

# Upper Adams School District



Cover Art Work is a photograph of the mural that was created by the 2022-2023 6th Grade Students at the Upper Adams Intermediate School.

## 2023-2024 Activities Calendar

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



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\*\*Calendar page details can be found on the district website at [www.upperadams.org](http://www.upperadams.org). Printed copies are by available by request.

The Upper Adams School District does not discriminate or deny services on the basis of sex, race, color, creed, national origin, age, or handicap in its educational programs or activities nor in its employment practices.

## Upper Adams School District Board of Directors

The Upper Adams School District utilizes the committee system to address school-related issues. The Curriculum & Extra-Curricular Committee will handle all matters relative to student life at UASD (curriculum, athletics, student activities, field trips, etc.). The Business & Operations Committee will handle all matters relative to the administration of the district (finance, personnel matters, property, transportation, etc.). The Policy Committee will continue to maintain its mission of upkeep and maintenance of the policies that govern our District. For more specific meeting dates and times, refer to the monthly calendar pages. Current Upper Adams School District Board Members include:

**Jim Lady**  
President

**Thomas J. Wilson III**  
Vice-President  
Property & Transportation Chairperson

**Gerald Walmer**  
Treasurer

Athletics & Finance Chairperson

**Susan Crouse**  
School Board Director  
Canner Fund Advisory Board Liaison

**Ron Ebbert**  
School Board Director  
Policy Committee Chairperson

**Christopher Fee**  
School Board Director

**Kay Hollabaugh**  
School Board Director  
Student Activities Chairperson

**Cindy Janczyk**  
School Board Director  
Curriculum Chairperson

**James Rutkowski**  
School Board Director  
Personnel Chairperson

## Upper Adams School District Profile

The Upper Adams School District, Adams County, Pennsylvania, includes the boroughs of Arendtsville, Bendersville, and Biglerville and the Townships of Bulter, Menallen, and part of Tyrone, covering a geographical area of ninety square miles, with a total population of approximately 11,173 (US Census, 2015 estimate).

### STUDENTS

At the close of the 2022-2023 school year, there were 1542 students enrolled in the Upper Adams School District. There were a total of 756 elementary students and 786 secondary students.

### EMPLOYEES

The district currently has 182 full and part-time employees. There are 138 teachers, 32 support staff, and 12 administrators. Approximately 73% of the Professional Staff have advanced degrees. The district currently has 80 contracted staff members.

### 2023-2024 BUDGET HIGHLIGHTS

The 2023-2024 Budget was passed on 6/20/2023 with:

Revenues	\$33,102,741
Expenditures	\$34,470,792
Deficit	(\$ 1,368,051)

The unassigned fund balance in the amount of \$1,308,051, \$60,000 of PSERS assigned fund balance is planned to balance the budget deficit.

### The 2023-2024 Tax Rates & Financial Information

15.6383 mills	Real Estate Taxes (Generates \$885,923 per mill)
1.1%	Earned Income Tax (Generates \$2,900,000)
.5%	Transfer Tax (Generates \$150,000)
\$10	Local Service Tax (Generates \$40,000)
\$10.	Per Capita Tax for Sections 511 and 679 (Generates \$35,000 for each section)

## Upper Adams School District

### MISSION:

The Upper Adams School District provides challenging and inspiring educational opportunities, empowering each student to be a responsible and productive individual.

### VISION:

All students college and career ready.



161 North Main Street, Biglerville PA 17307

Phone: 717-677-7191 / Fax: 717-677-9807

# UPPER ADAMS SCHOOL DISTRICT

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

**HOME OF THE CANNERS**

**2023**

# School Board Calendar

Board approved: 7/19/2022

## January 2023

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February 2023

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## March 2023

S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April 2023

S	M	T	W	TH	F	S
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23	24	25	26	27	28	29
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## May 2023

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June 2023

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## July 2023

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23	24	25	26	27	28	29
30	31					

## August 2023

S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

## September 2023

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23	24	25	26	27	28	29
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## October 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Key:



Curriculum and Extra Curricular Committee 6:30 pm/Business and Operations Committee following

Board Study/Executive Session 6:30 pm/Board Meeting 7:00 pm

Policy Committee Meeting 9:00 am

Board Reorganization Meeting is Scheduled December 5, 2023, at 6:30 pm Prior to Board Meeting



161 North Main Street, Biglerville PA 17307  
 Phone: 717-677-7191 / Fax: 717-677-9807

**UPPER ADAMS SCHOOL DISTRICT**

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**HOME OF THE CANNERS**

**2024  
 School Board Calendar**

Board approved: 7/18/2023

January 2024							February 2024							March 2024							April 2024								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
		1	2	3	4	5	6					1	2	3						1	2			1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30						
														31															

May 2024							June 2024							July 2024							August 2024							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
				1	2	3	4						1			1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	

September 2024							October 2024							November 2024							December 2024								
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28		
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31						

**Key:**



- Curriculum and Extra Curricular Committee 6:30 pm/Business and Operations Committee following Board Study/Executive Session 6:30 pm/Board Meeting 7:00 pm
- Policy Committee Meeting 9:00 am
- Board Reorganization Meeting is Scheduled December 3, 2024, at 6:30 pm Prior to Board Meeting



161 North Main Street, Biglerville PA 17307  
 Phone: 717-677-7191 / Fax: 717-677-9807

**UPPER ADAMS SCHOOL DISTRICT**

www.upperadams.org

**HOME OF THE CANNERS**

**2023-2024  
 Academic Calendar**

Board approved: 4/18/2023

Student Start Date: August 23, 2023

**July 2023**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**January 2024**

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August 2023**

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2024**

S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**September 2023**

S	M	T	W	TH	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**March 2024**

S	M	T	W	TH	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**October 2023**

S	M	T	W	TH	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2024**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**November 2023**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May 2024**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**December 2023**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2024**

S	M	T	W	TH	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- First Day of School for Students
- Last Day of School for Students/Early Dismissal
- No School for Elementary Students
- Faculty In-Service Day/No School for Students
- Early Dismissal - UAMS/BHS at 10:45 am No Lunch  
 UAIS/Biglerville Elem. at 11:45 am No Lunch
- No School for Students/Parent Teacher Conferences
- No School for Students or Faculty
- No School/Snow Make-Up Day
- Act 80 Day
- Mid-Marking Period (subject to change)
- End of Marking Period (subject to change)

