



**EASTERN LANCASTER COUNTY
SCHOOL DISTRICT**
**Blue Ball, Brecknock, and New Holland
Elementary Schools**

“EMPOWERING LEARNERS AS GLOBAL THINKERS AND PRODUCERS”

2019-2020 FAMILY HANDBOOK

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 Elementary Families:

We welcome you to another year full of learning experiences in our elementary schools. We are looking forward to a productive partnership with you to ensure our learners can achieve their highest potential. We recognize that in order to be successful in school, our learners need support from both home and school. We are dedicated in our service to your children, families, and community.

Growth, whether it be academically, socially, or emotionally is a lifelong process which begins in your homes and continues in our schools. 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 learners who demonstrate need. This process (MTSS) allows professionals throughout our district to work collaboratively to align instructional strategies with learner need.

A strong partnership between the school and home is pivotal in providing the best possible education for your child. We encourage you to get involved. There are opportunities to serve on PTO committees and volunteer in your child’s school. Attending school events is another way of showing interest in your child’s education.

We truly believe that communication is the key to a successful educational experience. Education is a partnership between the school, learners, parents/guardians, and community. All learners are more successful when we work as a team to achieve educational goals. We look forward to a year of learning, fun and success for all learners at Blue Ball, Brecknock, and New Holland Elementary Schools.

Kimberly Andersen, Heather Schrantz, and Jeffrey Starr
ELANCO Elementary School Principals

ARRIVAL AND DISMISSAL PROCEDURES

Learners may enter the building at 8:50 AM. The school day begins promptly at 9:00 AM and runs until 3:30 PM. When it is necessary to bring a learner to school or pick up from school, please use extreme caution while driving on school property during school hours. Any learner arriving late for school must check in at the office before reporting to their classroom. PM Kindergarten learners should not arrive before 12:40 PM. If a child is to be picked up by a parent at the end of the school day, the office **must** be notified. If written or verbal notification has not been made, the learner **WILL** be sent home on their school bus. This notification must occur **no later than 3:00 PM**. We cannot promise proper notification to the child, teacher, etc. after that time due to increased office calls near the end of the school day.

No vehicles will be allowed to enter the bus areas of the school between 8:30-9:15 AM or between 3:10-3:40 PM. If you are bringing your child to school or picking up your child from school, please non-bus parking areas. No children will be dismissed to parents in cars through the front office lobby at the regular school dismissal time.

ATTENDANCE

Good attendance in school is crucial for a child to reach his 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 your child returns after an absence, please return the excuse card or a note stating the reason for the absence within 3 school days.**

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. 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 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. If early dismissal occurs **before 2:00 PM**, the learner will be charged with a $\frac{1}{2}$ -day absence. An excuse card will be required.

EDUCATIONAL TRAVEL:

The School District recognizes that from time to time, learners may have the opportunity to participate in preplanned trips and educational experiences during the regular school year. *Upon receipt of prior written request from the parents or guardian of the pupils involved, pupils may be excused from school attendance to participate in educational tours or trips, when the Superintendent or designee evaluates such trip.* The determination of each request will be made on the following: prior attendance records, previous requests, frequency of such requests, and the educational value of the requested experience.

An Educational Travel Form should be submitted to the office 2 days prior to the date of departure. It is to be understood by each learner and parent that class work missed during the period of absence will be made up. Learners will generally be limited to five (5) days of education travel. A separate form should be signed for each learner within the Eastern Lancaster County Schools. Please also note that travel days will not be approved during PSSA testing windows.

It is the school's desire to work closely with parents concerning regular school attendance. Please feel free to contact the office if you have any questions concerning this policy.

BICYCLE RIDING

NO BICYCLE RIDING privileges will be extended to learners. Increased traffic flow on area roads has raised serious questions regarding learner safety.

BUS TRANSPORTATION

Safety, while children ride to and from school, is paramount. Drivers and school officials will always work with learners to demonstrate appropriate bus behavior. No parent or guardian may board the bus without prior approval. If you have any questions regarding bus routes or other transportation concerns, you should contact the Transportation Department at 354-1523.

