible for administering First Aid and Emergency Care ONLY when illness or injury occurs at school or on the way to and from school; notifying parents of a problem; arranging transportation when a student needs to go home; and assisting parents, when necessary, to obtain medical treatment. The nurse may not make a diagnosis or prescribe any medication.

EXCLUSIONS: Any student showing signs of acute contagious diseases or conditions such as chicken pox, head lice, impetigo, scabies, or pinkeye will be excluded from school and not re-admitted until proof of treatment has been provided, or a certificate of recovery from a physician is presented.

GUIDELINES FOR PARENTS CONCERNING ILL CHILDREN: Children who have fever, vomiting, diarrhea, or excessive coughing should be kept home from school. Any student who has a temperature of 100 degrees or higher, nausea and vomiting, diarrhea, persistent cough, or a rash will be sent home. Students should be kept home until the symptoms subside. They may return when they are fever free, 98.6 degrees for 24 hours WITHOUT fever-reducing medications; no episodes of vomiting or diarrhea for 12 hours AND able to eat solid food; or a physician has deemed them well enough to attend school and has written a note stating their diagnosis and return date. Parents are required to have a plan for someone who can pick up ill children in a timely manner.

COUGH DROPS: Cough drops may be brought in by the student, with a note from the parent. Students in grades K-2 will use the cough drops in the nurse's office. Students in grades 3-5 may use the cough drops in the classroom.

#### MEDICATION POLICY:

- Only prescription medication which must be taken during school hours will be administered by the school nurse or other designated person. (For example - medication to be given three times a day should be given before school, after school and at bedtime.)
- Medication for elementary students must be delivered to the school by the parent/guardian.
- Medication must be in the original pharmacy container with current administration information.
- The parent/guardian may deliver a supply of medication. (Not to exceed one month.)
- The permission form to administer the medication must be completed by the parent/guardian.
- Any unused medication must be picked up by the parent or guardian. Medication will not be sent home with the student.
- NO over-the-counter medication will be administered without a prescription.
- Students are not permitted to carry any medication. Any exceptions, such as asthma inhalers or epinephrine auto-injectors MUST be discussed with the school nurse and building principal.

COMMUNICATION WITH PARENTS/GUARDIANS CONCERNING EXCHANGE OR SUSPECTED EXCHANGE OF BODY FLUIDS: When a known or suspected exchange of body fluids occurs, parents/guardians will be notified and advised to seek a consultation and follow-up by their physician.

### DIABETES MANAGEMENT

Act 86 of 2016 permits the Cocalico School District superintendent to identify one school employee from each building to be designated in a student's service agreement (504 Plan) or Individualized Education Program (IEP) to administer diabetes medications, use diabetes monitoring equipment, and provide other diabetes care. The identified school employee caring for our diabetic students and designated in 504 Plans or IEP, will be a licensed nurse in each individual building.

## NALOXONE

Across the country and in Pennsylvania, the rate of deadly heroin and prescription opioids overdoses is unprecedented. In light of this tragic fact, Governor Tom Wolf signed Act 139 in 2014. This law permits school personnel to assist a person at risk of opioid overdose to obtain and administer Naloxone. In an effort to abide by this law and support our students, the Cocalico School District enacted School Board Policy 823, which provided training of our nursing and administrative staff and obtained doses of Naloxone to be utilized in the event of an overdose. If you have any questions or concerns regarding the Cocalico School District's Naloxone policies, please contact the Assistant to the Superintendent for Education Administration at (717) 336-1403.

## CHILD ABUSE REPORTING

School district employees are mandated reporters for any suspected abuse. Families may call Children and Youth for situations that occur outside of school. More information can be found by calling 717-299-7925 (business hours) or 1-800-932-0313.

## EMERGENCY DRILLS/PROCEDURES

One of our most important jobs is to ensure a safe and healthy environment for our students and staff. Emergency situations are infrequent and unpredictable. It is important that we have an action plan to address all types of situations and that we practice safety drills so that we will all know what to do should such an event occur. Our staff has been trained and our students are given information appropriate to their age and grade level. We structure the drills so as to not be frightening to children, but as learning experiences. A variety of drills are held several times per year because it is important for us to be as prepared as possible for any emergency event so that we can respond appropriately.

## EMERGENCY/WEATHER - SCHEDULE CHANGES

**SchoolMessenger** is a communications system that will automatically contact families in the case of an emergency or snow closure/delay. Please be aware that **all of your emergency contact numbers should be updated** so that the system can call the correct telephone number in the case of an emergency. Twitter (@CocalicoSD) and the Cocalico School District app will also be used to relay important weather information.

In the event of an emergency early dismissal during the school day, the primary phone number and the designated emergency numbers will receive a phone call. **In the event of a late start or cancellation, ONLY the primary phone number will be called.** If you did not receive a phone call as expected, please contact your child's building to verify your contact information.

Cancellations and delays will be posted at [www.wgal.com](http://www.wgal.com) and [www.lancasteronline.com](http://www.lancasteronline.com).

During the day if there is a possibility of an early dismissal due to weather conditions, or other emergency conditions, tune in to these same stations for information. ***Please do not call the school for routine information so phone lines remain free for emergency situations.***

In the event of school being canceled, the letter days, with regards to specials, are not skipped.

## STUDENT DRESS

Student dress should be comfortable, appropriate for the weather, and tasteful. Clothing that disrupts the educational process or poses a safety hazard is not allowed. Parents will be notified if a student's attire does not meet school guidelines. The following guidelines have been set:

- Clothing advertising alcoholic beverages and tobacco products and containing inappropriate language and/or messages shall not be worn.
- Regular length shorts and short sleeve shirts are acceptable in warm weather.
- Students are not permitted to wear short shorts, tube tops, halter tops, see-through shirts, or midriff tops. All clothing must properly cover the body.
- Tank tops are permissible in warm weather.
- All students should wear shoes that provide support and safety at all times. Sneakers are required for Physical Education. Inappropriate footwear (i.e., flip flops, inappropriately-sized shoes) may limit participation in school and playground activities. Heelys or other shoes with wheels must have the wheels removed in order to be worn at school.
- Cold weather clothing should include hats, gloves, and warm coats. If snow pants or overalls are worn over regular clothing, they should be removed during school.

## STUDENT RESPONSIBILITIES AND BEHAVIOR EXPECTATIONS

Cocalico School District finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. Pennsylvania School Code gives every teacher and principal in public schools the right to exercise authority for conduct, behavior, and discipline of students. School personnel will make efforts to communicate with and involve parents/guardians as necessary. Every student has the right to due process and an opportunity to explain their circumstance.

