

COVID-19 Addendum to Student Handbook

The purpose of this addendum is to familiarize you with the procedures Cocalico High School has implemented due to the COVID 19 pandemic. Students, administration, and faculty share a responsibility to maintain a climate of safety during these unprecedented times. Be supportive and proud of your school. You are the most important part of Cocalico High School. Best wishes for a successful school year!

HYBRID DAILY SCHEDULE

<u>Block</u>	<u>Time</u>	<u>Activity</u>
1	7:40 – 9:13	Class Time
	9:13 – 9:19	Passing Time
2	9:19 – 10:53	Class Time(Announcements/News)
	10:53 – 10:59	Passing Time
3	Lunches	
	A	B
Lunch A 10:53-11:23	10:53 – 11:23	10:59 – 11:40
Lunch B 11:40-12:10	(Lunch)	(Class Time)
Lunch C 12:28-12:58	11:25 – 12:58	11:40 – 12:10
	(Class Time)	(Lunch)
		12:12 – 12:58
		(Class Time)
	12:58 – 1:04	Passing Time
4	1:04 – 2:37	Class Time
	2:37	Bus Dismissal
	2:41	Driver/Walker Dismissal

***Full Day CTC:**

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

***Half Day P.M. CTC:**

Leave 10:45 a.m./Return 2:30 p.m.

- Only half of our student body will be in the building on Mondays, Tuesdays, Thursdays and Fridays. All students will work virtually/on-line on Wednesdays.
- Students whose last names begin with the letters A-L will report to school on Mondays and Tuesdays (Group A). They will work virtually/on-line on Wednesdays, Thursdays and Fridays.
- Students whose last names begin with the letters M-Z will report to school on Thursdays and Fridays (Group B). They will work virtually/on-line on Monday, Tuesday and Wednesday.
- All students will follow the high school bell schedule regardless if they are in the building or working at home. Attendance will be taken each block every day.

ATTENDANCE

Attendance will be taken every day during each block for students who are attending in person or working virtually. The teacher will verify students' attendance through a real-time activity at the start of each class (i.e. live opening, class meeting, discussion post, warm-up activity). All students, with the exception of students enrolled in Cocalico Connections, must follow the high school's daily bell schedule. If students will be absent or have appointments during the school day, please e-mail Mrs. Enck, our attendance administrative assistant, shirley_enck@cocalico.org, with those details. E-mail is best so we do not have to exchange notes from home. All Attendance Policies will be followed that are located on page 8&9 of the Student Handbook.

TRIPS

Prior to planning trips parents should check the Department of Health website for travel advisories and travel orders. If there is an order that requires quarantine from specific states when re-entering Pennsylvania, students will not be granted permission to be absent from school to take those trips during the school year.

MASKS

Staff and students must wear a mask or face shield. Masks must be worn on busses, in the hallways and classrooms. Any exceptions will need a doctor's note and a 504 plan with accommodations must be developed. Parents requesting accommodations must complete the "Request for Accommodations for Face Coverings" form posted on the high school page on the district website.

DAILY HEALTH CHECKS

Daily health checks should be completed by parents prior to sending their student(s) to school. Monitoring students' health and potential exposure to COVID-19 will ensure the least amount of risk for our students and staff. It is important that students are not sent to school if they present any symptoms of infection. Symptoms include: cough, shortness of breath or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea and loss of taste and smell.

LOCKERS/BACKPACKS

Students will not be using their assigned lockers until further notice. Students are permitted to carry a backpack throughout the school day.

SEARCHES

School authorities may search a student's district issued computer, backpack, vehicle on school property or personal items, 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 backpack contains materials which pose a threat to the health, welfare and safety of students in the school, the student backpack, may be searched without prior warning.

BATHROOMS

One student will be out of the room at a time and must sign out from the classroom. Students will sanitize their hands when leaving and upon returning to the classroom. School custodial staff will clean the lavatories several times each day.

LUNCHES

Procedures for lunch will be as follows:

1. Students report to the cafeteria only during their assigned lunch period.
2. Seats will be six feet apart in cafeteria.
3. Students must sit in assigned seat. Seats will be recorded after the first day of lunches.
4. Students will be dismissed to get lunches by tables/rows.
5. Masks shall be worn while getting lunch. ID cards must be used to purchase a lunch
6. Adhere to 6 feet of social distance while in serving area. Wait your turn.
7. Masks should be worn while carrying trays and debris to the disposal areas.
8. Masks shall be worn when not eating.
9. Students shall remain in the cafeteria.

HALLWAYS

Main hallways have been divided and students should travel on the right side of these hallways. Other hallways are now one-way. Students and staff will follow directional signs. Students must wear face coverings and practice social distancing while in the hallways. Students should report directly to class and not congregate in the halls.

WATER BOTTLES

All water fountains will be turned off in the school. Students are permitted to carry water bottles until further notice.