

# WELCOME BACK TO SCHOOL

*BIGLERVILLE ELEMENTARY - PARENT INFORMATION*

## WELCOME BACK!

We are very excited to welcome our students back to Biglerville Elementary for the 22-23 school year! Our first day of school is on **Wednesday, August 24th**. Our school day begins at 9:05 am and ends at 3:35pm.

The school office is open from 8:00am until 4:00pm. You can reach the school office by phone at 717-677-5200 and our fax number is 717-677-0101.

Please take a few minutes to read this Back-To School Newsletter for important information. We will again be using SMORE to relay important information to parents and guardians. We will be sending a bi-monthly newsletter as well. This information is sent out thru email, so it is very important that we have your correct email address on file. Please contact the school office if you are not receiving emails or need to change your email address.



## CHECK OUT OUR WEBSITE

Please make sure to visit our Biglerville Elementary website by going to <https://www.upperadams.org/> and you can select our school **BIGLERVILLE ELEMENTARY** to view up-to-date information.

## CALENDARS

A copy of the Upper Adams School District Calendar is below. You can click the link for copies of our Upper Adams School District Calendar. **Changes to these calendars will be shared through bi-monthly newsletters and our parent notification system.**

# UASD 2022-2023 SCHOOL YEAR CALENDAR

CLICK HERE

## FIRST DAY PACKETS

All students will be bringing home paperwork that we refer to as "First Day Packets". Please take the time to read the information included in this packet. Some of these forms will need to be signed/filled out and returned to school.

The top form will be the Student Profile Information Form, and should be reviewed carefully. You can make any corrections needed on this form to help us update our files, and then return this form to school. It is important that we have your up-to-date phone numbers and email addresses so that you can receive important information from the district. If any of your information changes throughout the school year, please call the school office to have your information updated.

## THINGS TO REMEMBER

- **Notes are Needed:** when you intend to pick up your child early; when you plan to pick up your child at the end of the school day; or when you want to authorize another adult to pick your child up from school. **Please keep us informed!** We can not rely on verbal instructions your child may share with us. If a note is not received, your child will be sent home their normal way, at their normal time. Notes can be placed in your child's folder/bookbag.
- **Parent Drop-Offs in the AM** - In order to insure the safety of all of our students, parents may not enter the lobby area to wait with their children. Students may be dropped off between 8:45 and 9:05 AM. **When dropping off your child, please do so at the front of the building in the car loop to the right.** Students arriving after 9:05 will need to be signed in at the office by the parent or adult bringing them to school. Click on the link below to view a video of student drop off:

Student Drop Off:

English: <https://youtu.be/nJQADLX8rA8>

Spanish: <https://youtu.be/1O9f3LgxjVA>

- **Parent Pick-Ups in the PM** - Parents who want to pick up students at the end of the school day may not wait in the lobby area to pick up students. Parents are asked to wait in their cars. **When picking up your child at the end of the day, please do so at the front of the building in the car loop to the right.** All students who are being picked up at the end of the day will be dismissed from the building at 3:30 PM. Please click on the link below to view a video of student pick up:

Student Pick Up:

English: <https://youtu.be/YTKTY4-OwXM>

Spanish: <https://youtu.be/ftaHuVtUk1U>

- **Except in cases of emergency, please refrain from calling the school in the afternoon to change your child's dismissal instructions for that day.** Arrangements for after-school should be

made before your child leaves in the morning. A note should be sent to your child's teacher advising of the change to normal dismissal instructions.

## ABSENTEEISM

Students may miss school from time to time due to appointments and/or illness. However, we hope you will make it your goal to have your child(ren) at school, on time, every day that they are physically able.

