

**COCALICO MIDDLE SCHOOL**  
**650 SOUTH 6<sup>th</sup> STREET, P.O. BOX 800**  
**DENVER, PENNSYLVANIA 17517**  
**(717) 336-1471**  
**[www.cocalico.org](http://www.cocalico.org)**

**Our Mission:**

Cocalico School District - We inspire and support learning for every child, every chance, every day.

Cocalico Middle School – We provide a high-quality middle level education for all students.



**2021-2022**  
**STUDENT AND PARENT HANDBOOK**

**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 provisions 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.

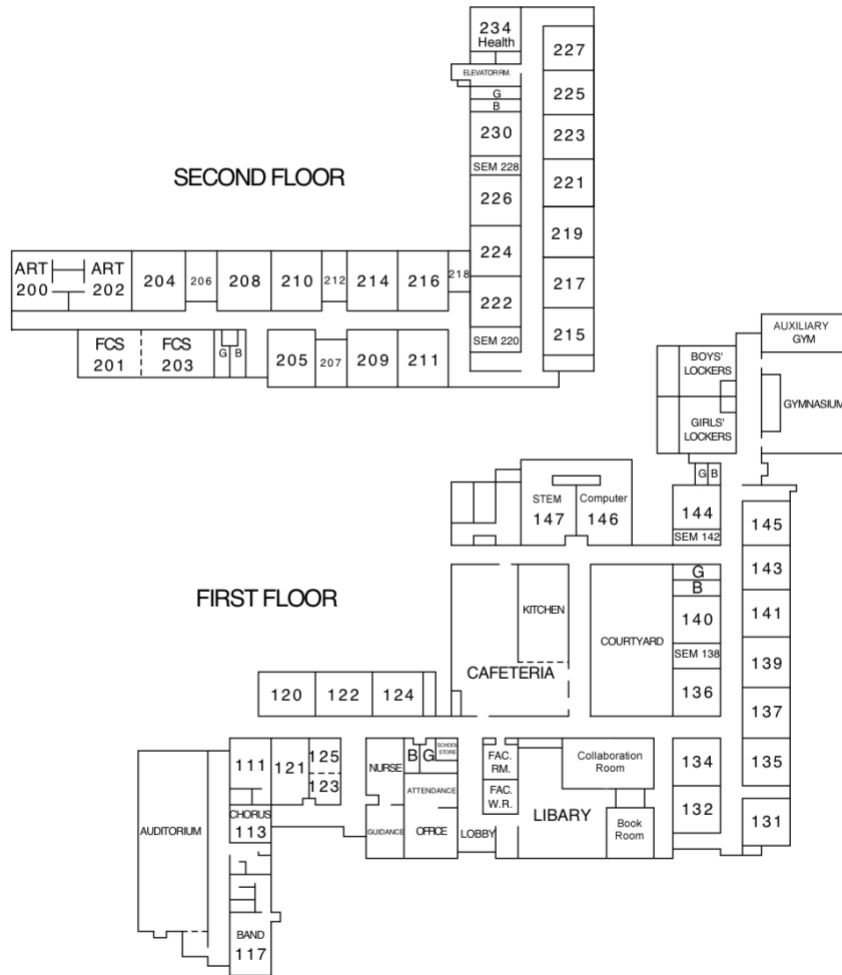
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# COCALICO MIDDLE SCHOOL



## **I. GENERAL SCHOOL INFORMATION**

### **FOREWORD**

The purpose of this handbook is to provide important information about Cocalico Middle School.

Our school will operate more efficiently if everyone is aware of the rules, regulations and procedures. This handbook will give you a greater sense of security. It is hoped that you refer to it frequently throughout the school year.

### **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 remember you  
And to the White and Blue forever we'll  
be true.

### **THE PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the  
United States of America and to the  
republic for which it stands, one nation  
under God, indivisible, with liberty and  
justice for all.

### **THE AMERICAN'S CREED**

I believe in the United States of America  
as a government of the people, by the  
people, for the people, whose just powers  
are derived from the consent of the  
governed; a democracy in a republic; like  
a sovereign nation and inseparable,  
established upon those principles of  
freedom, equality, justice, and humanity  
for which American patriots sacrificed  
their lives and fortunes.

I therefore believe it is my duty to my  
country, to love it, support its  
constitution, to obey its laws, to respect  
its flag and to defend it against all  
enemies.



**School Office Hours**  
**Monday through Friday when school is in session**  
**7:00 a.m. to 3:45 p.m.**  
**Phone: (717) 336-1471**

**SCHOOL COLORS**  
**Royal Blue and White**

**SCHOOL MASCOT**  
**Eagle**

### **Middle School Vision Statement**

A school where students desire to learn, critical thinking and growth are valued, and various experiences prepare students for their individual futures.

## **EQUAL RIGHTS AND OPPORTUNITIES POLICY**

The Cocalico School District is an equal opportunity education institution and in compliance with the requirements of the Title VI, Title IX, Section 504, and the Americans with Disabilities Act (A.D.A.), will not discriminate on the basis of race, color, religion, national origin, sex, disability, or handicap in its activities, programs or employment practices. For information regarding civil rights or grievance procedures, contact Dr. Ella Musser, Compliance Officer and A.D.A. Coordinator, Cocalico School District, 800 South 4<sup>th</sup> Street, PO Box 800, Denver, PA 17517.

For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Dr. Ella Musser, Support Programs Coordinator, at (717) 336-1413.

### **BOARD OF DIRECTORS**

Rev. Kevin Eshleman.....	President
Mr. Douglas Graybill .....	Vice-President
Mrs. Juanita Fox.....	Treasurer
*Mrs. Sherri Stull.....	Secretary
Mrs. Pamela Blickle.....	Member
Mr. Richard Brenner .....	Member
Mr. Brett Buckwalter .....	Member
Mr. Randall Renninger.....	Member
Mr. Lin Sensenig.....	Member
Ms. Desiree Wagner.....	Member
*—Non-Member	

### **ADMINISTRATION**

Dr. Ella Musser .....	Superintendent
Dr. Stephen A. Melnyk II....	Asst. to the Superintendent for Education Administration
Dr. Beth A. Haldeman.....	Asst. to the Superintendent for Curriculum & Instruction
Mr. Anthony R. DiMatteo.....	Principal
Mrs. Samantha J. Bensing.....	Assistant Principal

### **SUPPORT STAFF**

Martin, Crystal	Admin. Assistant	Buchter, Cindy	Head Cook
Mendenhall, Sheila	Admin. Assistant	Klopp, Cheryl	Food Ser. Worker
Popolis, Chaleace	Admin. Assistant	Lausch, Karen	Food Ser. Worker
Wise, Linda	Library Assistant	Raihl, Lori	Food Ser. Worker
Oxenreider, Lisa	Head Custodian	Ray, Debbie	Food Ser. Worker
Bauder, Rick	Custodian	Sweigart, Ashton	Food Ser. Worker
Good, Curvin	Custodian	Sweigart, Sandy	Food Ser. Worker
Tchekalenko,	Custodian	Weitzel, Darla	Food Ser. Worker
Konstantin			
Thompson, Sylvia	Custodian	Yacovelli, Sandy	Food Ser. Worker