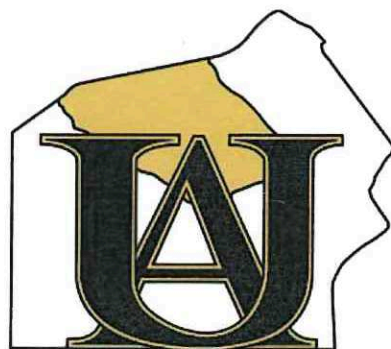
- Aug 18, 21, 22- Teacher In-Service
- Aug 23 - First Day of School for Students
- Sept 4 - Labor Day Holiday - No School
- Sept 18 - Faculty In-Service Day/No School for Students/Act 80 Day
- Sept 25 - Mid-Marking Period
- Oct 6 - Early Dismissal/Teacher In-Service
- Oct 9 - Faculty In-Service Day/No School for Students
- Oct 26 - End of Marking Period
- Nov 20, 21 - Parent/Teacher Conferences/No School for Students/Act 80 Days
- Nov 22, 23, 24 - Thanksgiving/No School
- Nov 27 - Faculty In-Service Day/No School for Students
- Dec 4 - Mid-Marking Period
- Dec 22 - Early Dismissal/Teacher In-Service
- Dec 25 - Jan 1 Winter Break/No School
- Jan 12 - Early Dismissal/Teacher In-Service/End of Marking Period
- Jan 15 - Faculty In-Service/No School for students/Act 80 Day Elem. Only
- Feb 14 - Mid-Marking Period
- Feb 16 - No School/Snow Make Up Day 1
- Feb 19 - President's Day/No School (Fruit Growers Convention)
- Mar 1 - Early Dismissal/Teacher In-Service
- Mar 13 - Parent/Teacher Conferences - Elementary Only - Evening
- Mar 14 - Parent/Teacher Conferences - Elementary Only  
 No School for Elementary Students Only/Act 80 Day Elementary Only
- Mar 15 - No School for Elementary Students Only
- Mar 19 - End of Marking Period
- Mar 27 - Spring Break - No School/Snow Make Up Day 2
- Mar 28 - Spring Break - No School/Snow Make Up Day 4
- Mar 29 - Apr 1 - Spring Break - No School
- Apr 2 - Spring Break - No School/Snow Make Up Day 3
- Apr 26 - Mid-Marking Period
- May 3 - Early Dismissal/Teacher In-Service
- May 27 - Memorial Day/No School
- May 29 - Early Dismissal/Teacher In-Service; Class of 2024 Graduation - Tentative
- May 30 - Early Dismissal/Last Day of School/End of Marking Period/  
 Teacher In-Service, Class of 2024 Graduation - Tentative Rain Date
- May 31 - Teacher In-Service

**PSSA/Keystone Exam Schedule 2023-2024**

December 4-15, 2023	Keystone Testing Window
April 22-May 10, 2024	PSSA Testing Window
May 13-24, 2024	Keystone Testing Window
July 29-August 2, 2024	Keystone Testing Window

	Student Days	Staff Days
August	7	10
September	20	20
October	21	22
November	18	19
December	16	16
January	* 22/21	22
February	19	19
March	*17/18	18
April	20	20
May	21	22
June	0	0
<b>Total Days</b>	<b>181</b>	<b>188</b>

(\*Secondary Student Days Count)



For details on the events and activities of the  
Upper Adams School District,  
go to the district website at

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

Under News & Events, you will find the detailed calendar.  
Should you have questions regarding the calendar, please reach out to  
Candy Bretzman, Central Office Executive Assistant  
717-677-7191 ext. 2751  
c.bretzman@upperadams.org

# Upper Adams School District Directory

Upper Adams School District  
717-677-7191

Administrative Offices	Phone Extension
161 North Main Street, Biglerville, PA 17307	
Superintendent's Office	2751
Special Education, Gifted Education, ESL Office	2701
Curriculum, Instruction, and Assessment	2751
<b>Administrative Services</b>	
Transportation	2711
Child Accounting	2711
Human Resources	2721
<b>Business Office</b>	
Tax Information/Food Services	2740
Payroll	2702
<b>Athletics &amp; Property Office</b>	2707
<b>Biglerville Elementary School</b>	5200
3270 Biglerville Road, Biglerville, PA 17307	
<b>Upper Adams Intermediate School</b>	4101
136 Fohl Street, Arendtsville, PA 17303	
<b>Upper Adams Middle School</b>	2416
135 North Main Street, Biglerville, PA 17307	
<b>Biglerville High School</b>	2120
35 North Main Street, Biglerville, PA 17307	

## Administrative Office

Wesley Doll Superintendent  
Joseph Albin Director of Curriculum, Instruction & Assessment/  
Technology  
Candy Bretzman Central Office Executive Assistant

## Business Office

Shelley Hobbs Business Administrator/Board Secretary/  
Director of Transportation  
Lois Swope Administrative Assistant for Business Affairs  
Kim Cless Accounting and Food Services Coordinator  
Tina Fair Human Resources Coordinator  
Vanessa Wagner-Lee Transportation and Child Accounting Coordinator

## Student Services

Brad Showers Director of Student Services  
Kelly Shannon Administrative Assistant to Student Services

## Athletics & Property

Anthony Graham Director of Athletics & Property  
Joy Taylor Athletics Secretary

## Aramark Employees at Upper Adams School District (Grounds, Maintenance, Custodial Services)

Craig Proffen Director of Facilities  
TBD Office Manager

## Chartwells Employees at Upper Adams School District (Food Services)

Mike Polash Regional Manager  
Karsten Kerrick Director of School Dining Services

## GDC Employees at Upper Adams School District (Technology)

Joshua Cantrell Director of Technology  
Peter Freitas Technology Systems Specialist

Please contact individual buildings for Faculty and Staff Listings.

## Parent-Teacher Organizations

### Biglerville Elementary School PTO

President	Megan Baumgartner
Vice-President	Krista Lawrence
Secretary	Abi Miller
Treasurer	Shelly Minich
Faculty Representative	TBD

### Upper Adams Intermediate School PTO

President	TBD
Vice-President	TBD
Secretary	TBD
Treasurer	TBD
Faculty Representatives	TBD

## Work Permits

An employment certificate/work permit is required of all persons ages 14 through 17 years of age who are doing part-time, summer, or full-time work. To apply, a parent/guardian and the student must complete the application, provide proof of age (birth certificate, driver's license, baptismal certificate or passport) and bring the completed forms to the BHS Office during regular office hours. The BHS Office has applications available.

## Transportation Notice

Note to Parents/Guardians/Students: In accordance with District Policy #810, students must not be tardy to the assigned bus stop. They should be at the bus stop 5 minutes prior to the bus arrival time. Bus drivers are permitted to pick up and drop off students only at the students' assigned stops.

\*\*Video /Audio cameras (see Board Policy #810.2 for details)

All buses are equipped with Radio & GPS devices.

