

# **Cocalico High School STUDENT HANDBOOK 2020-2021**

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**  
810 SOUTH 4<sup>TH</sup> STREET  
P.O. BOX 800  
DENVER, PA 17517  
Telephone 717-336-1423  
Fax 717-336-1418

**DISTRICT WEBSITE**  
[www.cocalico.org](http://www.cocalico.org)

Christopher R. Irvine  
PRINCIPAL

Scott Bennetch  
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. Daily Schedule.....                         | 7     |
| III. Attendance Policies .....                  | 8-9   |
| General Information.....                        | 8     |
| Absences.....                                   | 8     |
| Absences for Dental/Medical Appointments .....  | 8     |
| Compulsory Attendance .....                     | 8-9   |
| Forgetting Excuse Slip.....                     | 9     |
| Leaving School during the Day.....              | 9     |
| Tardy to School.....                            | 9     |
| Unexcused/Unlawful Tardies .....                | 9     |
| Unexcused/Unlawful Absences .....               | 9     |
| Change of Address within the District.....      | 9     |
| Moving from the District.....                   | 9     |
| IV. Counseling.....                             | 10    |
| General Information.....                        | 10    |
| Counseling Department Webpage.....              | 10    |
| Parent Communication .....                      | 10    |
| Student Assistance Program .....                | 10    |
| V. Curriculum Information .....                 | 10-12 |
| Career and Technology Centers.....              | 10-11 |
| Vocational-Agriculture.....                     | 11    |
| General Schedule Load .....                     | 11    |
| Grading.....                                    | 11    |
| Report Cards .....                              | 11    |
| Retention Policy.....                           | 11    |
| Graduation Requirements.....                    | 11    |
| Naviance .....                                  | 11    |
| Commencement .....                              | 11    |
| Academic Support .....                          | 12    |
| Summer School/Credit Recovery .....             | 12    |
| Homework/Class Assignments .....                | 12    |
| Physical Education Information/Uniform.....     | 12    |
| Adaptive Physical Education Referrals.....      | 12    |
| Plagiarizing/Cheating.....                      | 12    |
| Course Changes.....                             | 12    |
| Exemption from Instruction.....                 | 12    |
| VI. Discipline/Detention/Dress Guidelines ..... | 12-16 |
| Discipline Guidelines Violations.....           | 12-13 |
| Disciplinary Action .....                       | 13    |
| Detention Procedures.....                       | 13-14 |
| ISS Procedures.....                             | 14    |
| Dress Guidelines .....                          | 14    |
| Bullying/Cyberbullying/Harassment.....          | 14-15 |
| Public Display of Affection .....               | 15    |
| Substance Abuse Policy.....                     | 15    |
| Possession or Use of Tobacco .....              | 15    |
| Possession or Use of Weapons.....               | 15-16 |
| Memorandum of Understanding .....               | 16    |
| School Resource Officer .....                   | 16    |
| VII. General Information.....                   | 16-23 |
| Assemblies/Pep Rallies .....                    | 16    |
| Bicycle Use .....                               | 16    |
| Bus Information/Guidelines.....                 | 16    |
| Bus Rules .....                                 | 17    |

|  |       |
|--|-------|
| Handling of Bus Violations.....                                | 17    |
| Cafeteria .....  | 17    |
| Free/Reduced-Prices Lunch/Breakfast.....                       | 17    |
| Class Advisors .....   | 17    |
| Clubs.....   | 18    |
| Entrance and Visitors to the Building.....                     | 18    |
| Emergency School Closing.....                                  | 18    |
| Emergency Situations .....                                     | 18    |
| Fire Regulations.....  | 18    |
| Field Trips.....   | 18    |
| Hall Passes.....   | 18    |
| Health Room Procedures .....                                   | 18-19 |
| Internet/Use of Technology.....                                | 19    |
| Livestreaming Information .....                                | 19-20 |
| Library .....  | 20    |
| Lockers .....  | 20    |
| Music .....  | 21    |
| Choir .....  | 21    |
| Instrumental Music.....  | 21    |
| Personal Property .....  | 21    |
| Cell Phones/Electronics.....                                   | 21    |
| Book Bags/Backpacks .....                                      | 21    |
| School Building and<br>Bus Surveillance and Camera Notice..... | 21    |
| School Dances.....   | 22    |
| School Property .....  | 22    |
| Searches.....  | 22    |
| Student Distribution of Materials.....                         | 22    |
| Student Drivers .....  | 22    |
| Student Drivers/CTC.....                                       | 22    |
| Student Obligations .....                                      | 22    |
| Tardy to Class.....  | 23    |
| <br>   |       |
| VII. Notice to Parents .....                                   | 23    |
| Custody Issues .....   | 23    |
| Child Abuse .....  | 23    |
| Enrollment/Withdrawal Procedures .....                         | 23    |
| Homeless Information.....                                      | 23    |
| Student Records/FERPA.....                                     | 23    |
| <br>   |       |
| IX. Special Education.....                                     | 24    |
| <br>   |       |
| X. Co-Curricular Activity Guideline.....                       | 25-27 |
| Athletic Staff.....  | 25    |
| Co-Curricular Code of Responsibilities .....                   | 25-26 |
| Due Process Procedure.....                                     | 26    |
| Athlete/Fan Conduct.....                                       | 26-27 |
| <br>   |       |
| XI. Equal Opportunity Education Institution .....              | 27    |
| <br>   |       |
| XII. School Calendar .....                                     | 28-38 |

**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 |
| Richard Brenner              | Treasurer      |
| Sherri Stull*                | Secretary      |
| Pamela Bickell               | Member         |
| Brett Buckwalter             | Member         |
| Juanita Fox                  | Member         |
| Randall Renninger            | Member         |
| Lin Sensenig                 | Member         |
| Desiree Wagner               | Member         |
| Kegel, Kelin, Almy, and Lord | Solicitors     |