## 2021-2022 FACULTY STAFF

Anderson, Cindy	209	7 Gr. Science
Auker, Gary	147	S.T.E.M.
Barlow, Kimberlee	201	Family & Consumer Science
Baxter, Lauren	140	7 Gr. English Language Arts
Bear, Chelsea	111	Learning Support
Behler, Daniel	117	Music/Chorus
Behney, Matthew	139	7 Gr. Mathematics
Bilby, Corry	204	8 Gr. Science
Bonagura, Elizabeth	108	Learning Support
Brown, David	222	6 Gr. Direct Instruction
Buccilla, Brenda	202	Art
Butz, Timothy	224	6 Gr. Social Studies
Campbell, Jessica	230	6 Gr. English Language Arts
Carman, Tanner	Office	Building Psychologist
Class, Jayna	215	7 Gr. Direct Instruction
Conway, Barbara	135	8 Gr. English Language Arts
Detterline, Lynn	122	8 Gr. English Language Arts
Ehrat, Lindsay	134	8 Gr. Mathematics
Engle, Suzann	226	6 Gr. English Language Arts
Fittery, Matt	Gym	Physical Education
Florea, Sarah	141	7 Gr. English Language Arts
Garner, Thomas	125	Emotional Support
Gracey, Kelly	144	7 Gr. Social Studies
Grasser, Meredith	Library	Library
Hackman, Georgette	137	7 Gr. Social Studies
Hannan, Elizabeth	234/Gym	Physical Education/Health
Heft, Kristina	Health Rm.	Nurse
Hershey, Shawn	126/127	Math Interventionist
Hogan, Kelsey	220	Autistic Support
Hogan, Nicole	131	8 Gr. English Language Arts
Horning, Matthew	210	6 Gr. Science
Johnson, David	227	7 Gr. Direct Instruction
Kemper, Hollie	216	Emotional Support
Kennedy, Tess	115	Band/Music
Kidwell, Denise	214	6 Gr. Science
Kohler, Wendy	126/127	English Language Arts Interventionist
Kreider, Matthew	225	6 Gr. Social Studies
Martin, James	145	7 Gr. Mathematics
Martin, Kali	120	8 Gr. English Language Arts
Martin, Kelly	217	6 Gr. English Language Arts
Musser, Mason	118	8 Gr. Mathematics
Narehood, Amanda	113	Music/Chorus
Pasternacki, Scott	109	Exploratory German
Pittsburg, Kathi	104	8 Gr. Direct Instruction
Quinto, Casey	143	7 Gr. English Language Arts
Sassaman, Kim	205	7 Gr. Science
Schaefer, Katie	Office	6 & 8 Gr. School Counselor
Shearer, Christina	106	Exploratory Spanish
Shenk, Jeff	138	ESL
Shober, Mitchell	107	8 Gr. Direct Instruction
Slaymaker, Stacy	234/Gym	Health/Physical Education
Sola, Stacey	Office	6 & 7 Gr. School Counselor
Steiber/Newswanger, Andrea	211	6 Gr. Direct Instruction
Strohl, Bryan	219	6 Gr. Mathematics
Swiatocha, Amber	136	7 Gr. English Language Arts
Swoope, Michele	200	Art
Tartaglia, Anthony	132	8 Gr. Social Studies
Templin, Stan	208	8 Gr. Science
Wagner, Barbara	146	Computer/Building Tech. Coord.
Wealand, Travis	223	6 Gr. Mathematics
White, Janel	124	8 Gr. Social Studies
Youndt, Jennifer	221	6 Gr. English Language Arts



## CLOSING OF SCHOOL

In case of emergency making it necessary to close schools, please listen to one of the following radio or television stations: WGAL-TV-Channel 8 ([www.wgal.com](http://www.wgal.com)), Lancaster; WDAC-94.5, Lancaster; WARM-103; Blue Ridge Cable-11; CBS 21; ABC 27; FOX 43. In addition, parents will receive a recorded message through our School Messenger automated phone system, providing necessary information on the closing of school.

## EMERGENCY SITUATIONS

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

## ATTENDANCE (PA Act 138)

Students are expected to attend all days of school unless properly excused by the school principal. (School Board Policy 204) Regular attendance is necessary to ensure continuity of the educational process and to develop proper habits, interest in school, and a sense of responsibility. Students absent from school may receive a telephone call to determine the reason for absences.

**Excused absences** include illness, family emergencies, prearranged doctor or dentist appointments, and authorized school activities. After seven (7) absences, a notification letter will be sent. After ten (10) absences, a letter will be sent and a doctor's excuse will be required for all subsequent absences. All other absences may be considered unlawful. After the sixth such unlawful absent day, a legal warning will be issued. Further unlawful absences may result in fines from the District Justice.

**Trips** - Excused absence of a student for the purpose of an educational family vacation must be approved through administration, in writing, **several days prior** to the trip. **Trips taken without prior approval are automatically coded as unlawful.** Days used for family trips/activities may not exceed a total of 10 school days during the school year. Upon returning to school, students may have 5 school days to make up any missed work that was **not** included on the Green Trip Sheet.

## Unlawful absences:

- First offense**—Notification to parent from the Principal, student conference.
- Second offense**—Notification to parent from the Principal, detention, student conference.
- Third offense**—Notification to parent from the Principal, detention, loss of privileges.
- Fourth offense**—Notification to parent from the Principal, double-detention, student conference, loss of privileges, mandatory School Attendance Improvement Plan conference.
- Fifth offense**—Notification to parent from the Principal, double-detention, student conference, loss of privileges.
- Sixth offense**—Notification to parent from the Principal, referral to Children and Youth Services for habitual truancy, truancy citation filed with the District Magistrate.

If a student needs to be absent from school, the following simple guidelines will be helpful and may avoid problems.

1. The day students return to school following an absence, they **must** present a written excuse note or email note complete with student name, date, reason for absence, and parent/guardian signature to the school's attendance office before 7:35 a.m. or during lunchtime. **Students have a maximum of 3 school days to return this excuse note or it will automatically be coded as unlawful.** Excessive absences due to illness may require a doctor's certificate for each absence.
2. Upon returning to school from an absence, the student is responsible for arranging to make up missed work with each teacher. A student may have a maximum of 5 school days to make these arrangements. If a student is going to be absent for an extended period of time (2 days or more), parents may call the school for assignments to be collected and arrangements made to pick up work at the end of the school day. Twenty-four hour's notice is required.
3. Students needing to leave school early must turn in an excuse note to the attendance office signed by the parent or

guardian. Students leaving school early must sign out in the office. Permission to leave school property is issued only by administration.

4. If a student becomes ill during school hours, he/she must ask the teacher in charge of the class for an excuse to be admitted to the Nurse's office. If the nurse feels it is necessary to send the student home, an excuse card will be needed upon returning to school.
5. If a student arrives after 7:35 a.m., he/she must report to the office immediately. Arrival after this time is considered tardy. **Three or more unexcused tardies**, such as oversleeping, missing a bus, etc., requires one night of detention and an additional night for each violation thereafter. **Five unexcused tardies** equal 1 unlawful absence. Arrivals after 8:20 a.m. will be coded as a half-day absence. Arrivals after 11:45 a.m. will be coded as a full-day absence.
6. **SPECIAL ABSENCES**—A student who must be absent for an **“Urgent Reason”** is expected to have his parent(s) notify the Middle School Office by written request or telephone **for approval, prior to the absence.**

#### OUTSTANDING ATTENDANCE

At the end of the school year students will be recognized for outstanding attendance. “Outstanding Attendance” awards will be presented to students who have been present for each day that school is in session. Students who receive unexcused tardies, unlawful absences, or out of school suspension will not be eligible for outstanding attendance.

#### HOMEROOMS

1. Each student is assigned to a homeroom. The homeroom teacher becomes that student's advisor. The advisor helps guide, clarify, and provide the student with information about the school.

2. Students must report to homeroom promptly when arriving to school. No loitering in the halls or gym area will be permitted. Students do not need to take gym clothing to the locker room in the morning.
3. By 7:35 a.m. all students are expected to be in their assigned homeroom seats. Daily attendance will be recorded at 7:35 a.m.
4. Students will be expected to read, study, make up assignments, etc. Students are expected to make good educational use of this homeroom period.
5. Homeroom teachers may use this time to advise and provide individual assistance to their students.

#### ASSEMBLIES

It is expected that students will walk to the assemblies in an orderly manner with their teachers. Students will sit in the seats that are assigned to the teacher and sit quietly until the program starts. Always extend courtesy to the participants by applauding correctly and at the proper time.