## Student Class Advisors & Officers

### BHS Student Council (Grades 9-12)

Advisor	Lisa Lieberum
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### Upper Adams Middle School Student Council (Grades 7-8)

Co-Advisors	Brooke Gates, Barb Kistler
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### Senior Class Officers - Class of 2024

Co-Advisors	Betsy Showers, Kathy Tyson
President	Carlie Corson
Vice-President	Gabriel Hollabaugh
Secretary	Ricardo Acevedo
Treasurer	Michael Cogliano
Historian	Ariya Miller
Fundraising	Hannah Naylor

### Junior Class Officers - Class of 2025

Co-Advisors	Lynn Hughes, Sally Hurda
President	Bearsun Zullinger
Vice-President	Landen Taylor
Secretary	Ella Lady
Treasurer	Claire Roberts
Historian	Gabrielle Rogerson
Fundraising	Anna Walmer and Ava Peterson

### Sophomore Class Officers - Class of 2026

Co-Advisors	Alexx Purcell, Kyle Flook
President	Sydmev McCleaf
Vice-President	Megan Angstadt
Secretary	Sadie Wicker
Treasurer	TBD
Historian	TBD
Fundraising	Evangeline Hollabaugh

### Freshman Class Officers - Class of 2027

Co-Advisors	TBD
President	TBD
Vice-President	TBD
Secretary	TBD
Treasurer	TBD
Historian	TBD
Fundraising	TBD

## UPPER ADAMS SCHOOL DISTRICT SELECTED SCHOOL BOARD POLICIES

**Title IX Information (UASD Policies 103 4/20/2021 & 104 10/20/2020):** The Board declares it to be the policy of this district to provide an equal employment opportunity to all employees and an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sex, sexual orientation, ancestry, national origin, or handicap/disability, and others as defined by policy. The UASD's Title IX Coordinator is Wesley T. Doll, Superintendent. He can be reached at 677-7191 extension 2751, 161 North Main Street, Biglerville PA, 17307.

**Exemption from Instruction (UASD Policy 105.2 10/01/2020):** Parents who wish to exempt their students from any of the district's programs for religious or other reasons must notify the building administrator, in writing, of the reasons, specifying the portions of the program or curriculum that are in question and any religious beliefs that may apply. The principal may exempt the student or refer the matter to the Superintendent or designee for a decision.

**Admission of Beginners (UASD Policy 201 3/21/2023):** By Board policy, admission of kindergartners is limited to those who will be five (5) years of age before September 1, and admission of first graders is limited to those who will attain the age of five (5) years and seven (7) months before September 1, or are no more than six (6) years zero (0) months of age before the first day of the school term. The Board may, on the written request of a parent/guardian, admit a child who does not meet the above age criteria. That child must meet certain criteria stated in Board Policy #201. Any parent/guardian who wishes to make such a request should contact the principal of Biglerville Elementary School for a packet of information and instructions. All required documentation must be submitted to the Superintendent by August 10th.

**Family Educational Trips (UASD Policy 204.1 5/16/2023):** The Board recognizes that family trips for educational purposes enhance and enrich the learning opportunities available for students of the UASD. Consideration of a request by a parent or guardian to take a child on a family educational trip shall be dependent on the following conditions:

1. Educational travel is not to exceed ten (10) days during the school year. A student on a trip that leaves United States soil and continues beyond ten (10) school days requires withdrawal from school and readmission upon return.
2. A Pre-arranged Absence Form must be requested from the office and returned a minimum of three (3) days in advance of the planned absence(s).

3. The student must have an attendance rate of 90% or better at the time of the request.
4. The student must be passing all classes at the time of the request.
5. Any days beyond the maximum of ten (10) days permitted will be considered unexcused, and appropriate legal action may be taken.
6. The Board and administration strongly advise parents or guardians not to plan family educational trips within the first or last ten (10) school days of the school year.
7. No request will be approved for a family educational trip during administration of the state mandated assessments or during the secondary schools' end-of- course examination periods.
8. Failure to follow the procedures outlined in this policy will result in an unexcused absence.

Prior to the beginning of the trip, it shall be the responsibility of the student to initiate contact with his/her teachers to arrange for learning experiences, assignments, and/or examinations to be completed. Students returning from an approved trip must submit all work missed during his/her absence. Students will be permitted the same number of days after the absence as were originally granted for the absence to submit all course requirements issued during the absence. Teachers may grant exceptions to this "day-for-day" procedure as needed.

**Food Allergy Management (UASD Policy 209.1 9/19/2017):** The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. Food allergy management shall be established in district schools, as needed, in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

**Use of Medications (UASD Policy 210 2/17/2015):** It may be necessary to send medication to school to be taken during the school day. If possible, medication schedules should be adjusted to minimize the medications that need to be taken at school. These prescription and non-prescription medications must be given to the school nurse or designee. All prescription medications should be clearly labeled to

include: 1) student's name, 2) name of physician, 3) the date of the prescription, 4) the name and telephone number of the pharmacy, 5) the name of the medication, dosage route, and frequency of administration. All non-prescription medication must be in the original packaging and properly labeled. An "Administration of Medication Form" is available on the district website or from the school office for all medication types. The form and waiver must be completed and approved before medication can be given. It is important the school know where to contact parents should any questions arise. School district personnel may only administer non-prescription medication that is approved by a school physician. All other non-prescription medication must be accompanied by a signed note from a physician to be given during school hours. School personnel will not administer any medication without the proper forms completed.

**Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (UASD Policy 210.1 11/20/2018):** Epinephrine is stored in a secure location on school premises for emergency use. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the appropriate opt-out form.

**Student Records: Maintenance & Disclosure (UASD Policy 216 6/18/2019):** The purpose of the UASD policy on student records is to state current federal, state school law, and school district policy regulating the collection, maintenance, confidentiality, and release of information in student records that are kept by the district. Included in this policy are parental and student rights and access to records, disclosure and non-disclosure requirements, and procedures for requesting corrections to student records. A copy of this policy is available on the district website. UASD is required by law to inform parents and students annually of their right to: (a) inspect the student's records, (b) ask the District to correct information in a student record if it is misleading or factually inaccurate, or violates the student's privacy or other rights, (c) consent to the disclosure of the record's identifiable information to non-privileged persons, (d) file a complaint with the U.S. Department of Education, if the District has failed to comply with the Family Education Rights and Privacy Act, and (e) obtain a copy of this policy. UASD will forward student records to post-secondary institutions, school districts, or schools in which a student seeks to enroll or has enrolled.

**Student Discipline and Conduct Code (UASD Policy 218 2/21/2023):** The following disciplinary infractions shall be used in determining the disciplinary measure to be

taken by the administration. Students who accumulate multiple disciplinary infractions such as those listed may be subject to suspension, placement in an alternative education environment and/or expulsion.

- Direct disobedience, insubordination, or disrespect to those in authority
- Possession, or distribution, or use of, or sale of, alcoholic beverages and/or drugs
- Offenses for possession and/or use of tobacco in any form
- Stealing
- Recurring unexcused absences or tardiness
- Vandalism
- Fighting or assaulting another person
- Profanity directed to staff members or extreme profanity in any situation
- Direct defiance of any school regulation or policy
- Endangering a person, or offenses against property
- Possession, distribution, or use of any weapon
- Harassing or threatening another person
- Arson, false alarm, or terroristic threat
- Bullying/Cyber-Bullying
- Infractions covered under the school code not listed here

The Board shall require each student of this district to adhere to the conduct rules and regulations promulgated by the administration, and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, at school sanctioned/sponsored activities, during the time spent in travel to and from school. Such rules shall require that students conform to reasonable standards of socially acceptable behavior; respect the rights, person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; and obey constituted authority and respond to those who hold authority.