### \*Non-Member

### DISTRICT ADMINISTRATION

|                            |                                 |
|----------------------------|---------------------------------|
| Dr. Ella Musser, E.D.      | Superintendent                  |
| Dr. Stephen Melnyk, E.D.   | Assistant to the Superintendent |
| Dr. Tabetha 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     | Assistant Principal   |
| Michael Bertolino  | Social Studies        |
| Jeffrey Bertz      | Math                  |
| Karl Bierly        | Technology Education  |
| Susan Binder       | Social Studies        |
| Christopher Buck*  | Social Studies        |
| Gregory Buck*      | Technology Education  |
| Jennifer Buck      | Technology Education  |
| Megan Burkhart*    | Learning Support/ESL  |
| Kristine Butz*     | Math                  |
| John Carter        | Social Studies        |
| Shawn Clacquenois* | High School Counselor |
| Stacey Copenhaver  | Learning Support      |
| Roger Czerwinski   | Athletic Director     |
| Ron Derr           | Math                  |
| Kristen Diehl*     | Music                 |
| Lyndon Engle*      | Business Education    |
| Erika Eby          | Athletic Trainer      |
| Erica Erb          | Technology Education  |

|                     |                                     |
|---------------------|-------------------------------------|
| Karen Fedder        | Science                             |
| Paula Fleming       | Social Worker                       |
| Tammy Frey          | Nurse                               |
| David Gingrich      | Math                                |
| Keith Greusel       | Science                             |
| 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           |
| Christopher Irvine  | Principal                           |
| Bradley Kafferlin   | Director of Technology              |
| Lynn Keene          | Learning Support                    |
| Jennifer Kieffer    | Science                             |
| Mary Kling*         | Science                             |
| Richard Kohler      | English                             |
| Erin Kregar         | Spanish                             |
| David Leffler       | Business Education                  |
| Seth Long           | English (LTS)                       |
| Holly Martin        | Social Studies                      |
| Adam Mason          | School Psychologist                 |
| Ivy Matt            | Family Consumer Science             |
| Janelle Matz        | Secondary Learning Facilitator      |
| Sandy McCarthy      | Art                                 |
| David McFalls       | Art                                 |
| Ginger Mickey       | Library                             |
| Danielle Nuhfer     | English                             |
| Nikole Ortiz        | Spanish                             |
| Rebecca Peters      | Science                             |
| Danielle Pfautz     | Assistant Director Special Services |
| Jefferson Price     | Social Studies                      |
| Mary Rinehart       | Director of Special Services        |
| Danielle Roberts    | Learning Support                    |
| Peter Rohrer        | Health/Physical Education           |
| Kristi Ryland       | Business Education                  |
| Jenna Schillaci     | 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 (LTS)                           |
| Shawn Smith         | Health/Physical Education           |
| David Sonnen        | Science                             |
| Laura Sorrentino    | Math                                |
| Mark Stauffer       | Health/Physical Education           |
| Laura Stehr*        | Spanish                             |
| Amy Swavely         | Science                             |
| Stanton Templin     | Science                             |
| Elizabeth Townsend  | English                             |
| Jessica Townsley    | Reading Specialist                  |
| Robbie Trescavage   | Music/Instrumental                  |
| LeeAnne Ueberroth   | Learning Support                    |
| Jennifer Vigilante  | Learning Support                    |
| Theodore Wolf       | English                             |
| Jennifer Wagner     | English                             |
| Krystal Waltman     | High School Counselor               |
| Elizabeth Zimmerman | Learning Support                    |
| Elizabeth Zuraw     | Learning Support                    |

## CUSTODIAL STAFF

|                |                |
|----------------|----------------|
| Brenda Groff   | Head Custodian |
| Dale Martin    | Custodian      |
| Desiree Miller | Custodian      |
| Kris Miller    | Custodian      |
| Charles Moore  | Custodian      |
| Deanna Moyer   | Custodian      |
| Bryan Rupp     | Custodian      |
| Ray Smith      | Custodian      |

## SUPPORT STAFF

|                      |   |
|----------------------|---|
| Aletha Aytche        | Paraprofessional                        |
| Cynthia Bannon       | Paraprofessional                        |
| Diane Barr           | Paraprofessional                        |
| Robin Boyer          | Network Specialist                      |
| Donna Brown          | Paraprofessional                        |
| Greg Burgess         | Technology Specialist                   |
| Shirley Enck         | Attendance Admin. Asst.                 |
| Renee Farlow         | Library Assistant                       |
| Michelle Frey        | Paraprofessional                        |
| Tina Fritz           | HS Office Admin. Asst.                  |
| Linda Gockley        | Special Services Admin. Asst.           |
| Beryl Grasser        | Online Learning Paraprofessional        |
| Angela Gray          | Paraprofessional                        |
| JoAnn Grudzinski     | Paraprofessional                        |
| Thomas Ho            | Probation Officer                       |
| Paulette Holbritter  | Job Trainer                             |
| Samantha Horst       | Nurse                                   |
| Lori Lagos           | Paraprofessional                        |
| Malinda Laudenslager | Athletic Admin. Asst.                   |
| Theresa Lee          | Technology Admin. Asst.                 |
| Julie Lehman         | HS Office Admin. Asst.                  |
| Kimberly Lescoe      | Counseling Office Admin. Asst.          |
| Eva Lynch            | Nurse                                   |
| Michael Messner      | Paraprofessional                        |
| Kevin O'Brassill     | Technology Support                      |
| Jeanine Oliver       | Paraprofessional                        |
| Samantha Pennabecker | Paraprofessional                        |
| Gloria Powell        | Counseling Office Admin. Asst.          |
| Michelle Richwine    | HS Office Admin. Asst. to the Principal |
| Elizabeth Shaffer    | Job Trainer                             |
| Lucinda Slusser      | Paraprofessional                        |
| Deb Snyder           | Paraprofessional                        |
| Greta Sprecher       | Paraprofessional                        |
| Sue Stiffler         | Technology Support                      |
| Cherie Sweigart      | Paraprofessional                        |
| Carolyn Thompson     | SAP Assessor                            |
| Shelley Weik         | Paraprofessional                        |
| Kelly Yeager         | Paraprofessional                        |

