



**COCALICO SCHOOL DISTRICT  
ELEMENTARY PARENT/ STUDENT HANDBOOK  
2019-2020**

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 in an effort 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 frequent reference.

The purpose of the Student 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 any questions or wish additional information, please visit the website at [www.cocalico.org](http://www.cocalico.org) or contact the office.

Mrs. Susan E. Snyder  
Principal  
Adamstown Elementary

Mrs. Angela N. Marley  
Principal  
Denver Elementary

Dr. Andria Weaver  
Principal  
Reamstown Elementary

**SCHOOL NUMBERS**

	<b>TELEPHONE</b>	<b>FAX</b>
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.

**MODIFIED KINDERGARTEN TIME SCHEDULES**

<b>2 Hour Late Start</b>	<b>11:30 Dismissal</b>	<b>1:30 Dismissal</b>
AM 10:35 AM-12:10 PM	AM 8:35-11:30 AM	AM 8:35-10:25 AM
PM 1:25-3:00 PM	PM 12:25 PM-3:00 PM	PM 11:40-1:30 PM

## TABLE OF CONTENTS

Absences.....	7
Anti-Bullying Procedures .....	13
Arrival and Departure Time .....	6
Art .....	19
Attendance .....	7
Bicycle Riding.....	9
Breakfast & Lunch Service .....	15
Building Entrance Procedures .....	9
Bus Information .....	8
Car Students .....	9
Change of Address Within the District .....	6
Child Abuse Reporting .....	9
Class Assignments .....	12
Class Parties, Birthdays and Other Items for the Class .....	10
Cocalico Community Partnership .....	23
Cocalico Education Foundation .....	24
Curriculum .....	18
Custody Issues .....	9
Code of Conduct .....	12
Damages to School Property .....	11
Diabetes Management .....	15
Distribution of Materials .....	11
ECollect Forms .....	14
Elementary School Counseling Program .....	16
Elementary Staff .....	3
Emergency Information .....	14
English Language Arts Instruction .....	18
ESL Program .....	18
Enrollment and Withdrawal Procedures .....	6
Equal Rights and Opportunities Policy .....	22
Family Trips .....	7
Field Trips .....	9
Fundraisers .....	11
Grading .....	17
Health Services .....	14
Homeless Information .....	7
Homework .....	18
Internet Use .....	20
Lost and Found .....	11
Mathematics.....	19
Mission iNSPIRE.....	20
Modified Kindergarten Time Schedules .....	1
Moving from the District .....	6
Multi-Tiered Systems of Supports .....	16
Music .....	21
Naloxone .....	15
Notice of Special Education Services .....	22
Online Enrollment.....	6
On-Line Resources .....	20
Opt Out Provisions for Assessment and Instruction .....	17
Pets in School .....	11
Physical Education .....	21
Possession or Use of Weapons.....	14
Pre-K Counts.....	18
Promotion and Retention of Students .....	12
Protected Handicapped Students.....	22
PTA/ PTO Officers .....	6
PTA/ PTO Purpose .....	10
Pupil Progress.....	17
Recess and Supervision.....	14
Release for Visual Materials and Interviews .....	9
Rotating Schedule .....	18
School Calendar .....	11
School Library / Technology .....	20
School Numbers .....	1

School Pictures .....	11
School Properties and Facilities .....	11
School Testing Program .....	16
School Visitors/ Volunteers .....	9
Science .....	19
Social Studies .....	19
Student Dress .....	12
Student Personal Device Agreement .....	20
Student Records Notification of Rights .....	22
Student Responsibilities and Behavior Expectations .....	13
Telephone Information .....	11
Threats .....	13
Title I/ Reading Support .....	19
Tobacco Use/ Possession Policy .....	14
Valuables/ Personal Items .....	11
Volunteers .....	9
Walkers .....	8
Weather/ Emergency .....	6
Withdrawal Procedures .....	6

**ELEMENTARY STAFF**  
**- District-Wide Elementary Staff -**

Dr. Ella Musser	Superintendent
Dr. Beth Haldeman	Assistant to the Superintendent
Dr. Stephen Melnyk	Assistant to the Superintendent
Mary Rinehart	Director of Special Services
Beth Cerullo	Library/Media Services Coordinator
Bradley Kafferlin	Director of Technology
Sue Cammauf	Home School Visitor
Denise Logue	K-12 Director of Academic Supports
Danielle Pfautz	Assistant Director of Special Education
Kristen Hartranft	Technology/Enrichment Coordinator
Sarah Snyder	Special Education Consultant