**COCALICO SCHOOL DISTRICT CODE OF CONDUCT ELEMENTARY SCHOOL LEVEL**

**\* The examples listed below are guidelines only. Final decisions regarding disciplinary options are made by the administrator of each elementary building. \***

<b><u>DESCRIPTION OF LEVEL I</u></b> - Misbehavior on the part of the student, which impedes classroom procedures or interferes with operation of the school.	
<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/RESPONSES</b>
<ul style="list-style-type: none"> <li>• Pushing</li> <li>• Running</li> <li>• Littering</li> <li>• Tardiness</li> <li>• Cheating &amp; lying</li> <li>• Abusive, vulgar, or offensive language or gestures</li> <li>• Defiant/non-defiant failure to carry out directions or assignments</li> <li>• Willful disobedience, misconduct, or obnoxious behavior</li> <li>• Cruelty to others</li> <li>• Inappropriate dress</li> <li>• Leaving class without permission</li> <li>• Technology violations</li> </ul>	<ul style="list-style-type: none"> <li>• Special assignment</li> <li>• Verbal reprimand</li> <li>• Loss of privileges</li> <li>• Parent/guardian notification</li> <li>• Apology</li> <li>• Action plan</li> <li>• Time-out</li> <li>• Parent conference</li> <li>• Involvement of School Resource Officer</li> </ul>

<b><u>DESCRIPTION OF LEVEL II</u></b> - Misbehavior whose frequency or seriousness disrupts the learning environment.	
<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/RESPONSES</b>
<ul style="list-style-type: none"> <li>• Continuation of unmodified minor misbehavior</li> <li>• Stealing</li> <li>• Fighting</li> <li>• Destruction of school property</li> <li>• Possession/use of unauthorized substances or related paraphernalia (including tobacco, vaping apparatus, e-cigarettes)</li> <li>• Actions that are a safety hazard to oneself or others</li> <li>• Sexual harassment</li> <li>• Weapons or related paraphernalia (including look-alikes)</li> <li>• Technology violations</li> <li>• Threats</li> <li>• Intimidation/harassment/bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Any of the Disciplinary Options for minor misbehavior</li> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Restitution of property and damages</li> <li>• Notifications of law enforcement agency/School Resource Officer</li> <li>• Expulsion</li> </ul>

## **ANTI-BULLYING PROCEDURES**

The Cocalico School District is committed to providing a safe, positive learning environment for all students. The district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the district prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive, and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in board policy, includes cyberbullying. School setting means in the school; on school grounds; in school vehicles; at a designated bus stop; or at any activity that is sponsored, supervised, or sanctioned by the school (policy #249).

All forms of bullying are prohibited. Students who believe they or others have been bullied are encouraged to promptly report such incidents to a teacher or principal. Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parent conference
- Loss of school privileges
- Transfer to another building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

## **POSSESSION OR USE OF WEAPONS**

Students are prohibited from possessing, carrying, storing, or using weapons or dangerous instruments, including explosive or incendiary devices (fireworks, matches, bullets, etc.), while on school premises, on the way to or from school, and while attending school-sponsored activities.

School policy defines a weapon as anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses it may have. The term "weapon" includes a firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club (includes look-alikes). The term "firearm" includes an unloaded firearm and the unassembled components of a firearm.

Violations of the weapons policy shall result in disciplinary action consistent with due process ranging from suspension to expulsion. The possession of a firearm shall constitute a one-year expulsion. The law does allow the chief administering officer to modify such expulsion requirements for a student on a case-by-case basis. The intent of this modification is for compliance to the Individuals with Disabilities Education Improvement Act (IDEIA). Local police shall be notified when possession or use of weapons or dangerous instruments by a student constitutes a probable felony offense. Parental or guardian notification will also be made in a timely fashion.

## **TOBACCO USE/POSSESSION POLICY**

Students are prohibited from possession or use of tobacco, including vaping and e-cigarettes, in a school building, school bus, or on school property. The Cocalico School District policy complies with the PA Crimes Code. Consequences include suspension, meeting with the School Resource Officer, and possible fine through the District Magistrate. Cocalico School District properties are tobacco-free zones.

## **THREAT ASSESSMENT TEAM**

Pennsylvania School Code now requires each school entity to establish at least one Threat Assessment Team. A threat assessment is a prevention strategy and fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.

The key responsibilities of the Threat Assessment Team are to: a) provide materials for students, school employees, and parents/guardians; b) assess and respond to reports of threats from varying resources; make appropriate determinations, referrals, and notices; and c) provide information necessary for annual reporting to the School Board of Directors.

In Cocalico School District, the following staff are trained members of Threat Assessment Teams:

Assistant to the Superintendent, Building Principals & Assistant Principals, Director of Support Services, Assistant Director of Support Services, School Nurses, School Counselors, School Psychologists, and Home/School Visitors.

For more information about the threat assessment team, please contact your school principal or the Assistant to the Superintendent at 717-336-1403.

## BREAKFAST & LUNCH SERVICE

The district elementary schools follow the guidelines for the National School Breakfast and Lunch Programs. These federal programs allocate funding and government commodities to schools in order to provide nutritious meals and the opportunity to learn about nutrition. Consult [www.cocalico.org](http://www.cocalico.org) under Support Services and Food Service for monthly menus, allergy information, carbohydrate content, free and reduced lunch application, and district wellness objectives.

With the implementation of the Healthy Hunger Free Act of 2010, our meal system is food-based. Breakfast consists of five components: two whole grains, two fruit or juice ( $\frac{1}{2}$  cup) and fluid milk ( $\frac{1}{2}$  cup). Lunch consists of five components: protein (2 oz. per day), fruit ( $\frac{1}{2}$  cup), whole grain (one serving per meal), vegetable ( $\frac{1}{2}$  cup) and fluid milk ( $\frac{1}{2}$  cup). Students must choose at least three of the five components, with one of those components being either a vegetable or fruit.

A bar-coded personalized I.D. card system is utilized in the cafeteria to identify student accounts. One of the many advantages of the system is the opportunity to prepay into the student's account. By making prepayments into the account, students do not need to carry money to school. When sending a payment to school, please use a check or money order. Do not send cash. A secure depository box will be located outside the cafeteria for students to drop off checks and pick up new deposit envelopes. Checks may also be mailed to the School District Business Office at: Cocalico School District, Attn.: Cafeteria Accounts, 800 South Fourth Street, PO Box 800, Denver, PA 17517. Please be sure to include your child's name, grade, teacher, and school to ensure the money is deposited into the appropriate account. Parents having multiple children in a school can deposit one check; however, the family accounts are not linked. In order to deposit money into each student's account from one check, families will need to identify student names and how much you would like to deposit into each account.

The other option for payment is online via Schoolcafe.com. This site allows parents to track student purchases, make payments, check nutritional information, and complete free and reduced lunch applications.

Student I.D. cards are kept in a secure location, given to the students prior to lunch and returned to the secure location for the next day to reduce the potential of lost or stolen cards.

For the 2023-2024 school year, breakfast is available daily in the school hallways for students to purchase and eat in the classroom. Cost is \$2.10 per student or \$.30 for students that qualify for a reduced rate. Breakfast will not be available the first and last days of school. Breakfast will not be served when the district is following an 11:30 a.m. early dismissal or a two-hour delay schedule.

Lunch is available daily for \$2.90 per student or \$.40 for students that qualify for a reduced rate. Each elementary school cafeteria **offers multiple choices for lunch: #1 Main Meal, #2 Salad Box, #3 Sandwich Box, #4 Hot Meal, and #5 Yo2Go.** Students who bring their lunch to school may purchase milk and/or water in the cafeteria. Due to pressure buildup from carbonated beverages, students may not bring these items to school. Breakfast and lunch are not provided on 11:30 dismissal days.

