

# Ball Junior High

*Home of the Blackhawks*



## Parent-Student Handbook

1500 W. Ball Road  
Anaheim, CA 92802  
714-999-3663

**Balljhs.org**



*Welcome to the school year 2020-2021*

# Principal's Message

Dear Ball Junior High School Students and Families,

It is my pleasure to welcome you as the newest members of our Blackhawk family for the 2020-21 school year. My name is Dr. Karen Dabney-Lieras, and I am honored to serve as the Principal of Ball Junior High School. We have an exciting year planned for and there will be many opportunities for parents to be involved in our school community.

We encourage all of our students take full advantage of the many programs we offer. Being actively involved in these programs helps students feel connected to our school, and gives them an opportunity to find out what they are most passionate about. We provide many opportunities for students to develop their academic skills and artistic and athletic talents over the two short years they are with us. Ball Junior High School is also a Visual and Performing Arts Academy Pathway with award winning programs in band, choir, art and theatre and we are excited to also offer dance this year.

Our staff is dedicated to empowering all Blackhawks to be creative problem solvers, critical thinkers, and inspired life-long learners. We encourage our students to make the world a better place by demonstrating integrity, perseverance, kindness and respect toward others. A list of our clubs, activities and special programs can be found on our website at [www.balljhs.org](http://www.balljhs.org). You may also follow us on Facebook, Twitter and Instagram for the latest updates and events happening at our school.

We look forward to welcoming you and your student to our Blackhawk family. We value your involvement and partnership with us in ensuring your child's success. With your support, we will work to develop your child's unique talents and interests, and provide them with a foundation for success in high school, college and beyond.

Should you have any questions about our school, or about programs we offer, please do not hesitate to contact me.

**Dr. Karen Dabney-Lieras, Principal (714) 999-3663**  
**[dabney\\_k@auhsd.us](mailto:dabney_k@auhsd.us)**

## OUR VISION:

We are a partnership of students, families, staff and our community. Together we create a caring inclusive environment that supports the growth of personal, academic, creative and real-world skills. We build resilient students who are empowered to realize their full potential and work toward their dreams.

# Important Numbers and Dates

## FREQUENTLY CALLED TELEPHONE NUMBERS

Call 714-999-3663 then press the proper extension for the office you want to contact:

Attendance Office.....	Ext. 2
Cafeteria.....	Ext. 8
Counseling Office .....	Ext. 4
Health Office.....	Ext. 6
Library.....	Ext. 9
Main Office .....	Ext. 3
Parent Center .....	Ext. 7
Registration .....	Ext. 5

## DATES TO REMEMBER FOR 2020-2021

August 12, 2020.....	First day of school
October 9, 2020.....	End of First Quarter – Minimum day
December 18, 2020.....	End of Semester - Minimum day
March 12, 2021.....	End of Third Quarter – Minimum day
May 27, 2021 .....	Last Day of School -- Minimum day

## HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 7, 2020.....	Labor Day (Holiday)
October 12, 2020.....	Staff Development Day – Non-Student day
November 11, 2020.....	Veteran’s Day (Holiday)
November 23 – 27, 2020.....	Thanksgiving Break
December 21, 2020 – January 1, 2021.....	Christmas Break
January 29, 2021.....	Staff Development Day – Non-Student day
February 8, 2021.....	Lincoln’s Birthday (Holiday)
February 15, 2021.....	President’s Day (Holiday)
March 22-26, 2021.....	Spring Break

The Partners in Learning Agreement outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement, intellectual, emotional and physical growth.

## **STUDENT**

Because I want to be successful in school, I will:

- Go to class on time, ready to learn and with assignments completed.
- Set aside time each day to complete my homework assignments.
- Be responsible for my own behavior by following classroom and school rules.
- Follow the school's dress code.
- Regularly talk to my teachers and parents about my progress in school.
- Ask for help or attend tutoring when needed.
- Respect my school, classmates, staff, and family.
- Read independently at home at least 30 minutes each day.
- Use technology and social media appropriately and responsibly.