## II. DAILY SCHEDULE 2020-2021 – Green Phase

| <u>Block</u> | <u>Time</u>          | <u>Activity</u> |
|--------------|----------------------|-----------------|
| <b>1</b>     | 7:40 – 8:59          | Class Time      |
|              | 8:59 – 9:03          | Passing Time    |
| <b>2</b>     | 9:03 – 10:26         | Class Time      |
|              | (Announcements/News) |                 |
|              | 10:26 – 10:30        | Passing Time    |
| <b>3</b>     | <b>Lunch A</b>       |                 |
|              | 10:30 – 10:45        | Class Time      |
|              | 10:45 – 11:15        | Lunch           |
|              | 11:17 – 12:21        | Class Time      |
|              | <b>Lunch B</b>       |                 |
|              | 10:30 – 11:17        | Class Time      |
|              | 11:17 – 11:47        | Lunch           |
|              | 11:49 – 2:21         | Class Time      |
|              | <b>Lunch C</b>       |                 |
|              | 10:30 – 11:51        | Class Time      |
|              | 11:51 – 12:21        | Lunch           |
|              | 12:21 – 12:25        | Passing Time    |
| <b>4</b>     | 12:25 – 1:44         | Class Time      |
|              | 1:44 – 1:49          | Passing Time    |
| <b>FOCUS</b> | 1:49 – 2:37          | Day 1 – 4 FOCUS |
|              | 2:37                 | Dismissal       |

### 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 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 student sent home by the nurse is required to have an excuse upon return to school to receive 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. Students missing three or more consecutive days must have a doctor's note. Students absent from school will be called by School Messenger. If you know your student will be absent from school, please call the Attendance Office (717) 336-1449.

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

Days used for vacation may not exceed a total of 10 days. Pre-approved vacation days will not count towards 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 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 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 will be notified by a warning letter. This letter will include a description of the consequences if the child becomes habitually truant. If the student has a 4<sup>th</sup> unexcused absence, a "school attendance improvement conference" must take place 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 parent/students in addition to detention. Any student 17 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 the students below the age of eighteen. The school shall issue notice to those parents and guardians who fail to comply with the statutory requirements of the 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 or 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 3<sup>rd</sup> 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 extra-curricular 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.

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)

\* 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.

#### **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  
Gloria Powell (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](https://chs.cocalico.org/support_services/counseling_office)

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

### **PARENT COMMUNICATION**

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

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program is designed to give support and aid to Cocalico students. The SAP Team is composed of teachers, school counselors, administrators, a social worker, 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, 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. 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 to 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 home school and provide opportunity for students to receive specified 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 re-admitted to the home school 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) |                |
| 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 parents, 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 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.

**Please note progress reports will be sent home only by request.**

### 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, 13 credits to be classified as a junior, 20 credits to be classified as a senior, 26 credits to graduate for the classes of 2023 and 2024, and 28 credits to graduate for the classes of 2021 and 2022. 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.

### 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](http://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 presentation, 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 each semester and ending the day before finals. This service is provided at no cost to our students and 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 attend summer school 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 skill or process, 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 suits must be replaced). Students will purchase the uniforms from the school. Shoes must be made of high-quality sole (non-floor marking). Speed lacing is not permitted.

### **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.

### **COURSE CHANGES**

Students desiring to change schedules by dropping/adding courses should consult their school counselor. 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.

### **EXEMPTION FROM INSTRUCTION**

The district recognizes that parents may, for religious reasons, object to their children receiving instruction in specific areas of study. When parents determine that they want to request an exemption for their children 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

#### **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/unacceptable severe behavior
10. insubordination/defiance
11. reckless endangerment (pushing, shoving, throwing)
12. repeated acts of Level I behavior

### **LEVEL III**

1. aggravated assault staff/student
2. alcohol sale/possession/use/influence
3. arson/false alarms
4. cutting school/leaving school property without permission
5. defacing school property
6. disorderly conduct
7. failure to comply with search
8. failure to give a staff member your name/giving false information
9. fighting/physical assault
10. harassment/bullying, racial/ethnic intimidation
11. possession/use of a controlled substance
12. robbery/theft – private property, school property, etc.
13. sale/distribution of controlled substance
14. simple assault - staff/student
15. threat - students/staff
16. tobacco, tobacco products, electronic cigarettes, vaporizers- sale/possession/use
17. vandalism of school, school property, etc.
18. weapons

## **DISCIPLINARY ACTION**

### **LEVEL 1 VIOLATIONS**

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

### **LEVEL II VIOLATIONS**

Violations are referred to 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 conference.

### **LEVEL III VIOLATIONS**

Violations are referred to 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 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 an 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 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 GUIDELINES**

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 towards groups.
2. Clothing/jewelry which advertises or displays tobacco/alcohol/drug products shall not be worn. 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.
3. Caps/hats/hoods/sunglasses/bandanas/visors must be removed in the building.
4. Shorts may be worn throughout the school year. Shorts and skirts should not be revealing.
5. "Dangerous" jewelry (this includes chains) is not permitted to be worn.
6. Underwear shall not be visible.
7. 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.
8. Jackets and long coats cannot be worn during the school day.
9. Pajamas and slippers are not acceptable school attire.