#### AFTER SCHOOL DISMISSAL

1. School dismissal will begin at 2:25 p.m. with the dismissal of bus students. Only students using bus transportation are dismissed at this time. All other students must remain in their assigned areas.
2. Walkers, students being transported by cars, bike riders, detention students and all after school activity participants will be dismissed by 2:35 p.m.
3. Students are expected to leave the building immediately upon dismissal unless they are using the library, are scheduled for detention or have an activity. All students must be supervised by an adult to remain after school.
4. Students participating in after school sports programs will be dismissed by 2:35 p.m.
5. **Parents/guardians/visitors are asked not to park in front of the middle school entrance or in the bus lanes between 2:00 p.m.–2:35 p.m. to allow**

**for bus parking and bus student dismissal. All cars should enter the high school entrance and proceed up to the middle school using the access road.**

#### **EARLY DISMISSAL FOR ACTIVITIES**

1. Students participating in athletic events as a team member, cheerleader, or team manager will be dismissed from class at the announced and printed time. If the time for dismissal is stated as 2:15 p.m., then this is the time students have permission to leave class. Time is allotted to report to lockers and meet the bus. There is no need for extra time and teachers will not grant such requests from students.
2. Early dismissals should never disrupt classroom instruction. Students disrupting the educational process will not be permitted to participate in the event. Continued disruptive behavior will result in removal of the student from the extra-curricular activity.
3. Student participants are required to make up all missed work and should plan early dismissals accordingly.

#### **AFTER SCHOOL SOCIAL ACTIVITIES**

1. Social Activities will be open **only to students of Cocalico Middle School. Photo ID cards and/or permission slips will be required for admittance.**
2. Students must remain in the building during the hours of the activity.
3. Inappropriate actions by students will result in expulsion from the activity and notification of the parent.
4. Students will be expected to participate in the scheduled activities.
5. The hours for the activities will be announced in monthly calendars distributed to students. Parents are expected to arrive promptly for their student at the conclusion of the activity.
6. Students are expected to dress appropriately for the various activities.
7. After school social events are a privilege offered to our students. Unacceptable

behavior during school could result in a loss of this privilege.

8. Students must be in school the day of the social event unless excused by administration.

#### **TELEPHONE**

**The office telephone is not maintained for student use. Students will not be excused from classes to answer outside calls. Consideration will be given for emergency calls only. Students are not permitted to use classroom phones to place calls or to answer calls unless under direct teacher supervision or instruction. These phones are for teacher use only.**

#### **INTERNET ACCESS/DEVICE MONITORING**

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 Internet Access and E-mail Acceptable Use Policy. 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 for access to Internet resources is granted unless a letter is placed on file in the student's record each school year.

## **CO-CURRICULAR ACTIVITY GUIDELINES**

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

### **ATHLETIC STAFF**

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

### **SPORT**

Baseball (Boys)	Mr. Mike Bertolino
Basketball (Boys)	Mr. Seth Sigman
Basketball (Girls)	Mr. Andrew Garrett
Bowling	Mr. Bryan Miller
Cheerleaders	Ms. Mikayla Miller
Cross Country	Mr. Ron Derr
Football	Mr. Bryan Strohl
Golf	Mr. Chip Kappesser
Field Hockey	Mrs. Brynn Gallagher
Lacrosse (Boys)	Mr. Matthew Oberly
Lacrosse (Girls)	Ms. Courtney Reinhold
Soccer (Boys)	Mr. Derek Sipe
Soccer (Girls)	Mr. Dan Hogan
Softball	TBD
Tennis (Boys)	Mr. Todd Snyder
Tennis (Girls)	Ms. Barbara Fetter
Track and Field (B&G)	Mr. Ron Derr
Swimming	Ms. Wendy Enck
Volleyball (Boys)	Mr. Dwayne Kieffer
Volleyball (Girls)	Ms. Jamie Leshner
Wrestling	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 coach/advisor, athletic director, and/or 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/or principal. Disciplinary action may include suspension or dismissal and the reporting of the behavior to police authorities.

4. Physicals: Sports physicals must be performed by a physician after June 1<sup>st</sup> in order for an athlete to compete or to be eligible during the current 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, 5 and 6. The physician must complete Section 7. Section 8 is used for athletes competing in a second or third season. Any athlete who is injured during a season must complete Section 9 prior to becoming eligible for the next season. All paperwork is due to the Athletic Office two weeks prior to the start of preseason.
5. 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.
6. Attendance at school – To participate in extracurricular activities and interscholastic athletics, a student must be in attendance the full school day on the day of the event or activity. Full school day shall mean being in attendance no later than 9:00 AM and leaving no earlier than 1:30 PM. Any student arriving later than 9:00 AM or leaving earlier than 1:30 PM may be permitted to attend athletic practice/events if they submit a late arrival or early dismissal note from a parent/guardian, with an attached note from a physician. Exceptions to this provision (i.e., college visit, funeral, Government appointment, etc. which

must be pre-approved) may be granted by the building administration only under exceptional circumstances. Any student attending Cocalico Connections or another Cyber School must adhere to their attendance guidelines (i.e., for Cocalico Connections students must login daily and complete necessary activities). Students absent from school on Friday due to illness may not participate in weekend in weekend activities.

Any student sent home by the school nurse is ineligible to practice or participate in an event that day. A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20<sup>th</sup>) day of absence.

7. 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.
8. PIAA and Lancaster-Lebanon League Regulations – All rules established by the PIAA or Lancaster-Lebanon League shall be adhered to by all student participants.
9. 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.
10. Academic eligibility – The grades of students who are involved in activities will be monitored on a weekly basis. Any students, who are reported failing two or more courses, are ineligible for a one-week period (Sunday-Saturday). Coaches/Advisors are informed of ineligible students Friday of each

week. For students attending Cocalico Connections or another Cyber School, we will base grades on the current "Actual Grade" which includes progression.

At the end of the marking period, students involved in activities and who are failing two or more courses are ineligible for fifteen (15) school days for high school students and ten (10) school days for middle school students. The ineligibility period begins when report cards are distributed or grades are finalized.

At the end of the school year, the same rule applies: any student who has failed 2 or more subjects will be ineligible from participating in all extracurricular activities for the first fifteen (15) school days at the start of the next school year for high school students and ten (10) school days for middle school students.

11. 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/SPECTATOR CONDUCT**

The Lancaster Lebanon League and Cocalico School District emphasize good sportsmanship from all coaches, student-athletes and fans. Contests are played for the benefit of the student-athletes. No signs, banners or noisemakers are permitted. All coaches, student-athletes and spectators should conduct themselves in a manner which will not discredit the school, team or extension of our educational program.

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.

#### **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.

#### **STUDENT ORGANIZATIONS**

The Board shall make school facilities, supplies, and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access act.

#### **PHYSICAL EDUCATION UNIFORM**

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

#### **OUTSIDE LUNCH AREA**

Common sense and safety are high priorities on the outside lunch area. Students are expected to practice both while on the outside lunch area.

#### **PASS SYSTEM**

1. All students **must** have an accurately completed pass to be in the halls.
2. Permission must be secured ahead of time to go to the areas of Art, Computer, Music, Physical Education, World Languages, Family and Consumer Science, and S.T.E.M. during period 9. This should be done during class time or prior to 7:35 a.m. each morning.
3. Students should have prior permission to see teachers for the purpose of receiving help in class work, answering questions, etc.
4. Students may also request permission from homeroom teachers to go to the Attendance Officer, the Office, or the School Counselor.
5. All students must complete the "Sign-Out" sheet in their classroom. This

includes their name, time leaving, destination, and time returning. This information must be **printed neatly**.

#### **LAVATORIES**

Keep these neat and clean at all times and have consideration for others. Report any damage or equipment out of order to the office at once. Ask permission from teachers before going to the lavatories. Tardiness resulting from "stopping" at the lavatories will not be tolerated.

#### **LOST AND FOUND**

The middle school maintains a collection of lost and found items. If a student loses something, he/she can check in the cafeteria. The "lost and found" items are located on a table in the cafeteria.