**ADAMSTOWN**

Mrs. Susan E. Snyder	Principal
Heidi Zook-Payne	Administrative Assistant
Kristin Wise	Administrative Assistant
Samantha Hackenberg	Grade 5
Matt Landis	Grade 5
Stephanie Noll	Grade 5
Jeff Shenk	Grade 5
Cheryl Frost	Grade 4
Michele Koch	Grade 4
Meghan Grove	Grade 4
Lisa Borry	Grade 3
Jan Lorah	Grade 3
Robyn Reel	Grade 3
Amanda Evans	Grade 2
Susan Hertzog	Grade 2
Lauren Miller	Grade 2
Alicia Brandt	Grade 1
Colleen DiMatteo	Grade 1
Mary Orndorff	Grade 1
Mary Snyder	Grade 1
Mindy Bell	Kindergarten
Julie Zaorski	Kindergarten/Learning Support
Faith Mumma	Art
Elise Clicquennoi	Counselor
Kristy Gettle	ESL
Chelsea Mann	Learning Support
Abigail Sauder	Learning Support
Heather Krueger	Library/ Computer
Stephanie Miller	Music
Howard Boots	Music - Instrumental

Katrina Grieve, R.N./ C.S.N.  
 Christina Mattox  
 Maria Plaksin  
 Jenna Yarger  
 Melissa Keck  
 Elaine Evans  
 Kristin Blue  
 Melissa Arment  
 Stephanie Bollinger  
 Susan Didden  
 Krista Kiehl  
 Ruth Buffenmyer  
 Jared Horst  
 Stephanie Martin  
 Elizabeth Nye  
 Chaleace Popolis  
 Cheryl Sauder  
 Shannon Zimmerman  
 Rick Strauss  
 Tammy Moran

Certified School Nurse  
 Licensed Nurse  
 Licensed Nurse  
 Physical Education  
 Reading Specialist  
 Reading Specialist  
 Library Assistant  
 Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Head Custodian  
 Head Cook

### DENVER

Mrs. Angela Marley  
 Matthew Eshelman  
 Tammy Ruth  
 Tina Zerbe  
 Matthew Bartholomew  
 Jessica Campbell  
 Shawn Martin  
 Heather Myer  
 Rebecca Culbert  
 Brian Eckhart  
 Jill Lutz  
 Seth Sigman  
 Lauren Bennett  
 Jill Carper  
 Brynn Gallagher  
 Lori Good  
 Jen Eshelman  
 Ann Ginder  
 Roseanne Milligan  
 Katherine Steckbeck  
 Lori Kemper  
 Vicki Kreider  
 Kathy Robb  
 Melissa Whitcomb  
 Trisha Pohronezny  
 Denise Young  
 Alisa Leidich  
 Rachel Albrecht  
 Julie Melone  
 Kelly Cherrie  
 Rebecca Duran  
 Ian Murray  
 Katie Schlegelmilch  
 Justin Shober  
 Sarah Snyder  
 Beth Cerullo  
 Kristin Burkholder  
 Howard Boots  
 Kristina Heft, R.N./ C.S.N.  
 Carol Buckwalter  
 Samantha Horst  
 Maria Plaksin  
 Michael Sholansky  
 Jenna Yarger

Principal  
 Dean of Students  
 Administrative Assistant  
 Administrative Assistant  
 Grade 5  
 Grade 5  
 Grade 5  
 Grade 5  
 Grade 4  
 Grade 4  
 Grade 4  
 Grade 4  
 Grade 4  
 Grade 3  
 Grade 3  
 Grade 3  
 Grade 3  
 Grade 2  
 Grade 2  
 Grade 2  
 Grade 2  
 Grade 1  
 Grade 1  
 Grade 1  
 Grade 1  
 Grade 1  
 Kindergarten  
 Kindergarten  
 Art  
 Counselor  
 ESL  
 Learning Support  
 Learning Support  
 Learning Support  
 Learning Support  
 Learning Support  
 Itinerant Autistic Support  
 Library/Computer  
 Music  
 Music - Instrumental  
 Certified School Nurse  
 Licensed Nurse  
 Licensed Nurse  
 Licensed Nurse  
 Physical Education  
 Physical Education - Adapted



