

**Grace B. Luhrs
University Elementary School**

**Student Handbook
2026-2027**

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

An addendum to the Shippensburg Area School District Elementary Schools handbook

Board Approved: 8/10/2026

WELCOME

August 2026

Dear GBLUES Families,

I am delighted to welcome you to the 2026–2027 school year at GBLUES!

As the Commonwealth’s only public laboratory school, GBLUES offers a truly unique learning environment where innovation, discovery, and student success are at the heart of everything we do. Our dedicated faculty embraces the five core principles of laboratory schools—Curriculum Development, Teacher Training, Research, Professional Development, and Experimentation to create meaningful and engaging learning experiences for every child.

Through hands-on, experiential learning opportunities, we encourage students to explore new ideas, ask thoughtful questions, and develop the skills they need to succeed in an ever-changing world. Each day, our teachers intentionally foster the “4 C’s of 21st Century Learning”—Critical Thinking, Communication, Collaboration, and Creativity, helping students grow academically, socially, and emotionally.

This year promises to be filled with exciting opportunities, new discoveries, and memorable experiences. By working together as partners in education, we can ensure that every GBLUES student continues to learn, grow, and thrive.

Thank you for being an important part of our GBLUES family. We look forward to a fantastic year ahead!

Sincerely,

Holly Garner

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INTRODUCTION

Grace B. Luhrs University Elementary School is located on the campus of Shippensburg University. A laboratory school operates through a cooperative agreement between Shippensburg University and Shippensburg Area School District (SASD). GBLUES is part of the public school system. Students are enrolled through a lottery process. Enrollment of Kindergarten through fifth grade is approximately 130 students, with one classroom at each grade level. Student population is diverse and inclusive of children with special needs. Shippensburg University employs the director, as well as the Kindergarten, first, and second grade teachers as Teacher Education faculty. Shippensburg Area School District employs the third, fourth, and fifth grade teachers as district faculty.

This handbook provides general information concerning Grace B. Luhrs University Elementary School's programs and procedures. It is designed to give parents and students answers to questions and serve as a reference throughout the year.

We want your child's school experience to be a meaningful and joyful one. We will do everything possible to make school meaningful and worthwhile. Please realize that this cannot be done without your willingness to support your child's education. Your cooperation is essential to the educational growth and development of your daughter/son. We hope that this handbook will be helpful in fostering this cooperative relationship.

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. Learning is supported by the use of effective practices – research-driven methods that are most likely to result in expected learning.

A central focus of GBLUES is the growth and development of the whole child. This is accomplished by promoting a love of learning, creativity, social expertise, cognitive skills, emotional health, and physical competence. 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 lifelong learner. Our faculty and staff maintain an open-door policy and encourage two-way communication and active participation of families.

PURPOSES

GBLUES serves as a demonstration site for preservice students within the Teacher Education Department of Shippensburg University. Administered jointly by Shippensburg University and Shippensburg Area School District (SASD), the faculty strives to develop a strong relationship between themselves, the school district, and other university departments. GBLUES teachers are charged with piloting new curricula, materials, and methods. Additionally, our teachers employ a broad range of developmentally appropriate teaching practices, modeling these practices for preservice 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.

University faculty assign projects in which students create learning centers and lessons that are shared with and taught to our elementary children. GBLUES students are sometimes invited into university classes for various projects. This variety of opportunities provides future teachers with real-life teaching experiences within a supportive environment.

Another purpose of GBLUES is to provide the university with a research and development site. University faculty utilize GBLUES students as subjects in various formal and informal research projects. GBLUES faculty model new and innovative teaching strategies for university students.

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 rights under the Family Education Rights and Privacy Act of 1974. Copies are available in the offices of the Superintendent, guidance office, and our school office.

IMPORTANT CONTACT INFORMATION

Shippensburg Area School District, 717-530-2700, www.shipk12.org/
GBLUES, 717-477-1612, www.ship.edu/labschool/

SHIPPENSBURG UNIVERSITY ADMINISTRATION

Dr. Charles Patterson, University President
Dr. Nicole R. Hill, Provost and Vice President for Academic Affairs
Dr. Samuel Forlenza, Acting Dean of the 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.