\*Violation of these 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 creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits 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 type of digital technology to embarrass, humiliate, threaten, or intimidate another student.

Out of school bullying are actions which would otherwise satisfy the definition of bullying, but for being entirely outside and unconnected to the school setting. Students involved in outside 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 unwelcome, or (c) occurs on a frequent basis. Sexual harassment is from the perspective of the person being harassed. Behavior can include, but are 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

**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 is 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. This policy is intended to discourage and prevent alcohol and drug use by students and to provide guidelines and an appropriate and effective response 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 drug, mood-altering substance, 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**

Tobacco use and possession by students is prohibited at any time in a school building and on any property, busses, vans, and vehicles that are owned, leased or controlled by the school district. The use and possession of tobacco is prohibited by students at school sponsored activities that are held off school property. Any student who violates this 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 device (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 office to modify such expulsion requirements for a student on a case-by-case basis. The intent of this modification is for compliance to 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 need to be aware of the expectations and follow the bus rules provided. By complying with these rules, we can maximize the potential for a safe, pleasant bus experience for everyone. Each school year, eligible students are assigned a bus and a bus stop. Bus drivers will only stop at established and authorized bus stops as mandated by PA School Code. Bus stops and bus numbers assigned to students may only be changed with permission of the school. Students needing to ride another bus for **emergency purposes** must secure a yellow "Bus Pass" from the office to be permitted to ride another bus or to get off the bus at another "stop." Parents need to provide prior written requests to the school to secure permission. If this emergency request involves another family, a note is required from both families. Otherwise, students will go home via their normally scheduled means of transportation.

Students need to arrive at their bus stop five minutes before the designated time. Discipline may result for behavior to, from, and at 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 within Cocalico School District. However, parents must designate a consistent AM and PM location. The AM stop must be the same for each day of the week. Likewise, the PM stop must be the same for each day of the week. The AM and PM stops may be different but must remain in the same school attendance area.

**Any permanent changes in transportation arrangements require at least two days' notice to become effective after approval has been secured.**

Each student will receive a Cocalico School District Transportation Medical Information form in the August mailing. If your student has a health problem which might require attention while he or she is being transported to and from school, please complete the form and return it to the school nurse during the first week of school. This information will be shared with the bus driver.

Each school bus is equipped with a video camera box that is capable of holding a video camera at any given time. Neither the school bus driver nor the students are able to determine if the video camera is in the box on their bus. The Transportation Department will rotate the cameras throughout the bus fleet as necessary. The cameras on the school busses will record visual images and they may also record oral communications. Students and their parents agree that the students' use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all of the school busses for disciplinary problems, as well as safety related concerns.



### **Bus Rules**

The school busses 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 in each school bus:

1. Always follow the instructions of your driver.
2. No eating or drinking on the bus.
3. Remain in your assigned seat while the bus is in motion.
4. Drugs, tobacco and alcohol are not permitted.
5. Use appropriate language at all times and be considerate of others.
6. Appropriate use of cell phones:
  - No talking on your phone or taking videos/pictures.
  - 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 suspension of the 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 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 a 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 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 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 discipline 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 the students from eligible households. Applications are available in each school, by calling Food Services at 336-1578 or at <https://www.paschoolmeals.com>. The application process and provided information is confidential.

### **CLASS ADVISORS**

|                        |                       |
|------------------------|-----------------------|
| 9 <sup>th</sup> Grade  | Miss Erin Kregar      |
| 10 <sup>th</sup> Grade | Mrs. Jennifer Kieffer |
| 11 <sup>th</sup> Grade | Mr. Dave Sonnen       |
| 12 <sup>th</sup> Grade | Mrs. Jen Buck         |

## CLUBS

Various clubs are offered at Cocalico High School. Clubs meet on Wednesday afternoons. Club offerings are posted in homerooms. Club selection is based on 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 for their visit. They will be issued and required to wear an identification badge, which should be returned to the Attendance Office upon departure from the building. 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 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](http://www.roserradio.com), [www.wgal.com](http://www.wgal.com) and our homepage [www.cocalico.org](http://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 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. Student 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

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 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 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 the grade 12 year.

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

**Health Services include:**

Body Mass Index, Height, 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, 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 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.

**Livestreaming and Recording Classroom Participation**

As part of its response to the COVID-19 pandemic, the Cocalico School District this school year is providing students the opportunity to remotely participate in its instructional programs through the use of livestreamed and recorded classes taught by District teachers. Livestreamed classes will occur in real time during the instructional day with students attending remotely seeing and hearing the same things as students who are seated in the classroom at school. Recorded classes that include a variety of teacher-lead instructional activities (which may include recordings of livestreamed classes) will be made available to students who are involved in hybrid schedule or fully virtual learning environment.

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

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

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 livestreamed 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 livestreamed classes; remain for the entirety of livestreamed 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. Livestreamed and recorded classes are intended solely for the benefit of students enrolled in those classes. Individuals who are not enrolled as students in those classes should not access, watch, observe or participate in those classes. If parents have any questions or concerns about a livestreamed or recorded class, they should be directed either to the teacher or the building principal.
6. The recording, downloading or copying of livestreamed and/or recorded classes for any reason in any format without the District's express written permission is strictly forbidden. Students will face school disciplinary consequences for violating this rule, and individuals who engage in such behavior may be referred to local law enforcement for the unlawful recording of other persons without their consent.
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 the teleconference room during FOCUS period 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:

- Respectful behavior towards students and adults
- Appropriate language and quiet voices
- 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. The library maintains access to Noodletools, Turnitin, and network passwords.

