

Cocalico High School STUDENT HANDBOOK 2023-2024

District mission: "We inspire and support learning for every child, every chance, every day."

"The mission of Cocalico High School is to provide the highest quality of education and support for all students."

COCALICO HIGH SCHOOL
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DENVER, PA 17517
Telephone 717-336-1423
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DISTRICT WEBSITE
www.cocalico.org

Scott Bennetch
PRINCIPAL

Jessica Townsley
ASST. PRINCIPAL

Andrew Price
ASST. PRINCIPAL

The purpose of this agenda is to acquaint you with the procedures, activities, and policies of Cocalico High School. While an agenda cannot physically contain all information concerning the High School, it is intended to provide general guidelines. Please direct additional inquiries to the office. Students, administration, and faculty share a responsibility to maintain a climate conducive to educational excellence. A successful and rewarding educational experience is the key to success in your future endeavors. We encourage students to be active participants in all activities and experiences provided by the High School. Be supportive and proud of your school. You are the most important part of Cocalico High School. Best wishes for a successful school year!

TABLE OF CONTENTS

I. Building/School Information	4-6
Alma Mater	4
School Colors/School Mascot	4
Board of Directors	4
District Administration	4
Faculty/Support Staff	4-6
II. Schedules	7-8
Daily Schedule	7
Wednesday Schedule	8
III. Attendance Policies	9-10
General Information	9
Absences	9
Absences for Dental/Medical Appointments	9
Compulsory Attendance	9-10
Forgetting Excuse Slip	10
Leaving School during the Day	10
Tardy to School	10
Unexcused/Unlawful Tardies	10
Unexcused/Unlawful Absences	10
Change of Address within the District	10
Moving from the District	10
IV. Counseling	11
General Information	11
Counseling Department Webpage	11
Parent Communication	11
Student Assistance Program	11
V. Curriculum Information	11-13
Career and Technology Centers	11-12
Vocational-Agriculture	12
General Schedule Load	12
Grading	12
Report Cards	12
Retention Policy	12
Course Changes	12
Graduation Requirements	12
Naviance	12
Commencement	12
Academic Support	13
Summer School/Credit Recovery	13
Homework/Class Assignments	13
Physical Education Information/Uniform	13
Adaptive Physical Education Referrals	13
Plagiarizing/Cheating	13
Exemption from Instruction	13
VI. Discipline/Detention/Dress Guidelines	13-17
Discipline Guidelines Violations	13-14
Disciplinary Action	14
Detention Procedures	14-15
ISS Procedures	15
Dress Guidelines	15
Bullying/Cyberbullying/Harassment	15-16
Public Display of Affection	16
Substance Abuse Policy	16
Possession or Use of Tobacco	16
Possession or Use of Weapons	16-17
Memorandum of Understanding	17
School Resource Officer	17
VII. General Information	17-24
Assemblies/Pep Rallies	17

Bicycle Use	17
Bus Information/Guidelines	17-18
Bus Rules	18
Handling of Bus Violations	18
Cafeteria	18
Free/Reduced-Prices Lunch/Breakfast	18
Class Advisors	18
Clubs	19
Entrance and Visitors to the Building	19
Emergency School Closing	19
Emergency Situations	19
Fire Regulations	19
Field Trips	19
Hall Passes	19
Health Room Procedures	19-20
Internet/Use of Technology	20
Live streaming and Recording Classroom	
Participation Agreement	20
Student Rules and Expectations for	
Live Streamed and Recorded Classes	20-21
Library	21
Lockers	22
Music	22
Choir	22
Instrumental Music	22
Personal Property	22
Cell Phones/Electronics	22
Book Bags/Backpacks	22
School Building and	
Bus Surveillance Camera Notice	22-23
School Dances	23
School Property	23
Searches	23
Student Distribution of Materials	23
Student Drivers	23
Student Drivers/CTC	24
Student Obligations	24
Tardy to Class	24
Threat Assessment Team	24
VII. Notice to Parents	24
Custody Issues	24
Child Abuse	24
Enrollment/Withdrawal Procedures	25
Student Records/FERPA	25
IX. Special Education	25-26
X. Co-Curricular Activity Guideline	26-28
Athletic Staff	26
Co-Curricular Code of Responsibilities	26-27
Due Process Procedure	27
Athlete/Fan Conduct	27-28
XI. Equal Opportunity Education Institution	28
Title IX	28
XII. Homelessness	28-29
XIII. School Calendar	30-39

DISCLAIMER OF STUDENT HANDBOOK

In case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted 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 provision found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the 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.

I. BUILDING/ SCHOOL INFORMATION

ALMA MATER

To thee, dear Alma Mater,
This song we proudly raise,
A song that's filled with gladness
A song that's filled with praise.
Cocalico, we remember you
And to the White and Blue forever we'll be true.

Though future years may find us
In places far away
As loyal sons and daughters
Our thoughts to thee shall stray.
Cocalico, we'll remember you
And to the White and Blue forever we'll be true.

SCHOOL COLORS

Royal Blue and White

SCHOOL MASCOT

Eagle

BOARD OF DIRECTORS

Rev. Kevin Eshleman	President
Douglas Graybill	Vice President
Juanita Fox	Treasurer
Cara Forrest*	Secretary
Pamela Blickle	Member
Treva Bollinger	Member
Brett Buckwalter	Member
Randall Renninger	Member
Lin Sensenig	Member
Desiree Wagner	Member
Saxton & Stump, LLC	Legal Counsel

*Non-Member

DISTRICT ADMINISTRATION

Dr. Ella Musser, E.D.	Superintendent
Dr. Stephen Melnyk, E.D.	Assistant to the Superintendent
Dr. Tabettha Haldeman, E.D.	Assistant to the Superintendent
Mrs. Sherri Stull	Business Manager
Mrs. Sherry Luttrell	Director of Human Resources

FACULTY

(*Curriculum Coordinator)

Christopher Beiler	English
Scott Bennetch	Principal
Michael Bertolino	Social Studies
Jeffrey Bertz	Math
Karl Bierly*	Technology Education
Susan Binder	Social Studies
Christopher Buck*	Social Studies
Kristine Butz*	Math
John Carter	Social Studies
Shawn Clicquennoi*	High School Counselor
Stacey Copenhaver	Learning Support
Roger Czerwinski	Athletic Director
Madison Dailey	Learning Support
Ron Derr	Math
Kristen Diehl*	Music
Lyndon Engle*	Business Education
Erika Eby	Athletic Trainer
Erica Erb	Technology Education
Karen Fedder*	Science

Alice Fernald	English
Eric Fisher	School Resource Officer
Paula Fleming	Social Worker
Tammy Frey	Nurse
David Gingrich	Math
Katheryn Gomez	Spanish
Danielle Greene	Science
Matthew Haelig	Music/Instrumental
Courtney Hall	Math
Christopher Hansell	Science
Nicole Hartman*	Learning Support
Brooke Hartranft	Health/Physical Education
Nicholas Heil	Math
Dan Hogan	Math
Leann Huber*	Health/Physical Education
Bradley Kafferlin	Director of Technology
Kathleen Kaley	Reading Specialist
Lynn Keene	Learning Support
Adam Kennedy	Technology Education
Jennifer Kieffer	Science
Mary Kling*	Science
Dane Koch	Technology Education
Richard Kohler	English
David Leffler	Business Education
Holly Martin	Social Studies
Janelle Matz	Secondary Learning Facilitator
Sandy McCarthy	Art
Ginger Mickey	Library
Alyssa Nagle	FCS
Nicole Nye	Assistant Athletic Trainer
Matthew Oberly	Learning Support
Rebecca Peters	Science
Sarah Popiel	IU
Jefferson Price	Social Studies
Danielle Roberts	Learning Support
Peter Rohrer	Health/Physical Education
Kristi Ryland	Business Education
Candace Schneider	Learning Support
Gina Schneider*	German
Brett Sensenig	Social Studies
Drew Shimko	High School Counselor
Joshua Shipton	Business Education
Michelle Shirey	Gifted Coordinator/Career Counselor
Lindsay Sigman*	English
Caleb Smith	Art
Shawn Smith	Health/Physical Education
David Sonnen	Science
Laura Sorrentino	Math
Mark Stauffer	Health/Physical Education
Laura Stehr	Spanish
Amy Swavely	Science
Nicole Thomas	Learning Support
Elizabeth Townsend	English
Jessica Townsley	Assistant Principal
Jennifer Vigilante	Learning Support
Jennifer Wagner	English
Kelsey Wallace	Science
Krystal Waltman	High School Counselor
Andria Weaver	Director of Special Services
Ivy Whaley	Family Consumer Science
Danielle Whiteside	Learning Support
Theodore Wolf	English
Rebecca Yoon	Learning Support
Elizabeth Zimmerman	Special Education Teacher-Consultant
Elizabeth Zuraw	Learning Support

CUSTODIAL STAFF

Dale Martin	Head Custodian
Ricky Gerhart	Custodian
Kris Miller	Custodian
Charles Moore	Custodian
Ray Smith	Custodian
Nick Zilling	Custodian

