

GRACE B. LUHRS
UNIVERSITY
ELEMENTARY
SCHOOL
HANDBOOK

2013-2014

Grace B. Luhrs University Elementary School

Shippensburg University

1871 Old Main Drive

Shippensburg, PA 17257-2299

Phone: 717-477-1612

Fax: 717-477-4072

Email: labschool@ship.edu

Websites:

labschool.ship.edu

www.shipk12.org

August 2013

Dear GBLUES Parents:

Welcome to the 2013-2014 school year at GBLUES!

Our first day of school is August 26, 2013.

We are excitedly awaiting the arrival of your children! Our teacher, staff and PTO have a great year planned that will be fun, educational, creative and awesome!

Arrival/Dismissal for 2013-2014 will be as follows: Children with last names that begin with the letters A-K will use the front of the school for morning drop off and afternoon pick up. Children with last names that begin with the letters L-Z will be dropped off and picked up in back of the school between the Franklin Science Center and GBLUES. Please remember to stay in your vehicles within the circle areas at all times.

Your cooperation with drop off and pick up helps to ensure a safer environment during two potentially unsafe points in the day.

Please have your child at school between 7:30 and 7:40 so that they are in their classroom by 7:45 a.m. Our school days begin at 7:45 a.m. The school day ends at 2:30 p.m. Please pick your child up between the times 2:30-2:40 p.m.

We wish everyone a great school year.

GBLUES TEACHERS, DIRECTOR AND STAFF

Introduction

Grace B. Luhrs University Elementary School is located on the campus of Shippensburg University. It is a laboratory school that operates through a cooperative agreement between Shippensburg University and Shippensburg Area School District. The Luhrs University Elementary School is part of the public school system. Children are admitted to GBLUES through an application process. Parents who choose to enroll their children at Luhrs are responsible for transportation to and from school. The student population is a balance of children who closely represent the demographics of the school district. It is inclusive of children with special needs. The enrollment of Kindergarten through fifth grade is approximately 126 students. There is one classroom at each grade level. The University employs the director, as well as the kindergarten, first, and second grade teachers as Teacher Education faculty. The local school district employs the third, fourth, and fifth grade teachers as district classroom teachers.

Philosophy

The philosophy of Grace B. Luhrs University Elementary School is based on the premise that children's educational needs are best met through programs designed to match their developmental and individual needs. Beginning with the curriculum provided by the Shippensburg Area School District, the school provides learners with opportunities to develop concepts, skills, and attitudes that will enhance both the short and long term quality of their educational experience. Learning is supported by the use of best practices – research-driven methods that are most likely to result in expected learning. The teachers use teaching styles that appropriately match the needs of individual students within classroom contexts. In addition to site-based professional development activities, the school director and teachers may participate in the same curriculum development and student support services as other district teachers and administrators.

A central focus of the Grace B. Luhrs University Elementary School is the growth and development of the whole child. This is accomplished by promoting love of learning, creativity, social expertise, cognitive skills, emotional health, and physical competence. The school provides learners with family-like security that fosters tolerance, diversity, and accommodation toward individual differences. Students are taught the value of responsible decision making and are given opportunities to make choices throughout the educational day. The basic aim is to help each learner have opportunities to develop individual potential and to become a productive member of a democratic society.

The faculty and staff maintain an open-door policy and encourage two-way communication and active participation of families. Grace B. Luhrs University Elementary School is a place where people of all ages learn to work, play, and live together.

DISCLOSURE ACT

Any parent and or eligible child may request to see a copy of the District Policy for the Management of School Records and their rights under the Family Education Rights and Privacy Act of 1974. Copies are available in the office of the Guidance Department and the School Office.

Purposes

The Grace B. Luhrs University Elementary School serves as a demonstration site for pre-service students within the Teacher Education Department of Shippensburg University. Administered jointly by the University and the School District, the faculty strives to develop a strong relationship between themselves, the school district, and other university departments. Luhrs teachers are charged with piloting new curricula, materials and methods. Additionally, the teachers employ a broad range of developmentally appropriate teaching practices, modeling these practices for pre-service teachers and other classroom observers.