Faculty/Staff 2026-2027

TEACHERS

Tamara Smith-Moore	Kindergarten, SU Teacher Ed Faculty	tesmithmoore@ship.edu
Shannon Raines	Grade 1, SU Teacher Ed Faculty	ssraines@ship.edu
Wes Welty	Grade 2, SU Teacher Ed Faculty	wjwelty@ship.edu
Stephanie Miller	Grade 3, SASD	Stephanie.miller@ship.k12.pa.us
Terri Vetock	Grade 4, SASD	Theresa.vetock@ship.k12.pa.us
Diane Root	Grade 5, SASD	dlroot@ship.edu
Sarah Yassine	Learning Support, SASD	sarah.yassine@ship.k12.pa.us
Amanda Kirkpatrick	Gifted Education, SASD	amanda.kirkpatrick@ship.k12.pa.us
Kasey Chaapel	Reading Support & ESL, SASD	kassandra.chaapel@ship.k12.pa.us
Margaret Johnson	Speech/Language, SASD	margaret.johnson@ship.k12.pa.us
Cynthia Dobson	K-2 Art, SASD	cynthia.dobson@ship.k12.pa.us
Cassandra Urban	3-5 Art, SASD	cassandra.urban@ship.k12.pa.us
Faith Sale	Music, SASD	faith.sale@ship.k12.pa.us
Katrina Neyman	Instrumental Music & Chorus, SASD	katrina.neyman@ship.k12.pa.us
Cade Brindle	PE & Health, SASD	cade.brindle@ship.k12.pa.us
Thea Friend	Swimming, SASD	thea.friend@ship.k12.pa.us
Elizabeth Orseno	Library, SU	eworseno@ship.edu
Laurie Smith	Library Assistant, SU	ljsmmit@ship.edu

OFFICE/SUPPORT STAFF

Holly Garner	Director, SU	htgarner@ship.edu
Stevie Tsambiras	Administrative Assistant, SU	sntsambiras@ship.edu
Deanna Rand	Nurse, SASD	derand@ship.edu
Kendall Johnson	Social Worker, SASD	kendall.johnson@ship.k12.pa.us
Natinha Poe	Daytime Custodian, SU	rpoe@ship.edu

SCHOOL DAY

Arrival

- Our school starts at 8:50 AM

Dismissal

- Dismissal time is 3:20 p.m.

Children in grades 4 & 5, as well as any younger siblings, will use the rear of the school (between Franklin Science Center and GBLUES) for dismissal. Children in grades K, 1, 2 & 3 will use the front of the school, around the circle, for dismissal.

Teachers and/or staff accompany children 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. Do not stop where your child is standing. We will send your children to you around the sidewalk only. No one is permitted to walk inside the circle while traffic is moving. Do not get out of your car at any time while in the circle. If your child needs assistance into the car or to buckle, please pull into a parking space.

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

Please communicate these procedures to anyone designated to pick up your child.

Please respect that our teachers and staff have other obligations following dismissal by promptly picking your children up at 3:20 p.m.

ATTENDANCE

Refer to the Shippensburg Area School District Elementary Schools Student Handbook for SASD attendance policy #204. This policy is enforced for all SASD children in grades K – 12. Following is a summary of this policy:

Children's regular attendance significantly impacts progress and success. We encourage and appreciate your assistance in establishing a regular attendance routine for your child.

Children are counted as late arrival after 8:50 a.m. Late arrivals disrupt classrooms and learning – please make every effort to have children arrive by 8:45 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, a written excuse, signed by a parent, guardian, or health provider must be presented. The reason for absence must be stated in writing. SASD #204 requires that the excuse be received within three (3) school days to be considered valid.

Absences for vacations are considered unexcused unless pre-approved one week in advance; forms requesting vacation are available in the school office and on the district web site. A maximum of 10

excused parental absences, INCLUDING educational trips, are allowed. Any absences over 10 must have a doctor's note to be excused.

SASD policy #204 provides for referral or legal action when a student's attendance falls to unacceptable levels. Excessive absences and/or unexcused absences of more than three days may result in a School Improvement Attendance Plan, prosecution through the District Justice office in accordance with the School laws of Pennsylvania, and/or referral to the county Children & Youth Agency.