#### **HEALTH ROOM PROCEDURES**

1. A nurse will be on duty at all times.
2. All students must present a pass from their teacher for admission to the Health Room (except in cases of emergency).
3. Health Room Personnel are responsible **ONLY** for illness or injury occurring in school or on the way to and from school.
4. Secondary students may bring prescription medication to the health room prior to the start of the school day. **EXCEPTION: Any medication which is a Schedule II controlled substance (such as Ritalin, Adderall) must be delivered to the school by the parent/guardian.**
5. Only medication prescribed by a physician to be given during school hours will be administered. If a medication is ordered for three (3) doses a day, please administer a dose before school, a dose after school, and a dose before bedtime. The prescribed medication must be in a current container with the student's name, name of the medication, the physician's name, the dosage, and the time to be administered. Medication will **NOT** be given if these guidelines are not followed. **OVER THE COUNTER**

**MEDICINES WILL NOT BE ADMINISTERED.**

6. All prescription drugs will be kept in the Health Room. Students needing to use cough drops must carry a written note of permission from a parent/guardian.
7. Provisions will be made to send a student home if health room service for more than an hour is required.
8. When blood is transferred or makes contact with eyes, mucous membrane, or an open wound, the parent/guardian of students involved will be notified and a recommendation will be made for them to contact their physician for evaluation and follow-up.
  - If a student is exposed to saliva from a bite injury, etc., the parent/guardian will be notified and a recommendation will be made for an evaluation and follow up by their physician.
  - Exchange of other body fluids such as feces, vomitus, or urine involves much less risk and referral will be based on each individual situation.
  - Whenever possible, the nurse will notify the parent/guardian in a phone conference. The nurse will stress the importance of medical follow-up since many diseases can be spread by the exchange of body fluids.
  - If unable to reach the parent/guardian by phone, a note requesting a return call by the parent/guardian will be sent home with the student. The nurse will follow up on all such communication.
9. Health Services will include:
  - Physical Examinations—Grades K, 1, 6, & 11
  - Dental Examinations—Grades K, 1, 3, & 7
  - Height and Weight Measurements—all grades
  - Vision Screening Tests—all grades
  - Hearing Tests—Grades K, 1, 2, 3, 7, & 11
10. Scoliosis Screening—Grades 6 & 7
11. All parents are required to complete, sign, and return an emergency card for each child, listing the places where parents may be contacted during the

school day, a responsible neighbor or relative, their family physician, and any medical problems that might affect their child. The parent(s) signature gives the school permission to treat their child. Unlisted telephone numbers will be kept confidential. **If information on the emergency card changes during the year, contact the school nurse immediately to update the information.**

**FIRE REGULATIONS**

1. The first fire drill held during the school year will be announced. Fire drills held after the first one may not be announced.
  2. Fire exit directions are posted in each room.
  3. When the fire alarm sounds, students should wait for instructions from the teacher in charge of the class or activity. If the alarm sounds during the passing of classes—move to the nearest exit quickly and quietly.
  4. Each classroom shall leave in a single file.
  5. The first person at exit doors should hold the door open until all students have cleared the school.
  6. Move outside quickly and away from the doors to prevent blocking them.
- Absolute quiet is necessary.**
7. **Remain quiet so instructions that might be given can be heard.**
  8. Students should remain quiet as they re-enter the building.

**LIBRARY RULES**

1. The library is open from 7:20 a.m. to 3:45 p.m. every day.
2. Each student wishing to enter the library must have A PROPERLY COMPLETED PASS.
3. Checking out library materials.
  - a. All books except reference books, encyclopedias, and overnight books may be taken out for 2 weeks.



- b. Overnight books will be checked out only after 2:22 p.m. and must be returned by 7:35 a.m. the following morning.
  - c. All books must be checked out of the library before students leave.
- 4. Use of library:
  - Period 9:**
    - a. Students who need longer than 10 minutes in the library for research or computer use will need to receive a research pass from the Librarian prior to period 9. The Librarian will issue a pass if requests are legitimate.
- 5. Returning books
  - a. All books should be returned to the book drop.
- 6. Fines
  - a. All books must be returned by the day stamped in the back of the book.
  - b. Students who have overdue books will have to pay a fine of 5¢ a day.
- 7. Students rely on Library materials being available in order to complete curricular related assignments. Library materials that are not returned promptly will have a negative impact on the educational climate of the school. As a result, students who have not paid their fines and/or obligations for unreturned Library materials in a prompt manner will be referred to the office for disciplinary action.

## **II. NOTICE TO PARENTS**

### **OFFICE PROCEDURES**

In order to maintain a safe and secure learning environment for our students, we ask that upon entry into the office, visitors state their name and purpose for visiting the middle school prior to gaining access to the building.

### **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 personnel have an affirmative obligation to make a report to the administrator, when they reasonably believe on the basis of their professional training, or other experience, that a child has been abused when that child comes before employees in their official capacity. Employees typically are to report this information to a designated administrator in accordance with school policies addressing child abuse reporting. Under the law, the administrator has the further obligation immediately to report the information to the appropriate county agency by telephone and in writing within 48 hours of the oral report.

### **ENROLLMENT/WITHDRAWAL PROCEDURES**

The Cocalico School District uses an online, electronic registration, which will require a computer and the internet. Printed versions of the registration forms are not available. If you do not have the appropriate technology, you can complete the application at the following location:

- CSD Central Office: 800 South 4<sup>th</sup> Street, Denver, PA 17517
  - Phone (717) 336-1412
- Adamstown Public Library: 3000 N Reading Rd, Adamstown, PA 19501
  - Phone (717) 484- 4200

Our registration process begins with the online registration form system. To use the system, you must first have an active email address in order to create a registration account within our student software system so that a password can be generated and emailed to you.

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

### **CHANGE OF ADDRESS WITHIN THE DISTRICT**

If you plan to change your address or telephone number, please notify the office at the school your child attends. Upon your notification, and the proper documentation changes will be made in school records.

### **MOVING FROM THE DISTRICT**

If you plan to move to an address in another school district, please notify the office at the school your child attends. 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.

### **VIDEOTAPING OF STUDENTS**

Cocalico Middle School invites local media to cover events. The Middle School is sensitive to the needs of children and to the privacy rights of parents, and will take all steps to treat public relation matters appropriately. As a parent, you may make a request in writing to the Middle School principal asking that your child not be photographed and/or interviewed. This request will remain valid for the current school year.

### **MOVIES**

At times classroom teachers and teams will show instructionally relevant movies. As a parent, you may make a request in writing to the Middle School principal asking the teacher or team receive permission from you first. This request will remain valid for the current school year.

### **CLASSROOM VISITATION**

The Administration requires 24-hour notice for classroom visitation. Parents must register in the office and receive an identification badge before going to a classroom. Students from other schools are not permitted to visit unless administrative permission has been given. Parent phone calls for teachers are not transferred to classrooms. The office will take phone messages and, when available, the teacher will return the call.

### **CONFERENCES**

Conference time between parents and teachers is considered a valuable link between the home and school. Therefore, Cocalico Middle School maintains a philosophy that parents, guardians, and teachers should feel welcome to request a conference whenever they feel it is necessary. These conferences may be conducted over the telephone, via e-mail, virtual or in person with the teacher(s). It is important that we work together and communicate frequently to enhance the learning experience for our students.

### **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 amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violates the privacy rights of the student.
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.

### **COMPULSORY EDUCATION**

All persons residing in the Commonwealth between the ages of six and twenty-one are entitled to a free and full education in the Commonwealth's public schools. All children are entitled to a public sponsored program of education and training appropriate to their learning capabilities. Parents or guardians of all children between the ages of six and eighteen are required by the compulsory attendance law to ensure that their children attend an approved educational institution unless legally excused.

### **TESTING**

Students are involved in state and district testing. The Pennsylvania System of School Assessment (PSSA) evaluates all students in grades 6, 7, and 8 in English-Language Arts, and Math. In addition, 8<sup>th</sup> grade students will also be assessed in Science each year, with the Algebra I students taking Keystone Exams. These tests help the school determine the degree to which curriculum programs are meeting the learning objectives. Results from these assessments will be given to parents. In an effort to prepare students for these assessments, Study Island Benchmark Assessments and MAP Assessments will be administered at different points throughout the year.

