



**COCALICO SCHOOL DISTRICT
PARENT/ STUDENT HANDBOOK
2018-2019**

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.

School research has consistently shown that informed and supportive parent involvement in the educational process is vital to a child's success in school. Parents and teachers working together can reinforce each other's efforts. Without this cooperation, neither parent nor teachers can be fully effective. The elementary teaching staff and administration invite you to join in partnership with us in providing a meaningful and memorable elementary school experience for your child. The information in this handbook has been compiled in an effort to better inform you of our various services, policies, procedures, and events. Please take the opportunity to read through it carefully. If you have any questions or wish additional information, please call us or visit the website at www.cocalico.org.

Sincerely,
Mrs. Susan E. Snyder, Adamstown Elementary Principal
Mrs. Angela N. Marley, Denver Elementary Principal
Dr. Beth A. Haldeman, Reamstown Elementary Principal

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.

FOREWARD

It is the intent of this handbook to give you current information regarding Cocalico's elementary schools. As we move from one school term to another, new ideas will be introduced and others discarded. The handbook will help solve many of the problems and questions you may encounter during the school year. It will inform you of the rules, regulations, and activities of the school, and by its information, it will also help students become better citizens of our schools.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

We hope you will take advantage of the activities and experiences offered at Cocalico. Your support and interest are a benefit to our school and to your child.

SCHOOL NUMBERS

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

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

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

MODIFIED KINDERGARTEN TIME SCHEDULES

2 Hour Late Start	11:30 Dismissal	1:30 Dismissal
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.....	8
Anti-Bullying Procedures	13
Arrival and Departure Time	7
Art	19
Attendance	7
Bicycle Riding.....	8
Breakfast & Lunch Service	15
Building Entrance Procedures	9
Bus Information	7
Car Students	8
Change of Address/ Moving From the District	6
Child Abuse Reporting	9
Class Assignments	11
Class Parties, Birthdays and Other Items for the Class	9
Cocalico Community Partnership	23
Cocalico Education Foundation	23
Curriculum	18
Custody Issues	9
Code of Conduct	12
Damages to School Property	11
Diabetes Management	15
Distribution of Materials	11
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	8
Field Trips	9
Fundraisers	10
Grading	17
Health Services	14
Homework	17
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
On-Line Resources	20
Opt Out Provisions for Assessment and Instruction	17
Pets in School	10
Physical Education	21
Possession or Use of Weapons.....	13
Pre-K Counts.....	17
Promotion and Retention of Students	12
Protected Handicapped Students.....	22
PTA/ PTO Officers	6
PTA/ PTO Purpose	10
Pupil Progress.....	16
Recess and Supervision.....	14
Release for Visual Materials and Interviews	9
Rotating Schedule	18
School Calendar	11
School Library / Technology	19
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	11
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	18
Tobacco Use/ Possession Policy	14
Valuables/ Personal Items	10
Walkers	8
Weather/ Emergency	6

ELEMENTARY STAFF
- District-Wide Elementary Staff -

Dr. Ella Musser	Superintendent
Dr. Nathan Van Deusen	Assistant to the Superintendent
Dr. Stephen Melnyk	Assistant to the Superintendent
Mary Rinehart	Director of Special Services
Beth Cerullo	Library/Media Services Coordinator
Dr. Kent Sweigart	Director of Technology
Sue Cammauf	Home School Visitor
Carol Harelson	Psychologist
Adam Mason	Psychologist
Amy Lettorale	Psychologist
Denise Logue	K-12 Director of Academic Supports
Danielle Pfautz	Assistant Director of Special Education
Kristen Hartranft	Technology/Enrichment Coordinator