**Weapons, Look-A-Like Weapons and Hazardous Substances (UASD Policy 218.1 5/16/2023):** According to Act 26 of 1995 and UASD Policy 218.1, any student who possesses a weapon, look alike weapon, or hazardous substance will be subject to strict disciplinary measures. Students and parents need to be aware that those items that are not permitted on school property include, but are not limited to any realistic replica of a weapon, any knife, cutting instrument, or cutting tool; nunchaku; firearm, shotgun, or rifle; and any other tool, instrument or implement capable of inflicting serious bodily injury; noxious, irritating, or poisonous gases; accelerants; poisons; drugs; material, or substance capable of causing serious bodily injury. Any student who violates this policy shall be expelled for not less than one

year, unless the Superintendent recommends discipline short of expulsion on a case-by-case basis. Any student who brings look-alike weapons, hazardous substances, or destructive devices onto school property will be subject to disciplinary actions which may include expulsion. Any student who assists another student in any actions prohibited by this policy will be subject to disciplinary action which may include expulsion. When a weapon, as described in the policy, is carried onto school property and is discovered, the local law enforcement officials will be notified. A student may request prior, express approval from his/her building principal to bring a weapon onto school property for classroom purposes or a school function. In asking approval, the student shall make arrangements with the principal for the safe storage and transportation of the weapon. After the weapon is used for the approved purpose, it shall be removed from school property by the student by the conclusion of the school day or after the stated school function.

**Discipline of Student Convicted/Adjudicated of Sexual Assault (UASD Policy 218.3 4/20/2021):** A student who is convicted or adjudicated of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction or adjudication no later than seventy-two (72) hours after the conviction or adjudication. Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall notify the Title IX Coordinator and ensure this policy is implemented in compliance with state and federal laws.

**District Dress and Grooming Policy (UASD Policy 221 5/16/2023):** Parents and students must be mindful that dress which may be distracting or disruptive to the learning process will not be tolerated. Any student violating this dress code, will be considered insubordinate and dealt with according to the District's discipline policy. School administrators have the final responsibility for interpretation and enforcement. Additional information can be found in the Student Handbooks.

**Tobacco and Vaping Products (UASD Policy 222 1/19/2021):** The board prohibits possession, use, or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the district. A student in violation of this policy may be fined up to Fifty Dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

**Drug Awareness (UASD Policy 227 2/21/2023):** The educational environment is disrupted by a student who, while in school or while engaged in or attending a school activity, possesses, uses, attempts to sell, distributes, or is under the

influence of any of the materials mentioned in the current District policy. All students shall be encouraged to report to the Principal any person suspected of soliciting, giving, or using any narcotics, alcohol, or other health endangering compounds while on school property, under school jurisdiction, or while attending school-related functions. Students who, while under the school's jurisdiction, are found to possess or use a controlled substance, alcoholic beverage or any controlled drug shall be suspended from the school related activities for a period conforming with current school code and Board policy. Law Enforcement will be notified, student-parent counseling will be made available, and a prescribed course of study related to the offense must be successfully completed.

**Student Wellness (UASD Policy 246 6/20/2023):**

The purpose of this policy is to ensure that the District provides a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. This policy includes guidelines on the following: Record keeping, Wellness Committee, Nutrition Education, Nutrition Promotion, Physical Activity, Physical Education, Other School-Based Activities, Nutrition Guidelines for All Foods/Beverages at School, Management of Food Allergies, and Safe Routes to School.

**Hazing (UASD Policy 247 2/15/2022):** The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in any organization. For purposes of this policy, student activity or organization means any activity, society, corps, team, club, or service, social, or similar group operating under the sanction of or recognized as an organization by the district. The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal. Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy. Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct. Any person who participates in conducting hazing may also be subject to criminal prosecution.

## UPPER ADAMS SCHOOL DISTRICT SELECTED SCHOOL BOARD POLICIES

**Bullying/Cyber Bullying (UASD Policy 249 2/15/2022):** Bullying means an intentionally electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantially disrupting the orderly operation of the school

Bullying, as defined in this policy, includes cyber bullying.

**Video Camera Surveillance (UASD Policy 713 7/12/2016):** The UASD believes that schools and school property should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video surveillance systems in the district. The Board also believes that the privacy of individuals should be protected, and therefore, the use of video surveillance must be strictly monitored and controlled to ensure protection of individual rights and compliance with federal and state laws addressing the privacy and disclosure of student records. Cameras shall only be installed in public areas, including various district buses and vehicles, except as otherwise provided in this policy. Areas chosen for surveillance shall be in hallways, common areas within a building, parking lots, etc. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e. washrooms, locker rooms, and staff rooms. Additionally, outside cameras shall avoid being directed towards private, non-district property. Only the appropriate administration shall have access to the surveillance equipment. In addition, law enforcement shall have access as necessary.

**Integrated Pest Management (UASD Policy 716 4/19/2022):** The UASD utilizes integrated pest management procedures to manage structural and landscape pests. The agents used in order to alleviate pest problems will pose the least possible hazard to people, property, and the environment. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally, and socially sound. IPM promotes prevention over remediation, and it advocates the integration of at least two (2) or more strategies to achieve long-term solutions. An integrated pest management decision shall consist of the following five (5) steps: Pest species identification; estimate pest populations and compare to established action thresholds; select the appropriate management tactics based on current on-

site information; assess effectiveness of pest management; and keep appropriate records. When pesticide applications are scheduled in school buildings and on school grounds, the District shall provide notification in accordance with law, including: posting a pest control sign in an appropriate area; providing the pest control information sheet to all individuals working in the school building; providing required notice to all parents and guardians of school students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

**Food Service Operations (UASD Policies 808 10/18/2022):**

The Board recognizes that students require adequate, nutritious food and beverages, in order to grow, learn, and maintain good health. The Board directs that students should be provided with adequate time and space to eat meals during the school day. UASD will utilize a meal accounting system that allows individuals to prepay, purchase, and track meals.

1. Delegation of Responsibilities - Operation and Supervision of the food service program shall be the responsibility of the Business Administrator. The Business Administrator is responsible to present to the school board each month's statements and receipts.
2. Free/Reduced Price Meals - The District shall provide free/reduced price meals and/or free milk to students in accordance with the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.
3. Special Dietary Needs - The District shall make appropriate food service/meal accommodations to students with special dietary needs in accordance with applicable laws, regulations, and the School Board policy.
4. Food Safety Inspections - The District shall receive two (2) safety inspections per year in accordance with all local, state, and federal laws.
5. Professional Standards - The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. Professional standards shall apply to both district-operated food service programs and contracted food service programs.

## 6. School Meal Charges & Accounts -

1. The District shall assign individual accounts to each student for the purchase of meals, drinks, snacks, etc., served in school cafeterias and ensure that the identity of each student is protected.
2. The District shall provide parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
3. The District may permit students to charge a reimbursable meal when the student forgets or loses his/her money or when his/her account has insufficient funds.
4. The District shall notify parents/guardians when the student's account reaches a low balance.
5. The District shall notify parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
6. Collection of Unpaid Meal Charges - Upon reaching a total delinquency of the equivalent of \$50.00, a letter will be sent. This letter will specify a final date for which payment must be made. If payment is not received by that date, the delinquent account may be referred to a collection agency.