SUPPORT STAFF

Aletha Aytche	Paraprofessional
Diane Barr	Paraprofessional
Robin Boyer	Network/System Manager
Tanya Burkholder	HS Office Admin. Assist. to the Principal
Greg Burgess	Technology Specialist II
Kylee Carlson	Paraprofessional
Jessica Chelius	CSG
Shirley Enck	Attendance Admin. Asst.
Renee Farlow	Library Assistant
Felicia Forsyth	Paraprofessional
Denise Gayle	Paraprofessional
Linda Gockley	Special Services Admin. Asst.
Kylie Good	Nurse
Beryl Grasser	Online Learning Paraprofessional
JoAnn Grudzinski	Paraprofessional
Jennifer Guigley	SAP Assessor
TBD	Probation Officer
Tracy Kepple	Paraprofessional
Lori Lagos	Paraprofessional
Malinda Laudenslager	Athletic Admin. Asst.
Tori Laudermilch	Paraprofessional
Tierany Leaman	Nurse
Theresa Lee	Technology Admin. Asst.
Kimberly Lescoe	Counseling Office Admin. Asst.
Amy Maier	Paraprofessional
Cora Matthews	Paraprofessional
Hollys Mays	Paraprofessional
Tammy Mill	Technology Specialist I
Beth Musselman	Special Services Admin. Asst.
Michelle Newswanger	HS Office Admin. Asst.
Kevin O'Brassill	Technology Specialist I
Samantha Pennabecker	Paraprofessional
Josephine Savicky	Job Trainer
Elizabeth Shaffer	Job Trainer
Kristin Slovik	Counseling Office Admin. Asst.
Lucinda Slusser	HS Office Admin. Asst.
Andrew Smither	Technology Specialist I
Barbara Tangert	Paraprofessional
Shelley Weik	Paraprofessional
Kelley Yeager	Paraprofessional

Daily Schedule

<u>Block</u>	<u>Time</u>	<u>Activity</u>	
1	7:40 – 8:59	Class Time	
	8:59 – 9:03	Passing Time	
2	9:03 – 10:26	Class Time (Announcements/News)	
	10:26 – 10:30	Passing Time	
3	Lunches		
	A	B	C
Lunch A 10:45 - 11:15	10:30 – 10:45	10:30 – 11:19	10:30 – 11:53
Lunch B 11:19 - 11:49	(Class Time)	(Class Time)	(Class Time)
Lunch C 11:53 - 12:23	10:45 – 11:15	11:19 – 11:49	11:53 – 12:23
	(Lunch)	(Lunch)	(Lunch)
	11:17 – 12:23	11:51 – 12:23	
	(Class Time)	(Class Time)	
	12:23 – 12:27		Passing Time
4	12:27 – 1:45		Class Time
	1:45 – 1:50		Passing Time
FOCUS	1:50 – 2:37		
	2:37		Dismissal

* Full Day CTC:

Leave 7:30 a.m./Return 2:35 p.m.

* Half Day P.M. CTC:

Leave 10:30 a.m./Return 2:35 p.m.

Wednesday Schedule

<u>Block</u>	<u>Time</u>	<u>Activity</u>	
1	7:40 – 8:55	Class Time	
	8:55 – 8:59	Passing Time	
HR	8:59 – 9:29	Class Time	
	9:29 – 9:33	Passing Time	
2	9:33 – 10:52	Class Time (Announcements/News)	
	10:52 – 10:56	Passing Time	
3	Lunches		
	A	B	C
Lunch A 10:52 - 11:22	10:52 – 11:22	10:56 – 11:34	10:56 – 12:13
Lunch B 11:34 - 12:04	(Lunch)	(Class Time)	(Class Time)
Lunch C 12:13 - 12:43			
	11:24 – 12:43	11:34 – 12:04	12:13 – 12:43
	(Class Time)	(Lunch)	(Lunch)
		12:06 – 12:43	
		(Class Time)	
	12:43 – 12:47		
		Passing Time	
4	12:47 – 2:02	Class Time	
	2:02 – 2:07	Passing Time	
FOCUS	2:07 – 2:37	Clubs	
	2:37	Dismissal	

* **Full Day CTC:** Leave 7:30 a.m./Return 2:35 p.m.
 * **Half Day P.M. CTC:** Leave 10:45 a.m./Return 2:35 p.m.

III. ATTENDANCE POLICIES

GENERAL INFORMATION

Attendance Administrative Assistant – Shirley Enck
Phone: (717) 336-1449 Fax: (717) 336-2535

The Cocalico School District considers school attendance essential for success in school. In keeping with school law and regulation, students in the Cocalico Schools may be excused temporarily from school for the following reasons: 1. Personal illness or quarantine, 2. Death in the immediate family, 3. Observance of bona fide religious holiday, 4. Three college visitation days (junior and senior year), 5. Weather so inclement as to endanger the health of the child, and 6. For the purpose of obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory. **Absences for any reason other than those above constitute unexcused/unlawful absences of the student who is 17 years and under and unexcused absences of the student who is 18 years and older.** An excuse signed by the parent/legal guardian must be presented to the attendance office prior to 7:35 a.m. upon return to school after the absence. Failure to return an excuse slip within three days after an absence may result in detentions and the absences will be coded as unlawful or unexcused. The school will notify parents in writing when their child has accumulated seven (7) days of absence to inform them that a written reason from their physician will be required for every day of absence that exceeds ten (10) days, this includes days sent home by the nurse. All unverifiable days beyond the ten (10) days will be treated as illegal or unexcused absences. All absences (excused and unlawful) are listed on the daily bulletin. Any absence created by the nurse is marked as an excused absence. Students should contact their teachers and check Schoology to make up schoolwork. Students who have pre-planned absences should secure assignments *prior* to the absence. A doctor's note may be required after three or more successive days or 10 cumulative days of absence. Students absent from school will be called by School Messenger. If you know your child will be absent from school, please call the Attendance Office at (717) 336-1449.

Parents/guardians vacationing separately from their children shall provide the school with the name, address, and phone number of the person responsible for the student during a parental absence.

Days used for vacation may not exceed a total of 10 days. Pre-approved vacation days will not count toward attendance totals. Vacations are a disruption of the educational process and consideration needs to be given in any planned absences. Absences for family vacations during the school year need prior permission from high school administration by obtaining and completing an excused/absence request form prior to the vacation. A parent/guardian signed note must be presented. This includes all students who will be a spectator at an extra-curricular event during school hours. Approval of requests is not automatic. Students not having prior approval will be marked as unexcused/unlawful. Any student planning a vacation during the final two weeks of each semester must meet with the principal for approval.

Hunting/fishing trips are coded as family vacations. **Military recruiting, school visitations, job interviews, travel, etc. require PRIOR written parental request and administrative approval in order to be excused absences.** Proof of appointment verification is necessary. Driver exams must have proof of test from the testing center in order to be excused. Typically, driver exams are excused for ½ day only. A full day for a driver's exam requires prior permission.

ABSENCES

All absences other than illness must have prior permission from the office. Otherwise, they are coded unlawful. After 3 unlawful absences, parents/guardians will be notified by a warning letter. This letter will include a description of the consequences if the student becomes habitually truant. If the student has a 4th unexcused absence, a "school attendance improvement conference" must occur to complete a School Attendance Improvement Plan (SAIP). Students will be considered Habitually Truant if they accumulate six or more unexcused days. Truancy could result in a fine levied against parents/students in addition to detention. Any student 18 or older who has amassed unlawful absences may be removed from the school rolls. Students who are unlawfully absent or suspended out-of-school or in-school are not permitted to attend school-sponsored events. Students falsifying excuse slips will be disciplined.

ABSENCES FOR DENTAL/ MEDICAL APPOINTMENTS

Submit a written parental request to the office before 7:35 a.m. Students will sign out when leaving and sign in upon their return. Students must return an excuse completed by the doctor, and this excuse must be handed in upon their return to school.

COMPULSORY ATTENDANCE

The school may report to the appropriate authorities infractions of the law regarding the attendance of students below the age of 18. The school shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted. If parents, guardians, or students are found guilty of an infraction of the law regarding attendance, they may be fined up to \$750.00, required to complete a "parenting program", and/or complete up to six (6) months of

community service to the district. Students may also be at risk for attendance violations. If parents/guardians can show that they took every reasonable step to ensure attendance for children 13 years of age or older, the student may be fined \$750.00, referred to delinquency proceedings, adjudicated, and/or lose driving privileges for ninety (90) days to six (6) months.

FORGETTING EXCUSE SLIP

If the signed excuse slip is not returned to the attendance office before 7:35 a.m. by the 3rd day following the absence, the absence will be coded unlawful and the appropriate discipline will be assigned.

LEAVING SCHOOL DURING THE DAY

Students should NEVER leave the high school building without proper authorization from the high school office or from the high school nurse. Students sent home by the nurse may not participate in extracurricular activities that day. Students are not permitted to leave the building during the day to go to their car without permission from the office. Students are not permitted to leave school property for any reason without verbal or written permission from their parent/guardian once they arrive at school in the morning and this will result in disciplinary action.

Leaving before 9 a.m. = Full Day Absence

Leaving between 9 a.m. – 1:45 p.m. = p.m. Absence

Leaving after 1:45 p.m. = Early Exit

TARDY TO SCHOOL

After 7:42 a.m. – report to the Attendance Office

Entering between 7:42 and 8:20 a.m. = Tardy to School

Entering between 8:20 a.m. and 12:30 p.m. = a.m. Absence

Entering after 12:30 p.m. = Full Day Absence

UNEXCUSED/ UNLAWFUL TARDIES BEFORE 8:20 a.m. (per semester)

- 1 – No administrative discipline
- 2 – Unlawful tardies, ½ hour detention, parental notification
- 3 – Unlawful tardies, 1-hour detention
- 4 – Unlawful tardies, district letter, continued disciplinary action

UNEXCUSED/ UNLAWFUL ABSENCES

- 1 – District letter
- 2 – District letter
- 3 – District letter
- 4 – District letter (requesting parent set up a SAIP and 1-hour detention)
- 5 – District letter, continued disciplinary action
- 6 – Truancy citation filed with the District Justice, continued disciplinary action

* First legal notice after 6 or more unlawful absences

* Each proceeding unlawful absence could result in a legal notice (if under the age of 18) and further disciplinary actions

Students under 18 years of age will be coded as truant and a citation will be issued by the District Justice.

