

SCHOOL HANDBOOK 2018-2019

FOR

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

HEATHER SCHRANTZ
PRINCIPAL

RACHEL BRUNO
ASSISTANT 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 Blue Ball Elementary School Families:

As your child begins this school year as a learner at Blue Ball Elementary School, it is the intention of all staff in your child's school that the opportunities be diverse, meaningful and continue to spark the desire for lifelong learning. We are dedicated in our service to your children, family and community.

Growth, whether it be academically, socially or emotionally is a lifelong process which begins in your homes and continues in our school. For true growth to take place, challenges will present themselves. It is our goal to support all learners in this process. We have a multi-tiered system of supports to support all students who demonstrate need. This process (MTSS) allows professionals throughout our district to work collaboratively to align instructional strategies with student need.

It is only through the relationships between school, home and community that children can be best served. We invite you to be a part of the school community so that your child receive the highest quality educations. Opportunities will present themselves through volunteering in classrooms, being a part of the PTO, and attending the numerous school events which take place throughout the school year. Most importantly, please contact us with any questions or concerns.

The future is full of opportunity and we look forward to all that the upcoming school year has to offer.

Heather Schrantz
BBES Principal

BLUE BALL ELEMENTARY TEACHERS AND STAFF MEMBERS 2018-2019

| | | | |
|---------------------------------|--------------|-----------------------------|-------------------------------|
| Mrs. Tara Kreider | Kindergarten | Mrs. Jackie Pearson | Multiple Disabilities Support |
| Miss Megan Pinkerton | Kindergarten | Mrs. Kayla Heiser | Multiple Disabilities Support |
| <u>Support Personnel</u> | | | |
| Mrs. Amber McCabe | Grade 1 | Mrs. Abbey Joseph | Speech/Language Pathologist |
| Mrs. Melissa Bliss | Grade 1 | Mrs. Rebecca Martin | School Psychologist |
| Mrs. Lauren Sweitzer | Grade 1 | Mrs. Cherie Lenahan | Gifted Support Teacher |
| Mrs. Kelly Williams | Grade 1 | Mr. Jeff Ehly | NHES Tech Support |
| Mrs. Susan Aldrich | Grade 2 | Mr. James Chernigo | School Counselor |
| Ms. Katie Gentile | Grade 2 | Ms. Brittne Frey | Learning Support Teacher |
| Mrs. Kelly Thomas | Grade 2 | Mrs. Amanda Laird | Learning Support Teacher |
| Mrs. Dawn Mergenthaler | Grade 3 | Ms. Rachael Kostecki | Learning Support Teacher |
| Mrs. Lori Noyes | Grade 3 | Mrs. Carol Severance | Title 1 |
| Mrs. Laurette O'Donnell | Grade 3 | <u>Specialists</u> | |
| Mrs. Paige Opdyke | Grade 3 | Mrs. Meg Covely | Physical Education |
| Mrs. Megan Cernuto | Grade 4 | Ms. Leah Tenenbaum | Librarian |
| Mrs. Beth Carl | Grade 4 | Mr. Joc Heckman | Instrumental Music |
| Mrs. Rebecca Whitson | Grade 4 | Mrs. Lisa Zimmerman | Music |
| Mrs. Carol Williams | Grade 4 | Mrs. Alice Snader | Art |
| Mrs. Sue Dissinger | Grade 5 | Mrs. Jen Schoener | Instrumental Music |
| Mrs. Tara Groff | Grade 5 | Mrs. Jaelyn Lauffer | Library Assistant |
| Mrs. Melissa Martin | Grade 5 | Mr. Jason Karcheski | STEM |
| Mrs. Tara Schultz | Grade 5 | <u>In the Office</u> | |
| Mr. Mike Lewis | Grade 6 | Mrs. Stacey Walter | Cafeteria Manager |
| Mrs. Kamber Real | Grade 6 | Mrs. Heather Simes | Custodian |
| Ms. Courtney Wachter | Grade 6 | Mrs. Mave Beebe | Nurse |
| Ms. Megan Szkolnicki | Grade 6 | Mrs. Rochelle Keller | Nurse Assistant |
| | | Mrs. Kathy Martin | School Secretary |
| | | Mrs. Cherie Mindy | School Secretary |
| | | Mrs. Heidi Witmer | School Secretary |
| | | Mrs. Heather Schrantz | Principal |
| | | Mrs. Rachel Bruno | Assistant Principal |