### 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 books, papers, clothing, etc. must be kept in lockers. Keep lockers locked. Locker combinations are confidential information. Lockers are school property and subject to inspection by 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 requires 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-audition 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, iPods, Smart watch, etc.)**

These items should be in the off position, not 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, take pictures or video. Failure to follow these guidelines may result in the item being confiscated and a detention or ISS for the student.

Cell phone disciplinary action:

|   |   |
|---|---|
| 1 <sup>st</sup> offense                 | Administrative Conference, detention or a day of ISS, the phone will be confiscated and returned to the student at the end of the school day. |
| 2 <sup>nd</sup> offense<br>& subsequent | An hour detention or a day of ISS, the phone will be confiscated and returned to the student at the end of the school day.                    |

\*Students needing to make personal phone calls must use the phone in the office. If the use becomes excessive it will be restricted.

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 text book) 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 office. **Students will be required to store book bags/backpacks/large purses in their locker during the school day.** Cinch bags may be used for carrying clothes to and from physical education.

## **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 busses. 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 busses 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. The name, address, phone number, and age of all guests must be registered in the office prior to the dance. One guest per student. No middle school students are permitted. All guests must be under the age of 21. Photo ID is required.
5. Inappropriate conduct (as listed below) will result in removal from the dance: public display of affection, smoking, 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.
7. A minimum of two faculty members will be present at all events.
8. Events in the High School will end at 10:00 P.M.
9. 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, 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, 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.

### 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 (\$25/Full year, \$15/2<sup>nd</sup> 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 busses/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 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. 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 will 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 property of 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 than the number recorded for that student.

**TARDY TO CLASS  
(per semester)**

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

**VIII. NOTICE TO PARENTS**

**CUSTODY ISSUES**

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

**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](http://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, also 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, also provide a copy of the report confirmation.

**ENROLLMENT/WITHDRAWAL PROCEDURES**

Enrollment of new students will be facilitated by the school counselors. Parents will need to bring the student's birth certificate, transcript, IEP copies (if applicable), copy of Custody Agreement (if applicable), record of immunization and proof of residence in order to enroll a new student. A class schedule and transportation needs will be processed within two days of enrollment.

Parents withdrawing their student(s) from the high school will need to meet with a school counselor prior to the withdrawal date.

**HOMELESS INFORMATION**

Homelessness is defined as lacking a fixed, regular, and adequate nighttime residence. Some examples of homeless situations, under the McKinney-Vento Act, include living in shelters or transitional housing, living in cars living in motels/hotels/campgrounds, or sharing the household of others due to hardships.

If you feel you may qualify for homeless benefits or wish to discuss a potential homeless situation, please contact the high school counseling office. There are certain rights of the McKinney-Vento Act for which you may qualify.

**STUDENT RECORDS**

**Notification of Rights, Parents/Eligible Students**

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

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

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

## **IX. SPECIAL EDUCATION**

Administrative Assistant - Linda Gockley (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. Hearing impairment including deafness
4. Gifted
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

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 of 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 Mary Rinehart, 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 (717)336-1450

Fax: (717)336-2535

### ATHLETIC STAFF

|                      |                      |
|----------------------|----------------------|
| Athletic Director    | Mr. Roger Czerwinski |
| Athletic Trainer ATC | Mrs. Erika Eby       |

### SPORT

Baseball (Boys)  
Basketball (Boys)  
Basketball (Girls)  
Bowling  
Cheerleaders  
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. Mike Bertolino  
Mr. Seth Sigman  
Mr. Andrew Garrett  
Mr. Bryan Miller  
Miss Mikayla Miller  
Mr. Ron Derr  
Mr. Bryan Strohl  
Mr. Chip Kappesser  
Mrs. Brynn Gallagher  
Mr. Matthew Oberly  
Ms. Courtney Reinhold  
Mr. Derek Sipe  
Mr. Dan Hogan  
Mr. Jeff Schmeck  
Mr. Todd Snyder  
Mrs. Barbara Fetter  
Mr. Ron Derr  
Ms. Wendy Enck  
Mr. Dwayne Kieffer  
Mr. Jere Kimmich  
Mr. Theodore Wolf

### CO-CURRICULAR CODE OF RESPONSIBILITIES

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 Responsibilities" 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 Responsibilities 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 of activities.

1. Use, abuse, possession, and distribution of drugs (including steroids), alcohol, and tobacco in any form or the use of any look-a-like drug or attendance at any activity where alcohol or drugs are being used illegally.  
1<sup>st</sup> Offense: The student will be suspended from co-curricular activities for sixty (60) calendar days and will be referred to the Student Assistance Program Team. A student may remain on the team and practice with the coach's/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 which 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 upon 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.

Physicals: Sports physicals must be performed by a physician starting June 1<sup>st</sup> in order for an athlete to compete in the 2020-2021 school year. The only acceptable form to use is the PIAA Comprehensive Form, which will be distributed during the sign up with the coach prior to the season, or it can be obtained by going to the website [www.cocalico.org](http://www.cocalico.org) or [www.piaa.org](http://www.piaa.org). The parent and athlete need to complete sections 1, 2, 3, 4 and 5. The physician must complete Section 6. Section 7 is used for athletes competing in a second or third season. Any athlete who is injured during a season must complete Section 8 prior to becoming eligible for the next season. All paperwork is due to the Athletic Office one week prior to the start of preseason.

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 10:30a.m. in order to participate in a contest/practice that day and any exception must be approved by the building principal and/or athletic director. 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.
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 – A student failing any two (2) subjects will be ineligible for the following week's activities (Monday through Saturday). In addition, if the student has not passed at least four full-credit subjects at the end of the grading period and/or end of the semester, he/she will not be eligible to participate for the next fifteen (15) school days for high school students and ten (10) school days for middle school students. Ineligibility period begins when report cards are distributed or grades are finalized.  
  
