

SCHOOL FAMILY HANDBOOK 2014-2015

BLUE BALL ELEMENTARY SCHOOL
126 EWELL ROAD
EAST EARL, PA 17519
(717) 354-1525

Curtis R. McCaskey
Principal

EASTERN LANCASTER COUNTY SCHOOL DISTRICT
NEW HOLLAND, PENNSYLVANIA

Robert Hollister, Ed.D.
Superintendent

EASTERN LANCASTER COUNTY SCHOOL DISTRICT'S MISSION STATEMENT

In partnership with family, business and community, we provide an environment in which all persons are empowered to develop the knowledge, skills and character to be life-long contributors and leaders in a rapidly changing world.

Dear Parents and Guardians:

Your child is beginning a year full of learning experiences at Blue Ball Elementary School. Here at Blue Ball, our talented and dedicated teachers and staff strive to create the best educational experiences possible for your child. As you will see in the ensuing Blue Ball Elementary Vision, Mission, and Belief statements, we firmly believe in the potential of your child and make it our mission to create the environment for your child to succeed.

From time to time, some children may experience difficulties at school. These problems may be in the form of academic, behavior, communication, or social concerns. A support service for such children is available. The Response to Intervention and Instruction (RTII) process is used by a collaborative group of individuals who will develop strategies to help those students experiencing difficulties. For more information on RTII, please contact the school office.

A strong partnership between the school and home is pivotal to providing the best possible education for your child. We encourage you to be involved. There are opportunities to serve on PTO committees and volunteer through many avenues.

We look forward to a year of learning, fun, and success for all students at Blue Ball Elementary School. Feel free to contact the school whenever you have questions.

Curt McCaskey



Blue Ball Elementary, Principal

BLUE BALL ELEMENTARY VISION, MISSION, AND BELIEF STATEMENTS

Our School Vision...

Blue Ball Elementary School will provide an enjoyable rewarding educational experience for each student. We will prepare each student for academic and social success now and in the next year of their academic life.

Our Mission...

- Each Blue Ball Elementary student will grow a minimum of one year academically each school year.
- By teaching and modeling, Blue Ball Elementary teachers and staff will show our students how to be good students, good learners, and good people.
- We will meet the students where they are and work with them to achieve more than we or they may think possible.
- We will cultivate an environment where students will take responsibility for doing their best work.
- We will look for the joy in learning and develop our students' interests.
- We will look for tangible results of learning to evaluate our progress with students.
- We will work collaboratively in the best interests of our students.

We believe that...

- Our students are capable learners.
- Our reason for existence as a school is to educate the minds, hearts, and character of students.
- Our students are educational works in progress.
- Learning can and should be a rewarding experience for our students.
- We are all learners.
- Collectively, working together we can accomplish more with and for our students than we can accomplish individually.
- They are all our students.
- We can be the teachers for our students that we would want our own children to have.
- Parents are our partners in educating their children.