Parents will be notified after five absences.

A doctor's statement will be required for each day of absence after a student misses ten days of school. This statement must state that the student was examined and treated by the doctor and found to be too ill to attend school. If this procedure is not followed, the absence(s) will be considered illegal/unexcused.

Absence, Late Arrival, and Early Dismissal defined:

- If a student arrives late to school = Late Arrival
- If a student comes to school and leaves for the rest of the day = Early Dismissal
- If a student comes to school, leaves, and returns the same day = Early Dismissal when they leave and Late Arrival when they return
- If a student is absent the entire school day = 1 day of absence
- If a student misses 3.5 hours or more of a school day = 1 day of absence

Attendance notes and excuses may be emailed to gblues@ship.edu or a hard copy may be sent to the school.

BEHAVIORAL EXPECTATIONS AT GBLUES

Grace B. Luhrs University Elementary School does not believe in the necessity of 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. Families can help us by encouraging respect for property and consideration of others.

Be a Day Maker Every Day!

GBLUES 3 Expectations in all Settings

- Be Responsible, Be Respectful, Be Safe

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 and student attire is a distraction to teaching and learning, 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, and any apparel deemed by faculty or staff to be a potential distraction to learning. 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-sleeved shirt will be required. Please also have your child wear socks. Please know that if your child brings expensive or valuable personal items to school, they may get lost or misplaced.

REGULATIONS and RECESS

Children have recess each day. Weather permitting, the playground will be used for recess. We follow the 20-degree rule. If the air temperature or combination of air temperature/wind chill is below 20 degrees, students will 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, including suitable footwear, may have restrictions at recess to stay on cleared areas, or perhaps be permitted to go inside. Snow boots are the only acceptable footwear for snow play. Staff reserves the right to limit playground activities based on the appropriateness of snow or winter clothing.

A teacher is always on duty during recess. An accident or playground disturbance should be reported to the supervising adult immediately. Significant accidents or disturbances will be reported to the Director.

Morning and afternoon recess is an integral part of the learning experience. Recess provides a needed change of pace, fresh air, and physical activity for students. All students are expected to be out on the playground and take part in social and physical activities. Children must have a signed doctor's note in order to remain inside at recess.

BUILDING SECURITY

School doors at GBLUES are open to families, University professors and students, and official visitors every day. Since communication between teachers and families has been a keystone to the climate of our lab school, we are happy to invite parents to escort children to classrooms in the morning, before school begins at 8:50 a.m., without stopping at the front office to sign in. We do ask families who wish to remain in classes after 8:50 a.m. to sign in prior to going to the classroom.

After 8:50 a.m., lobby doors to the classroom hallway will be closed for security. To enter classrooms, all visitors must first sign in at the front office. We will ask for verification of identity, destination within the building, and purpose of your visit. This allows us to account for visitors to our building in case of emergency, to deter anyone who may disrupt teaching and learning at our school, and to ensure the safety of our students. University students who visit the school must wear their student ID. At this time, parents/guardians need only to sign in and out. All other visitors must show ID. All visitors must sign out before leaving our building.

Increased security occurs in all schools, as well as many other public places. Family members who wish to work in classrooms or assist individual students will need to have an up-to-date volunteer application

on file as well as clearances as mandated by SASD. College students who work in our building are also required to have current clearances.

SECURITY SUMMARY

- Present a picture ID to office personnel.
- Register at the front office before going to classrooms during school hours.
- Sign your child in at the front office if your child arrives after 8:50 a.m.
- Always sign your child out at the front office before leaving school early.
- Consider teachers' time with your children. Establish a mutually agreeable time for personal discussions that won't interfere with our learning climate.
- Call GBLUES front office directly (717) 477-1612 for any urgent or time-sensitive messages. Teachers probably won't be able to answer classroom telephones, check email messages or read texts while working with students.