**Transportation (UASD Policy 810 10/15/2019):** The school day begins for students when they step off their property to wait for or board the school bus. At that point, the students are under the rules and regulations of the Upper Adams School District. The bus driver is an employee/contracted employee of the school district and, according to school law, has the right to enforce rules and discipline students. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the student to be denied transportation in accordance with regulations of the Upper Adams School District. Suspension of bus privileges can range from three days to one year. This information is "Administrative Guidelines for Transportation". For the complete District Transportation Policy please see Board Policy 810.

**School Visitors (UASD Policy 907 2/16/2021):** The district welcomes and encourages visits to school by parents, guardians, or other adult residents of the community and interested individuals. To ensure that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of both students and staff, persons wishing to visit a school should make arrangements in advance with the school office. Upon arrival, visitors must register at the office where they will receive a pass and instructions relative to their visit.

**School Volunteers (UASD Policy 916 1/18/2022):** All volunteers who are unsupervised or partially supervised when working with children and/or who are alone with students must have an Act 34 (criminal) clearance, an Act 151 (child abuse) clearance, and a Tuberculosis Test prior to participating in student activities. Clearances must be renewed at least every five (5) years. Some volunteers must also complete the FBI fingerprint-based Federal Criminal History Clearance unless an exemption applies. These clearances must be submitted to the building principal for review, after which the applicant will receive notification of approval to serve as a volunteer. The board and administration in no way wish to discourage volunteering in our schools. In fact, we recognize the vital importance volunteers play in the everyday operation of our schools. However, our primary goal is to ensure that our students attend a school that is safe, secure, and comfortable. This policy will provide us with one more method to accomplish that goal. Please contact the building secretary for the complete policy on volunteers and information on how to obtain clearances as needed.

**Title I Parent and Family Engagement (UASD Policy 918 8/04/2022):** The Upper Adams School District holds an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents and family members are provided the opportunity to participate in the design, development, operation, and evaluation of the program. Parents and family members are encouraged to participate in planning activities, to offer suggestions and to ask questions regarding policies and programs such as the Title I Parent and Family Engagement Policy and the development of the Title I Plan

**\*\*The dates included at each policy number, reflect the date the policy was last reviewed and/or revised as of 7/01/2023.**

## UPPER ADAMS SCHOOL DISTRICT SELECTED SCHOOL BOARD POLICIES

**NOTICE:** The Policies included in this publication are summaries of selected policies of the Upper Adams School District. To review the full version of each policy or any updates to our policy manual, please visit the District's website at "<http://www.upperadams.org>" click on About Us >Policies and Procedures and select the board policies link. All students of the Upper Adams School District are given a Student Handbook at the start of each school year. It is the responsibility of the student and their parents/guardians to review the student handbook and abide by the rules and regulations of the Upper Adams School District.

The following is a listing of policies which require or are recommended for annual notice. For review of these policies in their entirety, please go to the Upper Adams School District's website at <http://www.upperadams.org> click on About Us>Policies and Procedures and select the board policies link.

Should you need assistance in regards to policy information, please contact Candy Bretzman at [c.bretzman@upperadams.org](mailto:c.bretzman@upperadams.org) or call 717-677-7191 ext. 2751

- 006. Meetings
- 103. Discrimination/Title IX Sexual Harassment Affecting Students
  - 103.1. Nondiscrimination – Qualified Students With Disabilities
- 104. Discrimination/Title IX Sexual Harassment Affecting Staff
- 105.1. Review of Instructional Materials by Parents/Guardians and Students
- 113. Special Education
- 114. Gifted Education
- 123. Interscholastic Athletics
  - 123.1. Concussion Management
  - 123.2. Sudden Cardiac Arrest
- 138. Language Instruction Educational Program for English Learners
- 146. Student Services
  - 146.1 Trauma Informed Approach
- 200. Enrollment of Students
- 203. Immunizations and Communicable Diseases
- 204. Attendance
- 209. Health Examinations/Screenings
  - 209.1. Food Allergy Management
  - 209.2. Diabetes Management
- 210. Use of Medications
  - 210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 216. Student Records
- 218. Student Discipline and Conduct Code
  - 218.1. Weapons, Look-A-Like Weapons and Hazardous Substances

- 222. and 323. Tobacco and Vaping Products – Students and Employees
- 226. Searches
- 231 Social Events, Class Trips, and Field Trips
  - 231.1 Chaperones
- 235. Student Rights and Responsibilities
  - 236.1 Threat Assessment
- 237. Electronic Devices
- 246. School Wellness
- 247. Hazing
- 249. Bullying/Cyberbullying
- 312. Performance Assessment of Superintendent/Assistant Superintendent
- 604. Budget Adoption
- 619. District Audit - Public
- 621. Local Taxpayer Bill of Rights
- 705. Facilities and Workplace Safety
- 707 Use of School Facilities
- 716. Integrated Pest Management
- 805. Emergency Preparedness
- 806. Child/Student Abuse
- 808. Food Services
- 810.2. Video/Audio Recording
- 823. Naloxone
- 824. Maintaining Professional Adult/Student Boundaries
- 904. Public Attendance at School Events
- 906. Public Complaints
- 918. Title I Parent and Family Engagement

## UPPER ADAMS SCHOOL DISTRICT SPECIALIZED PROGRAMS

### **Homeless Assistance - McKinney Vento:**

Youth who are experiencing homelessness have special rights under a federal law called the McKinney-Vento Act. Students qualify for its protections if they have no consistent, appropriate place to stay. This includes youth who are “doubled up” with other youth or families due to economic hardship; living in a car, motel, hotel, camping grounds, or sleeping outdoors or in a public place; or living in a shelter. The law protects youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason. These youth are called “unaccompanied homeless youth.” Homeless students have two options for where to attend school: the school they were attending when they became homeless or the school where they are currently staying. If you have questions concerning homeless students or need additional information, please feel free to reach out to your school counselor or contact the District Homeless Liaison (Student Services Office).

**Elementary Behavior Intervention:** The UASD Elementary Behavior Intervention Program is designed to meet the needs of at-risk students whose problematic behavior has caused them to be unsuccessful in a traditional classroom. The behavior intervention classroom provides a positive, safe, and structured learning environment that continues instruction in the student’s core academic curriculum, along with added emphasis on counseling and social skills development to address the specific problem with behaviors. The smaller class size, individualized learning environment, and extra supervision is conducive to the student’s improved academic and behavioral success. Successful reintegration into the regular school program at the student’s appropriate grade level is the stated goal of the program. The student’s improvement in self-discipline, responsibility, and interpersonal skills is essential for further education, employment, and in becoming a successful contributing member of society.

**Secondary Intervention/Credit Recovery:** The UASD Secondary Intervention/Credit Recovery Program is designed to motivate students to develop skills, attitudes and knowledge needed to become a responsible citizen and graduate high school within the brick and mortar, online, or credit recovery environment. The smaller class size and individualized learning environment, and extra assistance is conducive to the student’s improved academic success, and in becoming a successful contributing member of the workforce or postsecondary community.