Abbie Enders  
 Terri Vrabell  
 Lisa Helock  
 Howard Boots  
 Tamara Armstrong  
 Eric Bowden/ Carrie McKernan  
 Lynne Lewis  
 Pat Harting  
 Laurie Deering  
 Leann Ryder  
 Christina Waas  
 Marnie Becker  
 Nichole Brown  
 Heather Clevenger  
 Rochelle Gregg-Hudgens  
 Beverly Martin-Darling  
 Lauren Marte  
 Linda Maurizi  
 Rachel Sterner  
 Cherie Sweigart  
 Bonnie Thompson  
 Jessica Winter  
 Dean Pannebecker  
 Sandra Musser

Art  
 Library/ Computer  
 Music  
 Music - Instrumental  
 Physical Education  
 Counselor  
 Library Assistant  
 Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Reading/ Math Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Paraprofessional  
 Head Custodian  
 Head Cook

### ONLINE ENROLLMENT

Ages for original entry are as follows: Kindergarten - age 5 before September 1; First Grade - age 6 before 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, and a written record of immunization or a signed Medical/Religious exemption completed in accordance with regulations of the Department of Health are required in order for enrollment to be completed and the student to be assigned a teacher.

### WITHDRAWAL PROCEDURES

A parent or guardian shall contact the elementary office as soon as you know you will be moving. 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.

### CHANGE OF ADDRESS WITHIN THE DISTRICT

If you plan to change your address, parents are required to complete a Change of Address form. You will be asked to provide proof of residency for the new address when the form is submitted to the school office. Upon completion of this process, the changes will be made official in PowerSchool and school records.

### MOVING FROM THE DISTRICT

If you plan to move to an address in another school district, please notify the office at the school your child attends. Your child's records will be forwarded to the new school district upon their written request.

### WEATHER/EMERGENCY - 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, all designated emergency numbers will receive a phone call. **In the event of a late start or cancellation, ONLY the first emergency 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.

### ARRIVAL AND DEPARTURE TIME

School for Grades 1-5 begins at 8:35 AM and concludes at 3:00 PM. Times for Kindergarten are AM Kindergarten 8:35 to 11:10 AM and PM Kindergarten 12:25 to 3:00 PM. Buses with regular runs do not arrive prior to 8:20 AM and do not leave before 3:00 PM. **Non-bus children should arrive no earlier than 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. **There will be no supervision of students before 8:20 AM.**

## 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. In an effort to ensure student safety, School Messenger, 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, family emergencies, bereavement, prearranged doctor and dentist appointments, 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. ***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.***

- A. **UNLAWFUL ABSENCES** may receive the following:
  - a. **1st Offense** - Notification to parent from the office documenting the status.
  - b. **2nd Offense** - Notification to parent from the office documenting the status.
  - c. **3rd Offense** - Notification to parent from the office documenting the status.
  - d. **4th Offense**- Notification to parent from the office documenting the status and a School Attendance Improvement Plan developed.
  - e. **5th Offense**- Notification to parent from the office documenting the status.
  - f. **6th 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.
- B. **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. **Unexcused tardiness will be recorded. Unexcused tardies accumulate, with five tardies coded as one unlawful absence.**
- C. **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.
- D. **LEAVING EARLY:** When a student is to be dismissed early, the parent/guardian is to submit a note to the office via e-mail or through the classroom teacher, stating the time and reason the child will be leaving school. The child is to be picked up in the office and officially signed out for the day. Identification of the adult may be required.
- E. **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 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 <http://www.cocalico.net/>. 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 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.***

## HOMELESS INFORMATION

**Homelessness is defined as lacking a fixed, regular and adequate nighttime residence.**

- Fixed: Not moving or in a car.
- Regular: Normal routine
- Adequate: Own bed/ bedroom, heat, water, electricity.