During lunch, students eat at tables in the cafeteria and are supervised by adults. Students are encouraged to eat their food and are expected to use good table manners. Sharing food is strongly discouraged. Cafeteria procedures and behavior expectations are explained to students at the beginning of the school year and reinforced frequently. Parents/guardians will be notified of persistent behavior concerns.

## BORROWING POLICY

Students who forget their lunch money will be able to charge a maximum of five consecutive meals. Student balances may be tracked on Schoolcafe.com. Using Schoolcafe.com, parents can request emails be sent as the student's balance approaches zero. The district cannot talk to the student about meal balances and will provide a meal to all students. Negative balances will be emailed to parents/guardians on a weekly basis. If the balance is not settled by the end of each school year, report cards may be held, and balances may be sent to a collection agency.

## FREE AND REDUCED LUNCH APPLICATIONS

Parents/guardians may apply for free or reduced meals (at any time) by submitting an online application at [www.cocalico.org](http://www.cocalico.org), under the food service tab or go directly to schoolcafe.org. Staff from the Food Service Office or the District Office is available to assist with completing the required paperwork. When applications have been reviewed, parents will be notified **by mail** of their child's eligibility. Free and reduced meals cannot be given without prior approval through the lunch program. It is the responsibility of parents to see that their children have adequate breakfast and lunches from home until notified of approval from the district office. Reasonable efforts will be made to protect the identity of students receiving free or reduced-price meals.

## CLASS PARTIES, BIRTHDAYS AND OTHER ITEMS FOR THE CLASS

The guidelines listed below shall be followed when providing a treat for a class at school:

- Providing a treat **MUST BE APPROVED BY THE TEACHER.**
- Treats brought from home should be age appropriate. Parents should inform the classroom teacher about the contents of any items that will be distributed to students. The school reserves the right to deny distribution of treats, according to CSD Policy 220.
- In accordance with state wellness recommendations, healthy snacks such as fruit, popcorn, or pretzels or non-food items such as pencils, erasers, or books for classroom libraries are suggested in lieu of sugary treats.
- Cocalico Food Service offers **NO HASSLE/HEALTHY BIRTHDAY TREATS.** To take advantage of this offer, call/e-mail Food Services two weeks before the student's birthday. Provide the school, teacher, number of students, and treat desired from the list below. Food services staff will buy the items, contact the teacher, and deliver the treats. Payment should be made on the day the items are delivered. Items will be delivered to the classes between the hours of 8:00 a.m. and 2:00 p.m. Cash or check is acceptable for payment.

Item	Price
5 oz. Fruit Juice	.65
Milk (8 oz. assorted flavors)	.60
Popcorn	.75
Graham Crackers	.75
String Cheese	.75



Pretzels	.75
Goldfish	.75
Water (8 oz.)	.75
Yogurt Cups	1.00
Fresh Fruit (apples, bananas, oranges)	.50
Italian Ices	1.00

\*All items meet Cocalico School District requirements for healthy snacks, are individually wrapped, and will be served at proper temperatures to ensure freshness and food safety. Any questions or comments please contact the Department of Food Services at 336-1578.

- Treats must be provided for the entire class. Items shall be brought to the office.
- Parents and students considering planning a class party for a teacher must contact the principal to establish a date. A plan should be provided, and the name of a teacher contact included.
- Distribution of invitations to private parties is not permitted unless the entire class is invited. School personnel are not permitted to share addresses, phone numbers or emails.

### BUILDING ENTRANCE PROCEDURES

For the safety of all of our students, Cocalico School District has installed a magnetic locking door system with camera identification, which will be in operation during school hours. All visitors must identify themselves and photo identification may be required. All visitors must enter through the main doors of the school.

Upon entering the school, all visitors must sign in at the office and be given a visitor badge. A visitor badge must be obtained and worn while present in the building. Visitors must sign out before leaving the building. Cocalico School District has surveillance cameras monitoring and recording images of various "public areas" on school property, including entranceways. Camera recordings are reviewed by school officials for discipline and security purposes and may be provided to the police or used in school disciplinary proceedings. Individuals should understand that their actions in these areas may be recorded and there is no expectation of privacy.

### SCHOOL VISITORS

You, as parents, are welcome in your child's school. Special parent visitation days are planned by either individual teachers or schools to encourage your involvement in your child's school experience. Notices of these days will be sent home with your child. **If you wish to visit a classroom, please contact the teacher at least one day in advance. He/she will be able to give you schedule information and suggest the most opportune time for your visit. Visits to the school should be limited in number.**

### VOLUNTEERS

Volunteers are an important part of our elementary operations. Each classroom teacher determines the need for classroom volunteers. Therefore, volunteers may not be utilized in all classrooms. Volunteers are urged to use discretion as to when it is appropriate to bring preschool children along to the school. To avoid disruption of the learning environment in the building or the classroom, preschool children are not to be left unattended. Cell phones should be silenced upon entering the building. Emergency calls should be conducted away from student learning areas.

All Cocalico School District volunteers will be required to submit clearances to the Human Resources Department for review and approval prior to engaging in any volunteer activities. Additional information related to the volunteer clearance requirements can be found on the Human Resources page of the district website ([www.cocalico.org](http://www.cocalico.org)) or can be obtained from the Human Resources Office by calling 717-336-1417. Volunteer paperwork must be submitted to the Human Resources office located in the Central Office. An appointment is required. All approved volunteers must present and display their district-provided ID badges during each visit.

### PTA/PTO PURPOSE

Parent organizations are an integral part of the school system. The goals are to be a liaison between home, school, and the community and to assist in the educational process. Each elementary school has an active parent group, with meeting and activity dates appearing on the school calendar. All parents and teachers are encouraged to become active members of the parent group in their local school.

#### ADAMSTOWN PTO

President: Christy Girard  
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### CURRICULUM

Together with parents and families, our schools provide opportunities for students to acquire knowledge and skills, develop integrity, process information, think critically, work independently, collaborate with others and adapt to change.

All curriculum is developed in conjunction with the PA Standards and local academic expectations. Planned instruction in the following areas shall be provided to every student each year in the elementary program. Planned instruction may be provided as a separate course or as an instructional unit within another course or other interdisciplinary instructional activity:

- English Language Arts - integrating reading, writing, phonics, spelling, listening, speaking, literature, grammar, and information management, including library and technology skills.
- Mathematics - including problem solving and computation skills.
- Science and Technology education - involving active learning experiences for students.
- Environment and Ecology education - including hands-on experiences for students.
- Social Studies - including civics and government, economics, geography, and history.
- Health and Physical education - including nutrition, physical fitness, movement concepts, motor skill development, safety in physical activity settings, and the prevention of alcohol, chemical, and tobacco abuse.
- The Arts, including active learning experiences in art, music, dance, and theater.