Legal notices are filed with the District Justice.

Legal actions are issued at the discretion of the District Justice.

Any student, 18 years or older, who accumulates 10 consecutive or 15 cumulative unexcused absences may be dismissed from school and must re-enroll the following semester.

CHANGE OF ADDRESS WITHIN THE DISTRICT

If you plan to change your address or telephone number, please notify the Counseling Office. Upon your notification, the proper paperwork will be provided to make the changes. Transportation will be provided two (2) business days after all paperwork is completed.

MOVING FROM THE DISTRICT

If you plan to move to an address in another school district, please notify the Counseling Office. You may be asked to sign documentation withdrawing your child from the rolls of Cocalico School District. Your child's records will then be forwarded to the new school district upon their written request.

IV. COUNSELING

GENERAL INFORMATION

Counseling Department Administrative Assistants:

Kimberly Lescoe: (717) 336-1427

Kristin Slovik: (717) 336-1442

Fax: (717) 336-1418

Counseling is an individual service. If a student wishes to seek help or talk about educational and career plans, he/she may make an appointment with a counselor.

Students are assigned a school counselor alphabetically:

Shawn Clicquennoi	A-Ha
Drew Shimko	He-O
Krystal Waltman	P-Z

COUNSELING DEPARTMENT WEBPAGE

https://chs.cocalico.org/support_services/counseling_office

The Counseling Department has information, scholarships, special announcements, departmental procedures, and PowerPoint presentations available for students and parents to view on the website, which is updated throughout the school year.

PARENT COMMUNICATION

Communication between teachers and parents should be ongoing and encouraged. At any time, a parent may contact the school to request a conference with a teacher, an administrator, and/or a guidance counselor. Parents have the ability to view student grades at their leisure through PowerSchool. The High School links most of its information on the Cocalico website. Check www.cocalico.org for the most current information. Other material may be shared in writing through mailings, the Counseling Department web page, and student-created publications throughout the year.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is designed to support and aid Cocalico students. The SAP Team is composed of teachers, school counselors, administrators, a social worker, the school psychologist, and the school nurse. The team works with community and mental health professionals in assisting students who are challenged by drug/alcohol abuse, eating disorders (anorexia/bulimia), depression/suicide, teen pregnancy and parenthood, and conduct/behavior issues. Anyone may refer a student to the Student Assistance Team. Most referrals are made by teachers who are concerned about a particular student. Parents may refer their children (especially after an accumulation of difficult disciplinary issues). Students may refer their peers. It is also not unusual for students to initiate a self-referral. The team stands ready to support and will refer for professional evaluation when necessary. Parents/guardians, students, or community members who desire additional information concerning the program should refer to the High School website under the Counseling Office tab or contact one of the administrators.

V. CURRICULUM INFORMATION

Cocalico High School provides a variety of curriculum offerings so that students are able to plan a high school program suited to individual needs. All course offerings are available to all students. The proper sequence of selection is necessary. Students planning to attend college, nursing schools, business, trade, and technical schools should consult with counselors and check entrance requirements for the school they plan to attend. Careful consideration of a planned program will enable students to pursue a Technical/Vocational Prep or College Prep course of study.

CAREER AND TECHNOLOGY CENTERS

The Career and Technology Centers in Lancaster County located in Brownstown, Willow Street, and Mount Joy are considered an extension of the Cocalico School District and provide opportunities for students to receive specific training for entry into technical, skilled, and semi-skilled occupations. Students who elect this program attend their senior year at the appropriate CTC (1/2 day junior year in some instances). Detailed course information is available in the Counseling Office. Students electing to attend CTC their senior year must meet the following requirements:

1. A student attending CTC must have completed 3 credits of English, Math, Science, PE, and Social Studies prior to enrolling at CTC
2. A firm commitment to attend CTC is necessary

3. If a student withdraws or is removed from the CTC program during the school year, it is possible that he/she will not be readmitted to Cocalico School District until the following semester

VOCATIONAL-AGRICULTURE

The vocational-agriculture program is designed for students interested in pursuing a career in agriculture or related occupations. Students may elect this program prior to grade nine (9) at Ephrata High School. Before course selection is made, agriculture instructors from Ephrata High School will contact students and their parents to discuss the program and project requirements.

GENERAL SCHEDULE LOAD

Pupils schedule four blocks of classes per semester. For purposes of scheduling, full-day CTC is considered equivalent to 8 credits.

GRADING

A+ (98-100)	C+ (77-79)	F (0-59) Failure
A (93-97)	C (73-76)	I Incomplete
A- (90-92)	C- (70-72)	P Pass
B+ (87-89)	D+ (67-69)	W Withdraw
B (83-86)	D (63-66)	
B- (80-82)	D- (60-62)	

The final grade is based on the quarterly grades and the final exam/final project. To receive credit for a specific course, a student must earn a numerical average of 60 percent or better to receive course credit.

Students receiving an "F" OR "D" grade will be ineligible for honor roll status. A student must receive grades in all subjects to attain honor roll status (no incompletes).

REPORT CARDS

The report card has been designed to fairly and accurately evaluate student progress. Each student, with his/her parents/guardians, should examine the report and note tendencies toward poor performance. In conjunction with faculty members, an improvement plan should be initiated. Conferences are encouraged. The subject matter grade will be indicated by the letter A, B, C, D, F, etc. Report cards will be mailed only at the end of the year or during the year by request only.

RETENTION POLICY

Students must earn a minimum predetermined number of credits each year in order to be promoted to the next grade. Students must successfully complete a minimum of 6 credits to be classified as a sophomore, 12 credits to be classified as a junior, 18 credits to be classified as a senior, and 26 credits to graduate. If a student has not met these credit requirements, they will be re-assigned to the appropriate grade. Information on remediation of failed courses is available in the Counseling Office.

COURSE CHANGES

Students desiring schedules by dropping/adding courses should consult their school counselors. Course changes for the first semester of the school year **must be made before the first day of school**. Course changes for the second semester **must be made before the first day of the second semester**. After those dates, schedule changes require administrative approval.

ACT 158 AND GRADUATION REQUIREMENTS

All students will follow the graduation guidelines as stated in the current Educational Planning Guide. Information can be found online at www.cocalico.org. Use the High School CHS Educational Planning Guide link.

NAVIANCE

Naviance is a suite of tools to help students address four critical areas of post-secondary success including self-discovery, career exploration, academic planning, and college and career preparation. Each grade level will be assigned various tasks throughout the school year. School Counselors will assist students with task completion via class meetings, classroom presentations, and individual sessions. Every student will have the opportunity to use Naviance to develop their career, educational, and life goals.

COMMENCEMENT

Seniors must attain graduation requirements (scholastic, disciplinary, financial) in order to participate in the commencement ceremony.

ACADEMIC SUPPORT

Cocalico High School students in need of additional help in any of their courses may elect to participate in our voluntary after-school academic support program. The program runs Monday - Thursday from 2:45 p.m. - 3:45 p.m. during the school year beginning two weeks into the first semester and ending before final exams. This service is provided at no cost to our students. They choose to stay as little as one day per week to a maximum of four days per week. Any student wanting to participate may receive additional information from the Counseling Office and/or the Main Office.

SUMMER SCHOOL/ CREDIT RECOVERY

Students in grades 9 through 12 may enroll in Credit Recovery for the purpose of repeating a failed course. Students must communicate with their school counselor to review and select these options. Students must be referred by a counselor. Information on all options is available in the Counseling Office.

HOMEWORK/ CLASS ASSIGNMENTS

Homework and class assignments have many purposes, which include but are not limited to: Practicing and developing skills or processes, deepening content knowledge, previewing new content, and providing opportunities for students to explore topics of their own interest. Teachers will clarify their individual expectations at the beginning of the course. It is the responsibility of the student to gather any missed work from their instructors.

PHYSICAL EDUCATION UNIFORM

Co-ed physical education uniforms are offered to students. All students will wear the uniform (royal blue shorts and shirt) in its issued condition (ripped and ragged items must be replaced). Students will purchase the uniforms from the school. Shoes must be made of high-quality soles (non-floor marking).

ADAPTIVE PHYSICAL EDUCATION REFERRALS

Students secure a form from their physical education instructor. The form is completed and signed by the family physician (this will define the participation level). Return the form to the physical education instructor.

PLAGIARIZING/ CHEATING

It is the expectation that each student submits his/her own original thoughts, ideas, and work. Teachers will clarify individual expectations at the beginning of the course and assignments/projects. Students caught plagiarizing will receive a consequence.

EXEMPTION FROM INSTRUCTION

The district recognizes that parents may, for religious reasons, object to their child(ren) receiving instruction in specific areas of study. When parents determine that they want to request an exemption for their child(ren) from a specific aspect of instruction, they shall submit a letter of request to that effect to the building principal, stating their religious objections to the lesson(s). The principal will review the request and, if the principal determines it to be a bona fide request, the teacher will provide alternative instruction during the relevant time period.

