Grace B. Luhrs University Elementary School

Student Handbook 2022-2023

Shippensburg University 1871 Old Main Drive Shippensburg, PA 17257

An addendum to the Shippensburg Area School District Elementary Schools handbook

Board Approved: July 11, 2022

WELCOME

August 2022

Dear GBLUES Families,

I am thrilled to welcome you to the 2022-2023 school year at GBLUES!

As the only public laboratory school in the Commonwealth, our faculty works hard to adhere to the five principles of lab schools (Curriculum Development, Teacher Training, Research, Professional Development and Experimentation), while providing experiential, academic, and social learning opportunities for our students. Likewise, teachers ensure that our children routinely experience the "4 C's of 21st Century Learning": Critical Thinking, Communication, Collaboration, and Creativity.

You will be hearing more from us in the coming weeks. Working together, we will ensure that your children continue to grow and thrive this school year.

Sincerely,

Holly Garner

Director

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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. We have also piloted and adopted new curriculum materials such as the University of Hawaii science curriculum, known as (DASH) Developmental Approaches to Science and Health, a site-based developed Common Core Goals Curriculum, and Positive Behavioral Interventions and Supports (PBIS).

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 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 Hill, Interim Provost
Dr. Jose Ricardo, Interim 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 2022-2023

TEACHERS

Ms. Tamara Smith-Moore Kindergarten, SU Teacher Ed. Faculty <u>tesmithmoore@ship.edu</u>

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Mrs. Becky Gerlach Learning Support, SASD <u>becky.gerlach@ship.k12.pa.us</u>

OFFICE/SUPPORT STAFF

Mrs. Holly Garner Director, SU <u>htgarner@ship.edu</u>

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Mrs. Kelly Ackley Counselor, SASD <u>Kelly.ackley@ship.k12.pa.us</u>

Ms. Molly Smathers <u>Molly.smathers@ship.k12.pa.us</u>

Speech/Language, SASD

SPECIALS

Mrs. Sarah Maclay

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Miss Rachel Shank Music/Chorus/Band/Orchestra, SASD Rachel.shank@ship.k12.pa.us

LIBRARY

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Mrs. Laurie Smith Library Assistant, SU <u>ljsmit@ship.edu</u>

MEMORANDUM OF UNDERSTANDING For parents/guardians of students at GBLUES 2022-2023

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 a 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.

<u>First</u>, 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 World-Wide Web (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 Luhrs 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.

SCHOOL DAY

Arrival

Our school starts at 8:50 AM

Dismissal

Dismissal time is 3:20 p.m.

Children in grades 4 & 5 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 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 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 in order 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.

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 <u>ten</u> 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

BEHAVIORAL EXPECTATIONS AT GBLUES

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. 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, <u>parents will be contacted</u>.

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. <u>Please refrain from having your child wear flip-flops to school</u>. 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. 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 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 or playground aide 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 Office of 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 parents, University professors and students, and official visitors every day. Since communication between teachers and parents 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 parents 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 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 message. Teachers probably won't be able to answer classroom telephones, check email messages or read texts while working with students.

<u>Internet/Internet Connected Devices/Network Use - refer to Board Policy #815</u>

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 as long as 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 Skyward 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 this 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 530-2722, or visiting the district website.

SCHOOL LUNCH PRICES FOR 2022-2023

Elementary School Breakfast	\$1.70 per day
Reduced Breakfast	\$.30 per day
Elementary School Lunch	\$2.80 per day
Extra or Packer Milk	\$.60 per milk

Reduced Lunch \$.40 per day Adult Lunch \$4.00 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 all of 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 web site above.

If your child will be late to school, please notify the office by 9:00 a.m. if they would like to buy a lunch. Hot lunches for GBLUES come from the Nancy Grayson Elementary School. Our lunch count must be phoned to the cafeteria shortly after school begins.

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 of 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 as long as 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, such as a play date or change in persons transporting, must be communicated, in writing, to your child's teacher upon arrival to school. No child will be permitted to call home to make arrangements in the midst of a school day. Should no written communication be provided by a parent/guardian at the beginning of a school day, the daily transportation plan on file will be followed.

uld a family emergency arise, causing a needed change in transportation, contact GBLUES school office by 2:00pm to communicate this emergency change. Do not communicate your change to another parent or through your child. Again, for the safety of your child, we cannot and will not veer from the daily transportation routine without proper notice.

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 are able to 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 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.

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

<u>Shippensburg University Library Fund</u>. 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

Luhrs PTO exists to help parents support and correspond with teachers as well as organize and fund events and extracurricular activities. PTO acts as a supportive "backbone" to the school.

Luhrs PTO is directed by a steering committee comprised of a President, Vice President, Secretary, Treasurer, the GBLUES Director and Administrative Assistant. 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 Luhrs 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 Luhrs PTO is critical for the success of GBLUES extracurricular activities. Please attend meetings as frequently as you can. This is when Luhrs PTO plans and makes decisions regarding activities, events, and fundraising. We plan to have three (3) evening meetings during the school year, which will be announced. Monthly board meetings are also open to all, and will be announced ahead of time.

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

The PTO's fundraising efforts pay for almost entirely any field trips our students take, busing, Camp GBLUES, and teacher appreciation. Luhrs PTO also provides funds for playground renovations, reading and math programs, teacher supplies, extra costs associated with after school clubs, and yearbook expenses.

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

President: Tina Mowen, tgruss86@gmail.com

Vice President: Karen McNew, kh200171@yahoo.com

Secretary: Taylor Fairchild, tfairchild9115@gmail.com

Treasurer: Rosemary Kunkle, rosemarybwhelan@gmail.com

EMERGENCY FORM

Grade: Student's Name:				
Date of Birth Date://				
Is there a current custody agreement on file with the distinct?YesNo				
Parent/Guardian Information:				
Parent Name:	Relationship*:			
Address:	Primary Phone#:			
Secondary Phone#:	Email Address:			
Place of Employment:	Phone#:			
Parent Name:	Relationship*:			
Address:	Primary Phone#:			
Secondary Phone#:	Email Address:			
Place of Employment:	Phone#:			
Parent Name:	Relationship*:			
Address:	Primary Phone#:			
Secondary Phone#:	Email Address:			
Place of Employment:	Phone#:			
Medical Information:				
Doctor:	Phone#:			
Dentist:	Phone#:			
Known allergies/Medical conditions:				
My child may be given acetaminophen (Tylepolicies and protocols for School Health Se	enol) at school, as needed, for pain or fever per SASD rvicesNo			
Daycare provider:	Phone#:			
Siblings (Name, Age, Grade):				

Phone#1:_	Phone#2:	
MY SIG	NATURE ON THIS FORM INDICATES (Please IN	NITIAL beside each that applies)
	_ *I have read the student handbook and agree to abide	by its provisions.
	*I have read the Memorandum of Understanding for I Grace B. Luhrs University Elementary School 2022 – contents and provisions.	•
	*I authorize school personnel to provide and/or seek ambulance service for my child.	emergency care necessary, including
	*I give permission to have my child's picture taken for be published.*I give permission for my child's picture and/or work	-
Signature	e of PARENT/GUARDIAN:	Date