## ENGLISH LANGUAGE ARTS INSTRUCTION

Cocalico School District's English Language Arts program requires that teachers provide instruction in the following areas: phonemic awareness, phonics and decoding, comprehension, vocabulary, fluency, writing composition, spelling, grammar, handwriting, and listening and speaking. In order to provide instruction and practice in all of these areas, teachers use the following formats for instruction: whole group anthology lessons, teacher read-alouds, independent reading, independent centers, and strategic instruction through small, guided reading groups. The English Language Arts curriculum and instructional materials are aligned with the PA Standards. In order to provide solid core instruction in the area of phonological awareness for all primary students, the *Heggerty Phonemic Awareness Curriculum* by Literacy Resources, LLC is used in kindergarten and grade 1. To provide systematic, explicit, and direct instruction in phonics, grades K, 1 and 2 use the *Foundations* program, which is a product created through the Wilson Language Training company. All teachers follow the scope and sequence provided in our current anthology, *Wonders* by McGraw-Hill. In addition to the literature presented in the grade level anthologies, students have access to a wide variety of texts through the buildings' libraries, individual classroom libraries, and the buildings' literacy centers, which are stocked with books on many topics and at all instructional levels. English Language Arts connections are also made in other subject areas such as social studies, science, art, math, and music. In addition to reading, writing composition, and speaking and listening skills, handwriting is also included in English Language Arts instruction. Students are taught correct letter formation in manuscript in grades K-2 and in cursive in grade 3. Legible handwriting should be evident in all student work. We highly encourage parents to promote good reading and writing habits at home. Reading aloud to children and setting aside daily time for them to read and write outside of school will greatly strengthen their abilities in the area of English Language Arts.

## MATHEMATICS

The Cocalico School District elementary division is currently using Curriculum Associates' *iReady* core program. *iReady* is a robust mathematics program that helps students become strong, independent mathematical thinkers. The program uses a different approach to math instruction that focuses on learning through problem solving. The use of daily embedded learning routines allows teachers to guide students through discourse-based instruction as they strengthen their conceptual understanding of mathematics. These routines ensure that all students develop problem-solving skills needed to become independent and confident mathematical thinkers. *iReady* focuses on the PA Standards as well as the National Council of Teachers of Mathematics (NCTM)'s Effective Mathematics Teaching practices. These practices represent a core set of high-leverage teacher actions which are incorporated into all the lessons in order to activate students' application of the Standards of Mathematical Practice. In *iReady*, teachers facilitate conversations and monitor student thinking using a Try-Discuss-Connect routine. Students explore, question, model, represent and discuss, but also learn and apply important math strategies to deepen their thinking. Through daily Math Discourse, students explain their methods and, in turn, become more fluent in them. Mathematics content, routines and models connect and build across the grade levels in *iReady* to provide a progression of teaching and learning that aligns precisely with the PA Standards. An *iReady* classroom offers supporting resources to be used in lessons through a blend of purposeful print and digital components to increase student engagement and build confidence. There are multiple tools available online for students and their families for *iReady*. These can be accessed at <https://i-readycentral.com/familycenter/>.

## SCIENCE

The Harcourt HSP program is a Pennsylvania-specific curriculum that is aligned to the PA Standards. Each grade level will complete instructional units in the areas of Life Science, Earth Science, and Physical Science. Within each unit the following chapters will be addressed: plants, animals, habitats, earth, space, weather, matter, energy, force, and motion. Each chapter contains investigations, experiments, or Insta-Labs that provide students with an opportunity to enhance understanding of concepts through an experimental approach and to put into practice the step of Science Inquiry. These labs give our children the opportunity to construct content level meaning through an experiential approach. The knowledge obtained from this experiential-based learning will subsequently be solidified through text-based reading and class level discussions. Assessments for each of the Harcourt chapters will be administered at the culmination of the chapter and will consist of short answer, matching, multiple choice, and open-ended questions.

## SOCIAL STUDIES

*Harcourt Social Studies* is a comprehensive K–5 curriculum designed to engage and motivate students through the stories of the intriguing people, exciting places, and fascinating events. Students learn the social studies themes and skills they need to become informed, participating citizens who consider diverse points of view, use critical thinking skills, and are active in their communities. Within each grade level, students are exposed to history, geography, economics, and government in alignment with the PA Standards. The discussion of current events is also an integral part of each grade level. Students are taught how to read informational text, use technology, and apply study skills within the context of Social Studies. Teachers incorporate cooperative learning strategies, decision-making skills, and higher-order thinking in their unit development. Assessment is varied and applicable to the real world. The study of Social Studies is often integrated within the study of English Language Arts and media research.

## ART

Students in Grades 1-5 have art once per four-day cycle for 45 minutes. Students benefit through "hands-on" experiences and exposure to the basic elements of art, creative expression, and appreciation of historic and contemporary arts. The curriculum emphasizes four main areas of art: art history, art criticism, aesthetics, and art production. These areas are closely related and are often combined in one lesson. While developing the lesson, students make connections to other content areas such as literacy, math, social studies, and science.

**ART HISTORY** – The cultural influences of particular times in history are emphasized as well as the lives and work of artists. Studies begin with prehistoric art and continue to art of the 21st Century.

**ART CRITICISM** – The students learn to discuss their own work as well as the art of other artists using appropriate vocabulary.

**AESTHETICS** - This includes discussing open-ended questions such as "What is art?"

**ART PRODUCTION** - Art production is the student's time to create his/her own art. Our program is a planned sequence of art activities in both the two-dimensional and three-dimensional realms while concentrating on the elements of art. Many of these lessons are done after an introduction of an artist or period in art history.

Progress reports for the visual arts are issued at the end of the second and third trimesters in grades 1-5. Assessment for the report card is based on skills and craftsmanship. Students in kindergarten will experience art class once per four-day cycle for 30 minutes. The focus of the activities will be on skills that help to develop and improve fine motor skills.

## SCHOOL LIBRARY/ TECHNOLOGY

Every class is assigned time in the school library each cycle. Library classes include instruction in information literacy and computer skills, plus literature appreciation. Skills include use of the online catalog, reference materials, a research process, care and use of computers and iPads, keyboarding, Internet searching and web site evaluation, digital citizenship, and computer and iPad applications. Students also borrow materials from the library, with most items circulating for one cycle. The number of items a child may borrow at one time depends upon the grade level of the child. Students have access to the library for book exchange whenever the need arises. Additional information can be located at each building's library portion of the school web page. Destiny® is the web-based, district-wide library catalog that may be accessed from any Internet-connected computer. The web site address is: <http://cocalico.follettdestiny.com>

The following guidelines are deemed helpful toward the development of a good library citizen:

- Clean hands are necessary in handling books, computers, and iPads.
- Children should be encouraged to return books on time. Fines are not charged for late materials, but other students may be waiting for books kept beyond their due dates.
- In the home setting, a safe place should be provided for each child to keep his or her books. This place should be beyond the reach of pets and very young children.
- Students are responsible for keeping track of all items borrowed. Parents will be billed for any items that are damaged beyond repair or lost. Please do not try to repair books at home. The librarian has special mending materials to handle this situation.
- Library books are meant to be read. Parents are encouraged to assist each student in learning good reading habits.