Children who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. The advantages of regular classroom instruction are lost and can not be entirely regained, even by extra, after-school instruction. We understand that some appointments may be unavoidable, but please try to make appointments either early in the the day or towards the end of the day to limit the time your child needs to be away from school. Also please keep in mind:



- Parents are expected to **notify the school office by 9:05 AM** when their child is going to be absent. Even if you contact your child's teacher about an absence, you should also notify the school office. You may call the office at 717-677-5200 or email Mrs. Trostel at [d.trostel@upperadams.org](mailto:d.trostel@upperadams.org) to report an absence. Parents who do not notify the school office will be contacted by our parent notification system to verify that they are aware that their child is not in school.
- School District policy states that within 3 days of an absence, a note must be received to verify why your child was not in school. This note may be submitted to your child's teacher in writing, it may be emailed to Mrs. Trostel directly at [d.trostel@upperadams.org](mailto:d.trostel@upperadams.org), or it can be faxed to the school office @ 717-677-0101. **Please note that the call-in policy does not take the place of a note.**
- If your child has an appointment and needs to be picked up early from school, please make sure to send in a note with your student. This note should have your student's first and last name, teacher, and the time and date you will need to pick them up. You may also let us know if your student is returning to school after the appointment. You will need to come into the building to sign your student out using our kiosk station in the school office.

## BUS TRANSPORTATION

You should have received transportation information in the mail. If changes need to be made to your student's bus stop, it is important that you contact the Transportation Department at 717-677-7191 ext. 2711 or email [kim.smith@upperadams.org](mailto:kim.smith@upperadams.org). Please remember that students need to be at the bus stop 5-10 minutes earlier than their regularly scheduled pick-up time.





## CAR TRANSPORTATION

- Anytime during the school year, if you need to pick up your student after school, please remember to send in a note or call the school office prior to noon to avoid any confusion with your student's transportation. Please make sure the note has your student's first and last name, grade and teacher, and very importantly the date you are picking up your student.
- If your student will be a **car rider everyday**, please remember to send in a note with your student stating that "they will be an everyday car rider". **A new note is needed every year**, so if your child was a car rider the previous school year, we will still need a new note for the 22-23 school year. Please make sure that your student's first and last name, grade, teacher, and parent signature are on the note.
- For safety purposes, we utilize "car rider signs" to help our staff identify which student you are picking up. Car rider signs will have your student's name on it and are color coded by grade. These signs will be available at Back-To-School nights and are also in the school office and must be displayed on your dash or window when picking up your student.

## VISITING OUR BUILDING

The safety of our students is our greatest priority. To make our schools an even more secure place to learn, the Upper Adams School District has a visitor management system located at the front desk of all School and District Offices. Ident-A-Kid is a simple to use software system that allows schools to quickly account for who is entering and exiting buildings using an ID sign-in process. Visitors scan their State-Issued Driver's License or ID for a security screening.

Below we have created some videos to assist parents in understanding how to check into our building if you come in to visit or volunteer and how to check your child out if they need to leave early for an appointment or family emergency. Please take some time to view these videos at your convenience.

Visitor Check-In (DRIVER'S LICENSE REQUIRED):

English: [https://youtu.be/dHwri2uCF\\_Q](https://youtu.be/dHwri2uCF_Q)

Spanish: <https://youtu.be/XyyEpVi4YUA>

Checking Your Child Out (DRIVER'S LICENSE NOT REQUIRED):

English: <https://youtu.be/W1HVL73ubY>

Spanish: <https://youtu.be/WBdfjZgkjQA>

## VOLUNTEERS

The PA Department of Education has specific requirements that must be followed before volunteers are allowed to be in the presence of students in public school districts. This includes volunteers who want to chaperone a field trip. Please click on the link below for more information on how to complete

your volunteer clearances. If you have any questions or need to pick up a packet of information please stop by or call the school office at 717-677-5200.