At the end of the school year, the same rule applies: if a student has not passed at least four full-credit subjects that student-athlete will be ineligible from participating in all extracurricular activities for fifteen (15) school days at the start of the next school year. If the student successfully makes up at least one course/subject in summer school, the student-athlete will be eligible to participate in extracurricular activities for the start of the school year.
10. ISS/OSS – Any student assigned ISS/OSS is not eligible to participate in any school activity the day(s) of the suspension. Any student suspended on a Friday would not be eligible to participate until the following Monday.

#### **DUE PROCESS PROCEDURES**

1. If a Code of Responsibilities 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 surface 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 which will not discredit the school or themselves. Unsportsmanlike conduct or unfair means are not to be used. No action is to be taken or 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 evidences 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 the 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.



# Cocalico High School

**August  
2020**

Welcome Back!

| Sun       | Mon   | Tue   | Wed                                 | Thu       | Fri       | Sat       |
|-----------|---|---|-------------------------------------|-----------|-----------|-----------|
|           |   |   |                                     |           |           | <b>1</b>  |
| <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>                            | <b>6</b>  | <b>7</b>  | <b>8</b>  |
| <b>9</b>  | <b>10</b>   | <b>11</b>   | <b>12</b>                           | <b>15</b> | <b>16</b> | <b>17</b> |
| <b>16</b> | <b>17</b><br>HS Fall Pre-Season 1 <sup>st</sup> Day | <b>18</b><br>9 <sup>th</sup> Grade/New Student Orientation<br>6:30 pm | <b>19</b><br>CTC Meeting<br>7:00 pm | <b>22</b> | <b>23</b> | <b>24</b> |
| <b>23</b> | <b>24</b><br>JH Fall Pre-Season 1 <sup>st</sup> Day | <b>25</b><br>1 <sup>st</sup> STUDENT DAY<br>HS Pictures               | <b>26</b>                           | <b>27</b> | <b>28</b> | <b>29</b> |
| <b>30</b> | <b>31</b>   |   |                                     |           |           |           |



# Cocalico High School

## September 2020

| Sun       | Mon                   | Tue       | Wed  | Thu  | Fri  | Sat       |
|-----------|-----------------------|-----------|--|--|--|-----------|
|           |                       | <b>1</b>  | <b>2</b>                                       | <b>3</b>   | <b>4</b><br>No School  | <b>5</b>  |
| <b>6</b>  | <b>7</b><br>No School | <b>8</b>  | <b>9</b><br>HS Back to School<br>Night 6:30 pm | <b>10</b><br>HS Library<br>Evening Hours<br>3-5:00 pm                                      | <b>11</b>  | <b>12</b> |
| <b>13</b> | <b>14</b>             | <b>15</b> | <b>16</b>                                      | <b>17</b><br>HS Library<br>Evening Hours<br>3-5:00 pm                                      | <b>18</b><br>No School for<br>Students<br>Teacher In-<br>Service | <b>19</b> |
| <b>20</b> | <b>21</b>             | <b>22</b> | <b>23</b>                                      | <b>24</b><br>HS Library<br>Evening Hours<br>3-5:00 pm<br>HS Financial Aid<br>Night 5:30 pm | <b>25</b><br>HS Hearing<br>Screening 7:40-<br>9:00 am            | <b>26</b> |
| <b>27</b> | <b>28</b>             | <b>29</b> | <b>30</b>                                      |  |  |           |
|           |                       |           |  |  |  |           |



# Cocalico High School

**October  
2020**

| Sun  | Mon   | Tue  | Wed   | Thu   | Fri  | Sat  |
|--|---|--|---|---|--|--|
|  |   |  |   | <b>1</b><br>HS Library<br>Evening Hours<br>3-5:00 pm  | <b>2</b>   | <b>3</b>   |
| <b>4</b>                                     | <b>5</b>  | <b>6</b><br>HS Picture<br>Retakes<br><br>HS Senior<br>Group Picture<br>7:00 am | <b>7</b><br>HS Senior Class<br>Trip Deposit Due | <b>8</b><br>HS Library<br>Evening Hours<br>3-5:00 pm  | <b>9</b><br>HS Senior Portrait<br>Make-up Day<br>8:30 am | <b>10</b>  |
| <b>11</b>                                    | <b>12</b><br>No School                          | <b>13</b>  | <b>14</b><br>HS PSAT<br>Testing 8:00 am         | <b>15</b><br>HS Library<br>Evening Hours<br>3-5:00 pm | <b>16</b>  | <b>17</b>  |
| <b>18</b><br>HS Fall<br>Concert I<br>2:00 pm | <b>19</b><br>HS World<br>Language<br>Career Day | <b>20</b><br>HS NHS<br>Induction<br>Ceremony<br>7:00 pm                        | <b>21</b>                                       | <b>22</b><br>HS Library<br>Evening Hours<br>3-5:00 pm | <b>23</b><br>HS Fall Play<br>7:00 pm                     | <b>24</b><br>HS Fall Play<br>7:00 pm                 |
| <b>25</b><br>HS Fall Play<br>2:00 pm         | <b>26</b>                                       | <b>27</b>  | <b>28</b>                                       | <b>29</b><br>HS Library<br>Evening Hours<br>3-5:00 pm | <b>30</b>  | <b>31</b><br>FBLA<br>Leadership<br>Workshop<br><br>→ |
|  |   |  |   |   |  |  |