VI. DISCIPLINE/ DETENTION/DRESS GUIDELINES

DISCIPLINE GUIDELINES VIOLATIONS

LEVEL 1

1. Attendance
2. Bus behavior
3. Dress code violation
4. Tardy to class
5. Unacceptable behavior
6. Cell phone violation
7. Technology Use Violation

LEVEL II

1. Abuse of pass/cutting class
2. Cheating/forgery
3. Disrespect
4. Disruptive behavior
5. Driving/parking lot violation
6. Failure to report to administrative detention
7. Failure to report to teacher detention
8. Inappropriate language

9. Inappropriate materials
10. Inappropriate/unacceptable severe behavior
11. Insubordination/defiance
12. Reckless endangerment (pushing, shoving, throwing)
13. Repeated acts of Level I behavior

LEVEL III

1. Aggravated assault - staff/student
2. Alcohol sale/possession/use/influence
3. Arson/false alarms
4. Controlled substance sale/possession/use/influence
5. Cutting school/leaving school property without permission
6. Defacing school property
7. Disorderly conduct
8. Failure to comply with search
9. Failure to give a staff member your name/giving false information
10. Fighting/physical assault
11. Harassment/bullying, racial/ethnic intimidation
12. Robbery/theft – private property, school property, etc.
13. Simple assault - staff/student
14. Threat - students/staff
15. Tobacco, tobacco products, electronic cigarettes, vaporizers - sale/possession/use
16. Vandalism of school, school property, etc.
17. Weapons

DISCIPLINARY ACTION

LEVEL 1 VIOLATIONS

- Handled by the classroom teacher with parent/guardian call and/or teacher detention
- May be handled by the administration
- Documented repeat violations (Level 1) are referred to the administration
- Beyond the third offense, treated as Level II

LEVEL II VIOLATIONS

- Violations are referred to the administration for disciplinary actions
- Discipline is at the discretion of the administration.
- This may include detention, in-school suspension, out-of-school suspension, and/or parent/guardian conference

LEVEL III VIOLATIONS

- Violations are referred to the administration for disciplinary actions
- Discipline is at the discretion of the administration
- This may include detention, in-school suspension, out-of-school suspension, and/or parent/guardian conference

***Any Level III offense may involve criminal charges with police and/or expulsion recommendation.**

Any student that is in OSS is ineligible to attend or participate in any school function for that day. If a student is in OSS on a Friday, that student will remain ineligible until the student returns to regular classes.

“SENIOR PRANK” VANDALISM OR DISRUPTION TO THE SCHOOL ENVIRONMENT MAY RESULT IN DENIAL OF PARTICIPATION IN COMMENCEMENT EXERCISES.

DETENTION PROCEDURES

1. Detention will be held on Monday through Thursday, 2:45-3:15 p.m. or 2:45-3:45 p.m. Students must report to the high school office before 2:45 p.m.
2. Cell phones must be turned into the detention monitor
3. The detention form must be signed by the student
4. Arrive prepared to study during detention or work will be provided for you
5. The following will not be tolerated in detention: Tardiness, eating, or talking. Whether or not you are credited with serving detention will be determined by the teacher in charge or administration.

6. If students miss their assigned detention because of absence from school or the closing of school, detention is to be served during the next scheduled detention
7. Failure to report to detention may result in ISS
8. Failure to report to detention a second time will result in further disciplinary action
9. Students should secure coats and books from their lockers prior to reporting to detention. At the conclusion of detention, all students will exit the building immediately.
10. Transportation is the responsibility of the student to arrange
11. Work is not an acceptable reason for missing detention

ISS PROCEDURES

1. Report to the main office by 7:40 a.m.
2. Cell phones must be turned into the main office
3. Students may bring a packed lunch or have the option to order a "Brown Bag" lunch through the cafeteria
4. All electronics (with the exception of their school laptop) and coats are to remain in the student's locker
5. Students must follow the ISS daily schedule
6. Students must follow established expectations
7. Inappropriate conduct may result in removal and OSS or additional ISS

DRESS CODE GUIDELINES

The PA State Code and Cocalico School District Policy state that the dress and grooming of students should not distract or disrupt the educational process and should meet standards for the maintenance of health and safety. At Cocalico High School, family, faculty, and students make our school successful. We want an atmosphere that encourages learning and fosters self-esteem. These guidelines will enable us to keep our dress standards in proper perspective and help students take pride in their school and themselves. The standards conform to community expectations and should eliminate anything that may be disruptive to the educational process.

1. Obscene/suggestive or offensive clothing and jewelry shall not be worn. Examples: Midriffs, see-through clothes, symbols, or insignia that suggest hatred toward groups.
2. Clothing/jewelry which advertises or displays tobacco/alcohol/drug products shall not be worn
3. Tank top straps must be at least 2" wide. Items not permitted include spaghetti straps, halter tops, tube tops, and off-the-shoulder tops. Males are not permitted to wear muscle shirts.
4. Caps/hats/wave cap (durags)/hoods/sunglasses/visors must be removed in the building
5. Shorts may be worn throughout the school year. Shorts and skirts should not be revealing.
6. "Dangerous" jewelry (this includes chains) is not permitted to be worn
7. Underwear shall not be visible
8. Book bags may be used to transport school supplies as students enter and leave the building. Book bags/large purses (large enough to carry a book) are not permitted to be used during the school day.
9. Jackets and long coats cannot be worn during the school day
10. Pajamas and slippers are not acceptable school attire

*Violation of these will result in students being asked to change and may result in a discipline violation.

BULLYING/ CYBERBULLYING/ HARASSMENT

The Board is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and harassment create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits any forms of bullying or harassment by students. The complete policy is located on the district website, Board Policy 249. Bullying/harassment means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

Cyberbullying falls under bullying and includes the use of modern communication technologies such as the Internet, mobile phone, or other types of digital technology to embarrass, humiliate, threaten, or intimidate another student.

Out-of-school bullying is actions that would otherwise satisfy the definition of bullying, but for being entirely outside and unconnected to the school setting. Students involved in out-of-school bullying may be disciplined by school officials when it impacts the school environment.

Sexual harassment constitutes unwelcome sexual advances, unwelcome requests for sexual favors, inappropriate verbal conduct, inappropriate physical conduct, or unwanted communication of sexual nature. The

behavior is harassing when it interferes with a person's education or creates an intimidating, hostile, or offensive environment. Sexual harassment is a behavior of sexual nature that: (a) Is unwanted and not liked, (b) Is unwelcomed, or (c) Occurs on a frequent basis. Sexual harassment is from the perspective of the person being harassed. Behavior can include, but is not limited to:

- Sexual or "dirty" jokes
- Gestures with the hands and body
- Graffiti
- Verbal comments (about parts of the body, actions, behaviors, clothing, or looks)
- Unwanted affectionate remarks
- Unwanted and inappropriate physical contact

If you believe you are a victim of any form of bullying and/or harassment, you should notify the principal, counselor, or teacher immediately. These concerns will be investigated promptly by the building administration and may involve law enforcement if deemed necessary.

Discipline:

1. A substantial charge against a student shall subject such student to disciplinary action, consistent with the student discipline code, and may include: Legal action, discipline up to and possibly including expulsion, and/or counseling services.
2. If it is concluded that a student has made false accusations of harassment of any form and/or also participated in an act of harassment, such student shall be subject to disciplinary action.

PUBLIC DISPLAYS OF AFFECTION (Third-Party Sexual Harassment)

No matter what your age, caring for others and showing affection are important. An affectionate relationship between two people is and should remain private. Public displays of affection are not appropriate in a high school setting. A simple show of affection such as holding hands is acceptable; however, kissing and close physical contact in a public school will not be condoned. Excessive displays of affection may result in disciplinary action.

SUBSTANCE ABUSE POLICY

The high school recognizes that substance abuse is a serious concern for our students. The school is committed to the general principles of education, prevention, intervention, and law enforcement in responding to this community issue. The Cocalico School District Board Policy is intended to discourage and prevent alcohol and drug use by students and to provide guidelines and appropriate and effective responses to any instances of alcohol or drug use by students. Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Cocalico School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. The following rules, regulations, and guidelines shall be used by all school district personnel when responding to drugs, mood-altering substances, and/or alcohol-related situations. During the school year, a student who, on school grounds or during a school session, or anywhere at a school activity, consumes or is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures outlined in guidelines established by the administration and approved by the Board. Students who violate the district's substance abuse policy will be subject to loss of privileges, suspension, and/or expulsion.

POSSESSION OR USE OF TOBACCO AND/OR VAPING PRODUCTS

Tobacco use and possession by students is prohibited at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. The use and possession of tobacco and/or vaping products are prohibited by students at school-sponsored activities that are held off school property. Any student who violates this Cocalico School District Board Policy shall be subject to discipline, which, depending upon the circumstances, may include suspension or expulsion. For an athlete, it will also be a code violation and lead to removal from the team. Tobacco products such as electronic cigarettes and/or vaporizers are also prohibited.

POSSESSION OR USE OF WEAPONS

Students are prohibited from possessing, carrying, storing, or using weapons or dangerous instruments including explosive and incendiary devices (fireworks and the like) while on school premises, on the way to or from school, and while attending school-sponsored activities. For purposes of this policy, a weapon is defined 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. The term "firearm" includes an unloaded firearm and the

unassembled components of a firearm. Violations of this 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 with the Individual with Disabilities Education Act (IDEA). Additionally, at the time of such violations, local police authorities shall be notified when possession or use of weapons or dangerous instruments by a student constitutes a probable violation of criminal statute as summary, misdemeanor, or felony offense. Parental or guardian notification shall also be made in a timely manner. Legal Reference: ESEA Act – Title XIV, Gun Free Schools Act of 1994.