## **HOME**

As a parent, I will:

- Talk to my child regularly about the value of education.
- Provide a quiet study time and place for my child at home.
- Encourage my child to complete his/her homework on time.
- Make sure my child gets adequate sleep and has a healthy diet.
- Support the school's/district's homework, discipline, dress code, and attendance policies.
- Communicate with the school when I have a concern.
- Monitor my child's progress in school.
- Make every effort to attend school events.
- Participate in decisions related to the education of my child.
- Monitor time on TV, electronic devices, social media, and assure that my child reads at least 30 minutes each day.
- Respect the school, staff, students, and families.

## **SCHOOL**

As a teacher, I will:

- Provide high-quality, motivating and interesting learning experiences in my classroom.
- Communicate high expectations for every student.
- Strive to address the individual learning needs of each student.
- Explain classroom goals and the grading system to students and parents.
- Explain classroom and school codes of student conduct to parents and students.
- Explain assignments clearly to my students.
- Supply clear evaluation of your child's progress and achievement.
- Communicate regularly with families about their child's progress in school.

# Blackhawk Parent Center

## RESOURCES FOR OUR STUDENTS AND FAMILIES

Our Parent Center is located on our campus in the front building, Room 8. Here you can find information on community resources such as medical/dental assistance, individual/family counseling, hygiene care, etc. The Parent Center also organizes our Free Farmer's Market. Other information that is available to you in the Parent Center is:

- Parent Involvement Opportunities (meetings, trainings, workshops, volunteering, etc.)
- Aeries Parent Portal assistance
- Our FACES also hosts monthly parent events such as Coffee with the Principal, Parent Learning Walks, E.L.A.C. and more.

**Center Hours:** Open Monday – Friday 7:30am-4:00pm

**Contact Number:** **Office:** (714) 999-3663 Ext 8  
Cell: 714-949-7668

**Contact Person:** Irlanda Orta-Rodriguez  
[ortarodriguez\\_i@auhsd.us](mailto:ortarodriguez_i@auhsd.us)

## McKinney-Vento

### HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services under the McKinney-Vento Homeless Education Act.

Eligibility for McKinney-Vento Services if your family lives

- In a shelter,
- In a motel or campground due to the lack of an alternative adequate accommodation,
- In a car, park, abandoned building, or bus or train station, or
- Doubled-up with other people due to loss of housing or economic hardship

If any of the above applies, then your child might be able to receive help through a federal law called the McKinney-Vento Act.

Your McKinney-Vento eligible children have the right to

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

\*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

### Have questions or need assistance? Call the McKinney-Vento Liaison

Dr. Adela Cruz, LCSW, PPSC; Coordinator, School Mental Health  
McKinney-Vento (Homelessness)/ Foster Youth  
Email: [cruz\\_ad@auhsd.us](mailto:cruz_ad@auhsd.us) Office: 714-999-7734

# Registration for 2020-21

Dear Students, Parents, or Guardians,

Welcome to the 2020-21 school year. We at Ball JHS are planning another excellent year for students and staff. Your enrollment for the 2020-21 school year will depend on your completion of the necessary registration forms. Please go to [www.balljhs.org](http://www.balljhs.org) for more information on what you will need in order to complete the registration process.

**FIRST DAY OF SCHOOL: AUGUST 12<sup>TH</sup>, 2020 – 7:55 AM**

## Phase 1- Aeries Online Enrollment- OPEN NOW!



**Aeries Portal**

In order to complete Phase 1 enrollment, you **MUST** have an Aeries PARENT PORTAL account. If you do not have an account, you can create one with your personal email by going to our website [www.balljhs.org](http://www.balljhs.org) and click on the Aeries Portal icon. Begin completing the Aeries Enrollment. Make sure that all of the sections are completed.