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

- Living in shelters or transitional housing
- Living in cars, parks, substandard housing
- Sharing the housing of others due to loss of housing or economic hardship (Doubled-Up)
- Living in hotels/motels or campgrounds
- Migrant youth who are living in above situations
- Unsheltered

**The Rights of homeless on McKinney-Vento Act are as follows:**

- 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
- Receive transportation to their original school, if requested
- Receive comparable services as housed students, including special education services.
- Receive free lunch
- Categorically eligible for services such as Head Start and Title One services
- Right to Dispute

## 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 may be 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. The 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

1. Always follow the instructions of your driver.
2. No eating or drinking on the bus.
3. Remain in your assigned seat while the bus is in motion.
4. Drugs, tobacco, and alcohol are not permitted.
5. Use appropriate language at all times and be considerate of others.
6. Appropriate use of cell phones:
  - a. No talking on your phone or taking videos/pictures.
  - b. Music may be played if using headphones or earbuds.
7. Keep hands, head, and other items inside the bus at all times.
8. Yellow bus passes are required to change busses/bus stops.
9. The 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:

1. Drivers shall submit a written bus conduct report of serious or repeated violations to the principal.
2. Serious or repeated violations may result in a limited suspension of bus riding privileges. (An official notice will be sent home to the parents.)
3. 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.

**The school assumes no responsibility for behavior or incidences that occur while walking to and from school. Parents are encouraged to discuss appropriate behavior with their children.**



### 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, child care provider). Identification of the adult may be required. The child will only be released to 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.

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.

### 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 eCollect Student Information Verification forms will be required for participation. There may be costs to the parent associated with such trips. Trips are considered a privilege; participation can be denied for just causes. Meetings with school personnel and parents will be convened to discuss particular situations.

### CUSTODY ISSUES

If a special custody situation exists, and special arrangements need to be made, 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 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.

### 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.

### 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 Camp Swatara, 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 year.

### 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.

We welcome parents to occasionally (i.e. once a month) eat lunch in the school cafeteria as a special treat for your child, but we ask visitors to refrain from bringing restaurant food to the cafeteria (i.e. Subway, McDonald's, etc.). Due to student safety concerns, these special visits include only the lunch period, not recess.

**If you wish to visit a classroom at other times, 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.**

**Other requests for visits to the school should be limited in number and must be presented to the office at least one day in advance in order to gain proper permission.**

### 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.

### 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.

**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:

1. Providing a treat **MUST BE APPROVED BY THE TEACHER.**
2. 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.
3. 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.
4. 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	.50
Milk (8 oz. assorted flavors)	.60
Popcorn	.40
Graham Crackers	.40
String Cheese	.30
Pretzels	.40
Goldfish	.50
Water (8 oz.)	.60
Yogurt Cups	.50
Fresh Fruit (apples, bananas, oranges)	.40
Italian Ices	.75

\*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.

5. Treats must be provided for the entire class. Items shall be brought to the office.
6. 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.
7. 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.

**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  
Co-Vice President  
Secretary  
Treasurer

Melissa Menet  
Nina Bartoletti  
Kristine Butz  
Stephanie Noll

**DENVER PTA**

President  
Vice President  
Secretary  
Treasurer

Amber Martin  
Melissa Hershey  
Heather Thompson  
Kim Fasnacht

**REAMSTOWN PTA**

President  
Vice President  
Secretary  
Treasurer

Heather Clevenger  
Gretchen Roberts  
Jill McGowan  
Misty Ebersole

## **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.

## **VALUABLES/PERSONAL ITEMS**

Students should not bring personal items of value (i.e., electronic items, cell phones, 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.

## **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 TO ENSURE MAXIMUM HEALTH AND SAFETY FOR ALL STUDENTS.** Guidelines to be followed are listed below:

1. Preferable times are the beginning or the ending of the school day.
2. Pets shall not be transported on school buses.
3. 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.
4. The parent/guardian shall stay with the pet and take it home when the student is finished sharing.
5. All safety precautions shall be followed to avoid any injury to the children.

## **TELEPHONE INFORMATION**

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. Student cell phones are not permitted and may be confiscated.

Teachers will not be able to take phone calls during instructional time, but will return voicemails during non-instructional time. Telephone numbers and addresses of the staff and students are confidential and will not be disclosed.