ADAMSTOWN

Mrs. Susan E. Snyder	Principal
Fern Sensenig	Administrative Assistant
Matt Landis	Grade 5
Jeff Shenk	Grade 5
Andrea Tartaglia	Grade 5
Cheryl Frost	Grade 4
Michele Koch	Grade 4
Linda Ritter	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
Colleen DiMatteo	Grade 1
Mary Orndorff	Grade 1
Mary Snyder	Grade 1
Mindy Bell	Kindergarten
Julie Zaorski	Kindergarten
Faith Mumma	Art
Elise Clicquenmoi	Counselor
Kristy Gettle	ESL
Chelsea Mann	Learning Support
Alicia Brandt	Learning Support
Sarah Snyder	Itinerant Autistic Support
Heather Krueger	Library/ Computer
Stephanie Miller	Music
Howard Boots	Music - Instrumental
Katrina Grieve, R.N./ C.S.N.	Certified School Nurse
Christina Mattox	Licensed Nurse
Maria Plaksin	Licensed Nurse
Peter Rohrer	Physical Education

Melissa Keck
Elaine Evans
Chelsea Teachworth
Kristin Wise
Melissa Arment
Stephanie Bollinger
Dawn Hooper
Krista Kiehl
Ruth Buffenmyer
Jared Horst
Stephanie Martin
Elizabeth Nye
Chaleace Popolis
Cheryl Sauder
Shannon Zimmerman
Rick Strauss
Tammy Moran

Reading Specialist
Reading Specialist
Library Assistant
Office 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
Tammy Ruth
Matthew Bartholomew
Jessica Campbell
Matthew Eshelman.
Heather Myer
Samantha Steedley/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 Shoher
Tracy Sims
Sarah Snyder
Beth Cerullo
Kristin Burkholder
Howard Boots
Kristina Heft, R.N./ C.S.N.
Carol Buckwalter
Samantha Horst
Maria Plaksin
Michael Sholansky
Peter Rohrer
Jared Augustine
Emily Jacobs
Theresa Nye
Amanda King

Principal
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
Kindergarten
Kindergarten
Art
Counselor
ESL
Learning Support
Learning Support
Learning Support
Learning Support
Learning Support
Itinerant Autistic Support
Itinerant Autistic Support
Library/Computer
Music
Music - Instrumental
Certified School Nurse
Licensed Nurse
Licensed Nurse
Licensed Nurse
Physical Education
Physical Education - Adapted
Reading Specialist
Reading Specialist
Library Assistant
Office Assistant

You may also listen to WEEU-830, Reading; WGAL-TV, Lancaster; WARM-103 FM, York; WDAC-94.5, Lancaster; CBS-21; Fox 43; ABC 27; or Blue Ridge Cable TV-11. Cancellations and delays will be posted at www.wgal.com/closings/index.html and 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 are not skipped, with regards to specials.

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.

BUS INFORMATION

The Cocalico School District offers bus transportation for the convenience of pupils 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. Obey driver's instructions immediately and respectfully.
2. No eating and drinking permitted on the bus.
3. Students must sit in their assigned seats.
4. Remain seated while the bus is in motion.
5. Drugs, alcohol, tobacco, and skateboards are not permitted.
6. Use appropriate language at all times.
7. The use of cell phones is prohibited.
8. Keep hands, head, and other items inside the bus at all times.
9. Yellow bus passes are required to change busses and/or bus stops.
10. Personal items of value should be kept at home.

Handling of Bus Violations

Violations of the above guidelines will 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 principal. 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.

ABSENCES

Regular attendance is necessary to ensure the continuity of the educational process. Excused absences 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 unexcused and/or 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 principal documenting the status.
- b. **2nd Offense** - Notification to parent from the principal documenting the status.
- c. **3rd Offense** - Notification to parent from the principal documenting the status and a School Attendance Improvement Plan developed.
- d. **4th Offense**- Notification to parent from the principal documenting the status.
- e. **5th Offense**- Notification to parent from the principal documenting the status.
- f. **6th Offense** - A truancy citation is filed with the District Magistrate.

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. After four unexcused tardies, the fifth unexcused tardy will be coded as one unlawful absence.**

For each five additional unexcused tardies, an additional unlawful absence will be recorded.