Internet/Internet Connected Devices/Network Use – refer to Board Policy #815

The Internet, computers, and the network are to be used to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of the Internet, the computers, and the network are a privilege, and not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary actions will be taken. Inappropriate uses include, but are not limited to – playing games, exploring the network, manipulating others' work (including deleting, modifying, or moving) or printing anything that is not class related. The following items are considered inappropriate use unless the student is directly following a teacher's instruction: e-mail, downloading files, and network chats. No student may delete the Internet tracking records, change system settings (including, but not limited to backgrounds, icons, screensavers, and network settings).

The Internet may be used for recreational research if the supervising teacher approves, it does not violate any district policy, and no other student wants to use the computer for school related work.

LUNCH PROGRAM

<http://www.shipk12.org/foodservices/>

Lunch is provided each day by Shippensburg Area School District Food Services. 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 upon arrival to school. Funds should be available in advance. Make checks payable to SASD Food Service. An online payment system is available through School Cafe which offers electronic payments from your checking account or credit card. Your child's lunch account is considered to be in arrears when \$5.50 or more is owed.

Families are encouraged to apply for free and reduced lunch prices. Part of our school funding and resources depends on the number of children who meet these criteria. No child will know who receives and who does not receive a free or reduced lunch. All information is confidential. 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 717-530-2722, or visiting the district website.

SCHOOL LUNCH PRICES FOR 2026-2027

Breakfast for all students	FREE
Free/Reduced Qualified Lunch	FREE
Elementary School Lunch	\$3.20 per day
Extra or Packer Milk	\$.70 per milk
Adult Lunch	\$5.25 per day

We ask that you do not send bottles or cans of soda in packed lunches.

We know that having lunch with your child is a special treat and we encourage this! Because our students are important to us and their feelings matter, we ask that you do not bring in take-out food such as McDonalds. You can either buy a school lunch or bring a packed lunch from home.

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.

For information about free/reduced lunch, please visit the district website at www.shipk12.org

If your child will be tardy and would like to purchase a school lunch, please contact the GBLUES office by 9am with their lunch choice. While extras are available, all choices cannot be guaranteed without this prior notification.

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 include meat/meat alternate; bread/bread alternate; vegetable; fruit; and milk.

LUNCHROOM STUDENT EXPECTATIONS

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

1. Students should eat their own lunch. Sharing food is prohibited. This helps avoid unknown allergic reactions and feelings of exclusion.
2. Use good table manners. Talk with the people beside you or directly across from you. Avoid talking across the entire table span or across the cafeteria.
3. Sit at your chosen table and remain there until dismissed. This helps prevent unnecessary spills or physical accidents.
4. Clean your area before leaving and place all trash in the proper places.
5. One table is set aside as a peanut-free zone. Anyone may sit at this table if their lunch contains no peanuts or peanut products.

TRANSPORTATION

Students arrive at school by district bus transportation, or parent drop off, walking or riding bikes. Please observe the following guidelines when arriving at or leaving school.

Walkers, Bike Riders:

Use the sidewalks; avoid walking through parking lots at all times. Cross streets only at crosswalk areas.

Bus Riders:

When unloading/loading the bus, use the sidewalks. Directly enter or exit the school for your safety.

Parental Drop-Off/Pick-Up:

All children must exit and enter vehicles on the right side, such that no child enters traffic areas. Please arrange the seating in your vehicle to make this possible for the safety of all children.

ALTERNATE TRANSPORTATION

It is imperative that you maintain a consistent transportation plan for your child. We cannot keep bus riders from dismissal buses, nor can we put children into the care of another parent or unknown person, based on verbal directions of students, friends, or neighbors.

Whether your child walks to/from school each day, rides a bike or bus, or you provide transportation, it is expected that this routine is followed. Should a temporary change be needed from this routine, a written notice from a parent/guardian is required prior to this change. **Any change in transportation must be communicated, in writing, via a note or email to GBLUES@ship.edu**. Should no written communication be provided by a parent/guardian at the beginning of a school day or via email by 2pm, the daily transportation plan on file will be followed.

LIBRARY

<http://library.ship.edu/luhrs>

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

Luhrs Library is open Monday – Friday, year-round. The library is closed on weekends. Standard hours (when the university is in session) are 7:30 a.m. to 7:00 p.m., Monday through Thursday, and 7:30 a.m. to 3 p.m. on Friday. When the university is not in session, the library is open from 7:30 a.m. to 3 p.m. Monday through Friday. Hours are subject to change during holidays and staffing availability.