The following bus rules are in place for elementary learners:

1. Treat others as you would like to be treated.
2. Respect the personal and property rights of others.
3. Take responsibility for your actions
4. Use your manners. Be polite!
5. Use a respectful tone of voice.
6. Be safe.

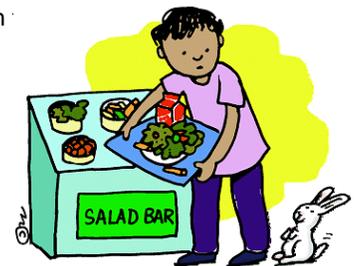
CAFETERIA

Lunch prices for the 2019-2020 school year:

Elementary Breakfast	\$ 1.60
Elementary Lunch	\$ 2.45
Milk	\$ 0.65

Breakfast is eaten in the classroom. Learners will pick up their food in the cafeteria and then it to the classroom to enjoy prior to starting their school day.

Learner lunches are balanced according to state and federal regulations. The school is required to serve a complete lunch to all pupils, and we encourage them to eat what is provided. Menus are sent home so the children may bring lunch when they do not care for major portions of meals. Please help us to develop good eating habits and avoid waste. Check the menu before having your child buy lunch. Please note that children have a choice of five entrees. **Stress with your children that they must eat the entree they chose that morning.**



The cafeteria system is computerized and confidential. Parents may send breakfast/lunch/milk money, in the form of a check or cash for any amount with the learners any school day. Checks should be written to "Your child's Elementary School". You may also pre-pay meals online by going to www.schoolcafe.com. Every learner uses the system in the same manner regardless of the meal status.

Free or reduced lunch application should be completed online. If you do not have Internet access, a paper form may be obtained in the office.

CLOSING OF SCHOOL/DELAY OF SCHOOL

In cases of school closing due to snow or other unforeseeable circumstances, information will be broadcast on TV and radio stations, as well as put the information on our district website.

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, learners 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 district website.

Each school has the option for you to receive text messages regarding school delays and closures, as well as information about other school events. Contact your child's school office for further information.

Modified Kindergarten Schedule

Either AM or PM will be in session on these days, not both. All kindergarten parents received this information over the summer months. There is no ELK on early dismissal days.

October 4, 2019	AM Session	9:00 AM-12:30 PM
November 13, 2019	PM Session	9:00 AM-12:30 PM
January 30, 2020	AM Session	9:00 AM-12:30 PM
February 13, 2020	PM Session	9:00 AM-12:30 PM
March 18, 2020	AM Session	9:00 AM-12:30 PM
May 22, 2020	PM Session	9:00 AM-12:30 PM
*June 3, 2020	AM Session	9:00 AM-12:30 PM
*June 4, 2020	PM Session	9:00 AM-12:30 PM

*Tentative early dismissal days at the end of the year, dependent on the amount of snow days needed and the official last day of school

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 AM-12:45 PM

PM Class: 1:45 PM -3:30 PM

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

COMMUNICATION

Communication between home and school is essential to learner success. We appreciate the partnership of our parents and school community members and look forward to the opportunity to work together to best serve your children. Parents are encouraged to *contact classroom teachers directly* with concerns, questions, or when issues arise. Classroom teachers are the most knowledgeable resources regarding classroom incidences and information regarding the learning in the classroom.

DRESS AND APPEARANCE

At our elementary schools, we believe that learner dress and appearance is a **shared responsibility between home and school**. We value individuality, good grooming, and personal modesty. Common guidelines of appropriate dress to follow include:

1. Shoes must be worn at all times. Footwear must be safe and conducive for emergency egress. For example, learners need to be able to walk quickly or run in their footwear if needed.
2. The torso must be covered, and see-through materials do not count as “covering” garments.
3. Undergarments must not be visible.
4. Strapped shirts and tops must have at least a 1-inch strap on both shoulders.