**College in the High School:** The College in High School (CHS) program at Biglerville High School offers high school students the opportunity to earn Harrisburg University and Harrisburg Area Community College credits during the regular school day. Qualified students do not to travel to the University or the College as these

college level classes are taught by adjunct faculty at BHS. The following credits are offered to qualified students:

From Harrisburg Area Community College:

6 credits of English

From Harrisburg University:

4 credits of Calculus

4 credits of Chemistry

3 credits of Introduction to Business & Entrepreneurship

3 credits of Introduction to Computer Science Principles

BHS students can enroll in these courses at a fraction of the tuition rate set by the college and university. These courses prepare our students for future college level courses.

**Advanced Placement Courses:** Biglerville High School offers the College Board’s Advanced Placement Courses (AP). This gives students the opportunity to take college level courses while in high school to earn college credit and placement. Students are encouraged to take the AP exams, offered in May. Students scoring a 3 or above on an AP exam may be eligible for college credit. Students should contact their college of interest regarding these credits. BHS offers the following AP courses:

AP Probability and Statistics

AP Human Geography

AP World History (Modern)

AP Literature and Composition

AP Studio Art: 2D, 3D and Drawing

AP Spanish

AP French

**Upper Adams Cyber School:** Canner Cyber Connection provides an online educational option for students in grades K-12. Online education through this program is primarily intended for students who would otherwise enroll in an outside cyber-charter school and/or students in unique circumstances that are not conducive to a traditional school routine. Interested students who are considering this option must be self-motivated, have the support of their parents/guardians, and meet the expectations of the cyber school program. Students who meet the needed criteria could register for either Canner Cyber Connection (all needed credits taken with online courses) or a hybrid version (part of the needed credits taken through Canner Cyber Connection and the other part of the credits taken in

brick and mortar school). Interested parents should contact their child's building principal.

**English Language Development (ELD), Grades K-12:** ELD instruction is available to meet the needs of English Learners. The Upper Adams School District provides assessment and classes, and a supportive environment for students who are English Language Learners.

**Gifted Program:** Gifted support provides enrichment to students who have unique needs and abilities that require programming appropriate to their potential. A wide variety of educational options are offered to develop creativity, critical thinking and reasoning, originality, and leadership skills. Students are screened at the end of Grade 2. Students may also be referred for evaluation by their parents, classroom teacher, building principal or counselor.

**Learning Support, Grades K-12:** Learning support specialists assist students who are experiencing difficulty in specific learning skills. Students identified as needing learning support may spend all or a small part of their school day in the regular classroom, depending upon the level of support necessary to help them be academically successful. Students are usually referred for evaluation at the elementary level by their parents or by the Intervention Team. At the secondary level, students are generally referred by the counseling department after an intervention period.

**The Life Skills Support, Grades K-12+:** Life Skills Support serves students whose needs are more functional than academic. The program emphasizes functional academic, self-help, social and community living skills at the elementary level. The secondary level emphasizes training that prepares the student for transition to employment and adult community living. Instruction increasingly progresses from classroom to community based as the student approaches graduation in order to facilitate a transfer of skills from theory to practice. The primary population served by the program is students with intellectual disability, but others are included if the program can be modified to serve their needs.

**Special Needs Screenings and Evaluations, Preschool-12:** Upper Adams School District in cooperation with the Lincoln Intermediate Unit, provides for the screening of preschool students who may have special needs. In addition, the Upper Adams School District provides on-going screening for the purpose of identifying and following up on those students, kindergarten through grade 12, who may have special needs. All students periodically receive vision and hearing screenings. First year students automatically receive screening for speech/language

difficulties. If the results of any of these screens warrant further evaluation, parents are notified so that follow-up can be arranged. If parents, teachers, or school personnel suspect a learning problem, the district attempts to meet the student's needs through a continuum of instructional services. When this is not possible and further evaluation is warranted, a multidisciplinary evaluation is scheduled. Parents or the Intervention Team may refer the student for a multidisciplinary evaluation at any time.

**Student Assistance Program Team, Grades K-12:** This program works to help students who are at high risk of drug/alcohol use, depression, or other mental health problems. A team of specially trained faculty members, guidance counselors, social worker, administrators, and drug & alcohol/mental health professionals meets regularly to identify, intervene, and refer students in need.

**Crisis Intervention Team:** The UASD Crisis Intervention/Threat Assessment Team consists of trained staff members, including the Assistant Principals, School Counselors, School Psychologist, School Nurses, and Director of Student Services. The role of the team is to identify, respond to, address, and intervene, to reports identifying students who are a threat to themselves or others.

**Vocational Education:** Students may elect to participate in the District's Vocational Education programs, beginning in the ninth grade. Programs are offered at Biglerville High School in the areas of Agriculture, Business, Family and Consumer Sciences, and Industrial Technology Education. Vocational education is also available via the Cumberland-Perry Area Career and Technical Center (CPACTC). A variety of excellent vocational courses are provided. High school students have the option of attending Cumberland Perry AVTS for one-half of the school day.

# ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION

**Annual Public Notice to Parents:** A school district, charter school, or the intermediate unit provides special education services to residents' children with disabilities who are ages three through twenty-one. The purpose of this annual notice is to describe the special education program services that are available, the process by which each of the school entities screens and evaluates students to determine eligibility for special education services, gifted services, or Chapter 15/504 services, and information regarding the confidentiality of student educational records.

It is the responsibility of the school districts, charter schools, and the intermediate units to ensure that all children residing in the Commonwealth who are in need of Special Education and related services are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act as amended in 2004 (IDEA 2004).

The IDEA 2004 requires each school entity to publish a notice to parents in newspapers or other media, including the student handbook and website. To comply with the above requirement, this publication is the annual public notice for the Upper Adams School District.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

**Services - Age 3 until School-Age:** Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education. A child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists: (i) The child's score on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Screening for preschool children is available each month at The York Learning Center (York 717-718-5902), the LIU Central Office (New Oxford 717-624-6490), and the Franklin Learning Center (Chambersburg 717-263-1732). To schedule an appointment for a screening or evaluation call one of the numbers listed above. For additional information, contact LIU #12 Preschool Office at (717)624-6575

**Programs and Services Available for Children with Disabilities:** It is the responsibility of each school district and charter school to ensure that, to the maximum extent appropriate, students with disabilities, including those in public or private institutions or other care facilities are educated with students who are not disabled. Special classes, separate schooling or other removal of students with disabilities from the general education environment occurs only when the nature or severity of the disability is such that education in general education classes, even with the use of supplementary aids and services, cannot be achieved satisfactorily. Special Education services are provided according to the educational needs of the child, not necessarily the category of disability.

**Screening for Disabilities:** The school district or charter school has established and implemented procedures to locate, identify, and evaluate students suspected of having a disability. These procedures include screening activities. Screening is conducted in the student's home school unless other arrangements are necessary. Screening is a pre-evaluation/pre-referral process that occurs in regular education.