MEMORANDUM OF UNDERSTANDING

In order to comply with state regulations, the Cocalico School District signed a Memorandum of Understanding with the East Cocalico Township and Ephrata Police Departments. It states procedures followed when these incidents occur: Acts of violence, weapon possession, truancy, use/possession/distribution of tobacco/drugs/alcohol. A copy is on file in the high school office.

SCHOOL RESOURCE OFFICER (SRO)

Cocalico School District partners with the surrounding communities to provide an SRO from the East Cocalico Township Police Department. The SRO maintains an office in the high school but provides services to all district buildings. The office serves as a liaison between the school, police, and the community. Through the SRO's presence on school grounds, the goal is for the officer to foster positive relationships with students for the purpose of helping to prevent juvenile delinquency and truancy. The SRO also serves as a valuable resource for crisis planning and response.

VII. GENERAL INFORMATION

ASSEMBLIES/ PEP RALLIES

Assemblies/pep rallies will be scheduled throughout the school year. Students are expected to respect the efforts of those who are performing. Inappropriate responses/behavior, etc. is cause for removal. As a disciplinary measure, students may be denied attendance at assemblies/pep rallies.

BICYCLE USE

A bike rack is provided for those students who ride bicycles. It is recommended that students lock the bicycles to the rack. The school shall not be responsible for bicycles and items that are lost, stolen, or damaged while on district property.

BUS INFORMATION/ GUIDELINES

The Cocalico School District offers bus transportation for the convenience of pupils living outside of walking perimeters. Students and parents/guardians 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 the 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 off the bus at another "stop." Parents/guardians 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 a.m. and p.m. location. The a.m. stop must be the same for each day of the week. Likewise, the p.m. stop must be the same for each day of the week. The a.m. and p.m. 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 vehicle is equipped with a digital video camera that can record both oral communications as well as visual images. Students and their parents/guardians agree that the students' use of the school bus constitutes

consent to the District's audio/visual monitoring. The administration will monitor all of the school buses for disciplinary problems, as well as safety-related concerns.

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

BUS RULES

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

HANDLING OF BUS VIOLATIONS

Violations of the above guidelines will result in the 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. Parents may be notified.
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 parents.

CAFETERIA

Administrative Assistant – Tammy Harting (717) 336-1578

The school is committed to providing a school environment that promotes student wellness and proper nutrition. Prices can be found on the district website. Students who forget their lunch money will be able to charge a maximum of 2 consecutive lunches. As soon as a negative balance occurs, parents/guardians will receive a PowerSchool notification via email. When the negative balance reaches or exceeds \$10.00, the building principal or designee will notify the parents via a telephone call.

1. Students report to the cafeteria only during their assigned lunch period.
2. ID cards must be used to purchase lunch. Meals consist of an entrée, as well as two sides.
3. Remain in line. Wait your turn. Clean up anything you spill.
4. Carry your tray and debris to the disposal areas.
5. Students shall remain in the cafeteria. Students may not go to their lockers **during** lunch.
6. Students eating in the library must sign out. Students with passes to other areas must sign out.
7. Students involved in the vandalism of cafeteria equipment or food littering will be restricted from using the cafeteria.
8. Students are not permitted to have food delivered from a commercial establishment.
9. Any disruption of cafeteria procedures will result in disciplinary measures.

FREE/ REDUCED-PRICED LUNCH AND/OR BREAKFAST

The Cocalico School District participates in the National School Program. The program provides free or reduced-priced meals (Breakfast and Lunch) for students from eligible households. Applications are available in each school, by calling Food Services at (717) 336-1578, or at <https://www.paschoolmeals.com>. The application process and provided information are confidential.

CLASS ADVISORS

9 th Grade	Mr. Karl Bierly
10 th Grade	Mrs. Jennifer Kieffer
11 th Grade	Mr. Dave Sonnen
12 th Grade	Mrs. Kristine Butz

CLUBS

Various clubs are offered at Cocalico High School. Clubs meet on Wednesday afternoons. Club offerings will be posted on Schoology. Club selection is based on the seniority of students (i.e. seniors select first). Students may be assigned to a study club if failing two or more courses.

ENTRANCE TO THE BUILDING AND VISITORS TO THE BUILDING

Once the school day has begun, all doors to the building will be secured. All visitors and parents/guardians must use the main entrance at the front of the building and are required to report directly to the high school attendance office to register. Parents/guardians/visitors may be asked to produce identification and state the purpose of their visit. They will be issued and required to wear an identification badge. Cocalico alumni should schedule their visits with teachers and staff before or after the school day. Students who desire to bring visitors to Cocalico must make arrangements with the administration prior to the day of the visit. Visitors will be limited to students whose families are considering moving to the district or enrolling at Cocalico High School. All visitors must register at the attendance office.

EMERGENCY SCHOOL CLOSING

In case of an emergency, making it necessary to close schools, please listen to one of the following radio or television stations. The School Messenger system will also be implemented. PLEASE DO NOT call the schools, administrators, or news media. Emergency school closings are broadcast over the following stations: WEEU-850, Reading; WARM 103, York/Lancaster; WDAC-94.5, Lancaster; WGAL NBC Channel 8; Blue Ridge Cable-11; CBS 21; Fox 43; ABC 27. Closings will be posted at www.roserradio.com, www.wgal.com, and our homepage www.cocalico.org.

EMERGENCY SITUATIONS

Whenever an unusual situation occurs with school-wide implications, the administrative staff will inform parents by note, or the School Messenger automated phone system at the appropriate time. Some situations require time for investigation. Our goal is to provide accurate information in a timely manner.

FIRE REGULATIONS

1. Fire drills will be held during the school year
2. Fire exit directions are posted in each room
3. When the fire alarm sounds, students will be directed by staff members on how to proceed
4. In the event that the school needs to be evacuated, students will leave in a single file without talking
5. Students will move outside quickly and quietly so they can hear instructions from the staff

FIELD TRIPS

Students who are scheduled to participate in school-sponsored field trips need administrative approval and parental permission. Academic/attendance/discipline eligibility is also required. The classroom teacher or administrators will issue field trip permission slips. **School policy is in effect during all field trips.**

HALL PASSES

STUDENTS NEED A PASS IF THEY ARE OUT OF CLASS. Staff expects students to get to their destination in a timely manner. Anything over 5 minutes is unacceptable. If this is abused, disciplinary action will be taken.

LAVATORY - Students wishing to use the lavatory during class must receive permission from the teacher. Students must sign out and have their hall passes signed.

LIBRARY – Individual students and small groups of students reporting to the library from a class must have a signed pass from the classroom teacher. Students will return to class before the end of the period.

LOCKER – Students should refrain from going to their lockers during classes. It is suggested that students go to lockers before school, between classes, and at the end of the day.

HEALTH ROOM PROCEDURES

Main Nurse – Tammy Frey
Health Room: (717) 336-1429 Fax: (717) 336-1441

Health Room personnel are responsible for illness or injury occurring in school and on the way to and from school. **Students need a teacher-issued pass for admission to the Health Room (except in the case of an emergency).** If the nurse is not in the Health Room, the student will immediately report to the High School Office. **The nurse will obtain parental or emergency contact person's permission before ill students are**

excused to go home. Students are not to contact parents to go home ill before being evaluated in the Health Room.

Only medication prescribed by a physician will be available to students. If prescription or over-the-counter medication is required during the school day, the medication must be delivered to the Health Room before the start of school. The medication must be in the original container and only the dose(s) required for one month should be brought to school. All controlled substance medications such as Ritalin, Adderall, etc., must be delivered to the nurse by a parent/guardian. **A NOTE OR CONSENT FORM SIGNED BY THE PARENT/GUARDIAN AND THE PHYSICIAN MUST ACCOMPANY THE MEDICATION.** Physician-faxed orders will be accepted but must include the name of the medication, dosage, and frequency. The Health Room fax number is (717) 336-1441.

With permission from the parent/guardian, physician, and school nurse, asthma rescue inhalers and/or epinephrine auto-injectors may be carried and self-administered by the student. All necessary permission forms must be completed.

Students entering grade 12 are required to have a second meningococcal booster vaccine before the first day of school or they will not be permitted to attend on the first day of their grade 12 year.

When a known or suspected exchange of body fluids occurs, parents will be notified and advised to seek consultation and follow-up by their physician.

Health Services include:

Body Mass Index, Height, and Weight Measurements – All grades
Hearing Tests – Grade 11
Physical Examinations – Grade 11
Vision Screening Tests – All grades

INTERNET/ USE OF TECHNOLOGY

The Cocalico School District recognizes the Internet as one of the resources currently necessary for access to information, interactive activities, and communications. Teachers and students are encouraged to make use of this resource as needed for educational purposes. Examples of such use include but are not limited to, access to 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 the School Board approved policies. Additionally, an Internet filter **and remote monitoring software are installed on all district-owned devices** to assist in protecting users from unwanted and distracting content, **ensure compliance with policies, and assist with technical issues. If off-campus screen sharing is deemed necessary, parents/guardians will be notified prior to the remote access.** It will be assumed that parental permission of access to Internet resources is granted unless a letter is placed on file in the student's record each school year.

Device Monitoring - The Cocalico School District has monitoring software installed on all district-owned devices that allow the tracking of browsing records and monitoring of district-owned devices remotely. This software will be used to ensure compliance with district policies and assist with technical issues. If off-campus screen sharing is deemed necessary, guardians will be notified prior to the remote access.

LIVE STREAMING AND RECORDING CLASSROOM PARTICIPATION AGREEMENT

There may be occasions during the 2023-2024 school year when the Cocalico School District will provide students the opportunity to remotely participate in its instructional programs through the use of live-streamed and recorded lessons taught by District teachers. These live-streamed lessons will occur in real-time during the instructional day with students attending remotely.