TEACHERS AND STAFF MEMBERS

Ms. Tara Kreider	Kindergarten	Mr. Curtis R. McCaskey	Principal
Mrs. Rebecca Mills	Kindergarten	Mr. James Chernigo	School Counselor
Mrs. Lucy Parkes	Teaching Assistant	Ms. Rebecca Alexander	School Psychologist
		Ms. Kathy Martin	Secretary
Mrs. Alison Eberly	Grade 1	Mrs. Marion Martin	Secretary
Mrs. Brittney Herr	Grade 1	Mrs. Heidi Witmer	Secretary
Mrs. Lindsay Leed	Grade 1		
Ms. Erin McDonough	Grade 1	Mrs. Jacque Hollinger	School Nurse
		Mrs. Beth Bich	Nurse
		<i>TBD</i>	Nurse
Ms. Jenna Bucklew	Grade 2		
Mrs. Libby Echternach	Grade 2	Ms. Jackie Boscaino	Multiple Disabilities Support
Mrs. Erin Hole	Grade 2	Ms. Kayla Gursky	Multiple Disabilities Support
Mrs. Rebecca Whitson	Grade 2	Ms. AJ Johnson	MDS LPN
Ms. Carol Severance	Title 1	Mrs. Sylvia Reece	MDS Assistant
		<i>TBD</i>	MDS Assistant
Ms. Loralie Bowe	Grade 3		
Mrs. Sue Dissinger	Grade 3	Ms. Olivia Witmer	Speech/Language Pathologist
Mrs. Lori Noyes	Grade 3	Mrs. Jen Shipe	Occupational Therapist
Ms. Carol Williams	Grade 3		
Mrs. Beth Welch	Learning Support		
		Mrs. Susan Brown	Librarian
Ms. Kimberly Dietrich	Grade 4	Mrs. Jaclyn Lauffer	Library Assistant
Mr. Adam Geiman	Grade 4	Mrs. Megan Covely	Physical Education
Ms. Courtney Wachter	Grade 4	Mrs. Jessie Huddle	Computer Lab
<i>TDB</i>	Grade 4	Mrs. Carla Buterbaugh	Music
Ms. Carol Myer	Title 1	Mrs. Alice Snader	Art
		Ms. Jen Schoener	Instrumental Music
Ms. Paige Brizek	Grade 5	Mr. Joc Heckman	Instrumental Music
Mr. Michael Lewis	Grade 5		
Mrs. Tara Schultz	Grade 5	Mrs. June Friedly	Cafeteria Manager
<i>TBD</i>	Grade 5	Mrs. Donna Baxter	Cafeteria Staff
Ms. Brittnie Frey	Learning Support	Mrs. Diane Arnold	Cafeteria Staff
		Mrs. Michele Usner	Cafeteria Staff
		Mrs. Lisa Zimmerman	Cafeteria Staff
Mrs. Susan Aldrich	Grade 6		
Mrs. Diane Henssler	Grade 6	Mrs. Kimberly Graham	School Monitor
Mrs. Rosemary Martin	Grade 6	Mrs. Melissa Jones	School Monitor
Mrs. Lauren Witmer	Grade 6	Mrs. Betsy Perry	School Monitor
Mrs. Carrie-Anne Haag	Title 1	Mrs. Becky Roden	School Monitor
		Mrs. Svetlana Rose	School Monitor
Mrs. Kathy Hostutler	Learning Support		
Mrs. Susan Beck	Learning Support Assistant	Mr. Curt Sickmeier	Custodian
Mrs. Lori Good	Learning Support Assistant		
Mrs. Karen Moore	Learning Support Assistant		

ARRIVAL AND DISMISSAL TIME AND PROCEDURES

All entry to Blue Ball Elementary is by way of the main entrance doors. The only exception is the students transported by school buses. Those students will be directed to the primary or intermediate grades entrance doors.

Students may enter the building as early as 8:15 AM. The school day begins promptly at 9:00 AM and runs until 3:30 PM. In order for your student to avoid being considered tardy, he/she must be in the building no later than 9:00 AM. When it is necessary to bring a student to school or pick a student up at school by car, extreme caution should be used on the school property.

Any change to typical dismissal requires a note from a parent or guardian. ***It is very important that you inform the school by 3:15 P.M. if you plan to pick your child up from school - later requests make it difficult to get the message to your child and causes delays in the school dismissal process. Please inform the school by written note or phone call, prior to 3:15 PM if your child will not be using transportation provided by the school on a given day.***

Parents who drive children to school will drop-off and pick-up in the main entrance loop. Vehicle traffic proceeds in a counter clockwise direction around the loop. Students arriving before the 8:45 AM bell that signals it is time to proceed to their classrooms will remain in the school lobby, monitored by a staff member.

If student arrives after 9:00 AM, the parent or guardian is expected to sign-in the student in the school office.

Students eating breakfast at school will enter through main entrance doors then proceed straight to the cafeteria. Breakfast is served to students in the cafeteria from 8:40 – 8:50 A.M.