EXCESSIVE ABSENCES: *Parents will be notified when a child's absence record is found to be excessive (10 or more absences). In such cases the school has the right to require a note from a physician for every absence.*

C. **LEAVING EARLY:** When a student is to be dismissed early, the parent/guardian is to submit a note to the office 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.*

D. **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 counted as unexcused and/or unlawful.***

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. 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 PFA's are not the responsibility of the school, and will be referred to the local police department.

CHILD ABUSE REPORTING

The school district and its employees are mandated reporters for any suspected abuse. In addition, parents may call Children and Youth for any 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 records. A copy of this form is available at each school office and must be completed each year.

SCHOOL VISITORS/VOLUNTEERS

You, as parents, are welcome in your child's school. Special parent visitation days are planned by either individual teachers or schools to encourage your involvement in your child's school experience. Notices of these days will be sent home with your child.

If you wish to visit a classroom 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 are an important part of our elementary operations. Use of volunteers is at the discretion of each classroom teacher and is not required. 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.

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.

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) 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 their district-provided ID badges at 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. Proper identification may be required. All visitors must enter through the main doors of the school.

Upon entering the school, all parents must sign in at the office. A visitor pass must be obtained and worn while present in the building. Visitors must sign out before leaving the building. Staff, students and parents/guardians should be aware that the school district has surveillance cameras monitoring various "public areas" on school property, currently including entranceways. The cameras record video images. 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 while in these areas may be recorded, and they should have no expectation of privacy in these areas.

CLASS PARTIES, BIRTHDAYS AND OTHER ITEMS FOR THE CLASS

The guidelines listed below shall be followed when bringing a treat to school for the class:

1. The bringing of 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.

- Cocalico Food Service is now offering **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 checks are acceptable.

Item	Price
5 oz. Fruit Juice	.50
Milk (8 oz. assorted flavors)	.55
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	.65

*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.

- Items shall be brought to the office. The child will be called to the office to receive the treat or to escort the parent/guardian to the classroom.
- There shall be enough items for the entire class.
- Parents and students considering planning a class party for a teacher must contact the principal to establish a date. A plan should be provided and the name of a teacher contact included.
- Distribution of invitations to private parties is not permitted unless the entire class is invited. School personnel are not permitted to share addresses, phone numbers or emails.

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 groups in their local school.

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:

- Good times to be considered are the beginning or the ending of the day.
- Pets shall not be transported on school buses.
- When a parent/guardian brings a pet to school it shall be brought to the office. The child will be called to the office to escort his/her parent/guardian and pet to the classroom.
- The parent/guardian shall stay with the pet and take it home when the student is finished sharing unless it is a pet that the teacher has agreed can remain in the classroom for a longer period of time. (Parents/guardians will still be responsible for transporting the pet.)
- 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 come to the phone during instruction time. This deprives their pupils of valuable teaching time. They will be given your name and number and asked to call you during a recess or planning 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 August of each school year. In addition, district and individual school calendars can be found at the district website (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 4 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 designated take home day. 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. All materials that require a signature will be sent home in paper form. All other take home papers will be emailed weekly via School Messenger to families who have provided a valid email address.

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 photographer. 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 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 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 attempts to make 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 below are guidelines only. Final decisions regarding disciplinary options are made by the administrator of each elementary building.***

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

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

STUDENT RESPONSIBILITIES AND BEHAVIOR EXPECTATIONS

School rules require proper conduct, regular attendance, acceptable quality of scholarship, and good relations with others. Students should be obedient and respectful to their teachers, and courteous and polite to one another. Students who show acceptable behaviors, proper respect, and honest effort in work will be recognized in various ways in each elementary school.

As a parent you can help your child become a well-adjusted, self-disciplined, law-abiding citizen. Please encourage your child to adhere to all school and classroom rules.

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 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 means 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, in compliance with the PA Crimes Code, requires a first offense to include a one- to three-day school suspension. Any additional offenses require a three- to five-day suspension and possible fines from 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. 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. If there is a two-hour delay, there will be no recess.