## **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.

## **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.

## **DISTRIBUTION OF MATERIALS**

Each building has a Wednesday take home day, with all take home papers emailed weekly via School Messenger 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. Only materials that require a signature will 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 school photography company. There is no requirement to purchase any picture; however, all students are photographed for school records.

### 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:

1. Clothing advertising alcoholic beverages and tobacco products, and containing inappropriate language and/or messages shall not be worn.
2. Regular length shorts and regular short sleeve shirts are acceptable in warm weather.
3. 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.
4. Tank tops are permissible in warm weather.
5. 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. Heelies or other shoes with wheels must have the wheels removed in order to be worn at school.
6. 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.

### CLASS ASSIGNMENTS

Children are assigned to classes in May of the present school year. 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.

### PROMOTION AND RETENTION OF STUDENTS

Students will be promoted to the next grade level after successfully completing grade level material. Any parental concerns regarding the promotion or retention of students should be discussed with school personnel as soon as possible during the school year.

### 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>DESCRIPTION OF LEVEL I-</b> Minor misbehavior on the part of the student, which impedes classroom procedures or interferes with operation of the school.	
EXAMPLES	DISCIPLINARY OPTIONS/RESPONSES
<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>DESCRIPTION OF LEVEL II-</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>

### **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.

### **THREATS**

Threats made by students will be considered Level II offenses as per the elementary school policy.

### **ANTI-BULLYING PROCEDURES**

The Cocalico School District is committed to providing a safe, positive learning environment for all students. The Board 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 Board prohibits bullying by district students.

Bullying is defined as a repeated, aggressive act which may be electronic, written, verbal, or physical directed at another student or students where there is an imbalance of power, which occurs in a school setting and 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.

School setting is defined as in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

**As outlined in Cocalico School Board Policy 249, the district will ensure of the following:**

- School Board Policy 249 shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.
  - The policy and administrative regulations are reviewed annually with students and the information is listed in the Parent/Teacher Handbook.
  - School Board Policy 249 will be reviewed every three (3) years, and necessary revisions will be recommended to the Board.
  - Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.
  - District administration shall annually provide the following information with the Safe School Report: District Bullying Policy, a report of bullying incidents, and information on the development and implementation of any bullying prevention, intervention or education programs.
  - The district may develop and implement bullying prevention and intervention programs that align with our School-wide Positive Behavior Support initiatives.

**Possible Consequences for Violations:**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Parental notification on first offense
- Counseling within the school
- Parent conference
- Detention
- Suspension

- Loss of school privileges.
- Exclusion from school-sponsored activities
- 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 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 School Resource Officer, and possible fine through the District Magistrate. Cocalico School District properties are tobacco-free zones.

### **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 from outdoor play up to three days if the parent sends a note to the teacher. A note from a doctor will be required for a period beyond three days and the student will remain in the classroom during recess. If there is a two-hour delay, there will be no recess.

### **ECOLLECT FORMS (EMERGENCY FORMS)**

Cocalico School District maintains a confidential, comprehensive student information system, 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 person(s) specifically listed in the student information system. Identification may be required. Unlisted numbers must be provided.

### **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.

#### 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 Superintendent for Elementary Education at (717) 336-1412.

#### 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 (½ cup) and fluid milk (½ cup). Lunch consists of five components: protein (2 oz. per day), fruit (½ cup), whole grain (one serving per meal), vegetable (½ cup) and fluid milk (½ cup). Students must choose at least three of the five components, with one of those components being either a vegetable or a 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 nutritionals, 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.

Breakfast is available daily in the school hallways for students to purchase and eat in the classroom. Cost is \$1.50 per student or \$.30 for students that qualify for a reduced rate. Lunch is available daily for \$2.40 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 will be sent to a collection agency.

### **Free and Reduced Lunch Applications**

Parents/guardians may apply for free or reduced lunches 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 & 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.

### **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. Tier II includes an extra layer of small group, supplemental support and is in addition to the Tier I core instruction. Tier III is an individualized, specialized intervention, which is in addition to both Tier I and Tier II. Students move between each tier 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 Tier II and Tier III interventions. The team includes a classroom teacher, counselor, school psychologist, principal, and other school personnel if needed.