Throughout their program of study at the university, Teacher Education students have opportunities to experience many aspects of teaching young children. The university faculty assign projects in which students create learning centers and lessons that are shared with and taught to the elementary children. Luhrs students are sometimes invited into the university classes for various projects. This variety of opportunities provides prospective teachers with real-life teaching experiences within a supportive environment.

Another purpose of Grace B. Luhrs University Elementary School is to provide the university with a research and development site. The university faculty uses the elementary students as subjects in various formal and informal research projects.

The Luhrs faculty models new and innovative teaching strategies for the university students. They have also piloted and adopted new curriculum materials such as the University of Hawaii science curriculum, Development Approaches to Science and Health (DASH), a locally developed Common Core Goals Curriculum, and Second Step (Social Skills Training).

Family involvement is a strong and important component at the Luhrs University Elementary School. Family members volunteer to serve in many ways throughout the school, ranging from fundraising to tutoring. They plan and operate an annual outdoor camp/environmental education experience, join classes on field trips, and may plan special events such as a Kick-off Picnic, Holiday Store, Silent Auctions, Author Visits, and Spring Graduation Activities. Within the classroom, family members assist with reading activities and other curricular activities, special academic clubs, and enrichment events such as arts, crafts, and cooking.

In addition to serving as teaching models for Teacher Education students, the Luhrs faculty serves as instructors, adjuncts, and guest speakers for many University classrooms. Luhrs faculty also serves as advisors for student planning and supervisors for University students during their professional semester and practicum courses.

**Memorandum of Understanding for Parents and Guardians of Students at
Grace B. Luhrs University Elementary School for the 2013-2014 School Year
PLEASE READ COMPLETELY BEFORE SIGNING**

We, the parents and guardians of _____, Grade _____, understand and accept that Grace B. Luhrs University Elementary School (GBLUES) is a laboratory school attached to the College of Education and Human Services at Shippensburg University. We understand that the purpose of the laboratory school is to aid in the preparation of pre-service university students and demonstrate instructional innovations while addressing social, developmental and academic needs of elementary school students. Though a public school operated in partnership between Shippensburg University and the Shippensburg Area School District, certain unique conditions and policies apply exclusively to the laboratory school.

First, enrollment at GBLUES represents a choice: we understand that a place is available for our child at one of the other elementary schools in Shippensburg Area School District.

Second, by enrolling our child at GBLUES we understand and agree that:

Transportation to and from school will be our responsibility (no bus service is available)

Positive parental participation is expected which means:

Have your child to school on time by 7:40 a.m. and in their classroom at 7:45 a.m.

Pick your child up on time at the end of the school day between 2:30 and 2:40 p.m.

Participate in the PTO in a positive manner and volunteer as needed

Support Parent/Teacher Conferences through your attendance

Furthermore, we understand and agree that our child:

- may be observed by University students enrolled in professional development programs without the child's knowledge,
- may engage in everyday classroom activities, tutoring, and classroom assessments with University students preparing for careers in teaching and related human services,
- may be photographed, videotaped, or tape-recorded by University students and/or Professors or their teachers completing University course assignments, as part of the record of those assignments for presentation or completion of a professional portfolio or projects,
- may be photographed by the newspaper if a special event is taking place,
- may have his or her work or image appear on the World-Wide Web (Internet) once appropriate measures are taken to protect his or her identity.

All GBLUES classroom activities involving University students are undertaken with the consent and supervision of the school director and/or University faculty and/or laboratory school teachers. Intensive remedial assistance will always be separately authorized by parents. Proposed projects of a personal or experimental nature, investigations or research will always be separately explained and specifically authorized in writing by parents or guardians following approval by GBLUES Director. Parents and guardians will always have the right to refuse participation in such projects without recrimination.

Signature: _____

Name (printed): _____

Date: _____

THIS IS A COPY-DO NOT SIGN

FACULTY AND STAFF 2013-2014

Teachers:

Mr. James Zullinger	Kindergarten Teacher & Education Faculty	(SU)
Mrs. Konnie Serr	Grade 1 Teacher & Education Faculty	(SU)
Dr. Rebecca Blahus	Grade 2 Teacher & Education Faculty	(SU)
Mrs. Lorie Howland	Grade 3 Teacher	(SASD)
Mrs. Cindy Pimental	Grade 4 Teacher	(SASD)
Mrs. Diane Root	Grade 5 Teacher	(SASD)
Mrs. Becky Gerlach	Learning Support	(SASD)
Mrs. Marsha Schmus	Directed Studies	(SASD)