### On-Line Resources

#### CultureGrams

**CultureGrams Kids Edition** provides up-to-date country reports including cultural information, fun facts, "life as a kid," history and geography. Famous people, images, recipes, and audio files complete each country entry. **CultureGrams States Edition** contains facts about each state's geography, resources, history, government, symbols and more. Go to: <http://online.culturegrams.com> and enter the username and password for your building:

	<b>Adamstown</b>	<b>Denver</b>	<b>Reamstown</b>
<b>Login Name</b>	adamselhome	denverhome	reamshome
<b>Password</b>	cgrams	cgrams	cgrams

#### FactCite: The Lincoln Library Online

FactCite's Lincoln Library Online has hundreds of articles from *Biography for Beginners*, *American History*, *Sports Champions*, *Mythology*, *Shapers of Society*, and much more! Go to: <http://www.factcite.com> and enter the username and password for your building:

	<b>Adamstown</b>	<b>Denver</b>	<b>Reamstown</b>
<b>Login Name</b>	eagle4	denver	rtown
<b>Password</b>	bluewhite	bluewhite	eagle

#### PebbleGo

PebbleGo provides four databases: animals, science, biographies & social studies for beginning research geared toward grades K-3. Includes read-aloud feature, video clips, and activities for each topic. Go to: <http://www.pebblego.com/login/> and enter the username and password for your building:

	<b>Adamstown</b>	<b>Denver</b>	<b>Reamstown</b>
<b>Login Name</b>	adamstown	denver	reamstown
<b>Password</b>	read	read	read

#### World Book Online

**World Book Online** offers thousands of media-rich encyclopedia articles, activities, pictures, quick facts, sounds, and web sites, plus an online atlas and dictionary. Materials are carefully selected and edited for elementary students. Materials can be accessed using the Clever portal on students' school devices or go to <http://www.worldbookonline.com/>, choose Kids (grades K-4) or Student (grades 4+) and enter the following username and password:

**Username:** eagle4

**Password:** bluewhite

#### POWER Library Resources

One click opens the **Pennsylvania Online World of Electronic Resources**. Access these databases for information about authors, auto repair, biographies, children's resources, ebooks, homework resources, consumer health, literature, photographs, and more. Join book clubs and get recommendations for what to read next! Go to <http://www.adamstownarealibrary.org>, click on the Online Resources box, enter your public library card number, and start searching.

#### SORA Ebooks

The SORA digital collection provides digital access to eBooks and audiobooks. It's convenient for students to check out titles from home on the weekends or during school breaks with no worry about misplacing a book – these digital titles automatically return at the end of the lending period! To access these ebooks, download the free SORA app or go to [soraapp.com](http://soraapp.com), login with your Cocalico network username and password, and enjoy eBooks or audiobooks anytime, anywhere on a computer, tablet, smartphone or eReader.

## **MUSIC**

Music is an independent and specialized discipline that is integral in enriching and enhancing all other curricular areas. Our goal is to teach foundational elements that are integral to music and music performance. Kodaly and Orff are two major methodologies used to teach students musical concepts such as rhythm, melody, timbre, form, texture, and expression. Students in Grades 1-5 are scheduled for 45 minutes of music class each cycle. Kindergarten students are scheduled for 30 minutes of music class each cycle.

Through various listening and performance-based activities and reflection, students are led to personal musical enrichment and musical literacy. Classes are designed to introduce and guide students toward personal creativity, discovery, analysis, and the benefits of working together. All of these elements are beneficial to the student, whether they seek a career in music or grow up to be an informed listener. Lessons include singing, proper vocal techniques, history of composers, and performance on recorders in third grade. As the students advance into each higher grade, the knowledge of proper musical terminology and quality of music performance will be gradually increased and assessed.

Chorus is a vocal performance opportunity offered to all 4th and 5th grade students. Chorus participants meet weekly for 30 minutes during the school day to learn a variety of styles of music, develop a lifelong love of singing, build great self-esteem, nurture creativity, and cultivate good citizenship. Singing in chorus develops artistry, excellence, discipline, and commitment. Winter and Spring concerts are a culmination of all the practice and hard work as a community of learners and the expectation is that students participate.

Band instruments are demonstrated to third grade classes near the end of the school year. Instruction on these instruments is available beginning at fourth grade level. Students who have consistently met the minimum time requirements in their practicing will become part of the elementary band.

## **PHYSICAL EDUCATION**

The goal of Cocalico's Elementary Physical Education is to develop the student physically, mentally, and emotionally through activity and exercise. We pursue this goal by teaching locomotor and manipulative skills, as well as by teaching sport skills through drills and basic lead up games. Teamwork, sportsmanship, and problem-solving skills are developed through cooperative games and competitive game play. Kindergarten classes receive 30 minutes of instruction per cycle. Grades 1-5 receive 45 minutes of instruction per cycle. Children who have been ill or injured may be excused from Physical Education for up to two consecutive class periods if a parent sends a note to the teacher. A note from the doctor will be required as an excuse for periods longer than two class periods.

The following attire suggestions are made in the interest of safety and comfort:

- Students must wear sneakers (with shoestrings tied) on days when Physical Education is scheduled. Dress shoes, platform shoes, and boots are not acceptable footwear. Slip-on sneakers are also discouraged.
- Students should dress to be active. Sweatpants or shorts, and a shirt or sweatshirt are recommended. Dresses and skirts are discouraged and would be inappropriate for some activities.
- Jewelry (necklaces, bracelets, rings, earrings) is not to be worn for Physical Education class, as it presents a safety hazard.

## **ROTATING SCHEDULE**

Your child's Art, Library/Computer, Music, and Physical Education class day will change many times during the school year. A four-day rotating schedule is used in place of the days of the week. (Example: Monday is a Day A, Tuesday is Day B, Wednesday is Day C, Thursday is Day D and Friday is Day A. If Tuesday, Day B, is missed due to weather, when the students return to school Wednesday becomes Day B, Thursday is Day C and Friday is Day D.) Therefore, class days are flexible.

## **ELEMENTARY SCHOOL COUNSELING PROGRAM**

Cocalico School District's elementary school counselors are uniquely-skilled educators trained in child development, student learning and self-management, and social skills development. They focus on the whole child throughout their educational experience, collaborating with teachers and families to promote success for today's diverse learners. Certified school counselors are an integral part of each elementary school. Elementary school counselors help students develop the foundational skills necessary to plan for and pursue their future career goals. With the aid of the elementary school counselor, students begin to develop their awareness of effective problem solving, adaptability, communication, and teamwork.

Elementary school counselor programming provides education, prevention, and intervention for students in grades K-5. It guides and supports student knowledge, attitudes, and skills needed for academic, career, and social/emotional growth. To meet the unique needs of all students, individual school counselors follow a common framework that includes:

- Instruction - Teaching classroom lessons to positively impact students' academic, career, and social/emotional advancement.
- Counseling - Supporting individual students or small groups of students during times of stress, conflict, change, or other potential impediments to student learning. Although school counselors do not provide therapy or long-term counseling in schools, they are skilled in recognizing and responding to student mental health needs. They assist students and their families when seeking therapeutic resources.
- Appraisal & Advisement - Assessing student abilities, interests, and achievement to guide educational decision-making and planning.
- Consultation & Collaboration - Working together with parents, teachers, related education services providers, and community agencies to support student learning.
- Referrals - Helping families access community resources.

Parents and guardians are always encouraged to call or email their child's elementary school counselor with questions or concerns at any time throughout the school year.

## **TITLE 1 READING AND MATH SUPPORT**

The goal of the Cocalico School District is to help all students become proficient readers and mathematicians. Title I Reading and Math Support Services offer an additional layer of support to kindergartners through fifth grade students who qualify based on assessment data. Title 1 support is meant to be *supplemental*, which means that students are receiving additional instruction on top of what they would normally receive in the regular classroom. These services are partially provided by federal funding. Our Title 1 program is monitored regularly to ensure its effectiveness and its compliance with federal regulations.