### **EXEMPTION FROM INSTRUCTION**

The district recognizes that parents may, for religious reasons, object to their students receiving instruction in specific units 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, will provide alternative instruction during the relevant time period.

### **TEXTBOOK AND COMPUTER RESPONSIBILITY**

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 upon 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, or lost, or returned with the district number that is different than the number recorded for that student.

Computers are expected to be charged and ready for student use each morning.

### **LIVESTREAMING AND RECORDING CLASSROOM PARTICIPATION AGREEMENT**

There may be occasions during the 2021-2022 school year when the Cocalico School District will provide students the opportunity to remotely participate in its instructional programs through the use of livestreamed and recorded lessons taught by District teachers. These livestreamed lessons will occur in real time during the instructional day with students attending remotely.

Students and their parents/guardians must review the following rules and regulations related to livestreaming and recorded 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.

## II. SCHEDULES

### DAILY SCHEDULE

	7:20 am	- Teachers Report - Students should not arrive prior to 7:20
	7:35–7:40 am	- Homeroom: Tardy Bell Tone Pledge of Allegiance/Announcements
<b>HR</b>	7:35 – 7:40	
<b>Period 1</b>	7:43 – 8:27	
<b>Period 2</b>	8:30 – 9:14	
<b>Period 3</b>	9:17 – 10:01	
<b>Period 4</b>	10:04 – 10:48	

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Period 5 (Lunch)</b> 10:51 - 11:21	<b>Period 5</b> 10:51 – 11:35	<b>Period 5</b> 10:51 – 11:35
<b>Period 6</b> 11:24 - 12:08	<b>Period 6 (Lunch)</b> 11:38 - 12:08	<b>Period 6</b> 11:38 – 12:22
<b>Period 7</b> 12:11 – 12:55	<b>Period 7</b> 12:11 - 12:55	<b>Period 7 (Lunch)</b> 12:25 – 12:55

**Period 8** 12:58 – 1:42

**Period 9** 1:45 – 2:25

**Buses** 2:25 - 2:32

**Walkers** 2:35

**Detention I** 2:40 - 3:10

**II** 3:10 - 3:40

All Classes will be 44 minutes in length; Period 9 will be 40 minutes in length.

### ROTATING DAY FORMAT

The Cocalico Middle School utilizes a 6–day rotation format for the daily schedule.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
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If a day of school is missed anytime during the year, the day the students return to school will be designated the next sequential day. For example, if Tuesday is Day 3 and school is canceled due to snow, students will follow the Day 3 schedule when they return to school on Wednesday.

### ACTIVITY GUIDE

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
7th & 8th Grade Band—Rm. 117 7th & 8th Grade Chorus—Rm. 113 6 <sup>th</sup> Grade Chorus—Auditorium 6th Grade Intramurals—Gym	6th Grade Band—Rm. 117 7th & 8th Gr. Chorus—Rm.113 7th Grade Intramurals—Gym	7th & 8th Grade Band*—Rm. 117 6th Grade Chorus—Rm.113
<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>
6th Grade Band—Rm. 117 7th & 8th Gr. Chorus**—Rm. 113 8th Grade Intramurals—Gym	7th & 8th Grade Band—Rm. 117 6th Grade Chorus—Rm. 113	Jazz Band Aevidum Student Council (Monthly) Quest

\*Students in Band should report to Intramurals if there is a conflict with Intramurals.

\*\*8th Grade Students in Chorus should report to Chorus if there is a conflict with Intramurals.

## IV. EXPECTATIONS & CONSEQUENCES

### STUDENT CONDUCT GUIDELINES

LEVELS DISCIPLINARY	EXAMPLES	OPTIONS/RESPONSES
<b>I.</b> Misbehavior on the part of the student which interrupts orderly classroom procedures or interferes with the orderly operation of the school.  These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Classroom disturbance Disrespect, Name Calling Lateness to Class Failure to Complete Assignments or Carry Out Directions Inappropriate Language Snacking Bus Disturbance/Distracton Being Out of an Assigned Area without a Pass Hallway Disturbance Gum Chewing Computer not charged	<b>Parent Contact</b> Verbal Reprimand and Special Assignment Behavioral Contract Counseling Withdrawal of Privileges Strict Supervised Study Detention Late slips (Pumpkin Slips) Technology slips (Apple Slips)
<b>II.</b> Misbehavior that seriously disrupts the learning climate of the school.  Misbehavior that is a continuation of Level I.  These misbehaviors will be handled by staff members and/or school administrators.	Continuation of Level I Conduct Refusal to do Homework/ Classwork (Defiance) Lateness to School Illegal Absences Cheating/Plagiarism Lying Abusive Language, Profanity Misuse/Damage to School Facilities Inappropriate Cafeteria Behavior Inappropriate Display of Affection Forging Signature Inappropriate Use of Technology All Electronic Communication Devices are prohibited (cell phones, pagers, headsets, beepers, etc.)	Same as Above <b>Parent Contact</b> Teacher Assigned Detention Administrative Detention Lunch Box Temporary Removal from Class Restitution Projects Referral to Outside Agency In-School Suspension Out-of-School Suspension
<b>III.</b> Misbehavior which results in harm to another person or property. Misbehavior which poses a direct threat to the safety of self or others in the school.  Misbehavior that is a continuation of Level II.  These acts are criminal and are so serious that they always require administrative actions which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Board of School Directors.	Continuation of Level I /II Conduct Possession/use of unauthorized substances/paraphernalia or look-alikes (tobacco, drugs, alcohol, lighters, matches, e-cigarettes/vaporizers etc.) Stealing or Possession/Sale of Stolen Property Threats to Others/Harassment Fighting/Assault Vandalism (PA Act 17 of 1994) Possession of Weapons Terroristic Threats Leaving School Property Without Permission Prejudice Harassment (see page 17)	Same as Above <b>Parent Contact</b> Detention In-School Suspension Out-of-School Suspension Suspension of Busing Privileges Alternative Education Program Expulsion

\* Administrative action may deviate from those listed above depending on the circumstances and severity of misconduct.

\*\*This listing of examples is not "all inclusive."

\*\*\* All students will receive due process as outlined in District School Board Policy No. 233.

## **STUDENT RESPONSIBILITIES**

1. Student responsibilities include attending school regularly, demonstrating best effort in classroom work, and following school rules and regulations. Most of all, everyone is responsible for developing a climate within the school that is appropriate for wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend others.
4. It is the responsibility of the students to:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
  - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
  - c. Dress and groom themselves to meet fair standards of safety and health and not to cause a disruption to the educational process. (See separate section on Dress.)
  - d. Assist the school staff in operating a safe school for all students.
  - e. Be a good citizen by following state and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily, except when excused, and be on time at all classes and other school functions. (See separate section on Attendance.)
  - h. Make all necessary arrangements for making up work when absent from school. (See separate section on Homework Policy.)
  - i. Show satisfactory completion of all required work.
  - j. Demonstrate polite and appropriate manners and language.

- k. Corridor courtesy—walk on the right side of the hallway.

## **“DRESS” GUIDELINES**

The PA State Code and Cocalico School District Policy state that dress and grooming of students should not distract or disrupt the educational process and should meet standards for the maintenance of health and safety. The following guidelines will be followed at Cocalico Middle School. 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. Clothes must be clean and free of cuts/tears/holes above mid-thigh.
2. Obscene/suggestive or offensive clothing and jewelry shall not be worn. Examples: midriffs, see-through clothes, symbols or insignia that suggest hatred towards groups.
3. Clothing/jewelry which advertises or displays tobacco/alcohol/drug products shall not be worn.
4. All sleeveless shirts must have at least a 2” wide strap. Items not permitted include spaghetti straps, halter-tops, tube tops, off the shoulder tops and tops with cut-out under arms.
5. Caps/hats/hoods/sunglasses/bandanas /visors must be removed in the building.
6. Shorts may be worn throughout the school year. Unacceptable shorts include boxer shorts and “short-shorts.” Shorts and skirts should not be revealing and should not be above mid-thigh.
7. “Dangerous” jewelry (this includes chains) is not permitted to be worn.
8. Underwear shall not be visible.
9. 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.
10. Jackets and long coats cannot be worn during the school day.