Examples of inappropriate attire include:

1. Articles of clothing, jewelry, or accessories with inappropriate symbols, pictures, or words, including but not limited to symbols of hate or violence, drugs or drug paraphernalia, sexually suggestive language, etc.
2. Rivets, buckles, spikes, jewelry, or other exposed items (i.e. long chains) capable of causing harm to people or property.
3. Headwear such as hats, caps, berets, hoods, or bandanas.
4. Apparel that advertises, promotes, or displays illegal or age inappropriate substances (i.e. alcohol, drugs, etc.) and/or activities.

In the event the administration determines a learner’s dress is inappropriate for school and/or a disruption to the learning environment, in accordance with this policy, the administration will require the learner to change their clothing. Learners who repeatedly violate the dress and appearance code may receive progressive disciplinary consequences.

EMERGENCY INFORMATION: INFORMATION UPDATE PORTAL

Please keep your child’s information current. The District has made this easy for you with the **Information Update Portal** (<http://update.elanco.org>). The Information Update Portal is a convenient and easy way to keep your demographic information current. This portal allows you to see the information kept in PowerSchool and make whatever changes are necessary. If any phone numbers or addresses change, please update it promptly. Please include any cell phone numbers as well! **If you have any questions or concerns about your demographic information or issues navigating the portal, please contact the school office.**

FIELD TRIPS

Field trips are specifically designed and planned by classroom teachers. They are undertaken in connection with courses of instruction and school-related activities. They are designed to provide enrichment experiences to:

- Provide information not readily obtained by other means.
- Motivate pupils toward higher achievement
- Raise pupils’ aspiration levels
- Foster interaction between and among groups of learners
- Broaden children’s interests
- Stimulate intellectual curiosity

TIME AND LOCATION

Classroom teachers will determine the dates, times, and locations for field trips, taking into consideration curriculum connections, and available resources for taking the field trip.

BEHAVIOR

Learner behavior is reviewed on a regular basis. If a learner's behavior is a concern for attending a field trip, a parent meeting will be set-up prior to the field trip to discuss the concerns and how it will be addressed. Learner safety is a top priority especially while learners are outside the normal school grounds.

PARENT ASSISTANCE

Teachers will select parents to assist on field trips when they perceive a need for assistance, when seating on the bus is available, and when monies allow. By district policy, accompanying adults must have their volunteer clearances to chaperone on a field trip. To comply with the transportation code, **ALL PARTICIPANTS MUST USE DISTRICT VEHICLES FOR TRANSPORT. We CANNOT honor requests for parents, families and others to follow school buses and then to meet at some designated point.** Such requests lead to delays, and missing individuals, adversely affecting the quality of the field trip and safety for the learners.

EXPENSES

Our PTO provides financial resources for the majority of the field trips. On some occasions parent-chaperones may be asked to provide the admittance fee for their part of the trip.

HEALTH SERVICES

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

FIRST AID

First-aid is provided at all schools. In case of an accident on the school grounds, children will be given first aid by the school nurse or a faculty member. If further treatment is necessary, parents will be notified. If the parents cannot be reached, the school will follow the emergency procedure card.

MEDICATION

It is sometimes necessary for pupils to receive medication during school hours. **State regulations limit the dispensing of medications in school to either prescription medications or medicines provided by a physician.**

If medicine must be given during school hours, the following procedure must be followed:

An adult must deliver the medication to the school nurse **IN THE CONTAINER WITH THE PRESCRIPTION LABELED BY THE PHARMACIST OR PHYSICIAN.** The label is to include the child's name, name of medication, amount to be given, when it should be given, and the name of the physician prescribing the medication. Please **DO NOT** send unlabeled containers to school! (For prescriptions you could ask the pharmacist for two containers - one for home and one for school.)



All medications will be stored in the nurse's office along with the permission slip signed by the parent and the physician. Refrigeration is available when required.

Learners are expected to come to the health room at the appropriate time to take their medicine. The taking of medications or drugs is a serious health concern and your cooperation in following the above guidelines to ensure your child's health would be greatly appreciated.

ILLNESS

Any child with a fever of 100 degrees F or higher, or any condition which 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 the child to school.