If you have any password questions, email [passwords@auhsd.us](mailto:passwords@auhsd.us)

## Phase 2- Registration on campus- July 28-31



Once you've completed Aeries Online Enrollment, you should have a printed Emergency Card, which you will bring on your assigned date and times. Make sure to bring your "Ticket to Register" **signed!**

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### NEW STUDENTS TO AUHSD

Any new students to Anaheim Union High School District not coming to us from our feeder elementary schools, must enroll in Aeries Air before completing Phases 1 & 2. Please go to: <https://aeriesair.auhsd.us/air/> and complete the steps.

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### IMPORTANT NOTICE:

Any student who does not appear at his/her appointed time may lose their choice of electives selected in the spring and will have to be re-scheduled into a new set of available classes. Any student who is not able to come to registration should have a parent, relative or friend bring in the materials. Schedules will be distributed to students during registration as well as some textbooks.

# Registration for 2020-2021

## WHAT TO DO:

Student/Parents should report to the **CHECK-IN STATION** on the days and times listed below with their **forms completed and signed.**

## 8<sup>th</sup> Grade

### TUESDAY, JULY 28

REPORT BY LAST NAME

7:30 AM A-F  
8:30 AM G-L  
9:30 AM M-P  
10:30 AM R-S  
11:30 AM T-Z

**MAKE- UP REGISTRATION**  
**7<sup>TH</sup> AND 8<sup>TH</sup> GRADE**  
Friday, July 31 8am-12 noon

## 7<sup>th</sup> Grade

### WEDNESDAY, JULY 29

REPORT BY LAST NAME

7:30 AM A-B  
8:30 AM C-E  
9:30 AM F-G  
10:30 AM H-J  
11:30 AM K-L

### THURSDAY, JULY 30

REPORT BY LAST NAME

7:30 AM M-O  
8:30 AM P-R  
9:30 AM S  
10:30 AM T  
11:30 AM U-Z

**THE FOLLOWING ITEMS WILL BE AVAILABLE FOR PURCHASE DURING REGISTRATION.**

**UNIFORM POLO SHIRTS**  
**\$12.00**

- Gray Polo
- Black Polo
- White Polo
- Gold Polo

**SPIRIT SHIRTS--\$10.00**

ASB Card 8 <sup>th</sup> Grade.....	\$20.00
ASB Card 7 <sup>th</sup> Grade.....	15.00
Yearbook .....	40.00
Yearbook/ASB Card Combo	
8 <sup>th</sup> Grade.....	55.00
7 <sup>th</sup> Grade.....	50.00
PTSA Membership.....	10.00
PE SHORTS.....	10.00
PE SHIRT .....	10.00
PE LOCK.....	5.00
Ball Sweatshirts.....	20.00
Ball Jacket/Windbreaker...	28.00

## Immunization Requirements

**STUDENTS ADMITTED AT TK/K-12 NEED THE FOLLOWING IMMUNIZATIONS:**

**STARTING JULY 1, 2020**

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses**  
(4 Doses OK if one was given on or after 4<sup>th</sup> birthday. 3 doses OK if one was given on or after 7<sup>th</sup> birthday)  
For 7<sup>th</sup>-12<sup>th</sup> graders, at least 1 dose of pertussis-containing vaccine is required on or after 7<sup>th</sup> birthday.
- **Polio (OPV or IPV) – 4 doses**  
(3 doses OK if one was given on or after 4<sup>th</sup> birthday)
- **Hepatitis B – 3 doses**
- **Measles, Mumps, and Rubella (MMR) – 2 doses**  
(Both given on or after 1<sup>st</sup> birthday)
- **Varicella (Chickenpox) – 2 doses**

**PLEASE PROVIDE COPY IF NOT PREVIOUSLY SUBMITTED.**



## LIBRARY

Please be aware that students who have charges for instructional materials, which were issued and not returned, or returned damaged, will need to clear these charges prior to registration. Students with library books checked out and not returned or returned overdue, will also need to clear these charges prior to registration. Students are responsible for returning books in useable condition or pay charges for lost or damaged materials.