Students and their parents/guardians must review the following rules and regulations related to live streaming and recorded classroom lessons. Failure to comply with these rules and regulations may result in disciplinary action, in accordance with District policies, or a temporary suspension of the right to use or access District technology. Students attending classes remotely are expected to behave in a similar manner as what is expected of students when they physically attend school.

STUDENT RULES AND EXPECTATIONS FOR LIVE-STREAMED AND RECORDED CLASSES

1. Students are required to comply with all District policies, school handbooks, and teacher-classroom directives while participating in remote instructional activities.
2. Students should work in a quiet and private space while participating in live-streamed or recorded classes to minimize potential disruptions from other sources (family members, television, pets, etc.).

3. Students must dress appropriately for school when attending remotely, arrive on time for live-streamed classes, remain for the entirety of live-streamed classes, and comply with log-in and log-out procedures when participating in recorded classes.
4. Students remotely attending school must be prepared to participate and behave in class in the same exact manner as students who are in the classroom.
5. Live Streamed and recorded classes are intended solely for the benefit of students enrolled in those classes. Individuals who are not enrolled as students in those classes should not access, watch, observe, or participate in those classes. If parents/guardians have any questions about a live-streamed or recorded class, they should be directed either to the teacher or the building principal.
6. The recording, downloading, or copying of live-streamed and/or recorded classes for any reason in any format without the District's express written permission is strictly forbidden. Students will face school disciplinary consequences for violating this rule, and individuals who engage in such behavior may be referred to local law enforcement for the unlawful recording of other persons without their consent.
7. Students or their parents/guardians must report any technology-related problems, as soon as they are discovered, so they can be identified and corrected. Students will not necessarily be excused from the potential consequences for missing classes, missing deadlines for the submissions of homework, assignments, etc. when technology-related problems are not brought to the District's attention within a reasonable period of time.

LIBRARY

On days the school is open, the library will be open from 7:25 a.m. until 3:30 p.m. and Thursday evenings until 5:00 p.m.

Individual students and small groups of students coming to the library from a class must have a signed pass from the classroom teacher. Students are expected to sign in and out of the library through the electronic system and will return to class before the end of the period unless otherwise instructed.

Students wishing to use the library, green screen room, maker space, or teleconference room during FOCUS must sign up using the links available in Schoology. Students must have an A, B, or C in all classes in order to come to the library during FOCUS. Students are expected to sign in and out of the library through the electronic system. Students will remain in the library until dismissal.

Most materials may be checked out from the library. Borrowing periods are:

Books & Kindles	-	2 weeks
Flash drives	-	Overnight
Reference materials	-	Overnight
Interlibrary loan books	-	Varies

Overdue fines will be charged for materials checked out from the library and returned late. A three-day grace period will be in effect. Fines will accrue, but will not be collected until the fourth day. Fines are as follows:

Books	-	\$.10 per item per day
Reference materials & flash drives	-	\$.25 per item per day
Interlibrary loan books	-	\$.25 per item per day
Kindles	-	\$1.00 per item per day

The current replacement value will be charged for library materials that are lost or damaged beyond repair. The full amount will be refunded for lost materials that are later found within 30 days.

Students are expected to exhibit appropriate behavior in the library. Inappropriate behavior may result in the restriction of library privileges or damage charges. Appropriate behaviors include:

1. Respectful behavior toward students and adults
2. Appropriate language and quiet voices
3. Responsible use of the library facility, equipment, and materials

All print and electronic library resources can be accessed through Destiny: <http://cocalico.follettdestiny.org>. The CHS Digital Library Collection can be accessed through OverDrive: <http://iu13.lib.overdrive.com>.

Subscription database usernames and passwords are available through the library and in Schoology.

LOCKERS

Each student is assigned a locker and a school-issued lock. This locker **should not be shared** with others. Do not leave valuables unattended anywhere – homeroom, gym, classes, lunch, etc. All backpacks, books, papers, clothing, etc. must be kept in lockers. Keep lockers locked. Locker combinations are confidential information. Lockers are school property and are subject to inspection by the school administration at any time. Note: Students should refrain from going to their lockers during classes. Go to your locker before school, between classes, and at the end of the day.

MUSIC

Choir Music

Choral music at Cocalico High School is provided for any student who would like to improve their vocal technique and participate in a vocal ensemble environment. The Cocalico High School Concert Choir is the large, non-auditioned performing group in which all vocalists should participate before considering auditioning for the other vocal ensembles available to students. Choralaires require an audition. Members of all choirs at Cocalico High School are required to attend all scheduled performances throughout the school year.

Instrumental Music

Instrumental Music at Cocalico High School is provided for any student who plays a woodwind, brass, or percussion instrument. The Cocalico High School Symphonic Band is the large, non-auditioned performing group in which all instrumentalists must participate to be eligible for any other instrumental auditioned ensemble. Performing groups that require an audition are Wind Ensemble and Jazz Ensemble. Group sectionals are a part of the Symphonic Band's curriculum and are required for all instrumentalists in the Ensemble. Sectionals meet one time per week for 30 minutes on a rotating schedule and students are responsible for all missed work from their scheduled class. Members of the Symphonic Band are required to attend all performances throughout the school year.

PERSONAL PROPERTY

The school is not responsible for lost, stolen, and/or damaged personal items. Students are encouraged to keep items of value at home. If items are brought to school, proper use of lockers is recommended.

CELL PHONES/ ELECTRONICS

(Phones, Smartwatch, etc.)

These items should not be visible, nor used in the school building during school hours with the exception of students' lunchtime. Students may use cell phones during their lunchtime but are not permitted to talk on the phone or take pictures or videos. Failure to follow these guidelines will result in disciplinary action.

Cell phone disciplinary action:

1 st offense	Administrative Conference
2 nd offense	Parent contact and the phone will be confiscated and returned to the student at the end of the school day.
3 rd offense	Parent contact and the phone will be confiscated and returned to the student at the end of the school day for three (3) consecutive days.
4 th offense	Parent contact and the phone will be confiscated and returned to the student at the end of the school day for five (5) consecutive days.
5 th offense & subsequent	Parent contact, the phone will be confiscated and returned to the student at the end of the school day for five (5) consecutive days, and/or ISS or detention.

If a cell phone/camera is believed to be related to a school incident, or incident causing a disruption to the school environment, the phone may be confiscated and the school district has the right to examine the contents. The cell phone/camera may also be held until the completion of the investigation and/or given to the police.

BOOK BAGS/ BACKPACKS/ LARGE PURSES

Because of concerns for student safety, a book bag/backpack policy has been implemented at the high school. Students may use book bags to transport books to and from school. The use of book bags/large purses (large enough to carry a textbook) during school hours is not permitted. The only exception to this policy is for students who need to carry books in a book bag due to medical conditions. Students who need to carry book bags during school hours must receive permission from the nurse. **Students will be required to store book bags/backpacks/large purses in their lockers during the school day.** Cinch bags may be used for carrying clothes to and from physical education. Failure to store book bags/backpacks/large purses in lockers may result in disciplinary action.

SCHOOL BUILDING AND BUS SURVEILLANCE CAMERA NOTICE

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, hallways, and the cafeteria. The cameras record video images on property, video and audio on the buses. 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 will be recorded, and they should have no expectation of privacy in public areas.

The use of video cameras in school and on school buses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video monitoring will not replace the responsibility of staff to monitor students. Video cameras will add a dimension of verification of student behavior that will not further detract from the educational environment.

SCHOOL DANCES

1. Appropriate dress is required
2. Administration reserves the right to not admit students or guests to any school functions
3. All CHS students are required to show school ID
4. A completed Guest Permission Form needs to be turned in to the office with the name, address, phone number, and age of all guests the Friday before the dance. The guest school administrator must provide a character reference. One guest per student. No middle school students are permitted. All guests must be under the age of 21. A photo ID is required.
5. Inappropriate conduct (as listed below) will result in removal from the dance: Public display of affection, smoking, vaping, vandalism, profanity, possession/influence of drugs/alcohol (police/parents notified and students suspended or recommended for expulsion).
6. Students will not be permitted to leave the building until they are ready to leave the dance. Once students leave the building, they are not permitted back into the building.
7. A minimum of two faculty members will be present at all events
8. Doors will be closed and no further entry will be permitted after 7:45 p.m.
9. Events in the High School will end at 10:00 p.m.
10. Students may be subject to an alcohol test

SCHOOL PROPERTY

All school-owned equipment, supplies, books, etc. must be signed out. Students removing school property from classrooms without teacher permission will be disciplined in accordance with the theft policy as stated in Discipline Guidelines (Level III).

SEARCHES

School authorities may search a student's district issued computer, locker, vehicle on school property, or personal items when reasonable suspicion exists to do so, and seize any illegal or dangerous materials. Such materials may be used as evidence against a student in disciplinary proceedings. When school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare and safety of students in the school or violates school rules, student lockers may be searched without prior warning. Searches of the building, school property, and vehicles parked on school property may also be conducted without prior warning. Students suspected of possession of vaping devices on their persons may be searched by administration, as per School Board Policy. Due to the small size and ease of concealment of these devices, a security wand metal detector may be used while conducting a search.

Students refusing to cooperate with reasonable searches sought to be conducted by the administration may be subject to disciplinary action and/or presumed to be in possession of the items they are suspected of possessing for purposes of any disciplinary proceedings.

STUDENT DISTRIBUTION OF MATERIALS

Publicly displaying or distributing school and non-school materials such as posters and flyers in/on school property require administrative approval.