# Cocalico High School

**November  
2020**

| Sun  | Mon  | Tue  | Wed  | Thu  | Fri   | Sat       |
|--|--|--|--|--|---|-----------|
| <b>1</b><br>FBLA<br>Leadership<br>Workshop | <b>2</b>   | <b>3</b>   | <b>4</b>                                   | <b>5</b><br>HS Library Evening<br>Hours<br>3-5:00pm  | <b>6</b>  | <b>7</b>  |
| <b>8</b>                                   | <b>9</b>   | <b>10</b><br>HS Brownstown<br>CTC Tour<br>12:30 pm   | <b>11</b><br>HS Mt Joy CTC<br>Tour 8:00 am | <b>12</b><br>HS Willow Street<br>CTC Tour 8:00 am<br>HS Library Evening<br>Hours 3-5:00pm<br>HS Fall Concert II<br>7:00 pm | <b>13</b>   | <b>14</b> |
| <b>15</b>                                  | <b>16</b><br>Winter Pre-<br>Season<br>Parent/Coach<br>Meeting 7:00<br>pm | <b>17</b><br>HS FAFSA<br>Completion Night<br>5:30 pm | <b>18</b><br>HS Mt Joy CTC<br>Tour 8:00 am | <b>19</b><br>HS Library Evening<br>Hours 3-5:00pm  | <b>20</b><br>All levels –<br>Winter Pre-<br>Season 1 <sup>st</sup><br>Day | <b>21</b> |
| <b>22</b>                                  | <b>23</b>  | <b>24</b><br>HS International Day                    | <b>25</b><br>No School                     | <b>26</b><br>No School   | <b>27</b><br>No School  | <b>28</b> |
| <b>29</b>                                  | <b>30</b><br>No School<br><br>Makeup #1                                  |  |  |  |   | <b>30</b> |
|  |  |  |  |  |   |           |



# Cocalico High School

**December  
2020**

| Sun       | Mon                    | Tue                    | Wed                    | Thu   | Fri                    | Sat       |
|-----------|------------------------|------------------------|------------------------|---|------------------------|-----------|
|           |                        | <b>1</b>               | <b>2</b>               | <b>3</b><br>HS Library<br>Evening Hours<br>3-5:00pm   | <b>4</b>               | <b>5</b>  |
| <b>6</b>  | <b>7</b>               | <b>8</b>               | <b>9</b>               | <b>10</b><br>HS Library<br>Evening Hours<br>3-5:00pm  | <b>11</b>              | <b>12</b> |
| <b>13</b> | <b>14</b>              | <b>15</b>              | <b>16</b>              | <b>17</b><br>HS Library<br>Evening Hours<br>3-5:00 pm<br>HS Art Show<br>6:30 pm<br>HS Spring<br>Concert II<br>7:00 pm | <b>18</b>              | <b>19</b> |
| <b>20</b> | <b>21</b>              | <b>22</b>              | <b>23</b><br>No School | <b>24</b><br>No School  | <b>25</b><br>No School | <b>26</b> |
| <b>27</b> | <b>28</b><br>No School | <b>29</b><br>No School | <b>30</b>              | <b>31</b>   |                        |           |
|           |                        |                        |                        |   |                        |           |





# Cocalico High School

## January 2021

| Sun       | Mon                                 | Tue   | Wed                                 | Thu   | Fri   | Sat       |
|-----------|-------------------------------------|---|-------------------------------------|---|---|-----------|
|           |                                     |   |                                     |   | <b>1</b><br>No School                                 | <b>2</b>  |
| <b>3</b>  | <b>4</b>                            | <b>5</b>  | <b>6</b>                            | <b>7</b><br>HS Library<br>Evening Hours<br>3-5:00pm   | <b>8</b>  | <b>9</b>  |
| <b>10</b> | <b>11</b>                           | <b>12</b>   | <b>13</b>                           | <b>14</b><br>HS Library<br>Evening Hours<br>3-5:00pm  | <b>15</b><br>HS Finals<br>Blocks 1 & 3<br>(tentative) | <b>16</b> |
| <b>17</b> | <b>18</b><br>No School<br>Makeup #2 | <b>19</b><br>HS Finals<br>Blocks 2 & 4<br>(tentative)           | <b>20</b><br>No School<br>(HS only) | <b>21</b><br>HS Library<br>Evening Hours 3-<br>5:00pm | <b>22</b>   | <b>23</b> |
| <b>24</b> | <b>25</b>                           | <b>26</b><br>8th Grade<br>Parent<br>Orientation @<br>HS 6:30 pm | <b>27</b>                           | <b>28</b><br>HS Library<br>Evening Hours<br>3-5:00pm  | <b>29</b>   | <b>30</b> |
| <b>31</b> |                                     |   |                                     |   |   |           |



# Cocalico High School

## February 2021

| Sun       | Mon  | Tue       | Wed       | Thu  | Fri                                     | Sat   |
|-----------|--|-----------|-----------|--|---|---|
|           | <b>1</b>                                       | <b>2</b>  | <b>3</b>  | <b>4</b>   | <b>5</b>                                | <b>6</b><br>HS Sir Valentine<br>Dance<br>7-10:00 pm |
| <b>7</b>  | <b>8</b><br>HS World<br>Language<br>Career Day | <b>9</b>  | <b>10</b> | <b>11</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>12</b><br>No School<br><br>Makeup #3 | <b>13</b>   |
| <b>14</b> | <b>15</b><br>No School                         | <b>16</b> | <b>17</b> | <b>18</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>19</b>                               | <b>20</b>   |
| <b>21</b> | <b>22</b>                                      | <b>23</b> | <b>24</b> | <b>25</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>26</b>                               | <b>27</b>   |
| <b>28</b> |  |           |           |  |   |   |
|           |  |           |           |  |   |   |