Our Library will be open for business on the first day of school. BLACK HAWKS are encouraged to visit and check out a book from our collection of over 18,000 books and graphic novels. Several items are available in Spanish and English, or other languages. Students may check out up to three item at a time, for a checkout period of two weeks. Items may be “renewed” twice for another two weeks, if needed. The library also provides access to multiple databases and additional online resources, like audiobooks, test prep, and free online homework help through our partnership with the Anaheim Public Library (i.e., ACES). Come to the library to read, study, work on group projects, and explore ideas. Visit our library website to learn more about all of the helpful online resources your library provides at

*Library website*



<https://sites.google.com/auhsd.us/balljihlibrary/general-info>

*Library catalog*



<https://auhsd.booksys.net/opac/balljhs/index.html#menuHome>

*The Library Media Technician, Ms. Castaneda will be available beginning July 29<sup>th</sup>.*

**Library Hours:** 7:00am-3:30pm (closed 10:30am-11:30am)



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# Earned Income Tax Credit Act

## (EITC) INFORMATION ACT

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).



# Free & Reduced Lunch Benefits

## EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$94 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

There are two ways to submit your application. One way is to complete a paper Application for Free and Reduced Lunch and return it to your child's school. A second, and fastest, way is to complete an online application (see below).

Please note that it can take up to 10 days to process the application. Once processed, you will receive a letter via US Mail. It is necessary to keep this letter to document eligibility

## Free & Reduced Lunch Application

### FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced price meal applications can be submitted throughout the school year. SY20/21 applications will be available online the first week of July 2020:  
<https://anaheimuhsd.rocketscanapps.com/>  
It can take up to 10 days to process an application; please send your child to school with money or a lunch until your Application is processed.
2. Parents/guardians can pre-pay for full price meals and check account meal history balances online at: [www.schoolpay.com](http://www.schoolpay.com)
3. Meal prices: Breakfast \$1.75, Lunch \$3.00
4. Special diet information and requirements are available on the Food Services website.
5. Breakfast and Lunch menus are available on the Food Services website and are posted in all cafeterias.

# Attendance & Tardy Policy

Parents, your student matters! Together we can help them on their way to earn a high school diploma! It all begins with having regular school attendance. Showing up to school each day is the beginning to their success. Please familiarize yourself with the school's absence and tardy policy below.

## ABSENCES

Section 48205 of the Californian Education Code lists eight valid reasons for students to miss school. The reasons are listed under the attendance policy pages.

State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney.

### PROCEDURE FOLLOWING AN ABSENCE:

Please call the attendance office the day of the absence. 714-999-3663 Ext 2. If phone contact is not possible, please send a note with the student the first day back and have your student turn the note into the attendance office. Absences not verified by a signed written note or a call into the attendance office will be marked unexcused. You may also email the attendance secretary. Illnesses may be verified by the parent up to two days from the date of the absence. Illnesses of longer duration or that are chronic and cause the student to miss a few days each week or month will require a doctor's note. Automated calls will go out twice daily as a reminder for parents to call the school.

### PROCEDURE FOR LEAVING SCHOOL EARLY:

Student brings a signed note from parent to attendance office before school and gets an early release form. If the office does not have adequate notice, the parent may be waiting until the end of the class period to have student released. Parent, guardian or person on contact list must provide photo ID to sign out students.

## TARDINESS

Arriving on time is a critical life skill. Ball works hard to instill this in every student. In addition to limited student participation in special events based on tardies, period trancies and overall attendance percentages, the teacher may also assign consequences for being tardy. Teachers will also contact parents via progress reports and/or phone calls when attendance is affecting the student's grade.