STUDENT DRIVERS

Each vehicle parked in the student parking lot must be registered at the High School Office. Upon completion of vehicle registration, a parking permit tag must be purchased (\$30/Full year, \$25/2nd Semester) and appropriately displayed on the rearview mirror. All students without parking tags may only park in the lot by the soccer fields. **STUDENTS ARE NOT PERMITTED TO PARK IN SPACES MARKED RESERVED, HANDICAPPED, NURSE, OR VISITOR.** School buses/pedestrians *always* have the right of way. The speed limit approaching, leaving, and on school property is 15 miles per hour. Students arriving before 7:24 a.m. shall report to the cafeteria. **There is absolutely no loitering in the parking lot at any time.** Any violations occurring on school property to/from school which are in conflict with the Pennsylvania Motor Code shall be reported to the police for prosecution. **Students are not allowed to park in the Central Office Parking lot or on the grass.**

Violations of these regulations will result in the suspension of driving privileges for a time specified by the administration. Driving privileges may be revoked as a disciplinary measure. The administration reserves the right to search any vehicle parked on school property if deemed necessary.

The school shall not be responsible for motor vehicles and their contents that are lost, stolen, or damaged while on district property.

STUDENT DRIVERS/ CTC

Full-day CTC students are permitted to drive to CTC with proper vehicle registration and following CTC guidelines. Driving privileges may be revoked for procedure violations and/or disciplinary infractions.

STUDENT OBLIGATIONS

Students are responsible for proper care of school materials and equipment. All students have an obligation to return issued equipment or materials in the condition they were provided. If equipment or its monetary value is not returned to the teacher, an obligation form will be submitted. All fees, dues, and obligations must be paid to participate in commencement.

The school district supplies all needed textbooks **and electronic devices**, which are identified with a district number that is recorded by the teacher or **staff member** on distribution. **District-issued materials are the property of the Cocalico School District and may be subject to periodic inspection.** It is the student's responsibility to return their textbook(s), electronic device, and accompanying accessories with the district number that was assigned to them in good condition. Obligation notices for the price of the book, device, and/or accessories will be given to the student for **any item** damaged, lost, or returned with the district number that is different from the number recorded for that student.

TARDY TO CLASS (per semester)

3 tardy slips accumulated	Administrative Conference/ Discipline to be determined
2 nd set of 3 tardy slips accumulated	1-hour detention
3 rd set of 3 tardy slips accumulated	1 day ISS
4 th set and each additional	ISS/OSS

THREAT ASSESSMENT TEAM

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

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

In Cocalico School District, the following staff is trained members of Threat Assessment Teams: Assistant to the Superintendent, Building Principals & Assistant Principals, Director of Support Services, Assistant Director of Support Services, School Nurses, School Counselors, School Psychologists, and Home/School Visitors.

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

VIII. NOTICE TO PARENTS/ GUARDIANS

CUSTODY ISSUES

If a custody situation exists, and special arrangements need to be made, it is the responsibility of the custodial parent/guardian to notify the principal and provide a copy of the appropriate legal documentation.

CHILD ABUSE

School employees, independent contractors, or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor, or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, provide a copy of the report confirmation.

ENROLLMENT/ WITHDRAWAL PROCEDURES

The Cocalico School District uses an online, electronic registration which will require a computer, the Internet, and a valid email address. Printed versions of the registration forms are no longer available. Begin by going to Cocalico.org and clicking on "Online Enrollment". Follow the 3 steps on the left-hand bar to enroll.

IF your child has previously been enrolled in the Cocalico School District (grades Pre-K through 12th), please contact the school where you believe your child will be attending. When you contact the school, the office personnel will walk you through the re-enrollment process.

Students withdrawing from Cocalico should visit the counseling office to obtain a withdrawal form prior to their final day. This document will be used in the transfer process.

STUDENT RECORDS

Notification of Rights, Parents/ Guardians/ 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 amendments to the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the students.
3. The right to consent to the 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 failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
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.

IX. SPECIAL EDUCATION

Administrative Assistant – Linda Gockley
Phone: (717) 336-1461 Fax: (717) 336-1464

TO THE PARENTS OF CHILDREN WHO RESIDE IN COCALICO SCHOOL DISTRICT

A comprehensive service program for exceptional school-age children is provided. If your child is identified by the District as possibly eligible and 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:

1. Autism
2. Visual impairment including blindness
3. Deafness
4. Hearing impairment
5. Intellectual disability
6. Multi-disabilities
7. Traumatic brain injury
8. Other health impairments
9. Orthopedic impairment
10. Emotional disturbance
11. Specific learning disability
12. Speech and language impairment
13. Deaf/Blindness

If you believe your young child (age 3 to school age) may need early intervention services, you may request an evaluation be completed to determine eligibility and need for special education services through IU13. Also, if you believe that your school-aged child may be in need of special education services and related programs you may request a screening and/or an evaluation in writing. Evaluations may be completed upon written request at any time and are available to you at no cost. Requests for evaluations and screenings are to be made in writing to Dr. Andria Weaver, Director of Special Services.

For further information on the rights of parents and children, provision of services, evaluation, and screening (including purpose, time, and location), you may contact, in writing, the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The Cocalico School District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the person named above or any building principal.

X. CO-CURRICULAR ACTIVITY GUIDELINES

Athletic Administrative Assistant – Malinda Laudenslager
Phone: (717) 336-1450 Fax: (717) 336-2535

ATHLETIC STAFF

Athletic Director	Mr. Roger Czerwinski
Athletic Trainer ATC	Mrs. Erika Eby
Assistant Athletic Trainer	Mrs. Nicole Nye

SPORT

Baseball (Boys)
Basketball (Boys)
Basketball (Girls)
Bowling
Cheerleading
Cross Country
Football
Golf
Field Hockey
Lacrosse (Boys)
Lacrosse (Girls)
Soccer (Boys)
Soccer (Girls)
Softball
Tennis (Boys)
Tennis (Girls)
Track and Field (Boys and Girls)
Swimming
Volleyball (Boys)
Volleyball (Girls)
Wrestling

HEAD COACH

Mr. Ross Rutt
Mr. Seth Sigman
Mr. Andrew Garrett
Mr. M. Rob Vital
Mrs. Brittany Cloud
Mr. Ron Derr
Mr. Bryan Strohl
Mr. Joshua Shipton
Mr. Kevin Hertzog
Mr. Matthew Oberly
Ms. Kayci Strous
Mr. Derek Sipe
Mr. Dan Hogan
Ms. Paige Roell
Mr. Todd Snyder
Ms. Barbara Fetter
Mr. Ron Derr
TBD
Mr. Dwayne Kieffer
Mrs. Jamie Leshner
Mr. Theodore Wolf

COCALICO SCHOOL DISTRICT CO-CURRICULAR CODE OF CONDUCT

Co-curricular activities such as athletics, band, student government, clubs, etc., are important and integral parts of the total school community and are open to participation by all students. Through voluntary participation, the student gives time, energy, and loyalty to the school and activity and reaps the rewards associated with participation in these privileges. He/she also accepts the training rules, regulations, and responsibilities, which are unique to that activity. All students involved in co-curricular activities must agree to "The Code of Conduct" in order to participate.

In an effort to ensure the health, safety, and well-being of Cocalico students involved in co-curricular or extra-curricular activities the following Code of Conduct will be in effect for the entire school year. Violations of any of these items may result in dismissal or suspension from any co-curricular or extra-curricular activity. In addition, any student who has been involved with criminal misconduct at any time during the calendar year may be suspended from co-curricular or extra-curricular activities during the present and/or upcoming season(s) of activities.

CODE OF CONDUCT

1. ***Use, abuse, possession, and distribution of drugs (including steroids), alcohol, and tobacco in any form or the use of any look-alike drug or attendance at any activity where alcohol or drugs are being used illegally.***

1st Offense: The student will be suspended from co-curricular activities for sixty (60) days and will be referred to the Student Assistance Program Team. A student may remain with the team and practice with the coach /advisor's consent but will be denied the opportunity for interscholastic competition/event participation.

Subsequent Offense: The student will be ineligible to participate in any co-curricular activity for one (1) calendar year beginning on the date that the administration determines that the student violated the policy.

2. **Civil law violations** - Any infraction of a civil/criminal law by a student will result in a review by the head coach/advisor, athletic director, and principal. Possible suspension/ dismissal will be based on the severity of the violation.
3. **Hazing** - The Cocalico School District will not tolerate or condone any type of team or individual hazing or initiation where mental stress, embarrassment, or physical harm may take place. Any infraction of this policy will be subject to disciplinary review by the coach/advisor, athletic director, and principal. Disciplinary action may include suspension or dismissal and the reporting of the behavior to police authorities.
4. **Return of equipment** - All students have an obligation to return issued equipment. If equipment or its monetary value is not returned to the coach/advisor, the student may not participate in future activities until all obligations have been met.
5. **Attendance at school** - A student must be in school by 9:00 a.m. in order to participate in a contest/practice that day. If arriving after 9:00 a.m. and/or leaving before 1:30 p.m. they must return a doctor's note in order to participate in a practice or competition. Any exception must be approved by the building principal. Any student sent home ill by the school nurse would not be eligible for competition that day. Any student who has been absent for a total of twenty (20) or more school days during a semester will not be eligible until he/she has been in attendance forty-five (45) school days after the last absence.
6. **Quitting an activity** - A student may not quit one activity and participate in another co-curricular activity after that activity has begun without the mutual consent of both coaches/advisors. Use of the high school weight room after quitting an athletic team needs approval from the Athletic Director.
7. **PIAA and Lancaster-Lebanon League Regulations** - All rules established by the PIAA or Lancaster-Lebanon League shall be adhered to by all student participants.
8. **Individual sport/program guidelines** - A student is expected to familiarize himself/herself with the guidelines established by the coach/advisor and to comply with those regulations.
9. **Academic eligibility** - As of Friday (2 p.m.), a student not passing any two (2) subjects will be ineligible for the following week's activity (Sunday through Saturday). For Cocalico Connections, student grade reporting follows the Actual Grade (AG) column. Cyber/Home School students are required to submit grades each Friday by 2 p.m.
 - a. Students not taking a full schedule must be passing at least four (4) credits (2 full subjects or the equivalent per semester) to remain eligible.
 - b. If the student participant is not passing two (2) subjects at the end of each quarter he/she will not be eligible to participate for the next fifteen (15) school days starting on the date grades are finalized.
10. **ISS/OSS** - Any student that is assigned ISS/OSS is not eligible to participate in any school activity the day(s) of the suspension. Any student that would be suspended on a Friday would not be eligible to participate until the following Monday.