Reading and math support services are delivered in a wide variety of ways and can look very different from student to student. Some students receive services in the classroom while others may receive support in a different location. The environment in which students receive support is dependent on teacher schedules and the degree of individual student need.

All interventions are designed and monitored by a reading/math support teacher, with support from the classroom teacher. Reading/math support teachers use a wide variety of instructional programs and strategies to help address individual student needs. Actual reading/math support instruction may be provided by a reading/math support teacher or a reading/math paraprofessional, but the reading/math support teacher writes the plans for the paraprofessionals to carry out with the students in the Title 1 program. Paraprofessionals providing Title 1 support must be under the direct supervision of a certified teacher. Reading/math support teachers meet with each of the reading/math paraprofessionals to monitor the progress of all reading/math support students to ensure that students are progressing at the desired rate.

The Title 1 program greatly requires active parent and family engagement. Therefore, there are multiple opportunities hosted throughout the school year to provide the families of students who qualified for Title 1 services to learn more about the support program and ways to support their children at home. Parents of reading/math support students are invited to be a part of the Title 1 Parent Advisory Council (PAC) to help provide feedback and planning for the reading/math support program.

### **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

The Cocalico Elementary program provides appropriate language and literacy instruction for students identified as English Language Learners. Each student registering for school is given a Home Language Survey at the time of enrollment. This survey is used to determine the need for additional screening and potential ESL instruction. The ESL program provides either a curriculum that replaces or supplements the general English Language Arts program to varying degrees based on individual student needs. Students are exited from the ESL program when they demonstrate acceptable levels of achievement on state and school district assessments.

### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

MTSS is a systematic process of providing multiple tiered interventions to students who are struggling academically and behaviorally. Tier I includes classroom core instruction and is received by all students. Additional supports include an extra layer of small group, supplemental support and is in addition to the Tier I core instruction. Students receive support systematically based upon their level of need. Student needs are determined by universal screening and progress monitoring, and decision rules are applied to determine the specific level of intervention. MTSS Teams meet on a monthly basis to review the progress of students receiving additional layers of interventions. The team includes a classroom teacher, counselor, school psychologist, principal, and other school personnel if needed.

### **EQUAL RIGHTS AND OPPORTUNITIES POLICY**

The Cocalico School District is an equal opportunity education institution and in compliance with the requirements of the Title VI, Title IX, Section 504, and the Americans with Disabilities Act (A.D.A.), will not discriminate on the basis of race, color, religion, national origin, sex, disability, or handicap in its activities, programs, or employment practices.

For information regarding civil rights or grievance procedures, contact Dr. Ella Musser, Compliance Officer and A.D.A. Coordinator, Cocalico School District, 800 South 4th Street, PO Box 800, Denver, PA 17517.

For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Dr. Ella Musser, Support Programs Coordinator, at (717) 336-1413.

### **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination should be referred to throughout the policy of Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

For information regarding Title IX or the grievance procedures, please contact the Title IX Coordinator: Dr. Stephen Melnyk, 800 South 4<sup>th</sup> Street, PO Box 800, Denver, PA 17517, (717) 336-1403. Emails should be sent to: [titleix\\_compliance@cocalico.org](mailto:titleix_compliance@cocalico.org).

### **PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, notice is hereby given by the Cocalico School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance (ED)
- Hearing Impairment
- Intellectual Disability
- Multi-Disabilities
- Other Health Impairment (OHI)
- Orthopedic Impairment
- Specific Learning Disability (SLD)
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness
- Developmental Delay (EI Program only)

All information gathered about your child by the public school is subject to confidentiality provisions contained in federal and state law. For further information on the rights of parents and children, provisions of services, evaluation and screening processes, and rights to due process procedures, you may contact the Director of Special Services at (717) 336-1461.

### **NOTICE OF SPECIAL EDUCATION SERVICES**

The Cocalico School District provides special education and related services to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services, (2) the special education programs and related services that are available, (3) the process by which the Cocalico School District screens and evaluates such students to determine eligibility, and (4) the special rights that pertain to such children and their parents or legal guardians.

#### **What types of disability might qualify a child for special education and related services?**

Under the Individuals with Disabilities Education Act, commonly referred to as the "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) intellectual disability, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional disturbance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Children ages three through five years old may also be eligible if they have developmental delays and, as a result, need special education and related services.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. Moreover, the IDEA definitions could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "serious emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school-age children with disabilities who do not meet the eligibility criteria under the IDEA might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and as a result, need Special Education and related services. Developmental areas include cognitive, communication, physical, social/emotional and self-help. For additional information you may contact the Lancaster-Lebanon Intermediate Unit 13 at 717-606-1600.

#### **What programs and services are available for children with disabilities?**

The Cocalico School District must ensure that children with disabilities are educated to the maximum extent appropriate with their non-disabled peers, commonly referred to as the least restrictive environment. Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aids and services provided as needed in that environment, (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom, (3) regular class placement for most of the school day with instruction provided by a special education teacher in a special education classroom, (4) supplemental special education class placement in a regular public school or alternative setting, and (5) special education class placement or special education services provided outside the regular class for most or all of the school day, either in a regular public school or alternative setting.

Depending on the nature and severity of the disability, the Cocalico School District can provide special education programs and services in (1) the public school the child would attend if not disabled, (2) an alternative regular public school either in or outside the school district of residence, (3) a special education center operated by a public school entity, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home.

Special education services are provided according to the primary educational needs of the child, not the category of disability. The types of service available are (1) learning support, for students who primarily need assistance with the acquisition of academic skills, (2) life skills support, for students who primarily need assistance with development of skills for independent living, (3) emotional support, for students who primarily need assistance with social or emotional development, (4) deaf or hearing impaired support, for students who primarily need assistance with deafness, (5) blind or visually impaired support, for students who primarily need assistance with blindness, (6) physical support, for students who primarily require physical assistance in the learning environment, (7) autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders, and (8) multiple disabilities support, for students who primarily need assistance in multiple areas affected by their disabilities.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling, and family training.

You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public-school program. Requests for evaluation and screening are to be made in writing to the building principal. If you have additional questions about this process or program contact Dr. Andria Weaver, Director of Special Services, at 717-336-1461.

### **EARLY CHILDHOOD OPPORTUNITIES**

#### **Thrive To Five**

*Thrive to Five* (formerly known as Head Start) is a comprehensive preschool program for low-income children ages birth through five years old that is provided through the Community Action Partnership of Lancaster. Currently, Cocalico hosts two *Thrive to Five* classrooms (one at Denver Elementary and one at Adamstown Elementary). It provides children with a developmentally appropriate early childhood education. The program ensures that young children get health checkups and treatment, oral health screenings, and that they are fed a nutritious hot meal every day.

In *Thrive to Five*, teachers and home visitors work with children, and their families, to help them gain the skills needed to succeed in school—both socially and academically. The program offers comprehensive health, nutrition, and other family support services including opportunities to further develop parenting skills. *Thrive to Five* provides children with activities that help them grow mentally, socially, emotionally, and physically.