ARRIVAL AND DISMISSAL TIME AND PROCEDURES

Learners may enter the building at 8:50 A.M. The school day begins promptly at 9:00 A.M. and runs until 3:30 P.M. In order for your child to avoid being considered tardy, he/she must be in the building no later than 9:00 A.M. When it is necessary to bring a learner to school or pick your child 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 - any later makes 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 P.M, 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. Learners eating breakfast will enter through the main entrance. Learners may enter at 8:45 a.m. for breakfast.

ATTENDANCE

Good attendance in school is crucial for a child to reach his/her full potential. Each school year has 182 school days, except for Kindergarten learners, who attend school for 178 days. We are aware that illness, injury or other emergencies sometimes occur that prohibit learners from attending school. Each learner's attendance will be recorded daily. ***When a learner reaches 5 days of absence,***

a letter will be sent to the parents or guardians informing them of the number of days their child has accumulated up to 10 days. After a learner 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 child 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. Learners may also be excused early for a doctor or dentist's appointment if the child submits a note or appointment card to the office.

EARLY RELEASE POLICY: All children will be released from the school office. The person picking up a child will need to sign the child out and present a photo ID. 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. Non-custodial parents also need a note and ID.

EDUCATIONAL TRAVEL: The School District recognizes that, from time to time, learners 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 child(ren) involved, learners 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 two days prior to the date of departure. Learners will be limited to **5 days of educational travel per school 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 an additional day can be granted. Please remember that a separate form should be signed for each child with the Eastern Lancaster County Schools.

EXCUSE CARDS: When a learner 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 school days** of the absence. **A written, signed excuse is required.** Any learner failing to produce an excuse will be charged with an illegal absence. **Any learner accumulating 3 illegal absences will be notified by mail from the school office and the family will be contacted to collaborate with the school in a SAIC [School Attendance Improvement Conference].** 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

Learners 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 learners to demonstrate appropriate bus behavior at all times. If you have any questions regarding bus routes or other transportation concerns you should contact Mr. Neal Walsh, Transportation Coordinator, at (717)354-1523.

The following bus rules are in place for elementary learners:

1. All Blue Ball learners are eligible for bus transportation and are given bus assignments by the transportation department. It is a violation for a child 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.
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, learners must stay completely behind the red safety line on the sidewalk 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 AND 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.
7. Respect school and personal property.
8. DO NOT fight, push, kick or shove others while on the school bus.
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, but be sure that your child is at the bus stop approximately 5 minutes before the scheduled pick up time.
11. Violation of any of the above regulations poses a potential safety hazard for a busload of children. A learner may temporarily lose his 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

Lunches are available in the school cafeteria. *Meals are \$2.45.* Learners may also bring lunch from home. Packers may purchase **milk or water for \$.65.** **Breakfast** is available in the cafeteria for **\$1.60.**

The lunch system is computerized. Parents may send lunch money, in the form of a check or for any amount with the child, any school day. Lunch checks should be written to **“Blue Ball Elementary School”**. You may also pre-pay meals online by going to www.cafeprepay.com. The learners use their library identification number as their pin number to purchase their meals. This system is confidential. Every learner 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 learners. These guidelines and applications for free and reduced-priced 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 New Holland 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 cancellations (athletics, weather-related early dismissals, etc). **Please call (717)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 canceled. Additionally, if weather becomes dangerous throughout a school day, children 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 and website.

MODIFIED KINDERGARTEN SCHEDULE

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

| KDG Section | 9/19/18 | 10/5/18 | 12/12/18 | 1/17/19 | 2/14/19 | 5/24/19 | 6/5/19 | 6/6/19 |
|-------------|------------|------------|------------|------------|------------|------------|------------|------------|
| AM | 9:00-12:30 | OFF | 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 | 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 canceled for the school day

DRESS CODE

Appropriate school dress is required at all times. Our school is air-conditioned and comfortable. 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 website 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 learners. 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. Please see:

<http://update.elanco.org> This site is used to review/sign off on school/district policies/handbooks and conduct an annual review of child demographic information.