## VOLUNTEER CLEARANCES INFORMATION LINK

PLEASE CLICK ON THE LINK ABOVE FOR MORE INFORMATION ON OBTAINING YOUR VOLUNTEER CLEARANCES

## NURSE NEWS AND MEDICATION PROCEDURES

From time to time it may be necessary to send medication to school to be taken during the school day. **All medications must be given to our school nurse upon arrival in the building.** All prescription medications should be clearly labeled in the original bottle dispensed by the pharmacy. **An Administration of Medication Forms must be completed by a doctor before medication may be given.** This is for both prescription and non-prescription medication.



**Procedure Should Your Child Get Sick in School** - In a school setting where people are in close contact and often share supplies, illness can spread. A child who is sick will not be able to perform well in school and is also likely to spread illness to other people. More information regarding our District Illness guidelines can be found at <https://www.upperadams.org/Page/3825>.

Please be sure the school has working phone numbers, and you have a plan in place for childcare in case you are unable to come for your child. If you have changes to your phone numbers, please contact the school immediately.

Please note due to COVID-19 the nurses will NOT have clothes, shoes, or coats to give out if your child would spill something and need a change of clothes. Please pack them a change of clothing and when it gets colder please send them in appropriate outerwear.

## C.H.I.P.

CLICK ABOVE FOR INFORMATION ON PENNSYLVANIA CHILDREN'S HEALTH INSURANCE COVERAGE

## FOOD SERVICES

- Food Services prices for 2022-2023 school year: \$2.85 lunch / \$1.50 breakfast

- The UASD Food Service Department utilizes a meal accounting system that allows you to deposit money into your child's account. Each student's account is unique and theirs alone. As your child purchases meals, milk, or a la carte items, the amount spent is subtracted from the balance in their account. Want to see what your child has been buying? Log on to [www.myschoolbucks.com](http://www.myschoolbucks.com). Once you have registered and set up an account, you can track your child's account balance and get low-balance email reminders. The only time there is a charge to you is when you make an online payment to add money to your child's account. Everything else is free to view.
- You may also add money to your child's account by sending in a check. When paying by check, please make check payable to **UASD Food Service** and include your student's name and lunch ID on the check.

## Artist-in-Residency Fall 2022

From September 7 through September 21, Mr. Thomas Oakes will be our Artist-in-Residence. Mr. Oakes, a ceramic artist, will focus on Spanish Speaking cultures. All classes will meet with Mr. Oakes during the residency; however, the third graders are the core group, which means that they will work with him the most. On Wednesday, September 21st at 7 p.m., the third graders will present a program for the parents and community. This program will be a showcase for their stories and unique sculptures developed during the residency. We hope to see you there!



## PTO

The PTO board would like to welcome back our Canner families to the 2022-2023 school year! We have a lot of fun activities coming up, including Race for Education on Friday, October 21st. We are in need of volunteers, so if any parent is interested, please see one of our tables at the back to school nights or fill out the form in our back to school packet that will be coming out the first week of school. Please make sure you are up-to-date with your clearances that are required for in-school volunteering. Our first PTO Meeting will be Tuesday, September 20th. We hope to see you there!

## IMPORTANT DATES TO REMEMBER

**AUGUST 22ND** - KINDERGARTEN & 1ST GRADE OPEN HOUSE 4:00PM-6:00PM

**AUGUST 24TH** - FIRST DAY OF SCHOOL

**AUGUST 29TH** - 2ND & 3RD GRADE BACK-TO-SCHOOL 6:00PM

**SEPTEMBER 5TH** - NO SCHOOL

**SEPTEMBER 8TH** - 1ST GRADE BACK-TO-SCHOOL 6:00PM

**SEPTEMBER 20TH** - PTO MEETING 6:00PM

**SEPTEMBER 21ST** - ARTIST IN RESIDENCE PROGRAM 7:00PM

**SEPTEMBER 22ND** - FALL PICTURE DAY





# BIGLERVILLE ELEMENTARY SCHOOL

📍 3270 Biglerville Road, Biglervill...

☎ 717-677-5200

🌐 [upperadams.org/](http://upperadams.org/)