Office & Support Staff:

Mrs. Jennifer Davidson	Nurse/Receptionist	(SASD)
Ms. JoAnn Sprecher	Custodian (Day)	(SU)
Ms. Dottie Werner	Custodian (Night)	(SU)
Mrs. Lisa Cline	Administrative Assistant	(SU)
Dr. Rebecca Overholt	Director	(SU)
Ms. Kelly Ackley	Counselor	(SASD)
Ms. Barbara Billings	Speech/Language	(SASD)
Ms. Cathleen DiCello	School Psychologist	(SASD)

Specials:

Ms. Sarah Maclay	Art	(SASD)
Mrs. Sari Holt	PE	(SASD)
Mr. Travis DeShong	PE	(SASD)
Mrs. Jennifer Deibler	Music/Chorus	(SASD)
Ms. Beth Dickinson	Band/Orchestra	(SU)

Library:

Ms. Elizabeth Orseno	Interim University Librarian	(SU)
Mrs. Rhonda Eckenrode	Library Assistant	(SU)
Mrs. Laurie Smith	Library Assistant	(SU)

SHIPPENSBURG UNIVERSITY ADMINISTRATION

Dr. Jody Harpster, Interim University President

Dr. Barbara Lyman, Provost

Dr. James Johnson, Dean for College of Education and Human Services

Shippensburg University is an equal opportunity educational institution. Requests for disability accommodations and other inquiries may be directed to the Office of Social Equity, Old Main 109, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257-2299, (717) 477-1161.

SCHOOL HOURS

Grades K - 5 7:45 a.m. to 2:30 p.m.

Teachers will be available in their classroom to meet students at the above times. **Children should not arrive at school prior to 7:30 a.m. without special permission from the Director or the classroom teacher. The doors to the hallway open at 7:30 a.m. School begins promptly at 7:45 a.m.**

Please respect that our teachers and staff have other obligations and appointments at the end of the school day by picking up your child(ren) between 2:30-2:45 p.m.

ATTENDANCE

Children are counted as tardy after 7:45 a.m. Tardiness disrupts classrooms and learning – please make every effort to have children at school by 7:45 a.m.

Students may be excused for temporary absence resulting from illness, bereavement, religious observances, medical appointments, or other extenuating circumstances at the discretion of the Director.

When a child returns to school, s/he must bring an excuse note signed by a parent, guardian, or health care provider. The reason for the absence must be stated in writing. SASD policy #204 requires that the note must be received within three school days of the absence in order to be considered valid.

Absences for vacations are considered unexcused unless pre-approved one week in advance; forms requesting these excused absences are available in the school office.

SASD policy #204 provides for referral or legal action when a student's attendance falls to unacceptable levels. Parents will be notified after 6 absences. The director may require students with an excess of 12 absences to present a medical excuse indicating that the child was seen by a physician.

Absence and Tardiness defined:

- 1) Students arriving at school before 9:30 a.m. but after 7:45 a.m. are counted tardy.
- 2) A half-day absence will be charged if a student reports after 9:30 a.m.
- 3) A half-day absence will be recorded when students leave school before 12:45 p.m.

BEHAVIORAL EXPECTATIONS AT LUHRS SCHOOL

Grace B. Luhrs University Elementary School does not believe in the necessity for establishing a long list of rules governing the use of our building and materials. We feel that caring, independent students will realize the necessity of keeping our school safe and in good condition so that all of us may enjoy it. Pride in maintaining a clean, orderly school is one of our goals. Parents can help us by encouraging respect for property and consideration of others.

1. Walking through the halls helps avoid accidents.
2. Using inside voices helps us avoid disturbing others.
3. Disposing of waste papers, trash and food scraps in the proper receptacles helps keep our school neat and clean.
4. Respecting the rights of other students and the Luhrs staff helps us work together in harmony.
5. When using the rest rooms, flushing the toilets helps keep our facilities clean.
6. Chewing gum is not permitted.
7. Paper is used for writing; walls, desks, and tables are not.
8. Hats are for outdoor wear.
9. Managing equipment and materials you use at Luhrs with respect and care helps to assure that they will be available for use by other students.
10. Bullying is not allowed (per SASD Policy #218).