AND

<http://expressupdate.elanco.org> This site will not be open until 10/1/2018. It is used to make child demographic changes only after information in the update site has been reviewed for the current year. If you have not reviewed policies for the current school year, you must use the update website.

Each family will receive website credentials and other information about how to update your child's information online through a personalized letter.

HEALTH PROCEDURES – The HEALTH of our LEARNERS

Certified School Nurses and Staff Nurses provide professional nursing care to students. The ultimate goal of their practice is to enhance and support a child's success in the learning process.

DENTAL EXAMINATIONS: Pennsylvania School Code requires dental examinations upon initial entry [K] and in grades 3 and 7. Family Dental forms are given to learners near the end of the school year preceding the year in which they need the exam, so they can be completed during the summer and returned to the School Nurse on the first day of school. Learners who do not return a completed form will be placed on the list for a school exam by the school dentist.

PHYSICAL EXAMINATIONS: Pennsylvania School Code requires physical examinations upon initial entry [K] and in grades 6 and 11. Examination forms are given to learners near the end of the school year preceding the year in which they need the exam, so they can be completed during the summer and returned to the School Nurse on the first day of school. Your family doctor should complete the examination because he/she can best evaluate your child's health. Learners who do not return a completed form will be placed on the list for a school exam by the school physician.

IMMUNIZATIONS: All children must have the required vaccines as defined by the PA Department of Health or risk exclusion from school. Contact your School Nurse if you are unsure of your child's immunization status.

MANDATED HEALTH SCREENING PROCEDURES:

- Height & Weight: Every child, every year (K-12). Referred learners should be evaluated by their family physician.
- Vision: Every child, every year (K-12). Referred learners should be seen by an optometrist or ophthalmologist.
- Hearing: All children in grades (K, 1, 2, 3, 7, 11), children in special education classes and all learners with a known hearing loss. Referred children should be seen by the family physician.
- Scoliosis: All children in grades 6 and 7. Referred learners should be seen by the family physician.

Screening Referrals: If you receive a notice that your child has failed a 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 learners 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 ensure the children's health. **If medicine must be given during school hours, the following procedure must be followed:**

- Medication should be ordered to be given to a child at school ONLY WHEN ABSOLUTELY NECESSARY. Whenever possible, the parent/guardian and Licensed Health Care Provider are urged to design a schedule for giving medication outside of school hours. If this is not possible, designated school personnel will administer the medication.
- Prescription medication must be accompanied by a completed medication consent form signed by the physician and parent/guardian. The medication must be furnished in the original container, labeled with the name of the medication, the amount to be taken, frequency of administration, the name of the physician, and the name of the child. Any medication which comes under the law of controlled substances (such as Ritalin) must be **delivered by the parent** to the school nurse.
- Over the counter medication, including cough drops, is to be furnished in the original container with the label, directions and expiration date clearly legible and must be accompanied by a medication consent form signed by the parent/guardian. If the child requires the medication for longer than 5 days, the physician will need to sign the form also.
- All medications are kept in the nurse's office. Refrigeration is available when required.
- Learners are expected to come to the health room at the appropriate time to take their medicine. Learners 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.
- Unused medication should be collected from the school. Any uncollected medicine will be destroyed at the end of the school year or at the end of the prescribed duration of administration, whichever is sooner.

The taking of medications is a serious health concern, and your cooperation in following the above guidelines to ensure your child's health is appreciated.

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's online emergency information, contacting people in the order indicated by the parent.

ILLNESS: Any learner 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, strep throat or chicken pox, please contact the nurse before the child returns to school. **Health Room 717-354-1525 extension 8138.**

When a learner 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.