11. Pajamas and slippers are not acceptable school attire.

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

### **BACKPACKS/BOOK BAGS**

Students may use book bags to transport books to and from school. The use of book bags 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.

### **LOCKERS**

1. Each student will be assigned a locker.
2. No one is allowed to go to his/her locker during class without permission from a teacher.
3. All books, papers, general supplies, and excess articles of clothing must be kept in the locker.
4. Students must keep lockers locked at all times.
5. Lockers must be kept clean and well-organized. Homeroom teachers will be checking lockers for cleanliness. Please do not place stickers, tape, etc. directly on locker areas. A piece of sturdy paper (attached to the inside of the locker) will provide a "bulletin board" for stickers, photos, etc.
6. Students are advised to keep locker combinations confidential and should **not** share lockers with other students.
7. Lockers are the property of Cocalico Middle School and may be subject to periodic inspection.

### **GUM POLICY**

Gum chewing is **not** permitted in the Middle School. Violators of this policy will be disciplined.

### **PERSONAL ELECTRONICS**

Items such as phones, iPods, MP3 players, and other electronic devices are not permitted during school. All devices should be off if stored in lockers. The school assumes no

responsibility for lost, damaged, or stolen items.

### **TECHNOLOGY**

Students should have their computer in the case charged and ready to go every day. Failure to have the appropriate materials (computer, charger) can result in apple slips and discipline.

### **VIDEO CAMERAS**

Video cameras are installed throughout the school. Administration will use footage to investigate incidents.

### **LATE TO CLASS**

1. Students late to class without a pass from a teacher will be held accountable for this lateness. They will be issued a late "pumpkin" slip from the classroom teacher. Both student and teacher will sign the late "pumpkin" slip, which will then be sent to the office for record keeping. This is to be accomplished without disturbing the class. Class instruction will not be disrupted by late arrivals.
2. Students who accumulate three late "pumpkin" slips may receive detention for lateness to class. Students continuing a pattern of lateness may receive stronger disciplinary actions including in school suspension.

### **POSSESSION OR USE OF WEAPONS**

Students are prohibited from possessing, carrying, storing, or using weapons or dangerous instruments including explosive and incendiary devices (fireworks and the like) while on school premises, on the way to or from school, and while attending school sponsored activities.

Violations of this policy shall result in disciplinary action consistent with due process ranging from suspension to expulsion. **The possession of a firearm shall constitute a one-year expulsion. The law does allow the chief administering officer to modify such expulsion requirements for a student on a case-by-case basis. The intent of this modification is for compliance to the 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 fashion.

#### **DRUGS AND ALCOHOL**

Any incident which involves the use, possession, and/or distribution of any chemical substance (or look-alike) on school property or its related environs is a violation of the Cocalico School District Controlled Substance Policy. Students violating the Cocalico School District Controlled Substance Policy will be subject to the procedures set forth in section 227 of the Policy Manual, will be disciplined following the Student Conduct Guidelines, and will involve the contacting of law enforcement officials.

#### **POSSESSION OR USE OF TOBACCO/VAPES (PA Act 145 of 1996)**

The Cocalico School District prohibits the possession, use, purchase, or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property. School officials will investigate any possible violations of this policy by students and will discipline as set forth by School Board policy. In addition, tampering with devices installed to detect the use of tobacco or vaping products shall be deemed a violation of policy and will be subject to disciplinary action.

Offense defined—A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense (Section 6306.1). Nature of offense—A summary offense under this

section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists. A student who commits such an offense will be subject to prosecution initiated by Cocalico Middle School and upon conviction, will pay a fine and court costs. Additionally, students who commit such an offense will be disciplined following the Student Conduct Guidelines.

#### **COCALICO SCHOOL DISTRICT ANTI BULLYING PROCEDURES**

The Cocalico School District is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Bullying** means a repeated aggressive act which may be electronic, written, verbal or physical directed at another student or students where there is an imbalance of power, which occurs in a school setting and is severe, persistent or pervasive, and has the effect of doing any of the following:

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

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

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

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

- School Board Policy 249 shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building

and on the district web site, if available.

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

**Possible Consequences for Violations:**

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

- Parental notification on first offense
- Counseling within the school
- Parent conference
- Detention
- Suspension
- Loss of school privileges.
- Exclusion from school-sponsored activities
- Counseling/Therapy outside of school
- Referral to law enforcement officials

## **HARASSMENT AND SEXUAL HARRASSMENT**

### **Discrimination/Title IX Sexual Harassment Affecting Students**

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

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

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

The middle school strives to keep a safe and positive climate for all students and staff members. As a result, Cocalico Middle School prohibits any and all forms of harassment. Harassment is a serious form of disrespectful behavior. An act is considered harassment when a person is offended and/or alarmed through physical contact, the threat of physical contact, use of inappropriate or insensitive language, or the spreading of rumored information. Harassment that is of a sexual nature is sexual harassment and will not be tolerated. Sexual harassment consists of unwelcome sexual advances and other inappropriate verbal, written, graphic, or physical contact events of a sexual nature.

Harassment and sexual harassment are both considered a Level III offense. This means that harassment offenses are extremely severe, especially if these kinds of offenses are of a sexual nature, or if it targets the victim's race, ethnic background, handicap, gender, sexual orientation, religion, or physical differences. Both forms of harassment will be investigated promptly by the building administration and may involve law enforcement if deemed necessary. This type of behavior may result in a form of suspension or alternative education program.

#### **DETENTION PROCEDURES**

1. Detention will be held four nights per week—Monday - Thursday from 2:40–3:10 p.m. If a student has been assigned 2 detentions, these will be served the same night from 2:40 to 3:40 p.m.
2. Students may be assigned detention as a disciplinary measure.
3. On days when students have detention, they will remain in homeroom until the 2:35 dismissal signal. Students will then have five minutes to report to the detention room.
4. Have a writing instrument such as a pen or pencil.
5. Tardy arrival at detention will automatically add an additional detention session.
6. Failure to report to detention without prior permission from one of the principals will warrant an In-School Suspension to make up the missed detention.
7. If students miss an assigned detention because of absence/closing of school, they should automatically make up the detention during the next scheduled session.
8. Some teachers could have special activities planned for the students. Follow teacher directives.
9. Presence in detention is no guarantee that student has fulfilled the obligation.
10. Whether or not a student is credited with serving detention will be determined by the detention supervisor.
11. Persons who are regular offenders will be dealt with more severely.

12. A form will be sent home indicating the offense. A parent must sign the form and return it to the office the next day upon the student's arrival at school. This notice is not requesting parent permission but simply to give information. Failure to turn in a signed detention memo will require a second detention to be served.
13. **The student is responsible for transportation home.**
14. Students may be removed from detention for additional disciplinary reasons.

#### **IN SCHOOL SUSPENSION (ISS)**

The In School Suspension Program provides a structured atmosphere for disciplining students. This program is not an alternative education, but rather an opportunity for students to complete class work while being isolated from the student body. (ISS is considered a severe disciplinary action and will not be used for minor offenses.) This program has several objectives: 1) to remove disruptive, defiant, and/or disobedient students from the regular classroom; 2) to enable students suspended from classes to complete their normal school assignments under adult supervision; and 3) to provide an alternate consequence to out-of-school suspension by including academic support, individual counseling, and follow-up behavior monitoring. Students are expected to complete a Reflection Sheet from their counselor and discuss it with his/her school counselor. Students who display poor work effort and behavior will receive additional consequences.