**Evaluation:** When screening indicates that a student may be a child with a disability, the school district/charter school will seek parental consent prior to conducting an evaluation. An evaluation for special education services is conducted by an evaluation team that includes the parent, teachers, and any other qualified professionals. The process must be conducted in accordance with specific time lines and must include procedural safeguard procedures. The evaluation process results in a written evaluation report. This report specifies a student's eligibility for the special education based on the presence of a disability and the need for specially designed instruction. The reevaluation report also makes recommendations for educational programming.

Parents who think their child may have a disability may request, at any time, that the local school district conduct an evaluation. This request should be made in writing to the contact person identified at the end of this public notice. If a parent makes an oral request for an evaluation, the school district, charter school, or

## ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION

intermediate unit shall provide the parent with a form for that purpose. Pre-Referral Team, Child-Study Team, or Instruction Support Team (IST) activities do not serve as a barrier to the right of a parent to request an evaluation at any time, including prior to or during the conduct of instructional support activities.

Every public school has a procedure in place by which parents can request an evaluation. For information about the school district's procedures applicable to your child, contact the school your child attends. Telephone numbers and addresses for the school districts can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter as follows: Lincoln Intermediate Unit #12, P.O. Box 70, 65 Billerbeck Street, New Oxford, PA 17350. Telephone: 717-624-4616

**Consent:** School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the informed written consent of the parents.

**Individualized Education Plan (IEP) Development:** Following the evaluation report, an IEP must be developed within 30 calendar days. The IEP team must include the parent(s) of a child with a disability. Other required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, and a representative of the school district/charter school. The IEP team develops a written plan called an IEP. The IEP shall be based on the results and recommendations in the evaluation report. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but at least annually.

### **Notice of Recommended Educational Placement/Prior Written Notice**

**(NOREP/PWN):** The responsible school entity must notify you in writing whenever it proposes to initiate or to change the identification, evaluation, educational program or placement of a child; or whenever it refuses to initiate or make a change in the identification, evaluation, educational program or placement requested by a parent.

**Notice for Services for Protected Handicapped Students in Accordance with Section 504 and Chapter 15:** Students who are not eligible to receive special education services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district or charter school must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular

activities to the maximum extent appropriate for each individual student. Section 504 covers qualified students with disabilities who attend schools receiving federal financial assistance. To be protected under Section 504/Chapter 15, a student must be determined to: 1) have a physical or mental impairment that substantially limits one or more major life activities; 2) have a record of such impairment, or 3) be regarded as having such impairment. Section 504/Chapter 15 require that school districts or charter schools provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

For further information on the evaluation procedures and provisions of services to protected handicapped students under 504/Chapter 15, parents should contact the school or charter school your child attends.

### **Notice of Services for Gifted Students**

While gifted is not included as one of the disabilities categories under the IDEA 2004, the Pennsylvania State Board of Education's regulations as set forth in Chapter 16, Special Education for Gifted Students, provide that gifted students are considered to be children with exceptionalities and are in need of specially designed instruction.

Under Chapter 16, each school district shall conduct public awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and parents of children not enrolled in public schools.

**Screening for Giftedness:** Chapter 16 requires that each school district shall adopt and use a system to locate and identify all students within the school district who are thought to be gifted and in need of specially designed instruction. Each school district shall determine the student's needs through a screening and evaluation process which meets the requirements of Chapter 16.

**Gifted Multidisciplinary Evaluation:** For students who are potentially gifted students, the district will take the following steps: conduct the Gifted Multidisciplinary Evaluation; compile a Gifted Written Report; convene a Gifted Individualized Education Program team meeting to determine whether the student is gifted; and, develop a Gifted Individualized Education Program if the student is a gifted student.

## ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION

For students who are gifted and eligible for special education, it is not necessary for school districts to conduct separate screening and evaluations, develop separate IEPs, or use separate procedural safeguards processes to provide for a student's needs as both a gifted and special education student.

**Confidentiality of Student Information:** All school entities maintain educational records concerning children enrolled in public school, including students with disabilities. Educational records containing personally identifiable information about or related to children with disabilities are maintained in the strictest confidentiality.

**Consent for Disclosure of Personally Identifiable Information:** Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and position of those employees within the agency who have access to personally identifiable information.

Complaints concerning alleged failure of a public school to comply with the confidentiality requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. ~ Washington, DC 20202-5920  
Phone 1-800-872-5327

**Summary:** This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below.

Mr. Brad Showers, Director of Special Education  
161 North Main St., Biglerville, PA 17307  
Telephone: 717-677-7191 ext. 2701

For preschool age children, information, screenings and evaluation requests, may be obtained by contacting the Intermediate Unit. The address of the intermediate unit is as follows:

Lincoln Intermediate Unit #12  
P.O. Box 70, Billerbeck Street, New Oxford, PA 17350  
Telephone: 717-624-4616

Public schools, intermediate unit and charter schools prohibit discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, marital status, or because a person is a disabled veteran. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school shall be denied equal opportunity or equal access to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

**Every Student Succeeds Act:** The Every Student Succeeds Act (ESSA) requires Pennsylvania to ensure that the total number of students assessed in each subject using the PASA does not exceed one percent of the total number of all students in the state assessed on the statewide assessments. Each local educational agency (LEA) must complete and submit the PASA 1.0 Percent Participation Threshold Justification to BSE if it anticipates that more than 1.0 % of its students enrolled in grades 3-8 and 11 will be assessed using the PASA. A list of LEAs who anticipate exceeding the threshold will be made publicly available on the PDE website, in accordance with 34 CFR 200.6 (c)(3) regulations. LEAs must also make the document publicly available upon request, removing any personally identifiable information. The Upper Adams School District anticipates exceeding the 1.0 percent threshold for PASA participation for the 2022-2023 testing cycle. The necessary justification information has been submitted to the Bureau of Special Education. Questions on the Upper Adams School District's participation rates should be directed to the Director of Student Services, Mr. Brad Showers, at (717) 677-7191, ext. 2701.

The Upper Adams School District Student Services Department will be purging inactive files for students who have graduated seven years prior to the current school year. All evaluations will be archived and copies can be obtained upon request. Records will only be released to the requestor who provides proof of identification (driver's license or another official form of photo identification) that includes signature, name, date of birth and current address that matches the written request.