ATTENDANCE

Good attendance in school is crucial for a child to reach his/her full potential. Each school year has 182 student days, except for Kindergarten students, who attend school for 178 days. We are aware that illness, injury or other emergencies sometimes occur that prohibit students from attending school. Each student's attendance will be recorded daily.

When a student reaches 5 days of absence, a letter will be sent to the parent or guardian informing them of the number of days their child has accumulated up to 10 days. After a student reaches 10 days of absence, a second letter will be sent home explaining the need for a doctor's excuse for each additional absence. Please be informed that a doctor's excuse letter can be sent home at any time if a student is chronically absent. Also, if your child has been hospitalized or has a known illness and/or injury, the school may waive the doctor's excuse order. We believe that each case is unique. The need for a doctor's excuse letter will be determined on an individual basis by the building principal. Students may also be excused early for a doctor or dentist's appointment if the pupil submits a note or appointment card to the office.

EARLY RELEASE POLICY: All children will be released from the office. **The person picking up a child must present a photo ID and sign the child out.** Please remember to send a note to the school office if you plan on having someone other than you pick your child up from school.

For the safety and welfare of our students, if the person picking up a child is not the custodian of the child or on that child's emergency contact list, the school will not release the child without a note to or telephone contact by the school office staff with a custodian of the child. This applies to non-custodial parents as well.

EDUCATIONAL TRAVEL: The School District recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Upon receipt of a prior written request from the parents or guardians of the pupils involved, pupils may be excused from school attendance to participate in educational tours or trips. The determination of each request will be made on the following: prior attendance records, previous requests and frequency of such requests.

An educational travel form should be submitted at least five days prior to the date of departure. Students will be limited to 5 days of educational travel per year. Customarily, any days exceeding the 5 allotted days will be counted as unexcused or illegal absences. However, the building principal will always make the final decision if additional days can be granted. Please remember that a separate form should be signed for each child with the Eastern Lancaster County Schools.

Please note that educational travel days are included in the days absent count and the 5 day and 10 day procedures and letter notifications discussed above.

EXCUSE CARDS: When a pupil is absent for any period of time, he/she is responsible for submitting an excuse card or a hand-written note to the school office. This card/note is to be completed by the parent or guardian of the child and returned to school within three days of the return from the absence. **A written, signed excuse is required.**

Any student failing to produce an excuse will be charged with an illegal absence. Any student accumulating 3 illegal absences will be notified via certified mail from the district office. For certain infectious illnesses or conditions, a physician's excuse must be furnished. Please note that no excuse card is needed if the school nurse sends a child home.

BICYCLE RIDING/WALKING TO SCHOOL

Students are not permitted to walk or ride bicycles to school.

BUS TRANSPORTATION

Safety while children ride to and from school is paramount. Drivers and school officials will work with students to demonstrate appropriate bus behavior at all times. If you have any questions regarding bus routes or other transportation concerns you should contact Mr. Charlie Kantner, Transportation Manager, at 354-1523.

The following bus rules are in place for elementary students:

1. Pupils eligible for bus transportation are given bus assignments by the transportation department. It is a violation for a pupil to ride a bus other than the one to which he/she is assigned or to meet or leave the bus at a stop other than his/her assigned stop.

Request to ride a different bus will be granted only upon written request from the parent and signed administrative approval.

2. BE PROMPT - do not have the bus wait for you at the stop in the morning. The ELANCO Transportation Department requests that riders are at the bus stop approximately 5 minutes prior to pick-up time.
3. Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting for the school bus. When dismissing from the school, students must stay completely behind the red safety line until the driver welcomes them onto the bus.
4. Board the bus only after the bus has stopped and cross the road only when the driver signals for you to do so. Cross the road only in front of the bus - **never behind it.**
5. REMAIN SEATED FACING FRONT WHILE THE BUS IS IN MOTION.
6. Recognize that the bus driver has the same authority on the bus as the teacher in the classroom.