The number of books that can be checked out varies by grade. Audiobooks are limited to one from 3rd grade up (not able to be checked out by grades K-2). Materials may be kept for two weeks and renewed one time unless the student has overdue books, then no renewals.

Students are welcome to access resources on the Luhrs Library home page, to include BookFlix, TrueFlix, and TumbleBooks. Also available on the Luhrs Library website are online children's magazines and library games they can access from home.

Families who wish to check out books may get a Community Patron Card at Luhrs Library. Families are encouraged to visit the library and select books with their children any time during the school year and 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.

Lost or damaged items must be replaced with another of the same title, or families can select to pay a replacement charge of \$25.00 plus the cost of the book. Checks are to be made payable to

Shippensburg University Library Fund. Students with overdue books may only check out additional books with prior approval from library staff. It is most helpful for families 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 permitted to come to the library as needed to check out materials, use technology, work on projects, read for pleasure, or carry out other school activities, but please schedule this with the Library before at 717-477-1003. For security reasons, students using the library for these reasons are required to stop at the front office for an escort to Luhrs Library.

Shippensburg University faculty may schedule use of the library instructional rooms and services by appointment.

PARENT/TEACHER ORGANIZATION

GBLUES PTO exists to help parents support and correspond with teachers as well as organize and fund events and extracurricular activities.

GBLUES PTO is directed by a steering committee comprised of a President, Vice President, Secretary, Treasurer and the GBLUES Director. The work of the PTO is carried out by committees and task forces, which report to the steering committee.

All parents/guardians of children are encouraged to become active members in GBLUES PTO. Efforts of the PTO are especially important during a time of decreased funding from the state and school district. Your role as an active member of GBLUES PTO is critical for the success of GBLUES extracurricular activities. Please attend meetings as frequently as you can. This is when GBLUES PTO plans and makes decisions regarding activities, events, and fundraising. We plan to have monthly evening meetings during the school year, which will be announced.

The Parent/Teacher Organization serves the school community by supporting faculty, administration, programs, and curriculum, serving as coordinators of classroom volunteers, supplying field trip transportation, supporting special activities, coordinating and facilitating fundraising.

The PTO's fundraising efforts pay for field trips, classroom/teacher supplies, special events, programs, after school clubs, yearbooks, and Camp GBLUES.

GBLUES PTO is vital to our school! We appreciate the support that it provides.

President:	America Crabill, usa1994@yahoo.com
Co-Vice Presidents:	Erin Fad, erinfad@gmail.com Samantha Fogelsanger, sfogelsanger19@gmail.com
Secretary:	Brooke Schuster, brookepogue87@gmail.com
Co-Treasurers:	Melissa Baer, melissabaer@gmail.com Gavin Baer, gavinbaer@gmail.com

VOLUNTEERING IN SASD

These guidelines apply to all SASD schools.

The following are requirements to become a GUEST Volunteer:

- Approval by the Building Principal or Designee.
- Volunteer Application Form (Annually)
- Volunteer Affidavit (Annually)

The following are requirements to become a POSITION Volunteer:

- Tuberculosis Test - Shippensburg Area School District will offer FREE testing on 9/2/2026, 9/14/2026, 3/2/27, and 3/15/27 from 9:00 am-1:00 pm at the Shippensburg Area High School. Please call your building nurse to schedule an appointment. Testing may also be done by your own physician at a cost.
- Current (less than five years old) PA Child Abuse Clearance (Act 151) (FREE)
Current (less than five years old) PA State Police Criminal Record Check (Act 34) (FREE)
Current (less than five years old) FBI Criminal Background Check (Act 114) (you will need service code 1KG6XN when registering)
The FBI Criminal Background Check is NOT required for any volunteer that has been a continuous resident of Pennsylvania for the past 10 years. In lieu of getting the FBI clearance you will need to complete the Volunteer Affidavit.
- Approval by The Superintendent or Designee.
- Volunteer Application Form (Annually)
- Volunteer Affidavit (Annually)