### **ELEMENTARY SCHOOL COUNSELING PROGRAM**

School counseling programs and services are an integral part of the total educational experience. These programs and services view all students individually and promote the social and emotional welfare of students while fostering the development of responsible and self-actualizing behaviors, which enable students to lead fuller and more productive lives. School counselors stress the importance of decision-making and how one's decisions influence one's life. The program also provides the opportunity to help students understand the many roles, settings, and events that one participates in over a lifetime and the importance of these roles in their life career planning.

The counselors' roles in our guidance program may include:

- Work with small or large groups to foster awareness of self and others as part of healthy development.
- Facilitate small counseling groups to support emotional, social, and academic growth.
- Meet with students individually to address developmental needs or help resolve problems.
- Administer individual and group tests that assess levels of ability and achievement, and to facilitate appropriate educational placement.
- Collect and coordinate student data.
- Serve as a staff resource in planning instructional programs in the areas that deal with interpersonal relations, emotional aspects, school attitudes, and the learning atmosphere of the school.
- Provide consultation services to teachers that will facilitate an appropriate learning experience for children.
- Provide consultation services for the significant adult in a child's life, including discussion of developmental needs, interpretation of test results, discussion of parenting strategies, referral to appropriate support services, and liaison support with outside agencies.
- Assist in Special Education referrals, program implementation and follow-ups.
- Provide classroom guidance lessons on a variety of developmental topics.

Parents are encouraged to contact their child's elementary school counselor with a variety of questions including: placement, standardized assessments, peer relations, school adjustment, developmental needs, self-esteem, study skills, academic achievement, and ability level.

### **SCHOOL TESTING PROGRAM**

The following group tests are administered during the academic year:

<b>Name of Test</b>	<b>Grade</b>	<b>Purpose</b>
Letter Identification (LID)	K	To determine how many capital and lowercase letters students are able to name correctly
Developmental Reading Assessment 2 (DRA2)	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	To screen students in the areas of phonemic awareness, phonics, and fluency skills.
Study Island Benchmark Assessment	3-5	The ELA and Math Benchmark assessments are developed specifically from the Pennsylvania Standards to be an accurate predictor of performance



		on the PSSA and demonstrate student growth during the year. These tests are computerized and taken several times over the course of the school year.
OTIS- LENNON Test of Academic Aptitude	2	Provides an index of general school ability (Measures abstract thinking and reasoning ability)
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.

### PUPIL PROGRESS

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.

1. *Report Cards* – Student report cards are issued three times a year.
2. *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.
3. *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.
4. *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.

## PRE-K COUNTS

Contingent upon the receipt of a grant from the Pennsylvania Department of Education, Cocalico School District has established a Pre-K program for preschool-aged children. The program is housed in the Reamstown Elementary School and is open to eligible children from across the Cocalico School District. In order to qualify for the program, students' families must be below 300% of the federal poverty guidelines. A waiting list is maintained throughout the year for students to fill any vacant slots. More information is available at the Cocalico School District website ([www.cocalico.org](http://www.cocalico.org)).

## HOMEWORK

The main purpose of homework is to provide opportunities to broaden and strengthen concepts, or to practice skills already established. It is important for students to set aside regular time for this purpose. If homework has not been assigned, students should spend time independently reading, reviewing spelling words and math facts, and/or preparing for upcoming tests or projects.

An adequate work area should be maintained for the child at home with a good writing surface, proper lighting, and elimination of distracting noises and/or activities. We encourage parents to be available to help their child in completing homework assignments if needed, but all homework should reflect the work of the student. If a student is struggling with an assignment, parents should feel free to contact the child's teacher via email, note, or other means.

Students are to understand the need for homework, accept responsibility for prompt completion and neatness, and strive for improvement and accuracy. Teachers will be sharing specific details about their homework expectations with students and parents in writing at the start of the school year.

## 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.

## 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 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.

## CURRICULUM

Together with parents and families, our schools provide opportunities for students to:

1. Acquire knowledge and skills.
2. Develop integrity.
3. Process information.
4. Think critically.
5. Work independently.
6. Collaborate with others.
7. 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:

1. English Language Arts - integrating reading, writing, phonics, spelling, listening, speaking, literature, grammar, and information management, including library and technology skills.
2. Mathematics - including problem solving and computation skills.
3. Science and Technology education - involving active learning experiences for students.
4. Environment and Ecology education - including hands-on experiences for students.
5. Social Studies - including civics and government, economics, geography, and history.
6. 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.
7. 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 work stations/centers, and strategic instruction through small guided reading groups.