Student AAA Safety Patrol members serve as behavioral coaches. While not having the authority to enforce rules, their job is to remind students about the rules, encourage the children to follow the rules, and report safety concerns to the bus drivers or the principal.

7. Respect school and personal property.
8. DO NOT fight, push or shove others while on the school bus or at the bus stop.
9. Remain seated until the bus has completely stopped before getting off the bus.
10. If the bus does not arrive within one-half hour of the scheduled time at the bus stop, please contact the school at 354-1520.
11. Violation of any of the above regulations poses a potential safety hazard for a busload of children. A student may lose his/her privilege to ride the bus if the regulations are violated. Loss of riding privilege does not mean the child is exempt from attending class. Attendance regulations will be applied to all absences.

CAFETERIA

Hot lunches are available in the school cafeteria. **Meals are \$2.10.** Students may also bring lunch from home. Packers may purchase **milk or water for \$.60.** Breakfast is available in the cafeteria for **\$1.30.**

The lunch system is computerized. Parents may send lunch money, in the form of a check or for any amount with the student, any school day. Checks should be written to "*Eastern Lancaster County School District*". You may also pre-pay meals online by going to www.cafeprepay.com. The students use their library identification number as their pin number to purchase their meals. This system is confidential. Every student uses the system in the same manner regardless of the meal status.

FREE AND REDUCED LUNCH & BREAKFAST: The ELANCO School District has received the Federal Income Eligibility Guidelines for free and reduced-price meals for qualified students. These guidelines

and applications for free and reduced-price meals are available in each school office. Please complete a separate application for each child in your family if they attend a school other than Blue Ball Elementary. All information on lunch application is strictly confidential. Reduced priced breakfasts are \$.30 and lunches are \$.40.

CLOSING OF SCHOOL / DELAYED OPENING

In the event of weather emergencies, school closings, early school dismissals, please follow the instructions given in the school calendar. We will broadcast to all TV and radio stations, as well as put the information on our district website. We urge you to please call the Activities Cancellation line if you are seeking information regarding unexpected district early dismissals and cancelations (athletics, weather-related early dismissals, etc). **Please call 354-1111.**

The possibility exists for the following types of delays: a 1-Hour Delay, a 2-Hour Delay or a 3-Hour Delay. In the event of a 3-Hour Delay, there will be no breakfast or lunch served at school and Kindergarten will be cancelled. Additionally, if weather becomes dangerous throughout a school day, students may be sent home from school early. In the event of an unplanned early dismissal, you will find these announcements on TV and radio stations, and on the Activities Cancellation line 354-3111.

MODIFIED KINDERGARTEN SCHEDULE

Early Dismissals: Kindergarten will alternate their attendance on early dismissal days and will operate on the following schedule:

KDG Section AM or PM	9/17/14	10/3/14	2/4/15	5/28/15	6/3/15	6/4/15
AM	9:00-12:30	OFF	9:00-12:30	OFF	9:00-12:30	OFF
PM	OFF	9:00-12:30	OFF	9:00-12:30	OFF	9:00-12:30

2-Hour Delays: Whenever there is a 2-hour delay of school, Kindergarten classes will be held according to the "Modified Schedule." The announcement on the radio and TV will include this statement, "Kindergarten will be operating on a modified schedule."

**AM CLASS: 11:00-12:45
PM CLASS: 1:45-3:30**

3-Hour Delays: If the district ever utilizes a 3-Hour Delay option – Kindergarten would be cancelled for the school day

DRESS CODE

Appropriate school dress is required at all times. Please ensure that your child is dressed appropriately for the activities that may occur during the school day. The [ELANCO School District Dress Code](#) can be found in the ELANCO District Handbook for your reference. The guidelines explained in this section of the district handbook apply to all schools in the ELANCO district. It is the responsibility of the parent to see that appropriate dress is maintained during the school year.