**LV Stock Teacher of Excellence  
Award Winners**

1984-85 Pamela Tate	1994-95 Michael Bucher
1985-86 Daniel Bushman	1995-96 Jeff Taylor
1986-87 Cynthia Kane	1996-97 Jamie H. Cope
1987-88 Richard Allison	1997-98 Charlotte Bergmann
1988-89 Mary Sue Cline	1998-99 Gordon Harvey
1989-90 M. Angela Eisenhart	1999-00 Diane Fetters
1990-91 Joyce Ebbert	2000-01 Scott Howell
1991-92 Tina McGough	2001-02 Theresa Hardman
1992-93 Larry Kennedy	2002-03 Judy Pitzer
1993-94 Delmar Crum	2003-04 Denise Schnur

**Guinn E. Unger  
Innovative Teaching Practices  
Award Winners**

<b>Year</b>	<b>Elementary</b>	<b>Secondary</b>
1993-1994	Dawn Showers	Michal Witten
1994-1995	Cynthia Stine	Michelle Miller
1995-1996	-----	Marcia Anderson
1996-1997	Ann Ratay	Roger Crum
1997-1998	Donna Ebersole	Jane Fox
1998-1999	Judy Pitzer	Becky Davis
		Lynna Wansor
		Suzanne Kuhn
1999-2000	Sharen Miller	Lynne Smith
	Sonia Buckley	
	Kathy Anthony-Gulden	
2000-2001	Barbara Rouzer	Theresa Fritz
2001-2002	Christine Godard	Nancy Rehm
2002-2003	Marjori Howery	Margaret Elliott
2003-2004	Jane Little	Tim Hibbs
	Deborah Yargar-Reed	

**LV Stock/Guinn E. Unger  
Teacher of Excellence Award  
(established beginning with the 2004-2005 school year)**

<b>Year</b>	<b>Elementary</b>	<b>Secondary</b>
2004-2005	Jennifer Lobaugh	Barbara Eppley
2005-2006	Patti Fetrow	Stephen Swartzbaugh
2006-2007	Shane Brewer	Stephanie Staub
2007-2008	Georgia Hollabaugh	Jacki Brooks
2008-2009	Gayle Donharl	Christine Hazlett
2009-2010	Jesus Gomez-Nieves	Tracy Hebert
2010-2011	Kelly Pelc	Amy Gorman
2011-2012	Colleen Smith	Robert Baust
2012-2013	Kim Johnson	Leigh-Kathryn Smith
2013-2014	Stephanie Althoff	Annie Granger
2015-2016	Megan McLean	Richard Henninger
2016-2017	Ashly Wilkinson	Stephanie Leonard
2017-2018	Aimee Haines	Roberty Dwyer
2018-2019	Emily Kissner	Lisa Lieberum
2019-2020	Nicole King	Lisa Showers
2019-2020	Colleen Rebert	Kathy Tyson
2020-2021	Tashia Neely	Brad Showers
2021-2022	Shawn Heiges	Nicole Starner
2022-2023	Juanita Buchheister	Chris Berger

## Student Honors

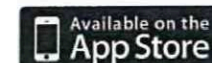
**Biglerville Elementary "Golden Apple" Award:** Biglerville Elementary has a "Wall of Fame" to honor students who receive a "Golden Apple". This award is earned by students in grades K-3 who have demonstrated exemplary behavior and making good choices. It is given by teachers and staff members of the school. The award earner has their picture posted on the "Wall of Fame".

**Upper Adams Intermediate School "Orchard of Excellence":** The Upper Adams Intermediate School recognizes students in grades 4-6. The "Academic Golden Apple" takes into consideration the CARES criteria categories of Accountability and Effective Learner. The "Canner Character Golden Apple" takes into consideration the CARES criteria categories of Cooperation, Accountability, Respect, Effective Citizen and Self-Control. Golden Apple awards are hung in the Orchard of Excellence display at the intermediate school.

**Upper Adams Middle School "Bringing Up Grades" (BUG) Awards:** To be eligible a student must improve one letter grade from the previous quarter in at least two core subjects. Letter grades in all other core subjects must remain the same from the previous quarter. The student must have a letter grade of "C" or higher in all core classes.

### Download the Free Blackboard District App

- View news stories
- View calendar info
- View sports scores
- Access school and staff info
- Receive important alerts
- View lunch menus



## MISCELLANEOUS INFORMATION

### Weather-Related School Closings:

The Upper Adams School District utilizes our district webpage, [www.upperadams.org](http://www.upperadams.org), and services provided by an electronic calling system to inform parents of school delays and closings. Similar announcements will be made in case an early dismissal is necessary. If you are a parent and would like to receive prerecorded notifications of school delays and/or closings, please contact your student's building secretary.

We also notify the local TV and Radio Stations of the closing/delay of school at the earliest possible time. At no time should schools be telephoned for this information, as it is necessary to keep these lines open for emergencies.

### Regular School Hours:

Kindergarten - Grade 6: 9:05 a.m. - 3:35 p.m.  
 Middle School & High School 7:50 a.m. - 2:36 p.m.

### Cafeteria Meal Costs:

#### 2022-2023 School Year

Building	Breakfast	Reduced Breakfast	Lunch	Reduced Lunch
Biglerville Elementary	\$1.50	\$.30	\$2.95	\$.40
Upper Adams Intermediate School	\$1.50	\$.30	\$2.95	\$.40
Upper Adams Middle School	\$1.75	\$.30	\$3.20	\$.40
Upper Adams High School	\$1.75	\$.30	\$3.20	\$.40

### Free/Reduced Price Meals Applications Online:

Information about free/reduced price meals will go home with students on the first day of school and will be posted on the Upper Adams School District Website at [www.upperadams.org](http://www.upperadams.org). If you have further questions, contact Kim Cless, Accounting & Food Service Coordinator - [k.cless@upperadams.org](mailto:k.cless@upperadams.org).

### Disclosure of Professional Qualifications of Teachers and Paraprofessionals:

Parents may request information regarding the professional qualifications of their child's teacher(s) and of paraprofessionals who provide instructional services to their children by contacting the Human Resources Office, extension 2721.

### Golden Age Passes Available to UASD Senior Residents:

All Upper Adams residents age 60 and over are invited to stop by the High School Office for a Golden Age Pass. There is NO charge for this pass. These passes are an invitation to attend school activities such as plays, concerts, and sports events as guests of the District. The passes are permanent and do not need to be renewed on an annual basis.

### Pupil Records:

Staff members of the Upper Adams School District respect the privacy and confidentiality of pupil records. The District is required by law to keep records of special education pupils. Teacher records include pupil worksheets, workbooks, results of informal testing, and other information of short-term importance. Supplementary records may include consent forms, assessment reports, multidisciplinary team meeting minutes, reports from outside agencies, verified teacher reports, IEPs and requests for release of information or file review. When appropriate, records, forms, rights, and notices can be provided in the native languages of various population groups in the school district. As your child is reevaluated, information is continually added to the file. According to District board policy, parents can review your child's file and challenge, in writing, the validity of any record or report and/or the maintenance of any information in the file. Only school personnel and authorized education officials are permitted to see your child's file. Any other persons must have your written approval before they are allowed to see the file, or to receive copies of information in the file. If you have questions about pupil records, contact Dr. Wesley Doll at the District Administration Office (677-7191).

### Notice to All Landlords:

You are hereby notified that you are required to inform Upper Adams School District of each tenant now occupying single- and multiple-family dwelling units which you own. Within thirty (30) days of a new tenant's occupying one of your rental units, you must complete a form for each tenant and dwelling and return the completed form to the Upper Adams School District office (Requirement established under Resolution). The securing of this form and completion thereof by you will allow us to properly identify and tax all school district residents, improve the fairness of our tax collection system, and assist the schools in planning for community needs (Failure to comply can result in fine and/or imprisonment). Forms may be obtained from the Administrative Assistant in the Business Office located at 161 North Main Street, Biglerville, PA 17307, phone number 717-677-7191 ext. 2740. Thank you for your assistance.

# SAFE2SAY™

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