CODE OF CONDUCT - DUE PROCESS PROCEDURES

1. **If a Code of Conduct decision is disputed by the co-curricular participant or his/her parents/guardians, a Review Board consisting of two (2) students, two (2) administrators, and two (2) coaches/advisors, all of whom are not directly involved in the action will hear the dispute and render a decision. A school director will moderate this hearing.**
2. **All persons, including parents/guardians, involved in the violation and those responsible for the subsequent decision may attend the hearing to present their position.**
3. **The rendered decision will be given to the offended parties in a timely fashion.**

ATHLETE/ FAN CONDUCT

"Participating schools of the Lancaster-Lebanon advocate coaches, players, and spectators treat guests with equity and respect. The Lancaster-Lebanon League encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent. Offenders will be

escorted from the gym/stadium. Only cheerleaders are permitted on the sidelines or playing surfaces for the purpose of leading cheers and promoting school spirit. No fan or spectator is permitted out of the stands for this purpose. Offenders will be escorted from the gym/stadium. Students are permitted to form spirit lines on the football field as the players enter the field before the games. No sirens, whistles, portable stereos, or other noise makers which interfere with the playing of the game will be permitted. No hand-held banners or hand-held signs of any type shall be displayed. Such articles will be confiscated by the game manager. Abusive language, negative gestures, or taunting directed toward players, coaches, officials, or cheerleaders is prohibited. Offenders will be escorted from the gym/stadium. The throwing of paper or foreign objects onto the playing surface is prohibited. Offenders will be escorted from the gym/stadium.” At no time may spectators reserve seating prior to an athletic event until the gates have officially opened.

Principals or representatives of contesting schools shall announce these regulations to their schools’ fans. The Cocalico School District adheres to the rules and regulations listed above as set forth by the Lancaster-Lebanon Interscholastic Athletic Association. Cocalico School District’s handbook is posted on the high school webpage. Eligibility guidelines, code of responsibility, and awards system are included. Participants and spectators should conduct themselves in a manner that will not discredit the school or themselves. Unsportsmanlike conduct or unfair means are not to be used. No action is to be taken or a course of conduct pursued which would be unsportsmanlike or dishonorable. Visiting teams and officials are honored guests of the district and should be treated as such. All decisions of the officials are to be honored. Any spectator who continually displays poor sportsmanship will be denied attendance at future contests. Extracurricular activities are an extension of the student’s educational program. The student will benefit more from your support and praise than from your criticism.

XI. EQUAL OPPORTUNITY EDUCATION INSTITUTION

The Cocalico School District is an equal opportunity education institution and in compliance with the requirements of Title VI, Title IX, Section 504, and the A.D.A., will not discriminate on the basis of race, color, religion, national origin, sex, disability, or handicap in its activities, program 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, 810 South Fourth Street, Denver, PA 17517 at (717) 336-1413.

DISCRIMINATION/ TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

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

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

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

XII. Homelessness

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

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

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

The Rights of homeless on McKinney-Vento Act include:

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

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

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

Unaccompanied Youth

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

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

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

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

Dispute Resolution

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

Dispute Resolution for Homeless Students -

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

Dispute Resolution for Students in Foster Care -

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

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

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



Cocalico High School

August 2023

Welcome Back!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 HS- Fall Pre-Season Parent/Coach Mtg. 7:00pm	9	10	11	12
12	14 HS- Senior Portraits, Individual Pictures 8:30am-2:30pm HS- Fall Pre-Season First Day	15 HS- Senior Portraits, Individual Pictures 8:30am-2:30pm HS- 9th Grade & New Student Orientation 6:30pm-7:30pm	16 HS- CTC Mtg. 7-8pm	17	18	19
20	21 JH Fall Pre-Season First Day	22 First Student Day HS- Picture Day	23	24	25	26
27	28	29	30	31		



Cocalico High School

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 No School	2
3	4 No School	5	6 HS-Back-To-School -Night 6:30-7:30pm	7	8	9
10	11	12 HS-Denver Fair Music Night 6:30-8pm	13	14	15 No School for Students Teacher In-service	16
17	18	19	20 HS- Spirit Night 7-8:30pm	21	22 HS- 11th Grade Hearing Screening HS- Homecoming Assembly	23 HS- Homecoming Dance 7-10pm
24	25	26	27	28	29	30



Cocalico High School

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 HS- Senior Portraits Make-Up Day 8:30-3:30pm	4	5 HS- Senior Group Picture 7-7:45am HS- Picture Retake Day	6 Early Dismissal- Teacher In-service 1:00pm	7
8	9 No School for Students - Teacher In-service	10 HS- PHEAA Financial Aid Night 5:30-7:30pm	11 HS- PSAT Testing HS- STEM Summit- Junior Achievement	12	13	14
15	16	17 HS- NHS Induction Ceremony 7-9pm	18	19	20	21
22	23	24 HS- Music Department Fall Concert I 7-9pm	25	26	27	28 HS- FBLA State Leadership Workshop at Kalahari Resort
29 HS- FBLA State Leadership Workshop at Kalahari Resort	30 HS- FBLA State Leadership Workshop at Kalahari Resort	31				



Cocalico High School

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9 HS- Music Department Winter Concert II 7-9pm HS- Art Show 7-9pm	10 Early Dismissal - Teacher In-service 1:00pm	11
12	13	14 HS- Winter Pre-Season Parent/Coach Mtg. 7-9pm	15	16	17 HS- Poetry Out Loud All Levels Winter Pre-Season First Day	18
19	20	21 HS- International Day	22 No School for Students - Teacher In-service	23 No School - Thanksgiving	24 No School - Thanksgiving Recess	25
26	27 1st Inclement Weather Make-up Day No School - Thanksgiving Recess	28	29	30		



Cocalico High School

**December
2023**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 HS-Music Department Winter Concert	21	22	23
24	25 No School- Winter Recess	26 No School- Winter Recess	27 No School- Winter Recess	28 No School- Winter Recess	29 No School- Winter Recess	30
31						



Cocalico High School

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 No School- Winter Recess	2	3	4	5	6
7	8	9	10	11 HS- Finals Blocks 1 & 3	12 HS- Finals Blocks 2 & 4	13
14	15 No School- Holiday	16 No School for Students- HS Only	17	18 HS- FAFSA Completion Night 5:30-7:30pm	19	20
21	22	23	24	25	26	27
28	29	30	31			



Cocalico High School

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 HS- Back-To-School- Night 6:30-7:30pm	2 Early Dismissal - Teacher In-service 1:00pm	3
4	5	6	7 HS- National Signing Day 3-5pm HS- 8th Grade Parent Night 6:30-7:30pm	8	9 HS- Sir Valentine Assembly	10 HS- Sir Valentine Dance 7-10pm
11	12	13	14	15	16 2nd Inclement Weather Make-up Day No School for Students - Faculty/Student Holiday	17
18	19 No School - Teacher In-service	20	21	22 HS- 8th Grade Experience (White Team)	23	24
25	26	27 HS- 8th Grade Experience (Blue Team) HS- Spring Pre-Season Parent/Coach Mtg. 7-9pm	28	29		



Cocalico High School

March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 No School for Students Teacher In-Service	2
3	4 HS Spring Pre-Season First Day	5	6	7	8	9
10	11 JH Spring Pre-Season First Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 3rd Inclement Weather Make-up Day No School for Students - Faculty/Student Holiday	29 No School - Spring Recess	30
31						



Cocalico High School

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 No School - Spring Recess	2	3	4	5	6
7 HS- FBLA State Leadership Conference at Hershey Lodge	8	9	10	11	12	13
14	15	16	17	18	19	20 HS- Junior/ Senior Prom 5-9pm
21	22	23	24	25	26	27
28 HS- Music Department Spring Concert I	29	30 HS- Senior/ Parent/ Guardian Mtg. 6:30-7:30pm				



Cocalico High School

May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 HS-Senior/ Parent/ Guardian Mtg. 6:45-7:45am	2	3 HS- REAL Life- Junior Achievement	4
5	6	7	8	9	10 Early Dismissal- Teacher In-service 1:00pm	11
12	13	14	15 HS- Senior Awards 7-8pm	16 HS- Music Department Spring Concert II 7-9pm HS- Art Show 7-9pm	17	18
19 Baccalaureate 7-9pm	20	21	22	23	24	25
26	27 No School - Memorial Day Holiday	28	29 HS- Finals Blocks 1 & 3	30 HS- Finals Blocks 2 & 4	31 Half-day Dismissal 11am Last Student Day	