# Important Links

You will be asked during the registration process to verify that you have read the school's policy pages and annual notifications. Here are the links:

## SCHOOL POLICY PAGES

<https://ball.auhsd.us/Ball/>

Policies are listed under the tab “About Us”

## ANNUAL NOTIFICATIONS

<https://www.auhsd.us/district/index.php/parents/notification-to-parents-guardians>

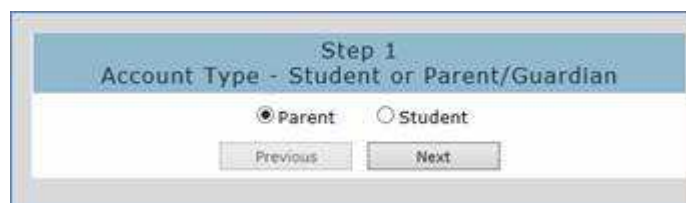
# Create Aeries Parent Portal Account

## CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. **You will first need to obtain the Student ID, Telephone and VPC code from your school site.** To create a new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect> . The following Login screen will display. Click on **Create New Account**.



**Step 1** - select Parent for **Account Type**. Click **Next**.



Step 1  
Account Type - Student or Parent/Guardian

Parent  Student

Previous Next

**Step 2** - enter a valid email address and password. Click **Next**.



Step 2  
Account Information

Please Enter The Following Information About Yourself

Email Address: flaeitf@gmail.com

Verify Email Address: flaeitf@gmail.com

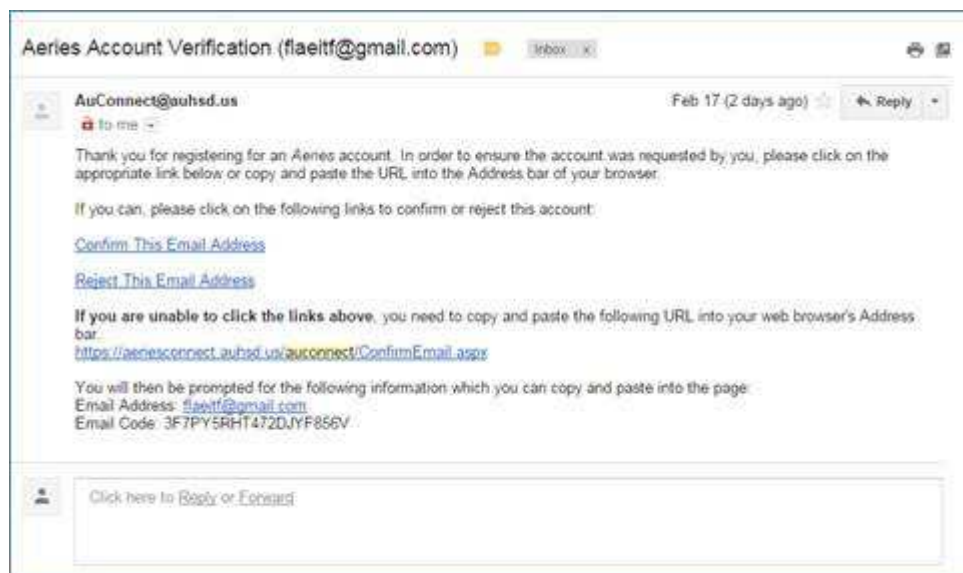
Password: \*\*\*\*\*

ReType Password: \*\*\*\*\*

A verification email will be sent to your email address from:  
**AuConnect@auhsd.us**  
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

Previous Next

**Step 3** - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.



Aeries Account Verification (flaeitf@gmail.com)

AuConnect@auhsd.us Feb 17 (2 days ago)

Thank you for registering for an Aeries account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm This Email Address](#)

[Reject This Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar:

<https://aeriesconnect.auhsd.us/auconnect/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:

Email Address: flaeitf@gmail.com  
Email Code: 3F7PY5RHT472DJYF856V

Click here to Reply or Forward

A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



Final Step  
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.

[Return to Login Page](#)

**Step 4** - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

You should then be able to access the Student Information that is available.