#### **SCHOOL PRIVILEGES**

During the school year a number of special events such as assemblies, parties, dances, and trips will be planned. These activities are privileges for students. Students who become repeat discipline offenders or who have performed a severe act may not be invited to school events. Conferences with school personnel and parents will be convened to discuss special situations. Students are expected to act responsibly at all times.

## V. GRADING SYSTEM

### PROGRAM OF STUDIES—MIDDLE SCHOOL

6 <sup>th</sup> Grade	Periods per Cycle	7 <sup>th</sup> Grade	Periods per Cycle	8 <sup>th</sup> Grade	Periods per Cycle
Communication Arts	6	Communication Arts	6	Communication Arts	6
Literacy Workshop	6	Literacy Workshop	6	Literacy Workshop	6
Mathematics	6	Mathematics	6	Mathematics	6
Science	6	Science	6	Science	6
Social Studies	6	Social Studies	6	Social Studies	6
Computer (1 trimester)	3	Computer (1 trimester)	3	S.T.E.M. Computer (1 semester)	6
Art (.5 trimester)	12	Art (.5 trimester)	12	Visual Arts (1 semester)	6
Music (1 trimester)	6	Music (1 trimester)	6	Performing Arts (1 semester)	6
Family & Consumer Sciences (.5 trimester)	6	Family & Consumer Sciences (.5 trimester)	6	FCS Daily Living (1 semester)	6
S.T.E.M. (.5 trimester)	6	S.T.E.M. (.5 trimester)	6	S.T.E.M. Fabrication (1 semester)	6
Physical Education (1 trimester)	6	Physical Education (1 trimester)	6	Fitness and Wellness (1 semester)	6
Health (1 trimester)	3	Health (1 trimester)	3		
Spanish (.5 trimester)	6	Spanish (.5 trimester)	6	Spanish I (1 semester)	6
German (.5 trimester)	6	German (.5 trimester)	6	German I (1 semester)	6

**NOTE:** Cocalico Middle School is on a six (6) day cycle. Eighth grade students will have two semester long electives that will run during Period 1 and Period 2.

### HOMework POLICY

Homework, in its usual meaning, refers to work which the child is assigned to do on his own time as an extension of his classroom work. Homework which ties the child's interest and energy to developing intellectual skills or gaining insight is valuable. The home plays a significant role in the education of children.

Objectives accomplished by homework include the following:

1. To relate school learning to out-of-school interests.
2. To reinforce learning that has taken place at school.
3. To help pupils develop independent work-study habits.

Students who fail to complete assignments in a timely fashion may be subject to remediation such as loss of privileges, remediation before or after school, etc. Remediation is at the discretion of the teacher.

#### Pupil's Responsibility:

1. To understand and accept the need for homework.
2. To strive for neatness, accuracy and improvement.

3. To accept responsibility for promptness.
  - To seek additional teacher help if necessary.
  - To maintain a daily record of assignments and due dates.

#### Teacher Responsibility:

1. To plan opportunities for enrichment, research, individual practice, and exploration of activities growing out of the school's curriculum and not provided during the school day.
2. To consider the abilities and capabilities of each individual child and the materials available to them.
3. To emphasize interrelationship, correlation, and unity of the total school curriculum.
4. To recognize and acknowledge the individual efforts of each pupil.
5. To maintain communication with the home as needed.

#### Parent Responsibility:

1. To show a positive interest in all school activities and support the middle school staff in delivering a quality education.
2. To provide children with a suitable place and adequate time for homework.

3. To provide opportunities for children that will extend their learning experiences.
4. To maintain communication with the classroom teacher as needed.

### **REPORT CARDS, PROGRESS REPORTS AND GRADING SYSTEM**

The report cards, progress reports, and grading system have been developed to help students and parents know how the student is progressing in key aspects of their school life.

#### **Report Cards:**

Students will be given academic grades in each subject area based on their skill and performance. The comment section of the report card will help explain the student's behavior and performance as observed by that

teacher during the trimester. Student Reports can be viewed in PowerSchool at any time. Please note that the last report card will be the only printed report card and will be mailed home.

#### **Progress Reports:**

Progress Reports are short forms used by teachers at any time during the trimester to report the present progress of a student. Most teachers use the middle of the trimester as a reference point for these reports. Since student grades are available to parents on-line, written Progress Reports will only be used for those parents who do not have internet access.

### **HONOR ROLL**

The Honor Roll is designed to recognize and reward students who have put forth great efforts and who have maintained high academic standing during a trimester. The Honor Roll is calculated based on a 4.0 scale using the student's Grade Point Average. A student can determine his/her Grade Point Average by multiplying the point value for the letter grade by the course units for the class. Divide the sum of these products by the sum of course units taken to determine the Grade Point Average. No letter grade below "C" will be accepted in computing the Honor Roll.

#### **Honor Roll Ranges**

4.0 Honor Roll

#### **G.P.A.**

4.00

#### **Grading Scale:**

The grading percentage scale used by all teachers to calculate the marking period grades is as follows:

Percent Grade	Grade	Standard G.P.A	Percent Grade	Grade	Standard G.P.A.
98-100	A+	4.33	73-76	C	2.00
93-97	A	4.00	70-72	C-	1.67
90-92	A-	3.67	67-69	D+	1.33
87-89	B+	3.33	63-66	D	1.00
83-86	B	3.00	60-62	D-	0.67
80-82	B-	2.67	0-59	F	0.00
77-79	C +	2.33			

### **ACADEMIC RESTRICTION LIST**

If a student receives one or more “Fs” on the report card, he/she will be placed on an Academic Restriction List.

Students whose names appear on the restriction list will be restricted from intramurals. They will report to homeroom and be given special seating for monitoring purposes. Students are expected to use this time to work on areas of deficiency. Students may report to a teacher for work or help with a pass issued by that teacher. Library time will be limited.

Progress will be re-evaluated at the middle of the trimester. Students who have improved to the teacher’s satisfaction will be removed from the list at that time and full privileges restored. Students may be eligible for our afterschool Community Learning Program.

### **RETENTION PROCEDURES**

If a student fails three or more core subjects, they have the possibility of being retained for the following school year. The student’s team of teachers will meet with an administrator and guidance counselor to suggest the best course of action which will address the academic, social, emotional, & behavioral needs of the student. The final decision will be made by the principal.

- An **academic support team** comprised of an administrator, guidance counselor, subject area teacher(s), and parent(s) will convene to develop an action plan which addresses remediation options whenever a student is in danger of failing or has failed.
- Individual teachers and teams shall have the responsibility to develop and implement homework policies which best meet the needs of their students. Homework policies may influence grade calculations and/or participation in school sponsored activities.

## **VI. SCHOOL SERVICES**

### **ADVISORY**

Our advisory program is scheduled to meet on selected Wednesday morning for 30 minutes. During this time, each member of the professional staff will work with a group of approximately 15 students to conduct lessons on monthly themes such as self-advocacy, community, communication, etc. Students will remain with the same advisor throughout the current year, thus allowing advisors to become an advocate and a trusted adult who will provide encouragement and support to each advisee.

### **PROGRAMS FOR ELIGIBLE OR PROTECTED STUDENTS IDENTIFIED WITH A DISABILITY**

In compliance with state and federal law, notice is hereby given by the Cocalico School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of the applicable procedure. Individualized services and programs are available for children who are determined to be eligible and in need of specially designed instruction due to the following condition(s):

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Intellectual disability
6. Multiple disabilities
7. Traumatic brain injury
8. Other health impairments
9. Orthopedic impairment
10. Emotional disturbance
11. Specific learning disability
12. Speech or language impairment

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the

child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the building principal.

In compliance with state and federal law, the Cocalico School District will provide services to each protected student identified with a disability without discrimination or cost to the student or family. Those related aids, services, or accommodations which are needed to provide equal opportunity to participate in, and obtain the benefits of the school program, and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student identified with a disability, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program. These services and protections for "protected students identified with a disability" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), and rights to due process procedures, you may contact the building principal. All information gathered about your child by the public school is subject to the confidentiality provisions contained in Federal and State law. The 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 right of confidentiality and access to educational records, you may contact the building principal in writing.