#### Eligibility for *Thrive to Five*

Foster children, children experiencing homelessness, families that receive SSI (Supplemental Security Income) or TANF (Temporary Assistance for Needy Families) that have annual gross income at or below 100% of the guidelines are eligible. If annual income is between 101% - 150%, an application can still be processed, however, the odds of being selected for a *Thrive to Five* slot are slim.

Family Size	100%	150%
1	\$12,880	\$19,320
2	17,420	26,130
3	21,960	32,940
4	26,500	39,750
5	31,040	46,560
6	35,580	53,370
7	40,120	60,180
8	44,660	66,990

Interested families should e-mail [thrivetofive@caplanc.org](mailto:thrivetofive@caplanc.org) or call 717-344-7615 or 717-299-7301 (ext. 3012) to learn more information or schedule an appointment to apply. If those contacts are unsuccessful, families should contact the Cocalico School District at 717-336-1462.

#### Early Learning Mentor

Through cooperation with the Community Action Partnership of Lancaster, we are able to implement the *Parents as Teachers* program. Our *Early Learning Mentor* helps to implement this program through personal home visits to focus on the teaching of effective parenting skills, assisting families in utilizing necessary community resources, and facilitating opportunities for parents and children to make connections with other families in the community. Any family with a child from birth to age 2 is eligible for the program. To find out more information or to apply for the program, please contact Deeann Sherman at [dsherman@caplanc.org](mailto:dsherman@caplanc.org) or 717-336-7797 (ext. 212), Rose DeJesus at 717-299-7388 (ext. 3205), or Denise Logue at [denise\\_logue@cocalico.org](mailto:denise_logue@cocalico.org) or 717-336-1462.

#### **HOMEWORK**

The purpose of homework assignments should be to provide practice and reinforcement of skills presented by the teacher, provide opportunities for parents/guardians to know what their child is studying, and encourage parent/guardian and child interaction. Each student shall be responsible for completing homework assignments as directed. Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regard to other valuable experiences to be gained outside of school. If a student is struggling with an assignment, parents should feel free to contact the child's teacher via email, note, or other means.

#### **SCHOOL TESTING PROGRAM**

The following group tests are administered during the academic year:

Name of Test	Grade	Purpose
Letter Identification (LID)	K	To determine how many capital and lowercase letters students are able to name correctly
Fountas & Pinnell Benchmark Assessment System (BAS)	K-2	To determine students' reading levels by measuring the students' reading accuracy, comprehension of text, and fluency.
Acadience Learning (Formerly known as DIBELS)	K-5	<u>Reading</u> – Used to screen all students in the areas of phonemic awareness, phonics, and fluency skills. <u>Math</u> – Used to screen all students in the areas of magnitude comparison (more vs. less), subitizing, number identification, counting, basic computation, and concept application
OTIS- LENNON Test of Academic Aptitude	2	Provides an index of general school ability (Measures abstract thinking and reasoning ability)

iReady Math Assessment	K-5	An online assessment designated to determine students' needs, personalize their learning and monitoring progress throughout the school year in the area of math.
Pennsylvania System of School Assessment (PSSA)	3, 4, 5	Developed by the PA Department of Education. This assessment provides school districts with information about the knowledge and skills of their students in Mathematics, Science, and English Language Arts.
Pennsylvania Alternate System of Assessment	3, 4, 5	Developed by the PA Department of Education, for those students with severe disabilities. This is in lieu of the PSSA.

### REPORT CARDS

The Cocalico Elementary Schools will be reporting student progress three times a year, using a trimester system. Reporting of pupil progress is presented in four forms.

- *Report Cards* – Student report cards are issued three times a year. Report cards are able to be viewed electronically for Trimester 1 and Trimester 2. Report card cards will be sent home for Trimester 3.
- *Conferences* - Attendance at these parent/teacher conferences is expected. Conferences are scheduled two times a year to personalize reporting and to keep open the lines of communication between parents and teachers. Parents are encouraged to communicate on a regular basis with their child's teacher throughout the year in addition to meeting with them during conferences. Parents will sign up for a time for their child's conference, via an electronic system, prior to the conference period.
- *Mid-Report Form* – This notification by the classroom teacher alerts parents of any third, fourth, or fifth grade students experiencing difficulty, especially if there is a possibility of failure in one or more subjects.
- *PowerSchool Parent Portal*- PowerSchool will be utilized to report and track student records, including grades and attendance. The Parent Portal is an integrated tool that allows parents to use any computer with Internet access to view specific information about their student. With the Parent Portal, parents will have access to their children's grades and attendance records as soon as teachers enter the information into the system. This tool further enhances the communication between parents and school personnel and aids in our partnership as we seek to provide the best education possible.

### GRADING

In grades 3-5, students are given letter grades in Math, Science, English Language Arts, and Social Studies. The following scale is used when determining the letter grade:

Percentage Grade	Letter Grade
98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
65-69	D
0-64	F
Pass	P

### OPT-OUT PROVISIONS FOR ASSESSMENT AND INSTRUCTION

The district recognizes that parents may, for religious or personal reasons, object to their children receiving instruction in specific areas of study or taking various assessments. When parents determine they want to request an exemption for their children from a specific aspect of instruction, they must submit a letter of request to that effect to the building principal, stating their objections to the lesson. The principal will review the request and, if the principal determines it to be a bona fide request, alternative instruction during the relevant time period will be provided. In the case of state assessments, parents should follow the guidelines provided by PDE and submit a letter to the superintendent after reviewing the test with the building test administrator.



## PROMOTION AND RETENTION OF STUDENTS

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions. Any parental concerns regarding the promotion or retention of students should be discussed with school personnel as soon as possible during the school year.

## CLASS ASSIGNMENTS

A team of teachers, specialists, learning support personnel, and the principal divide each class into a specific number of sections for the next school year. Heterogeneous (mixed ability) grouping with an equal distribution of high, middle, and low ability children is used. The team evenly divides students according to gender, considering personalities and behavioral concerns. Our goal is to create the most productive educational environment possible for each classroom. The teaching staff spends a great deal of time, thought, and consideration in this process.

**Principals do not accept parent requests for specific class assignments.** If, however, you believe there is important information that is essential to the placement of your child, this information needs to be provided to the building principal in writing. When making a request, please state the specific concern on the type of classroom environment you believe would be most beneficial for your child by April 1. Parents should refrain from inclusion or exclusion of specific teachers. The team makes sound educational decisions, based on instructional and behavioral needs of all students.

## FIELD TRIPS

Field trips may be offered during the school year. Classroom teachers will inform parents in advance of the details of these trips and secure permission from parents for their child's participation. The annual update of all of the PowerSchool forms will be required to participate in field trips. There may be costs to the parent(s) associated with such trips. Trips are considered a privilege. Meetings with school personnel and parents will be convened to discuss particular student situations.

## RELEASE FOR VISUAL MATERIALS & INTERVIEWS

The Cocalico School District occasionally develops presentations for informational and educational purposes. For these events it is often necessary to use photographs, slides, movies, or interviews that describe various programs and their settings. Examples of such activities include, but are not limited to, the slideshow made at the fifth-grade camp experience, pictures and movies used to present activities at School Board meetings, school web pages, newspaper coverage of special events at school, or social media postings.