The English Language Arts curriculum and instructional materials are aligned with the PA Standards. To help maintain this alignment, all regular classroom teachers are required to follow the scope and sequence of the provided anthology. Our current anthology, *Wonders* by McGraw-Hill, helps to ensure consistency in the literature each child accesses, as well as the skills and strategies that are taught to each student. 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 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 grades 3-5. 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.

### **TITLE I/READING SUPPORT**

The goal of the Cocalico School District is to help all students become proficient readers. Title I Reading Support Services offer an additional layer of support to kindergartners who need extra practice in acquiring early literacy skills and to first through fifth grade students who are not reading solidly at their grade level. Title I 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 I program is monitored regularly to ensure its effectiveness and its compliance with federal regulations.

Reading 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 the reading room. 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 specialist, with support from the classroom teacher. Reading specialists use a wide variety of instructional programs and strategies to help address individual student needs. Actual reading support instruction may be provided by a reading specialist or a reading paraprofessional, but the reading specialist writes the plans for the reading paraprofessionals to carry out with the students in the Title I program. Reading paraprofessionals must be under the direct supervision of a certified teacher at all times. Reading specialists also meet with each of the reading paraprofessionals to monitor the progress of all reading support students to ensure that students are progressing at the desired rate.

Practice is required in reading, just as in sports or music. Daily reading at home is an important part of any child's total reading program. Parents of students in this program are asked to make a special point to set aside time each evening to read to their children and/or listen to them read. A variety of workshops and parent/teacher conferences are held throughout the year to support parents' efforts to help their children become better readers.

### **MATHEMATICS**

The Cocalico School District elementary division is currently using Harcourt Houghton Mifflin's *Math Expressions* core program. *Math Expressions* is a math program based on the PA Standards and is a comprehensive Kindergarten to Grade 5 mathematics curriculum that offers new ways to teach and learn mathematics. Combining the most powerful elements of standards-based instruction with the best of traditional approaches, *Math Expressions* uses objects, drawings, conceptual language, and real-world situations to help students build mathematical ideas that make sense to them.

*Math Expressions'* single focus is the PA Standards. With this focus, students using *Math Expressions* study a small number of mathematical concepts. Therefore, students have the time to develop the knowledge to build in-depth understanding of major mathematical ideas. The Standards for Mathematical Practice are incorporated into all of the lessons. In *Math Expressions*, teachers create an inquiry-based environment and encourage constructive discussion. Students invent, question, model, represent and explore, but also learn and practice important math strategies. Through daily Math Talk, students explain their methods and, in turn, become more fluent in them. Mathematics content and models connect and build across the grade levels in *Math Expressions* to provide a progression of teaching and learning that aligns precisely with the PA Standards.

There are multiple tools available online for students and their families for Math Expressions. These can be accessed at <https://www.eduplace.com/parents/mthexp/>

### **SCIENCE**

The Harcourt HSP program is a Pennsylvania-specific curriculum that is tightly aligned to the PA Standards. Each grade level will complete instructional units in the areas of Life Science, Earth Science, Physical Science, and the Nature of Science. Within each unit the following chapters will be addressed: plants, animals, habitats, earth, space, weather, matter, energy, force, and motion. Each lesson within a unit also contains hands-on activities through Insta-Labs. 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 be comprised of short answer, matching, multiple choice, open-ended, and performance-based questions. HSP SCIENCE includes a vast array of easy-to-use technology components that support instruction for students. To access HSP Science Learning Site go to <http://www.hspscience.com>. Click on the state of Pennsylvania and then GO.

### **SOCIAL STUDIES**

The Cocalico School District teaches theme-based social studies units. 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 explorations. Teachers will 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, media center research, and computer technology.

### **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:

1. Clean hands are necessary in handling books, computers, and iPads.
2. 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.
3. 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.
4. 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.
5. Library books are meant to be read. Parents are encouraged to assist each student in learning good reading habits.