EMERGENCY PROCEDURE FORMS

Keeping your child’s demographic information and emergency forms up to date is crucial in our care for our students. If you have a change of address, phone number, living situation, or workplace, please be sure to update your child’s school information in the event that we need to contact you quickly. Each family will receive information about the way to update your child’s information online through an individualized family letter.

HEALTH PROCEDURES – STUDENT HEALTH

DENTAL EXAMINATIONS: The Pennsylvania School Code requires dental examinations for children on original entry (K or Grade 1), grades 3 and 7. Family Dental Forms are given to students near the end of the school year, so they can be completed during the summer prior to the grade required by your family dentist. Students who do not return a completed form will be placed on the list for a school exam.

PHYSICAL EXAMINATIONS: Pennsylvania School code states that children on original entry (K or Grade 1), grades 6 and 11 are required to have a physical examination. Your family doctor should do this examination because he/she can best evaluate your child's health. The Private Physician forms are given to students near the end of the school year prior to the required year, so that you have the summer to have the exam done. These forms are to be returned to the School Nurse by the start of the new school year. Students who do not return a completed form will be placed on the list for a school exam.

FIRST AID: First-aid equipment is available at all schools. In case of accidents on the school grounds, children will be given first-aid by the school nurse or a school staff person. If further treatment is necessary, the parents will be notified. If the parents cannot be reached, the school will follow the directions on the student information form, contacting people in the order indicated by the parent on the card.

MANDATED HEALTH SCREENING PROCEDURES:

- Height & Weight: Every child, every year (K-12). Students who are referred should be taken to their family physician.
- Vision: Every child, every year (K-12). Students who are referred should be taken to an optometrist or ophthalmologist.
- Hearing: All children in grades K, 1, 2, 3, 7, 11 and those with known hearing problems in other grades. Students who are referred should be taken to their family physician.
- Scoliosis: All children in grades 6 and 7. Students who are referred should be taken to their family physician.

Screening Referrals: If you receive a notice that your child has failed one of the screenings, promptly take your child to the appropriate practitioner to be checked and return the completed referral notice to the school nurse. Should you have any questions about the referral, please call the school nurse.

MEDICATION: The district recognizes that to insure good health and the best educational conditions, it is sometimes necessary for pupils to receive medication during school hours. The school board policy limits the giving of medications in school to either prescription medicine or over-the-counter medicine necessary to ensuring the student's health. **If medicine must be given during school hours, the following procedure must be followed:**

The medication, in its original container, labeled with a prescription by a pharmacist or a physician, must be accompanied by permission from the parent or guardian and the physician. Any medication which is under the law of controlled substances (such as Ritalin) must be **delivered by the parent** to the school nurse. **Please DO NOT send unlabeled containers to school!** All medications are kept in the nurse's office. Refrigeration is available when required. Students are expected to come to the health room at the appropriate time to take their medicine. Students who need to self-administer medications (such as inhalers) are permitted to do so with the doctor and the school nurse's permission and are required to report each self-administered dose to the school nurse. The taking of medications is a serious health concern. Your cooperation in following the above guidelines to insure your child's health is appreciated.

PUPIL ILLNESS: Any child with a fever of 100°F or a condition that the nurse feels requires attention will be sent home. If your child is feeling ill before school please do not send him/her to school. If your child has a contagious condition or disease such as head lice, impetigo, pink eye or chicken pox, please contact the nurse before returning him/her to school.

When a child returns from an absence because of illness, he or she should be ready to participate in the total school program including recess and physical education. Requests to stay indoors at recess are impossible to honor due to inadequate supervision for the children in the classrooms. However, special

exceptions will be granted to children with **written authorization from a physician**. The school nurse and classroom teacher will consider requests, on an individual basis.

HOMWORK

Our homework policy designates the assignment of some work, which the pupil should do outside of school hours. The assignments are designed to supplement, compliment, and reinforce classroom teaching and should contribute to your child's educational development. Homework assignments will vary according to differences within each grade level.