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 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.

DENTAL EXAMINATIONS

The Pennsylvania School Code requires dental examinations for children on initial entry (Kindergarten or Grade 1), as well as 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 that they can be completed by your family dentist and returned to the School Nurse by the first day of school. The dental exam must be completed in the year prior to the start of the current school year.

PHYSICAL EXAMINATIONS

Pennsylvania School Code states that children on initial entry (Kindergarten or Grade 1), grade 6, and grade 11 are required to have a physical examination. This examination should be performed by your family doctor since he can best evaluate your child's health. The Private Physician forms are given to learners the year before the required year so that you may have the summer to have the exam completed. These forms are to be returned to the School Nurse by the first day of school. The Physical Exam must be completed within the year prior to the start of the current school year.

SCREENING PROCEDURES

Vision	Far and near vision for every child, every year, K-12
Hearing	All children, grades K, 1, 2, 3, 7, 11 and those with known hearing problems in other grades
Scoliosis	All children, grades 6 and 7
Height and Weight	Every child, every year, K-12

Screening referrals - If you receive a notice that your child failed one of these above tests, please take him/her promptly to be checked and return the completed referral notice to the school nurse. Should you have questions about the referral, please contact or call the school nurse.

HOMEWORK

Homework helps develop responsibility, self-discipline, and lifelong learning habits. Homework should provide learners the opportunity to apply information they have learned through relevant, challenging, and meaningful homework. Homework assignments will vary according to differences within each grade level. If a learner is consistently spending an excessive amount of time on homework, the parent should communicate this to the classroom teacher.

INSTRUMENTAL MUSIC OPPORTUNITIES

INSTRUMENTAL LESSONS: Instruction is given on band and orchestra instruments in grades 4, 5, and 6. This is done on school time, and learners are excused from regular classroom instruction for instrumental lessons. Lessons are held twice during our 10-day cycle. 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.

NUMBER DAYS

Special classes, such as Art, Makerspace, Media/Library, Music, Physical Education, and STEM are scheduled according to "NUMBER" days (Days 1-10). The special classes will be on the same number day throughout the school year.

LIBRARY MEDIA CENTER

Our elementary school media centers are stimulating learning environments. They promote lifelong learning through informational and recreational materials and services. They are accessible to ALL learners, faculty, staff, parents, and the community at large. Reference materials may be borrowed overnight. All other materials may be borrowed for one week. Payment is required for missing, lost, and/or damaged materials.

OFFICE INFORMATION

CHANGE OF ADDRESS & TELEPHONE NUMBER

Please inform the office and update your information in the learner information portal if you have a change and/or additions of address or phone number (cell phone numbers are also helpful) after the first day of school in order to help with mailings and in case of emergency.

LOST AND FOUND

Pupils finding articles of clothing, lunch boxes, money, tokens, jewelry or purses should take them to the classroom teacher or the school office. We strongly urge parents to check the Lost and Found items whenever you visit the school. Items are on display during parent conference weeks and some PTO functions. Many times learners are not aware that they lost some article of clothing, so parent support helps. It will be helpful if you put your child's name on all book bags, jackets and other articles of clothing. **Note: All remaining lost and found items are donated to Goodwill at the end of school.**

PARENT VISITATION OR CONFERENCE

The administration and staff in our elementary schools appreciate the fine spirit and cooperation of parents and encourage them to visit the school at any time the need or opportunity arises. In order to make a visit profitable to all concerned, the following procedure should be followed:

1. When possible, schedule your visit in advance. A phone call to the school office is all that is necessary.
2. If you desire a conference with a teacher, make an appointment through the office. Classes **CANNOT** be interrupted for this purpose.
3. Office doors will be locked at all times. For entrance into the office you must ring the buzzer.
4. Please report to the office when you enter the building.
5. **ALL school visitors will be asked to show ID and receive a visitor pass to enter the school building.**

LEARNER INSURANCE

The ELANCO School District offers a group medical plan to all learners for a very reasonable rate. All parents are urged to take advantage of the good coverage and low rates when materials are sent home at the beginning of the school year. However, coverage is available throughout the school year.

