



2023-2024 ELEMENTARY FAMILY HANDBOOK

EASTERN LANCASTER COUNTY SCHOOL DISTRICT'S MISSION STATEMENT

"Empowering learners as global thinkers and producers"

Dear Elementary Families:

We welcome you to another year of learning experiences in our elementary schools. We look 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.

Whether academically, socially, or emotionally, growth is a lifelong process that 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 support to help all learners who demonstrate need. This process (MTSS) allows professionals throughout our district to work collaboratively to align instructional strategies with learner needs.

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 in your child's school.

We truly believe that communication is the key to a successful educational experience. Education is a partnership between the school, learners, parents/guardians, and the 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.

Blue Ball Elementary School Administrative Team: *Heather Schrantz and Andrew Kreider*

Brecknock Elementary Administrative Team: *Timothy Moll and Laura Koehler*

New Holland Elementary Administrative Team: *Melissa Martin and Eva Seckman*

ARRIVAL AND DISMISSAL PROCEDURES

Learners may enter the building at 8:45 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. 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 and teacher 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 (at arrival and dismissal times), you must stay in the drop-off/pick-up lane and permit your child to exit/enter the vehicle and enter/exit the school. No children will be dismissed to parents through the front office lobby at regular school dismissal time.

ATTENDANCE

Good attendance in school is crucial for a child to reach their full potential. We are aware that illness, injury, or family emergencies sometimes occur that prohibit learners from attending school. Each learner's attendance will be recorded daily. In order to communicate with families, a letter will be sent home after 5 and 10 days of absences have been reached. **Once a learner reaches 10 days total of absences**, a doctor's excuse will be required for each additional absence to be excused. Letters will also be sent home when your child is unlawfully absent from school, and you may be invited to participate in a learner Attendance Improvement Conference (SAIC). The chart below provides clearer information on defining a tardy, parent pick-up, and/or half-day absence.

Early Pick-up

If you pick your child up from school due to a medical appointment, they will be released from the 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.

Excuse Cards

When a learner is absent for any period of time, they are responsible for submitting an excuse card or a handwritten 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 (3) days of the absence.** Any learner failing to produce an excuse will be assigned with an unlawful absence. A medical excuse may be provided for dental and doctor appointments. Please note that no excuse card is needed if the school nurse sends a child home.

Lawful Absences:

Illness or injury - If absent more than five (5) or more consecutive days, a doctor's excuse is needed.

Family emergencies.

Religious holidays.

Death of a family member.

Pre-approved education/travel days (up to 5 per school year); travel form to be submitted at least five (5) days prior to departure.

Unlawful Absences

Non-approved travel forms

Invalid/forged signature.

Failure to turn in a written excuse from a parent or guardian within three (3) days of the absence.

Missed bus/car problems.

ATTENDANCE - REQUEST FOR PRE-APPROVED ABSENCE

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.

Prior to your child's absence, please read and complete the pre-approved absence form. The signed form is due to your child's school office at least 5 days prior to the planned date of absence or the request for pre-approved absence may be denied. The building principal will consult with appropriate staff and consider your child's attendance record prior to making a decision. Should your plans change after submission, please notify your child's principal.

During the period of absence, your child is responsible for the work missed. Upon return to school, any missed assignments or assessments must be completed and submitted to the appropriate teacher(s).

Students are permitted up to ten (10) excused absences per year. It is ELANCO's practice that parents/guardians will receive notification when their child has 5 excused absences. Parents/guardians will also receive notification when their child has accumulated 10 excused absences. Please understand that even though permission may be granted for pre-approved absences, these days still count toward the 10 days of excused absences permitted each year. Once a student has accumulated 5 excused days for vacation/travel, any additional days of absence for these reasons will be considered unexcused.

In order to maintain communication between school and home. Feel free to contact the attendance staff by phone or email to share your child's absence

New Holland Elementary: 717-354-1520 x4150

Blue Ball Elementary: 717-354-1525 X8137

Brecknock Elementary: 717-445-8600 X7142

ATTENDANCE - TARDIES AND EARLY DISMISSALS/PARENT PICK-UP

With the exception of late bus arrival, illness, family emergency, or medical appointments with documentation, lateness to school or early pick up from school will be documented as unlawful. Car problems, oversleeping, sporting events, etc., are not acceptable reasons to be late to school or picked up early.

If you pick up your learner for an appointment and bring them back during the ½ absence (times outlined in the chart below) time, they will not be marked as absent.

Any learner who reports late to school must check in at the office before going to their classroom. This is to ensure they are removed from the absentee list.

Elementary K-6			
	AM TARDY	½ DAY ABSENT	PM TARDY (EARLY PICK UP)
REGULAR SCHOOL DAY 9:00A - 3:30P	9:00a - 10:37a	10:38a - 1:52p	1:53p - 3:30p
EARLY DISMISSAL DAY 9:00A - 12:30P	9:00a - 9:52a	9:53a - 11:37a	11:38a - 12:30p
TWO-HOUR DELAY 11:00A - 3:30P	11:00a - 12:07p	12:08p - 2:22p	2:23p - 3:30p

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. If you have any questions regarding bus routes or other transportation concerns, contact the Transportation Department at (717) 354-1523.

The following bus rules are in place for elementary learners:

1. Follow driver's directives immediately and respectfully.
2. Be in the assigned seat and properly seated while the bus is in motion.
3. No food or drink, besides water, are allowed to be consumed on the bus.
4. Keep everything inside the bus.
5. Students shall respect the property, rights, and safety of others.
6. Keep voices at a conversational level.