EMERGENCY INFORMATION

Cocalico School District maintains a comprehensive student information system, which includes emergency contacts and health records. Each summer, you will be asked to verify and update all information. Inform the school office of any changes needing to 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 will be kept confidential but 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 you need assistance 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) 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 readmitted 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 employees, who will care for our diabetic students and be 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. School Board Policy 823 followed this direction through the training of our nursing and administrative staff and by obtaining 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 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 5 components: 2 whole grains, 2 fruit or juice ($\frac{1}{2}$ cup) and fluid milk ($\frac{1}{2}$ cup). Lunch consists of five components: protein (2 oz. per day), fruit ($\frac{1}{2}$ cup), whole grain (1 serving per meal), vegetable ($\frac{1}{2}$ cup) and fluid milk ($\frac{1}{2}$ cup). Students must choose at least 3 of the 5 components, with one of those components be 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 on a daily basis. 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 in 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 online, via Schoolcafe.com. This site allows track student purchases, make payments check nutritionals, fill out application for free and reduced lunch.

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. If a card is lost or stolen, it can be voided immediately upon notification and a new card issued. Cards lost or rendered unusable by students will be replaced at a cost of \$3.00 per card.

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 Line, #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.

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 student 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 5 consecutive meals. When the negative balance reaches or exceeds \$10.00, the building principal or designee will notify the parents via a telephone call or email. Student balances may be tracked on Schoolcafe.com. Using Schoolcafe.com parents can set a reminder to send emails as the student's balance approaches zero. The district is no longer allowed to talk to the student about meal balances, and will provide a meal to all students that ask for one. 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, 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 look under food service page 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. An MTSS Team meets 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:

- To work with small or large groups to foster awareness of self and others as part of healthy development.
- To facilitate small counseling groups to support emotional, social, and academic growth.
- To meet with students individually to address developmental needs or help resolve problems.
- To administer individual and group tests that assess levels of ability and achievement, and to facilitate appropriate educational placement.
- To collect and coordinate student data.
- To 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.
- To provide consultation services to teachers that will facilitate an appropriate learning experience for children.
- To 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.
- To assist in Special Education referrals, program implementation and follow-ups.
- To 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, test results, 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:

Name of Test	Grade	Purpose
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.
Dynamic Indicators of Basic Early Literacy Skills (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. They are computerized tests taken 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.

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 30 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).

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 no homework has 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.

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 reading instruction through small 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, the individual classroom libraries, and the buildings' literacy centers, which are stocked with books on many topics and 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 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 1 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.

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.

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.

Internet Use

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.

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. Please be aware that technology privileges may be revoked temporarily or permanently for a violation of this policy, at the discretion of the building administrator.

MISSION iNSPIRE: USING TECHNOLOGY IN THE CLASSROOM

The Cocalico School District emphasizes the use of technology to inspire and support learning. 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 3-4, is a set of laptops available for every classroom. These laptops are used as needed much as the iPads are used in K-2. In addition, laptops can be used to collaborate with other students when working on projects, to develop typing skills, and to create presentations. In grade 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. Please be aware that technology privileges may be revoked temporarily or permanently for a violation of this policy, at the discretion of the building administrator.

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:

	Login Name	Password (Check with your child's school)
Adamstown		
Denver		
Reamstown		

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:

	Username	Password (Check with your child's school)
Adamstown		
Denver		
Reamstown		

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:

	Username	Password	(Check with your child's school)
Adamstown			
Denver			
Reamstown			

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: (check with your child's school) **Password:**

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, Orff, and Dalcroze Eurhythmics are three major methodologies used to teach students musical concepts such as rhythm, melody, timbre, form, texture, and expression. Students in Grades 1-5 are scheduled for 45 minutes of music class each cycle. Kindergarten students are scheduled for 30 minutes of music class each cycle.

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

Chorus is a vocal performance opportunity offered to all 4th and 5th grade students. Chorus 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 2 class periods.

The following 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 and shirts 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. 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.

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 4th 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.