PLAYGROUND RULES, REGULATIONS AND RECESS

Children have recess each day. Weather permitting; the playground is used for recess. We follow the 20 degree rule. If the air temperature or combination air temperature/wind chill is below 20 degrees, the students may have indoor recess. Students may go outside for short recesses if the temperature is close to the 20 degree mark. Staff reserves the right to make the decision of whether it will be indoor or outdoor recess. All children, other than those with appropriate medical excuses for exclusion, will be expected to participate in outdoor recess activities. Children who do not wear appropriate snow or winter clothing may have restrictions at recess to stay on the cleared areas, or perhaps not be allowed to go outside. Suitable footwear will be required for snow play. Anything other than snow boots will not be suitable for snow play. Staff reserves the right to limit playground activities based on the appropriateness of snow or winter clothing. For safety reasons, pushing, shoving, piling on, etc. will not be permitted. Staff will determine the suitability of play equipment based on playground conditions. Throwing snow/ice will not be permitted. Appropriate snow/winter clothing: Hats, gloves/mittens, winter coat, snow pants and boots. All playground equipment is furnished by the school. Children are not to bring play equipment from home. A teacher or playground aide is always on duty during recess and lunch periods. An accident or playground disturbance should be reported to the supervising adult immediately. Significant accidents or disturbances will be reported to the Office of the Director. Time out may be given for control of a disturbance. Discussion will follow several minutes later and consequences will be determined if necessary.

Morning and noon recess is an integral part of the learning day. All students are expected to be out on the playground and take part in the social and physical activities. Children must have a signed note from their parent or guardian in order to remain inside at recess.

Please dress your student appropriately for the season. Each class has a noon recess outdoors each day unless weather conditions are not conducive for outdoor play. Recess provides a needed change of pace, fresh air and physical activity for each student.

SCHOOL DRESS AND PERSONAL BELONGINGS

We respect children's rights of dress and appearance. However, when appearance runs contrary to the standards expected of our students, parents will be contacted. Examples of dress that are unacceptable are cut-up clothing, see-through clothing, and clothing with reference to alcohol, drugs, sex, tobacco, and vulgarity. Hats are not to be worn indoors. **Please refrain from having your child wear flip flops to school. We have had several accidents occur because of flip flops.**

During seasonal changes, layers of clothing are recommended. Children should have a coat when temperatures are below 60 degrees. On cloudy, cool days a jacket, sweatshirt or long sleeve shirt will be required. Children who are not adequately dressed will be kept indoors, under adult supervision. During snow or wet weather, children will be required to have boots or a change of shoes at school in order to be outdoors. Please also have your child wear socks.

Please refrain from having your child bring expensive or valuable personal items to school as they may get lost or misplaced.

BUILDING SECURITY

The school doors at Grace B. Luhrs University Elementary School are open to parents, University students and official visitors every day. We ask that **any** adult who wants to go or remain beyond the school lobby during school hours sign in with our receptionist. We may ask for verification of identity, a destination within the building, and purpose for the visit. We want all visitors who sign in to sign out when they leave the building. This will allow us to account for visitors to the building in case of an emergency and to deter anyone who might disrupt teaching and learning at the school.

Since communication between teachers and parents has been a keystone to the character of the lab school, we are happy to allow parents to escort children to classrooms in the morning, before school begins at 7:45 a.m., without stopping to sign in. We ask that parents who wish to remain in classes after school begins sign in before going to the classroom. After 7:45 a.m., children also need to be signed in.

After 7:45 a.m., the doors to the classroom hallway will be closed. To enter the classroom hallway at any time during school hours, you must first sign in with the receptionist and then be buzzed through the doors. Don't forget to sign out before leaving the building. University students who visit the school must wear their student ID. At this time, parents and guardians need only sign in and out, any other relative or guest that we do not know must show ID.

Americans have accepted airport delays as a necessary reaction to evil. People allow more time to travel, and arrive at their destinations. The destination for us at the lab school is a quality education for elementary children and University students. We can model careful, patient and appropriate caution for future educators and for other schools struggling with the same dilemmas. Just as increased airport security has not kept Americans from leading rich lives, we hope that this step towards increased security will not keep parents from being partners with teachers and students.