TELEPHONE - LEARNER USE FOR EMERGENCY SITUATIONS

The school telephone is to be used by pupils in **emergency situations** only. Messages will be carried to pupils on the same basis. Children will **not** be allowed to use the phone to call home for minor problems or transportation arrangements that could be made in advance. The phone is usually very busy, so please plan ahead.

PARENT/TEACHER CONFERENCES SCHEDULE

November 7, 2019

No School for learners; Conferences held 12:45-7 PM

November 8, 2019

No School for learners; Conferences held 9 AM – 3:30 PM

Please do not wait until conference time to address issues/concerns! Help keep the home-school lines of communication open! We encourage parents to call, email, and write notes to teachers/office staff when questions and concerns arise.

PARENT TEACHER ORGANIZATION (PTO)

Each year our school PTO's plan various activities for you and your child. These activities can happen because of the hard-working members of the PTO. How do you become a PTO member? You already are, all parents, guardians, and staff members are automatically PTO members. You are invited to attend the month meetings to see what is being planned for your child as well as input your ideas. 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!

WE WELCOME VOLUNTEERS!

We welcome parent and adult family volunteers in our school and appreciate your time! Volunteers work at the request of the faculty and administration; performing a variety of jobs at school such as writing activities, tutor aids, listening to children read, chaperones, demonstrating hobbies or vocational skills, etc. Volunteers may also help in non-instructional services such as typing, making copies for teachers, designing bulletin board displays, correcting papers, etc. Volunteers work in the school or at home at their convenience, anywhere from several hours a week to once a month, or helping with special projects.



*****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. (In effect on July 1, 2015)*****

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, 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.

If a learner rides a bus, **and his/her driver permits the use** of iPods, mP3 players, card games, or electronic games, he/she may use those devices on the school bus. These items should be secured in backpacks before entering the building and should remain in backpacks during the school day. Learners may not use personal iPods/mP3s/games throughout the school day, unless specifically approved by the teacher and/or administration for use in an educational endeavor. School personnel may place a learner's electronic device in a safe place at any time if the learner fails to follow guidelines and it becomes disruptive to the learning environment. It may be held in the office until a parent comes to school to retrieve it. Some learners have Kindles, iPads, or similar devices used for reading literature. With parent and teacher permission, at the discretion of the building administrator, a learner may bring his/her personal e-reader device for use during independent reading time (or other educational use as approved by the teacher and administration). The district is not responsible for theft or damage to the device if the learner chooses to bring it to school and use in the classroom. It is to be used only by the learner to whom it belongs.

****The school district is not responsible for the loss/damage to any personal item the learner brings on the bus or to school.****

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.

BLUE PASS/RED PASS SYSTEM:

Learners at every developmental level make mistakes during the school day. Therefore, at our elementary schools, 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 receives a blue pass, this means...

The learner has done something inappropriate in the classroom setting but just time to collect themselves before rejoining the class. The learner goes to the “cool down zone”, signs in, sits down quietly and speaks to no one, sits for 10 minutes, and then rejoins the class with a fresh start. The incident is logged 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 learner 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 incident, the learner may not return to the class he/she was red passed out of.*

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

SAFETY PATROL

Learners in grade 6 have the opportunity to be leaders in the school in our Safety Patrol program. These learners set the example for safety on the school buses and in the common areas before and after school. Safety Patrol members are trained by AAA and must set the example of good behavior in school and while riding the bus to and from school.

TITLE I PROGRAMS AND SERVICES

Title 1 services for math and reading are available to learners who qualify based on district universal screening measures. Parents of learners who qualify for these services will be notified and kept informed about learner progress and involved in the process throughout the year. For further information about any of the Title I or district support programs, contact Greg Frederick or your building principal.

The contents within this handbook are meant to serve as additional information relating to the policies and procedures located within the Eastern Lancaster County School District Calendar Handbook. It is important for all parents/guardians to read and understand this information.

Thank you for your continued support!