HOMEWORK

Our homework policy designates the assignment of some work, which the learner should do outside of school hours. The assignments are designed to supplement, complement, 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 given on band instruments in grades 4, 5 and 6. This is done on school time, and learners are excused from regular classroom instruction for instrumental lessons. Advanced learners 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 learners at a time. Some learners may elect to take lessons outside of school with a private specialist on his/her own instrument. These learners may still participate in the band program if the band director has approved them.

Additional music opportunities are available after the school day. Learners reaching different levels of music proficiency may choose to participate in Cadet Band, Spartan Band, and Jazz Band. Learners 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 or CYCLE DAYS

Special classes such as Physical Education, Music, Art and Media/Library and STEM are scheduled according to “LETTER” days. The activities will be on the same letter day throughout the school year.

LIBRARY MEDIA CENTER POLICY

Our Blue Ball Library Media Center is a stimulating learning environment. It promotes lifelong learning through informational and recreational materials and services. It is accessible to ALL learners, 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 able to happen because of the hard work 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. I invite you to join our Parent Teacher Organization and share your ideas and thoughts!

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 join the PTO and help make a difference. **Remember all that we do, we do for our children.** If you have any questions please feel free to send us an e-mail at blueball.pto@gmail.com or stop in to a PTO meeting.

2018-2019 BBES PTO Officers:

| | |
|-----------------------|---------------------|
| President | Nikki Shirk |
| Vice President | Dorothy Theodosatos |
| Treasurer | Tracey Finnegan |
| Secretary | Janna Pinkas |

HELPING HANDS: Helping Hands is a Volunteer Program providing extra hands, eyes and ears to help teachers and learners. Volunteers lighten non-teaching loads for teachers giving them more time for individual learners. Some of our projects are: stapling booklets, copying and listening to learners read etc. We would like to encourage all parents to become a part of our Helping Hands Team.

PERSONAL ITEMS IN SCHOOL

The only time learners should bring toys, etc. to school is when their teacher instructs them to do so. Electronic games, radios, cameras, CD players, cell phones, e-readers, smart watches, 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/administrator. 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 learner progress to parents in grades K-6 consists of one parent-teacher conference in the fall. *An additional conference may be held in the spring at the request of the teacher and/or parent.* 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's learning, by talking with the teacher than from noting grades on a progress report. If possible, both parents should be present for the conference.

Conference dates for the 18-19 school year are: 11/8/18– 1:00-8:00 PM and 11/9/18 – 8:00 AM-3:00 PM.

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, learners are taught the following “**High Five Guidelines for Success:**”

- Be responsible.
- Always try.
- Do your best.
- Cooperate with others.
- Treat everyone with dignity and respect.

High Five Tickets: Learners have the opportunity to earn High Five Tickets by exhibiting positive school behavior. Learners have the opportunity to use these tickets on a weekly basis in the school store.

BLUE PASS/RED PASS SYSTEM: Children 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. This system will only be implemented in **grades 3, 4, 5 and 6.**

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

The learner has done something inappropriate in the classroom setting and needs a brief change of environment before he/she returns to class. The learner comes to the office with the teacher's blue pass, signs in, sits down quietly and speaks to no one 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 learner.

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

The learner has behaved disrespectfully or has done something deemed as unsafe. If the child 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 learner 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 learner. In order for learners 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 circumstances and timing of the incident, the learner may not immediately return to the class he/she was red passed from.*

We believe strongly in the effectiveness of this system to not only address a child's mistake as it occurs, but also to help teach the learner how to avoid making the same mistake again.

SAFETY PATROL

Learners in grade 6 have the opportunity to be leaders in the school in our Safety Patrol program. These learners guide the other children 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, CLEARANCES and Emergency Planning****

The safety and security of the Blue Ball 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 by law, that Clearances are completed. Once done, a database of “authorized” volunteers will be kept in the school office. Please go to www.Elanco.org for the directions, requirements and documents which must be filed with the district.**

Visits to School

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, please make an appointment. Classes are not able to 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 “guest” badge while you are in the building. **A picture identification is required in the office.**

Please review the contents of this handbook with your child/children and sign below. Your child’s classroom teacher will check for signatures.

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.

Learner(s) Signature

Homeroom

Parent(s)/Guardian(s) Signature

Date