#### **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

MTSS is a systematic process of providing multiple tiered interventions to students who are struggling academically and behaviorally.

Tier I includes classroom, core instruction and is received by all students. Tier II includes an extra layer of small group, supplemental support and is in addition to the Tier I core instruction. Tier III is an individualized, specialized intervention, which is in addition to both Tier I and Tier II. Students move between each tier systematically based upon their level of need. Student needs are determined by universal screening and progress monitoring, and decision rules are applied to determine the specific level of intervention. An MTSS Team meets on a monthly basis to review the progress of students receiving Tier II and Tier III interventions. The team includes classroom interventionists, classroom teachers, counselors, school psychologist, principal, and other school personnel if needed.

#### **SCHOOL COUNSELORS**

The Counseling Department is available to support the academic and social/emotional needs of students at Cocalico Middle School. In addition, counselors assist with individual student career exploration.

You may contact your child's counselor with any concerns you have related to his/her academic progress and social/emotional or career development at any time throughout the school year.

#### **CRISIS RESPONSE TEAM**

The Cocalico Middle School Crisis Response Team is composed of staff members who have been trained to respond to a personal, school, or community crisis (death, accident, fire, serious illness, family crisis, etc.) which may impact our students. It is always appropriate for parents to notify school officials when events occurring outside school may affect our school population.

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

SAP is a statewide program designed to help students who are challenged by academic, behavior, drug/alcohol, or mental health concerns.

A team consisting of teachers, administrators, counselors, and a nurse review referrals from classroom teachers, students, or community persons. Student needs are identified and assistive strategies are developed and implemented.

All information is kept confidential and the primary goal of the program is to become a bridge for providing help to students and their families.

#### **ESL/LEP (English...Second Language/Limited English Proficiency)**

Students qualify for ESL services based on their ability to speak, understand and write English. Sometimes LEP students handle the language well, but have concept deficits which keep them from understanding their class work. Students qualifying for ESL services (based on the previously listed criteria) will be referred to the ESL teacher for language support.

#### **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 middle school counseling office. There are certain rights of the McKinney-Vento Act for which you may qualify.

### **VII. FOOD SERVICES**

#### **LUNCH SCHEDULE**

**Lunch will take place during periods 5, 6 and 7**

**LUNCH A** (Grade 6)  
10:51–11:21

**LUNCH B** (Grade 7)  
11:38–12:08

**LUNCH C** (Grade 8)  
12:25–12:55

#### **LUNCH AND CAFETERIA PROCEDURES**

1. Cafeteria prices can be found on the district website by going to [www.cocalico.org](http://www.cocalico.org). Students will be purchasing lunches using a bar coded personalized I.D. card system like those used in the three elementary schools. By using this system parents will no longer need to supply their student with cash at the beginning of the week or daily. Parents can be assured that the money prepaid into a student's account will be used for lunches in the Cafeteria. A Cafeteria account envelope will be included in the August mailing for parents to use to set up the student's account for the first day of school. When enclosing payment, please use a check or money order only. **(Do Not Send Cash)**. A secure depository box will be located outside the Cafeteria for students to drop off checks and pick up new deposit envelopes. Checks may also be mailed to: Cocalico School District, Attn.: Cafeteria Accounts, 800 South Fourth Street, Denver, PA 17517. **Please be sure to include your student's name, grade, and school to ensure the money is deposited in the appropriate account.** If a card is lost or stolen, it can be voided immediately upon notification and a new card and number issued. Cards lost or rendered unusable by students will be replaced in the cafeteria at a cost of \$3.00 per card.
2. 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.



3. All students are scheduled a lunch period with their section. Students will be escorted to the cafeteria by their classroom teacher.
4. Students are expected to **walk** to and from the cafeteria in a **quiet** and orderly manner. Disturbing the education of others will not be tolerated.
5. Students will approach the serving areas in a single file creating two lines. The right side will serve the regular meal. The left side will serve the regular meal and the salad bar option.  
Students buying lunch must remain in line from the time they enter the cafeteria until leaving the check-out area.
6. Cooperation and good manners are a must for the cafeteria to remain a pleasant atmosphere for all who are present. Jumping line, throwing food, loud talking, and impolite eating practices are not tolerated and will be corrected. **Lunch Box** is assigned to students who fail to follow cafeteria rules. These students will be separated from their regular lunch period.
7. If students miss an assigned Lunch Box session due to an absence from school or the closing of school, they should automatically make up the Lunch Box during the next school day.
8. After eating, students are responsible for cleaning the area and pushing in chairs. The cafeteria will be clean for the next lunch group.
9. Students must ask permission to leave the cafeteria. The sign-out book will then be completed. The sign-out book is on the front table next to the check-out area. Lavatory passes issued by a supervisor on duty must be used.

## VIII. TRANSPORTATION

### STUDENTS WALKING TO SCHOOL

Students walking to and from school are expected to behave in a responsible manner. Students are required to stay on sidewalks when walking to and from school. Cross walks are to be used when crossing streets.

Students are not permitted to loiter on school property.

### BUS INFORMATION GUIDELINES

The Cocalico School District offers bus transportation for the convenience of pupils living outside the walking perimeters. Students and parents need to be aware of the expectations and follow the bus rules provided. By complying with the 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 stop only at established and authorized bus stops as mandated by the Pennsylvania School Code. Bus stops and bus numbers assigned to students may only be changed with school permission. 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 get on/off their bus at another "stop." Parents need to provide **prior written** requests to the school to secure permission. If this emergency request involves another family, a note is required from both families. Otherwise, students will go home via their normally scheduled means of transportation. Students need to arrive at their bus stop five minutes before the designated time. For safety purposes students will not cross the road until the bus has come to a complete stop. Students cross approximately ten feet in front of the bus remaining visible to the driver at all times. The District is not responsible for student conduct to, from, or at bus stops.

Cocalico is willing to provide transportation to a location other than the child's home.

However, parents must designate a consistent AM and PM location. The AM stop must be the same for each day of the week. Likewise, the PM stop must be the same for each day of the week. The AM and PM stop may be different but must remain in the same school attendance area.

**Any permanent changes in transportation arrangements must be submitted in writing on the Request for Transportation Change**

**Form at least three (3) days prior to the date of the requested change. All requests will be processed within two (2) working days of receipt in the Transportation Office.**

School buses are equipped with cameras that record oral communications and visual images. Students and their parents agree that the students' use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all school buses for disciplinary problems as well as safety related concerns. The school buses are the property of Brightbill Transportation, Inc. and students should do their part to help keep the inside of their bus clean and in good condition. The following rules will be enforced:

#### **BUS RULES**

1. Always follow the instructions of your driver.
2. No eating or drinking on the bus.
3. Remain in your assigned seat while the bus is in motion.
4. Drugs, tobacco, 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 head phones or ear buds.
7. Keep hands, head and other items inside the bus at all times.
8. Yellow bus passes are required to change buses or 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 may result in suspension of bus riding privileges. The following procedure will be followed:

1. Drivers submit a written bus conduct report of serious or repeat violations to the principal. Parents may be notified.
2. Serious or repeat violations may result in a limited suspension of bus riding privileges. (An official notice will be sent to the parents.)
3. Serious and/or repeat violations may result in permanent suspension of bus riding privileges for the balance of the school year. (An official notice will be sent to parents.)

#### **BICYCLES/SKATEBOARDS/SCOOTERS**

Students may ride bicycles to school. Students who travel to and from school by bicycle must obey all rules of good safe driving. When arriving on school property, students are required to use the bicycle path provided. Walkers will be using the same path and have the right-of-way. Bicycle riding is not permitted on the bus path. Students are required to park bicycles in the bicycle parking area near the school building. Students must report to homeroom immediately.

**Skateboards are not permitted to be used on school property.** Scooter riders will follow the same guidelines as bicycle riders.

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