### **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, there is a set of iPads in every classroom. These iPads are used to introduce concepts through direct, whole-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 special area, ESL, reading 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. It will be assumed that parental permission for access to Internet resources is granted unless a letter is placed on file in the student's record each school year. 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 computers.

### **Student Personal Device Agreement**

Administrative and teacher approval are necessary prior to the bringing of any electronic reader (i.e. Nook, Kindle, iTouch) to school. These devices must be used for educational purposes, must be used to only read material that is pre-approved by the classroom teacher, and should not access the Internet while on school property. A form will be required as part of the approval process. The school assumes no responsibility for a lost, damaged, or stolen device.

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

#### **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>Username</b>	<b>Password</b>
<b>Adamstown</b>	<b>eagle4</b>	<b>bluewhite</b>
<b>Denver</b>	<b>denver</b>	<b>bluewhite</b>
<b>Reamstown</b>	<b>rtown</b>	<b>eagle</b>

#### **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>Username</b>	<b>Password</b>
<b>Adamstown</b>	<b>adamstown</b>	<b>read</b>
<b>Denver</b>	<b>denver</b>	<b>read</b>
<b>Reamstown</b>	<b>reamstown</b>	<b>read</b>

#### **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. Go to <http://www.worldbookonline.com/>, choose World Book Kids or World Book Student and enter the following username and password:

**User name: 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>, pull down the Resources menu, click on Power Library Resources, enter your public library card number, and start searching.

#### **OverDrive**

The **OverDrive** 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 use OverDrive, download the free app or go to <http://iu13.lib.overdrive.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 4<sup>th</sup> and 5<sup>th</sup> grade students. Chorus meets during recess in all elementary schools. Chorus participants will learn a variety of styles of music and will perform selections at a Winter and Spring Concert.

Band instruments are demonstrated to the third grade classes near the end of the school year. Instruction on these instruments is available beginning at the 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 the goal by teaching locomotor activities, manipulative skills, game skills through lead up games and sports, problem solving skills, and sportsmanship. 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:

1. Students must wear sneakers (with shoe strings tied) on days when Physical Education is scheduled. Dress shoes, platform shoes, and boots are not acceptable footwear. Slip-on sneakers are also discouraged.
2. 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.
3. Jewelry (necklaces, bracelets, rings, earrings) is not to be worn for Physical Education class as it presents a safety hazard.

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

1. 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.
2. 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.
3. 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.
4. 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
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

#### **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.

#### **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/ Pervasive Developmental Disorder (PDD)

Deaf-Blindness  
Developmental Delay (EI Program only)  
Emotional Disturbance (ED)  
Hearing Impairment including Deafness  
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

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 nine 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 age 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 to preference, are (1) regular class placement with supplementary aides 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 of 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 Mrs. Mary Rinehart, Director of Special Services, at 717-336-1461.

### **COCALICO COMMUNITY PARTNERSHIP**

The Cocalico Community Partnership was formed in 1993 to improve the health, stability and emotional well-being of persons who live or work in the Cocalico area. The goals of the partnership are to:

- Provide educational resources and programs to the Cocalico community;
- Increase community awareness of existing service organizations; and
- Serve as the Cocalico School District's Community Drug, Alcohol, and Mental Health Advisory Board.

The Partnership's Advisory Board meets monthly on Fridays at 11:00 a.m. in the School District Staff Development Room.

**For further information call:** Cocalico Community Partnership at (717) 336-1413 or write to: 800 South 4<sup>th</sup> Street, PO Box 800, Denver, PA 17517

### **COCALICO EDUCATION FOUNDATION**

The Cocalico Education Foundation (CEF) was established in 1998 by a group of school and civic leaders. The Cocalico Education Foundation is a nonprofit organization that provides support for educational enhancement in the Cocalico school community.

The trustees of the CEF believe that community support and adequate resources are essential to the success of public education and individual students. Some of the events and efforts that are supported by the organization include: Screamin' Eagle 5K Run/Walk, Cocalico Alumni Association, the Cocalico Family Fund, Scholarships, Early Childhood Literacy, and Classroom/EITC Grant Awards. For further information call: Cocalico Education Foundation at (717) 336-1413 or email: [cef@cocalico.org](mailto:cef@cocalico.org).