The volunteer application form and the volunteer affidavit can be found on the SASD website: [Volunteer - Shippensburg Area School District \(schoolinsites.com\)](https://www.schoolinsites.com)

MEMORANDUM OF UNDERSTANDING
For parents/guardians of students at GBLUES 2026-2027

As a parent(s)/guardian(s) of a student attending Grace B. Luhrs University Elementary School (GBLUES) I understand and accept that GBLUES is a laboratory school and part of the College of Education and Human Services at Shippensburg University. We understand that the purpose of GBLUES is to aid in the preparation of preservice university students and demonstrate instructional innovations while addressing social, developmental, and academic needs of elementary school students. Though a public school operating in partnership between Shippensburg University and the Shippensburg Area School District (SASD), certain unique conditions and policies apply exclusively to the laboratory school.

First, enrollment represents a choice: we understand that a place is available for our child at one of the other SASD elementary schools.

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

- is to arrive by 8:45 a.m. and be in the classroom by 8:50 a.m.
- will be picked up or bussed at the end of the school day (3:20 p.m.)
- may be observed by university students enrolled in professional development programs without our 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, professors, or teachers completing university course assignments, as part of the record of those assignments for presentation or completion or a professional portfolio/project
- may be photographed by the newspaper if a special event is taking place
- may have work or image appear on the Internet once appropriate measures are taken to protect identity

Third, we understand and agree to:

- support Parent/Teacher conferences through attending them;
- participate in the GBLUES PTO in a positive, supportive manner and volunteer as needed.

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 the GBLUES director. Parents/Guardians will always have the right to refuse participation in such projects without recrimination.

EMERGENCY FORM

Grade: _____ **Student's Name:** _____

Birthdate: ____/____/____ **Siblings (Name, Age, Grade):** _____

Is there a current custody agreement on file with the district? _____ **Yes** _____ **No**

Parent/Legal Guardian name & relationship: _____

Address: _____

Place of Employment: _____ **Email Address:** _____

Primary Phone #: _____ **Work Phone #:** _____

Parent/Legal Guardian name & relationship: _____

Address: _____

Place of Employment: _____ **E mail Address:** _____

Primary Phone #: _____ **Work Phone #:** _____

Emergency Contacts (when attempts to reach parents/guardians are unsuccessful, you give GBLUES permission to contact and release the student to the below listed individuals):

Name: _____ **Relationship:** _____

Address: _____ **Primary Phone #:** _____

Name: _____ **Relationship:** _____

Address: _____ **Primary Phone #:** _____

Medical Information:

Doctor: _____ **Phone #:** _____

Dentist: _____ **Phone #:** _____

Please review the statements below and initial if you authorize and agree:

____ I authorize school personnel to provide and/or seek emergency care necessary, including ambulance service for my child.

____ I agree to promptly notify the GBLUES office and update Skyward if any of the above information changes.

Signature of PARENT/GUARDIAN: _____ **Date** _____

2026-2027 HANDBOOK ACKNOWLEDGEMENT & PICTURE CONSENT

Please review the statements below and initial to confirm and/or to give authorization. Items marked with an asterisk are required.

- _____ * I have read the student handbook and agree to abide by its provisions.
- _____ * I have read the Memorandum of Understanding for Parent/Guardian of Students at Grace B. Luhrs University Elementary School 2026 – 2027 and agree to abide by the contents and provisions.
- _____ I give permission to have my child's picture taken for specific curricular activities and to be published.
- _____ I give permission for my child's picture and/or work to be posted on the SASD website.
- _____ I give permission for my child's and/or work to be posted on the SU website and to be published in SU print materials.

2026-2027 DISMISSAL PLAN

Please notate the PRIMARY mode of AM/PM transportation for your student below by checking the appropriate box. If there are any changes to the student's primary dismissal plan, please send a note or email GBLUES@ship.edu by 2pm.

	Ride Bus	Parent	If applicable, please list below:
AM			Before school care provider (name and phone number):
PM			After school care provider (name and phone number):

2026-2027 ADDITIONAL PERSONS TO BE RELEASED TO

Name & Relationship	Address	Primary Daytime Phone #

Signature of PARENT/GUARDIAN: _____ **Date** _____