INSTRUMENTAL MUSIC OPPORTUNITIES

INSTRUMENTAL LESSONS: Instruction is offered for band instruments in grades 4, 5 and 6. This is done on school time and students are excused from regular classroom instruction for instrumental lessons. Advanced students receive (15) fifteen or (20) twenty minute lessons once every five-day cycle. Beginners receive group lessons for a (30) thirty-minute segment, which involves an average of four students at a time. Some students may elect to take lessons outside of school with a private specialist on his/her own instrument. These students may still participate in the band program if the band director has approved them.

Additional music opportunities are available after the school day. Students reaching different levels of music proficiency may choose to participate in Cadet Band, Spartan Band, and Jazz Band. Students playing orchestra instruments may choose to join the Elementary Orchestra. Specific details about these groups can be received from the music teacher, the band director, or the orchestra director.

LETTER DAYS

Special classes (Physical Education, Music, Art, Media/Library, and Computer Lab) are scheduled according to "LETTER" days. The activities will be on the same letter day throughout the school year. Should snow days occur, the letter days will continue, skipping the letter that was missed. Make-up days are noted as such in the ELANCO School Calendar. Should the amount of snow days exceed the number of scheduled vacation days, the remainder of days will be added to the end of the year.

LIBRARY MEDIA CENTER POLICY

Our Blue Ball Elementary Library Media Center is a stimulating learning environment. It promotes lifelong learning through informational and recreational materials and services. It is accessible to ALL students, faculty, staff, parents, and the community at large during the school term. Reference materials may be borrowed overnight. All other materials, such as cassette tapes, book and tape read-alongs, kits, magazines, pamphlet files, books, etc. may be borrowed for one week. Payment is required for missing, lost, and/or damaged materials.

LOST AND FOUND

Children are encouraged to keep track of their own belongings. **Please label all items for easy identification.**

PARENT TEACHER ORGANIZATION [PTO]

Each year the PTO plans various activities for you and your child. These activities are the result of the hard work and dedication of the members of the PTO. How do you become a PTO member? You already are, all parents, guardians, and staff members are automatically a PTO member with full voting rights. As a PTO member, you are invited to volunteer with the various activities we host each year. Additionally, members are invited to attend the meetings each month to see what is being planned for your children as well as input your ideas. We invite you to join our Parent Teacher Organization and share your ideas and thoughts! We will meet in the Blue Ball Elementary Media Center on the following Monday evenings at 7:00 PM:

September 8, 2014
October 6, 2014
November 3, 2014
December 8, 2014
January 5, 2015

February 2, 2015
March 2, 2015
April 13, 2015
May 4, 2015

Free child care is provided during the meeting for the children of those in attendance.

There are many committees within the PTO and so many ways you can be involved! Whatever your interests or talents, we would love to have your help! Whether you are a working mom, stay at home parent, or a dad with crazy hours, we have something you can help with.

The PTO is very excited about the upcoming school year. We appreciate all our volunteers for donating their time and efforts toward making our school a school to be proud of. I encourage you to get involved with the PTO and help make a difference. **Remember all that we do, we do for our children.**

2014-2015 Officers:

Dina Maio	President
Kelci Robbins	Vice President
Cherie Mindy	Secretary
Kendra Babb	Treasurer

PARENT VISITATION

The administration and faculty of the Eastern Lancaster County School District appreciate the fine spirit of cooperation of parents and encourage them to visit the school at any time a need or opportunity arises. In order to make a visit meaningful to all concerned, the following procedure should be followed:

1. Schedule your visit in advance.
2. If you desire a conference with a teacher, counselor, or principal, please make an appointment. Classes will not be interrupted for this purpose.
3. Please report to the main office upon arriving at school. You will need to sign in as a visitor and display a "visitors" badge while you are in the building. **A picture identification is required in the office.**

PERSONAL ITEMS IN SCHOOL

The only time students should bring toys, etc. to school is when their teacher instructs them to do so. Electronic games, radios, cameras, CD players, cell phones, iPods, or other electronic equipment are not to be seen or heard during the school day, unless they are used for instructional purposes approved by the teacher or administrator.