Security Summary:

- Present a picture ID to office personnel.
- Before going to classrooms during school hours, register at the office.
- Sign your child in at the office if your child arrives after 7:45 a.m.
- Always sign your child out at the office if leaving school early before dismissal time.
- Consider using the telephone or email for routine communication with teachers. Establish a mutually agreeable appointment for personal discussions. Don't interrupt teaching and learning time for personal business.
- Always call directly to the school office (477-1612) for any urgent or time-sensitive message: teachers probably won't answer their classroom telephones or email during the school day.

TRANSPORTATION / PARKING

Students arrive at school by walking, riding bikes or via parent transportation. Please observe the following guidelines when arriving and leaving school.

Walkers...

Use the sidewalks. Cross the street only at the crosswalk areas under the supervision of the University Police Officer or GBLUES staff.

Drop-Off and Pick-up Notes...

Our goal is to make traffic flow safely and quickly around student arrival and dismissal.

Please plan to drop your children off at Luhrs only between 7:30 and 7:40 a.m. There are no provisions for child supervision prior to 7:30 a.m. Note that **school begins** at 7:45 a.m. Children should be in their classrooms ready to work and learn. **Do not park in the circle to walk your child in to the school. Park in the visitor spots if you intend on entering the building for any reason at any time of the day.**

Dismissal time is 2:30 p.m.

Children with last names beginning with the letters L-Z will use the rear of the school (between Franklin Science Center and GBLUES for arrival and dismissal. Children with last names that begin with the letters A-K will drop off and have dismissal at the front of the school. Do not park in the circles to bring your child in to school. Only park in designated visitor spots (not the circle areas).

Teachers and/or staff will accompany children to the curb for dismissal. The key to smooth dismissal is for you to keep moving forward in the circle. Pull as far around the circle as possible rather than stopping at the entrance – we will send children to you around the sidewalk only. No one is permitted to walk in the circle while traffic is moving. **Do not get out of your car at anytime while parked in the circles.**

Under no circumstances should you or your children walk across the circle! There is a sidewalk around the perimeter of the parking circle – please use it during pick-up and drop-off times. You should also set a good example for your child(ren) by not doing this as well.

It is very important that you maintain a regular transportation plan, and notify the school in advance of any changes to transportation arrangements. We can not place children in cars if we do not know the driver, or on the verbal directions of friends and neighbors. Call, or better still write a note to school to tell us of any change in transportation plans.

Remember, if you want to park your car and walk to meet your children, use the parking spaces. An annual parking pass is available for you in the school office. Never leave your car in the circle during arrival and dismissal times. If you wish to come into school to talk with anyone, please park in a lined space.

Cyclists...

Wear your helmet! Secure your bike in the bike rack and take your helmet to the classroom.

LUNCH PROGRAM

Lunch is provided each day by the Shippensburg Area School Cafeteria. All lunches conform to the National School Lunch Program and are designed to give a well-balanced, nutritional meal at mid-day. Children make their lunch request and/or pay for lunch upon arrival at school. All lunches are purchased in advance. Make checks payable to the SASD Food Service. Your child's lunch account is considered to be in arrears when \$5.50 or more is owed. Your child may receive a cheese sandwich for his/her lunch until the account is made current.

School lunch prices for 2013/2014 are as follows:

Elementary School Lunch \$2.10 per day

Adult Lunch \$3.15 per day

Milk \$.40 per day

If your child wishes to purchase milk or extra milk, it may be purchased for \$.40 cents. We ask that you do not send bottles or cans of soda in packed lunches.

Our expectations of children during our lunch are important. We ask that you discuss the following with your child as it pertains to lunchtime.

1. Use good table manners.
2. Discourage the trading of food or asking for someone else's food.
3. Sit at the table and remain seated until dismissed by the aide.
4. Clean area prior to leaving and place all trash in the proper places.

If your child is going to be tardy or late to school, please notify the office by 8:00 a.m. whether your child is packing or buying a lunch. Hot lunches for Luhrs School come from the Nancy Grayson Elementary School. Our lunch count must be phoned to the cafeteria shortly after school begins.

A note from your child's doctor will permit the substitution of orange drink or lactose free milk in a school lunch if your child is allergic to milk.