CAFETERIA

Breakfast is eaten in the classroom. Learners will pick up their food in centralized locations in the building and then take it to the classroom to enjoy before 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 learners, 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 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 lunch milk/water money, in the form of a check or cash for any amount with the learners on 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 applications 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 a 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 delay, no breakfast will be served at school. Additionally, learners may be sent home from school early if the weather becomes dangerous throughout a school day. In the event of an unplanned early dismissal, you will find these announcements on TV and radio stations, and on the Activities Cancellation line.

Each school will utilize digital communication (school messenger) to inform families of school delays and closures, as well as information about other school events. Contact your child's school office for further information.

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.

CONTACT INFORMATION

Please ensure that the school always has your most recent address, phone number, and email address so that we can keep you informed about school. Each school may communicate additional school information through electronic communication.

This is an online portal accessible anywhere on the web that parents can log in to and see all their children in one place. The system is used to complete the annual student update, back-to-school forms, and update contact and emergency contact information. All information updates must be completed for your child to participate in any extra-curricular experiences including athletics, performance groups, field trips and other afterschool activities.

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.

If 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. This must be reviewed annually. The Student 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 learners toward higher achievement
- Raise learners' aspiration levels
- Foster interaction between and among groups of learners
- Broaden learners' 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. Just a reminder that your Powerschool annual update must be completed for your child to participate in any 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 need assistance, when seating on the bus is available, and when funds 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 the safety for the learners.

Expenses

Our PTO provides financial resources for the majority of the field trips. 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, the school nurse or a faculty member will give the children first aid. If further treatment is necessary, parents will be notified. If the parents cannot be reached, the school will follow the emergency contact list, as listed in PowerSchool.

Medication

It is sometimes necessary for learners 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 the 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 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 chickenpox, 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. Your family doctor should perform this examination since they 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.

HOMELESS CHILDREN

Any resident child that becomes a “homeless child” may continue attending their current school when the child’s family becomes homeless. Homeless learners are defined as individuals lacking a fixed, regular, and nighttime residence which can include the following conditions:

- Sharing housing with other persons due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodation
- Living in emergency, transitional, or domestic violence shelter
- Abandoned
- Living in cars, parks, public spaces, or other places not designed for or ordinarily used as regular sleeping accommodations for human beings
- Living as migratory children in above conditions
- Living as runaway child
- Living as school-age unwed mothers in homes for unwed mothers if they have no other accommodations

1. Enrollment: To the extent feasible, and in accordance with the student’s best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district will consider the views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information to contact the previous school for oral confirmation of immunizations, and request records from the previous district (as per Policy CV 206)

If the district is unable to determine the student’s grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student’s placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. Parents/guardians shall be provided with a written explanation of the district’s decision, their right to appeal and procedures to use for appeal.

2. Services: Homeless learners shall be provided services comparable to those offered to other district learners including, but not limited to, transportation, free and reduced lunch programs, vocational and technical (CTC) programs, preschool programs, programs for learners with limited English proficiency and educational services for which learners meet eligibility criteria.
3. Transportation: The district shall provide transportation for homeless learners to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless learners live in another district but will attend their school of origin in this district, the districts shall agree upon a method to apportion the responsibility and costs of transportation.

HOMEWORK

Homework helps develop responsibility, self-discipline, and lifelong learning habits. Homework should provide learners the opportunity to apply the information they have learned through relevant, challenging, and meaningful homework. Homework assignments will vary according to differences within each grade level. If a learner consistently spends excessive 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 during school, and learners are excused from regular classroom instruction for instrumental lessons. 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 may be 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. Just a reminder that your Powerschool annual update must be completed for your child to participate in any after school instrumental music opportunity.

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, and staff. 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 and Telephone Number

Please inform the office and update your information in the learner information portal if you have a change and/or additions of contact information (address, phone numbers, e-mail addresses) after the first day of school in order to help with mailings and in case of emergency.

Lost and Found

Learners 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 learners to check the Lost and Found items. 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.**

Family Communication or Conference

The administration and staff at our elementary schools appreciate the fine spirit and cooperation of families and encourage them to communicate with the school. When possible, schedule a virtual conference in advance, by email or phone call with the appropriate individuals.

Learners 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 learners in **emergency situations** only. Messages will be carried to learners 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 2, 2023	No School for learners; Conferences held 12:00 PM - 7:30 PM
November 3, 2023	No School for learners; Conferences held 8 AM – 3:30 PM
March 27, 2024	No School for learners; Conferences held 12:00 PM - 7:30 PM
March 28, 2024	No School for learners; Conferences held 8 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 families 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 monthly 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 parent and adult family volunteers to support our school community. Currently, parent volunteers and activities are not permitted, but we welcome your participation when they can resume.

*****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.*****

PERSONAL ITEMS IN SCHOOL

The only time learners should bring toys, etc., to school is when their teacher instructs them to do so. Personal electronic devices 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 personal electronic devices, he/she may use those devices on the school bus. Before entering the building, these items should be secured in backpacks and remain in backpacks during the school day. Learners may not use personal personal electronic devices 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. The district is not responsible for theft or damage to the device if the learner chooses to bring it to school and use it 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.

TECHNOLOGY

If a learner brings their laptop home, please make sure they fully charge their computer that evening. Students who misuse district technology or violate District Internet and Computer use policies are subject to disciplinary action by the school. The Eastern Lancaster County School District has a very clear and specific policy. Students may not use Eastern Lancaster County School District computers for access to the Internet or e-mail without a signed agreement.

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, greg_frederick@elanco.org, or your building principal.

POLICY FOR VISITORS

Individuals wishing to visit a school are requested to make arrangements in advance with the school office in that building. Upon arrival at the school, visitors must register at the office using their driver's license or state ID where they will receive a visitor ID badge and instructions which shall be worn at all times while on school premises.

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 Handbook. It is important for all parents/guardians to read and understand this information.

Thank you for your continued support!