A screenshot of a web form titled 'Step 1 Student Verification'. The form contains the following text and input fields:

Step 1  
Student Verification  
**Please Enter The Following Information About Your Student**  
Student Permanent ID Number: 1014079  
Student Home Telephone Number: (888) 324-5363  
Verification Code: 4w348ttmw8 X  
Previous Next

<b>PBIS</b>	Enter/Exit Classroom	Direct Instruction	Transitions	Individual Work	Group Work
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<b>POSITIVE</b>	Enter and exit orderly  Greet staff at the door	Active listening  Face and look at the teacher/presenter  Politely ask questions	Be mindful of others' personal space, materials and time	Politely ask teacher for clarification  Raise hand and patiently wait for recognition	Be open-minded to new ideas  Be diplomatic and empathetic with group members
<b>RESPECT</b>	Go to and sit in assigned seat promptly	Be patient and wait to ask questions when teacher/presenter is finished speaking  Face forward with feet under desk/table	Keep hands to yourself  Use insides voice	Write legibly  Work to complete task with accuracy  Be mindful of peers working in area	Speak and work with others kindly  "Ask three before me" Work as a team
<b>INTEGRITY</b>	Use inside voice	Focused on task  Actively engaged with instruction with 100% effort	Follow directions quietly and quickly	Give your best effort  Focus on task and ignore distractions	Respect differences with opinions and personalities  Think before you speak
<b>DILIGENCE</b>	Take off backpack and take out materials  Read board for agenda and objectives	Participate when appropriate: <ul style="list-style-type: none"> <li>• Verbally</li> <li>• Non-verbally</li> <li>• Individually</li> <li>• With groups</li> </ul>	When asked to "move", do so orderly and efficiently	Follow teacher guidelines for headings (e.g. name, date, etc.)  Persevere through challenging tasks	Stay on topic/ task  Be an active, productive team member
<b>EXCELLENCE</b>	Be prepared to learn	S – Sit up straight L – Lean forward & listen A – Ask meaningful questions N – Nod your head T – Talk with teacher	Listen for the teacher's next direction	Show pride in your work  Complete and turn in assignment/ task	Share responsibility and accountability for task  Complete task with accuracy

## POSITIVE BEHAVIOR INTERVENTION SUPPORT

**Make your everyday purchases add up to fundraising dollars for Ball Junior High School**

**Register your Club cards and every time you shop particular stores, Ball Junior High School earns money for our programs. Upon registration or renewal, a percentage of all purchases made on these cards will automatically be given back to Ball Junior High School!**

## Community Resources



1. Log onto escrip at [www.eScrip.com](http://www.eScrip.com)
2. Click on (1) Sign up - It's free!
3. Designate Friends of Ball # 6472219
4. Click on Friends of Ball and proceed to next step to register your Vons club card, debit/credit cards, Visa & American Express Cards. If you Lost your card or need your account #, call Vons at (877) 723-3929
5. You Must Renew each year between August and November



1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click on 'Create an Account'
3. Follow the 5 easy steps to create an online account
4. You will be instructed to go to your email box to confirm
5. After you confirm your online account, return to [www.ralphs.com](http://www.ralphs.com) and click on 'my account' (you may have to sign in again first)
6. View all your information and edit as necessary
7. Link your card to your organization by clicking on:
  - a. Scroll down to Community Rewards
  - b. Edit my community contribution and type in BALL
  - c. Remember to click on the left circle for BALL JHS

That's it! It's that easy--- your family shops – and our school earns dollars for our programs! Register other friends and family members too...grandparents, aunts, uncles and neighbors.

## *Ball Junior High PTSA*

Look for information coming soon from Ball Junior High School's PTSA regarding:

- ✓ Membership
- ✓ Volunteer Opportunities
- ✓ Fundraisers
- ✓ Available PTSA Leadership Positions
- ✓ Parent Leadership Academy
- ✓ PTSA Reflections Program