# Cocalico High School

## March 2021

| Sun  | Mon   | Tue  | Wed   | Thu  | Fri                                    | Sat  |
|--|---|--|---|--|--|--|
|  | <b>1</b>  | <b>2</b><br>HS Spring<br>Pre-Season<br>Parent/Coach<br>Meeting 7:00 pm | <b>3</b><br>HS Cinderella's<br>Closet 3-7:00 pm           | <b>4</b><br>HS Library<br>Evening Hours<br>3-5:00pm  | <b>5</b><br>No School<br><br>Makeup #4 | <b>6</b>                                       |
| <b>7</b>   | <b>8</b><br>HS Spring Pre-<br>Season 1 <sup>st</sup> Day              | <b>9</b>   | <b>10</b><br>HS Senior Class<br>Trip Final<br>Payment Due | <b>11</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>12</b>                              | <b>13</b>                                      |
| <b>14</b>  | <b>15</b><br>Junior High<br>Spring Pre-<br>Season 1 <sup>st</sup> Day | <b>16</b>  | <b>17</b>   | <b>18</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>19</b>                              | <b>20</b>                                      |
| <b>21</b>  | <b>22</b>   | <b>23</b>  | <b>24</b>   | <b>25</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>26</b>                              | <b>27</b><br>HS Senior<br>Citizen<br>5-8:00 pm |
| <b>28</b><br>HS Multicultural<br>Night 3-6:00 pm | <b>29</b>   | <b>30</b>  | <b>31</b><br>HS International<br>Day                      |  |  |  |
|  |   |  |   |  |  |  |



# Cocalico High School

## April 2021

| Sun  | Mon                    | Tue       | Wed  | Thu  | Fri                    | Sat  |
|--|------------------------|-----------|--|--|------------------------|--|
|  |                        |           | <b>1</b>   | <b>2</b><br>HS Library<br>Evening Hours<br>3-5:00pm  | <b>3</b>               | <b>4</b><br>HS Senior Citizen<br>5-8:00 pm |
| <b>5</b><br><br>FBLA State<br>Leadership<br>Conference | <b>6</b>               | <b>7</b>  | <b>8</b><br>HS International<br>Day<br><br>→                 | <b>9</b><br>No School<br><br>Makeup #5               | <b>10</b><br>No School | <b>11</b>                                  |
| <b>12</b>  | <b>13</b><br>No School | <b>14</b> | <b>15</b><br>HS Talon Talent<br>Show Tryouts<br>2:45-5:00 pm | <b>16</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>17</b>              | <b>18</b><br>HS Junior/Senior<br>Prom      |
| <b>19</b>  | <b>20</b>              | <b>21</b> | <b>22</b>  | <b>23</b><br>HS Library<br>Evening Hours<br>3-5:00pm | <b>24</b>              | <b>25</b>                                  |
| <b>26</b><br>HS Spring<br>Concert I<br>2:00 pm         | <b>27</b>              | <b>28</b> | <b>29</b>  | <b>30</b><br>HS Library<br>Evening Hours<br>3-5:00pm |                        |  |
|  |                        |           |  |  |                        |  |



# Cocalico High School

**May  
2021**

**Important Information**

| Sun       | Mon  | Tue  | Wed       | Thu  | Fri  | Sat       |
|-----------|--|--|-----------|--|--|-----------|
|           |  |  |           |  | <b>1</b><br>HS Senior Class Trip<br><br>HS 11th Grade Real Life Financial Literacy Forum | <b>2</b>  |
| <b>3</b>  | <b>4</b><br>HS Senior/Parent/Guardian Meeting<br>6:30 pm | <b>5</b><br>HS Senior/Parent/Guardian Meeting<br>6:45 am or<br>1:50 pm | <b>6</b>  | <b>7</b><br>HS Library Evening Hours<br>3-5:00pm   | <b>8</b>   | <b>9</b>  |
| <b>10</b> | <b>11</b>  | <b>12</b><br>HS Talon Talent Show 7:00 pm                              | <b>13</b> | <b>14</b><br>HS Library Evening Hours<br>3-5:00 pm<br><br>HS Art Show<br>6:30 pm<br><br>HS Spring Concert II 7:00 pm | <b>15</b>  | <b>16</b> |
| <b>17</b> | <b>18</b>  | <b>19</b><br>HS Senior Awards<br>7:00 pm                               | <b>20</b> | <b>21</b><br>HS Library Evening Hours 3-5:00pm   | <b>22</b><br>Early Dismissal (1:00 pm)   | <b>23</b> |
| <b>24</b> | <b>25</b><br>No School                                   | <b>26</b><br>CTC Awards Program<br>7:00 pm                             | <b>27</b> | <b>28</b>  | <b>29</b><br>HS Finals Blocks 1 & 3 (tentative)  | <b>30</b> |

**31**  
 HS  
 Baccalaureate  
 7:00 pm



**Cocalico High School**

**June  
 2021**

| Sun       | Mon   | Tue  | Wed                       | Thu       | Fri       | Sat       |
|-----------|---|--|---------------------------|-----------|-----------|-----------|
|           | <b>1</b><br>HS Finals Blocks<br>2 & 4 (tentative) | <b>2</b><br><b>LAST STUDENT DAY</b><br>11:00 Dismissal<br><br>Commencement<br>Practice 7:30 am<br><br>Commencement @<br>Calvary Church 7:00 pm | <b>3</b><br><br>Makeup #6 | <b>4</b>  | <b>5</b>  | <b>6</b>  |
| <b>7</b>  | <b>8</b>  | <b>9</b>   | <b>10</b>                 | <b>11</b> | <b>12</b> | <b>13</b> |
| <b>14</b> | <b>15</b>   | <b>16</b>  | <b>17</b>                 | <b>18</b> | <b>19</b> | <b>20</b> |
| <b>21</b> | <b>22</b>   | <b>23</b>  | <b>24</b>                 | <b>25</b> | <b>26</b> | <b>27</b> |
| <b>28</b> | <b>29</b>   | <b>30</b>  |                           |           |           |           |