Personal eReader devices (Kindles, Nooks, etc.) are permitted at Blue Ball Elementary School only if a parent or custodian submits in writing to the teacher or administrator that the student is permitted to bring the item to school and acknowledges that the school accepts no responsibility for the loss or damage of the device.

Items that are of great personal value **should be kept at home**. Such belongings are easily lost or damaged at school, presenting a problem for the child and creating a distraction for others.

REPORTING SYSTEM

Our system of reporting pupil progress to parents in grades K-6 consists of one parent-teacher conference in the fall. ***An additional conference may be held at the request of the parent or teacher.*** No letter grades will be assigned in the early years of Kindergarten and 1st grade. We strongly encourage you to attend the scheduled conferences with your child's teacher. You can learn much more about your child by talking with the teacher than from noting grades on a report card. If possible, both parents should be present for the conference.

RESPONSE TO CONDUCT

To ensure an orderly atmosphere conducive to learning, each classroom and common area has a set of rules and procedures to follow. In addition, students are taught the five **Guidelines for Success**:

1. Be Responsible.
2. Always Try.
3. Do Your Best.
4. Cooperate with Others.
5. Treat Everyone with Dignity and Respect.

Character Coupons: Students have the opportunity to earn a Character Coupon by exhibiting positive school behavior. These tickets can be exchanged for prizes and privileges weekly in the Character Counts Store in the school cafeteria.

BLUE PASS/RED PASS SYSTEM: Students at every developmental level make mistakes during the school day. Therefore, at Blue Ball Elementary School, we believe a system needs to be in place that addresses those mistakes appropriately and with the proper level of intervention. We call this system blue pass/red pass.

If a student comes to the office on a blue pass, this means...

The student has done something inappropriate in the classroom setting but just needs a change of environment before he/she returns to class. The student comes to the office with the teacher's blue pass, signs in, sits down quietly and speaks to no one, sits for 10 minutes, and then returns to class with a fresh start. The incident is logged in Power School as a cool down, but an administrator does not see the student.

If a student comes to the office on a red pass, this means...

The student has behaved disrespectfully or has done something deemed as unsafe. If the student is chronically disruptive to the learning environment and blue passes and/or teacher warnings have been exhausted, the teacher may issue a red pass. With a red pass, a student cannot return to class without being seen by an administrator. When a red pass is issued there is typically some form of a natural, logical consequence for the student. In order for students to take full responsibility for their behavior choices, they are expected to call a parent from the principal's office to communicate the incident. *Depending on the incident, the student may not return to the class he/she received the red pass.*

We believe strongly in the effectiveness of this system to not only address student mistakes as they occur but also to help teach students how not to make the same mistakes again.

SAFETY PATROL

Students in grade 6 have the opportunity to be leaders in the school in our Safety Patrol program. These students guide the other students to the buses safely at the end of the school day. Safety Patrol members are trained by AAA and must set the example of good bus behavior while riding the bus to and from school.

SAFETY and Emergency Planning

The safety and security of the Blue Ball Elementary School Community is paramount. We practice regular safety drills throughout the school year to ensure that we are prepared in the event of an emergency. In order to volunteer in our schools, it is required that we have a completed **Volunteer Certification** form on file in the office. This form must be updated each school year. Please carry picture identification with you in the school at all times. These must be updated each school year.

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EAST EARL, PA 17519
(717) 354-1525

Please review the contents of this handbook with your child/children, sign below, and then return this page to school.

I have read and understand the contents of the Blue Ball Elementary School Student Handbook and I have reviewed its contents with my child/children.

Student(s) Signature Grade/Teacher

Date

Parent(s)/Guardian(s) Signature

Date