One table will be set aside as a peanut-free zone. Anyone may sit at this table as long as their lunch contains no peanuts or peanut products.

School Lunch Program – refer to Board Policy #808 and #808.1

Nutritional school lunches are served daily in each school building. The daily menu consists of five meal components that comply with federal and state regulations. The five components consist of: Meat/Meat Alternate, Bread/Bread Alternate, Vegetable, Fruit and Milk. Please contact your child's school for more information regarding the cost of lunch.

Payment for lunches may be made by check (payable to SASD Café) or cash and sent with your child to the school. An online payment system, "My School Bucks", may also be used. This online payment system offers electronic payments from your checking account or credit card. A \$2.00 service fee per transaction (not child) is charged and added to the lunch payment. Parents can access "My School Bucks" directly at www.MySchoolBucks.com. Features of the online payment system include the ability to view your child's transaction history of lunch activity, schedule low balance reminders by e-mail, set up automatic lunch payment and view online payment history. A payment is not necessary in order to view a child's information.

All deposited funds remain in a student's account until it is spent. Balances and charges at the end of the school year are carried over to the student's account for the following school year. Refunds will only be made when a student graduates or moves out of the district. Parents/Guardians should contact the Food Service Office at 530-2722 to arrange a refund.

Charges for school lunches are only permitted on a limited basis and only for a school lunch. Students may charge up to three school lunches prior to any adverse action. After three charges, a cheese sandwich will be substituted for the daily lunch entrée listed on the menu. The cheese sandwich lunch will include all components of the school lunch. A bologna sandwich will be substituted if the student is lactose intolerant. Charge slips may be given to elementary students while automated phone calls will be made at every level in an effort to keep money owed at a minimum.

Applications for free or reduced price lunches may be obtained at each school office or completed online electronically at www.compass.state.pa.us. More information concerning the free and reduced lunch program is available at the Food Service Office by calling 530-2722.

LIBRARY

The Luhrs Library is a branch of the Shippensburg University library and contains an excellent selection of books and materials for children, parents, University students, staff and faculty.

The library is open Monday-Friday, year round. The library is closed weekends. The library's standard hours (when both the university and GBLUES are in session) are Monday-Thursday from 7:30 a.m. to 7:00 p.m. and Friday, 7:30 a.m. to 3:00 p.m. Evening hours are subject to available staffing. Parents are welcome to accompany their children to the library after school.

If GBLUES is in session, but the university is not, library hours are 7:30 a.m. until 3:00 p.m. During the summer, the library is open from 7:30 a.m. until 12:00 p.m.

Children may check out up to five library items, including one periodical, and one digital audio-book. Materials may be kept for two weeks and renewed one time.

Parents who wish to check out books may purchase a Community Patron Card at the Lehman Library. Cost is \$10 per year. Parents are encouraged to visit the library and select books with their children any time during the school year and also during summer months. Books selected for checkout outside of the normal school calendar checkout year will need to be checked out on a parent's account.

A book that is lost or damaged must be replaced with another of the same title, or parents can select to pay a replacement charge of \$25.00, with a check made payable to *Shippensburg University Library Fund*. Some items will incur a replacement charge greater than \$15.00. Students with overdue books may only check out additional books with prior approval from library staff. It is most helpful for parents to stress respect and care for borrowed items.

Library scheduling and lessons are provided on a continual, flexible basis as needed to support classroom instruction. Individual and small groups of students are allowed to come to the library as needed to check out materials, use the computers, work on projects, read for pleasure, or carry out other school activities. Shippensburg University faculty may schedule use of the library instructional rooms and librarian instructional services by appointment.

PARENT/TEACHER ORGANIZATION

The Parent /Teacher Organization serves the school community by supporting faculty, administration, programs, and curriculum, serving as coordinators of classroom volunteers, field trip chaperones, supplying transportation, supporting special activities, coordinating and facilitating fundraising activities. All parents/guardians of children are encouraged to become active members in this organization.

The organization is directed by a steering committee comprised of a Coordinator, Secretary, Treasurer, the GBLUES Director and Administrative Assistant. The work of the organization is carried out by committees and task forces which report to the steering committee. Any parent/guardian is welcome to attend the steering committee meetings. General meetings are scheduled at the beginning and end of the school year and at least two other times during the school year.