**It will be assumed that parental permission for the above activities is granted *unless* a WRITTEN DENIAL OF PERMISSION FOR RELEASE OF VISUAL MATERIAL AND INTERVIEWS FORM** is provided by the parent or guardian and is on file in the student's record. A copy of this form is available at each school office and must be completed each school year.

## PETS IN SCHOOL

There are times when it is appropriate for a student to bring a pet to school to share with the class. **THIS MUST ALWAYS BE APPROVED BY THE TEACHER AND PRINCIPAL TO ENSURE MAXIMUM HEALTH AND SAFETY FOR ALL STUDENTS.** Guidelines to be followed are listed below:

- Preferable times are the beginning or the ending of the school day.
- Pets shall not be transported on school buses.
- When a parent/guardian brings a pet to school, it shall be brought to the office. The child will be called to the office to escort his/her parent/guardian and pet to the classroom.
- The parent/guardian shall stay with the pet and take it home when the student is finished sharing.
- All safety precautions shall be followed to avoid any injury to the children.

## VALUABLES/PERSONAL ITEMS

Students should not bring personal items of value (i.e., electronic items, trading cards, iPads, coins and other collections, large sums of money, electronic games, playground toys, etc.) to school unless requested by the teacher for classroom instruction or school activity. *The school will not be responsible for any loss or damage to such items. Items may be confiscated and held in the school office for parent pickup.* School personnel may search a student's district-issued computer, book bag, locker or personal items and seize any illegal or dangerous materials.

## CELL PHONES/PERSONAL ELECTRONICS

Items such as cell phones, iPods, MP3 players, and other electronic devices are not permitted during school. All devices should be off and stored in bookbags. The school assumes no responsibility for lost, damaged, or stolen items. Students should not be making calls, reading, responding to text messages, taking pictures or making recordings of any kind, etc. during the school day on any electronic device, including smart watches. Failure to follow these guidelines may result in the item being confiscated and a parent or guardian will need to pick up the device. If you need to contact your child during the school day, please call the school office.

## LOST AND FOUND

Each elementary school maintains a "lost and found" box. Items lost on school property outside the classroom are collected in this area. To locate a lost item, contact the teacher or the office for each school's individual location and access procedures. Please label students' clothing and lunch boxes. Anything not claimed by the end of the year will be donated to a local charity.

## SCHOOL CALENDAR

A Cocalico School District Calendar is mailed to all residents of the Cocalico School District in July of each school year. In addition, district and individual school calendars can be found at the district website ([www.cocalico.org](http://www.cocalico.org)). Please review this publication of dates and times of specific events within the Cocalico School District. If you did not receive a calendar, please contact the school office.

## SCHOOL PROPERTIES AND FACILITIES

District policy provides for the appropriate use of school property and facilities by the community, outside school hours, that do not conflict with school programs. Individuals or groups must contact and plan with the school at least four weeks in advance to secure appropriate permission and proper coordination of events and activities. Outside organizations should contact the Central Office for paperwork before securing building permission.

## DAMAGES TO SCHOOL PROPERTY

The school district supplies all needed textbooks, electronic devices, furniture, etc. These materials and its facility are the property of the Cocalico School District. Obligation notices for the price of any damaged item will be sent home, with payment to the district expected in a timely manner. Any unpaid obligations are expected to be paid by the end of the school year or further consequences may be applied.

## DISTRIBUTION OF MATERIALS

Each building has a Wednesday take-home day, with all take-home papers emailed weekly via SchoolMessenger to families who have provided a valid email address. All flyers to be sent home are subject to district approval and must meet the criteria for distribution guidelines. Parents in split custody situations may access all take-home papers via the building's website. Some (limited) materials may still be sent home in paper form.

## SCHOOL PICTURES

Students are given the opportunity to purchase school pictures twice a year. In the fall, each elementary school conducts an individual picture day. In the spring, individual and class pictures are taken. Various picture packages are offered to the student through the photography company. There is no requirement to purchase any picture; however, all students are photographed for school records. Questions regarding picture packages should be directed to the company.

## FUNDRAISERS

Elementary students are not permitted to sell or trade personal items or items from outside organizations during school hours. There is to be no house-to-house canvassing of items sold through school organizations. Only school-approved fundraisers will be permitted. All fundraisers conducted within the school system or by any school-related organization shall first be approved by the principal and should not be for individual gain.

## TELEPHONE INFORMATION









School telephone use for students will be limited to emergency situations only. Forgotten school materials such as homework, textbooks, etc., will not be considered an emergency situation. Teachers will not be able to take phone calls during instructional time, but will return voicemails during non-instructional time. Home telephone numbers and addresses of the staff and students are confidential and will not be disclosed.

## RECESS AND SUPERVISION

Paraprofessionals are assigned to supervise play during recess periods. Children are expected to play outdoors unless the weather is severe. Please make sure children are dressed appropriately (hat, gloves, hoods, as examples). In extremely cold weather, recess time may be shortened. During inclement weather, recess will be held in each classroom. To ensure safety during recess periods, playground rules must be followed. Children who have been ill may be excused for up to three days from outdoor play if the parent sends a note to the teacher. A note from a doctor will be required for a period beyond three days for the student to remain in the classroom during recess. There will be no recess with a two-hour delay schedule..

## WAYS TO STAY CONNECTED AT COCALICO

We want our school community to see all of the amazing things happening at Cocalico School District's elementary schools.

Website	Smore Newsletter	Twitter	Instagram	Cocalico School District App
<a href="http://www.aes.cocalico.org">www.aes.cocalico.org</a> <a href="http://www.des.cocalico.org">www.des.cocalico.org</a> <a href="http://www.res.cocalico.org">www.res.cocalico.org</a>		@AdamstownSchool @DenverEl @ReamstownEl	<a href="https://www.instagram.com/adamstownelementary">adamstownelementary</a> <a href="https://www.instagram.com/denverelementary">denverelementary</a> <a href="https://www.instagram.com/reamstownelementary">reamstownelementary</a>	 
 <ul style="list-style-type: none"><li>classroom and support services information</li><li>staff listing and email links</li><li>school initiatives</li><li>parent handbook</li><li>take home papers</li><li>PTA information</li><li>photos of events</li></ul>	 <ul style="list-style-type: none"><li>online electronic newsletter format</li><li>interactive active content to increase engagement</li><li>emailed directly to families</li><li>able to be translated into multiple languages</li></ul>	 <ul style="list-style-type: none"><li>quick updates with pictures and videos</li><li>snapshots of life at Denver</li></ul>	 <ul style="list-style-type: none"><li>pictures and videos</li><li>images to tell our story</li></ul>	 <ul style="list-style-type: none"><li>automatically receive districtwide news, calendar events and notifications</li></ul>

## COCALICO EDUCATION FOUNDATION

The Cocalico Education Foundation is a nonprofit organization that provides support for educational enhancement in the Cocalico school community. The Foundation aims to assist the school district in helping to meet the challenge by donating financial support beyond the basics to provide extra opportunities not funded by tax revenues. The Foundation provides financial support for innovative programs via classroom grants, new technology initiatives, scholarships for graduating seniors and books for young children.

For further information call (717) 336-1413, email: [cef@cocalico.org](mailto:cef@cocalico.org) or go to the CEF website:

<https://www.cocalicoeducationfoundation.org>.

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