

Upper Adams School District Elementary Student & Parent Handbook



Biglerville Elementary - Upper Adams Intermediate
School

“A Unified Community of Lifelong Learners”

Biglerville Elementary School

3270 Biglerville Road
Biglerville, PA 17307

Phone: 677-5200
Fax Number: 677-0101
Email: d.trostel@upperadams.org
c.ritchey@upperadams.org

School Hours

Student hours: 9:05 a.m. – 3:35 p.m.
Office hours: 8:00 a.m. – 4:15 p.m.

Lunch Times

Forty-minute lunch/recess periods are scheduled between 11:05 and 1:00. These times will vary with individual class schedules.

BIGLERVILLE ELEMENTARY SCHOOL MISSION STATEMENT

Biglerville Elementary School exists to provide primary grade students

- with educational experiences to meet appropriate academic, social, physical and emotional benchmarks based on the PA state standards
 - in partnership with families and the community
 - while fostering creativity and problem solving within each student
- so that they can become life-long learners and contributing members of society.

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Upper Adams School District Mission Statement

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

Upper Adams School District Vision

All students college and career ready.

Non-Discrimination Policy

Upper Adams School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, gender, gender identity, sexual orientation, or handicap in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, and the American Disabilities Act. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudice the facts for either side.

For information regarding civil rights or grievance procedures, contact Dr. Wesley Doll, Superintendent and Title VI, Title VII, Title IX, and ADA Coordinator at 717-677-7181 ext 2751, by

email at w.doll@upperadams.org, or by mail at 161 N. Main Street, Biglerville, PA 17307. If you would like to file a Title IX Complaint, you can do so by contacting the above person at any of the above listed ways.

NOTE: Any reference to “parent” throughout this document includes guardians as well.

ACCEPTABLE USE OF THE INTERNET

(Reference: UASD School Board Policy # 815)

The Acceptable Use Policy applies to all students, all faculty and staff members, and all visitors to District campus (both adults and minors) including parents and subcontractors. All children and teens visiting our campus are also subject to the terms and conditions of this Acceptable Use Policy. Students have access to computers, networks, and other forms of educational technology for educational purposes. As a result, Board Policy #815 states that students are prohibited to:

- Send or display offensive messages or pictures through public messages, private messages, and material posted online by students.
- Use obscene language
- Utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. (Any cyber bullying on or off-campus that is determined to substantially disrupt the school and/or threaten the safety and/or well-being of a student(s) is subject to disciplinary action according to the Upper Adams School District Discipline Code. UASD School Board Policy # 249, Cyberbullying.)
- Damage computers, computer systems, or computer networks.
- Modify, alter, change, repair, or reconfigure computer settings, software, or security settings on any school-owned computers or technology.
- Violate copyright laws.
- Use others' passwords or reveal others' passwords.
- Trespass in others' folders, work, or files.
- Intentionally download or install new programs or software without permission.
- Intentionally engage in illegal file sharing.
- Intentionally introduce a virus or software program onto the network.
- Engage in commercial activities to sell, purchase, or barter any products or services.
- Access any instant messenger services from the school's technology.
- Access Social Networking profiles or accounts during academic hours from either personally-owned or District-owned technology.
- Access any photography sharing websites from a District-owned computer or District's technology.
- Access any rating or dating websites from the District's technology.
- Access material that is offensive, profane, or obscene including pornography and hate literature.
- Take or send photographs or video with their phones or any other electronic handheld or wireless device while on District property or at District events without advanced permission from a District official.
- Use the District's school name, logo, or mascot or any other likeness or representation on a non- school website without permission from the Superintendent.

Violations of district policy may result in loss of access to the Internet and/or network. Additional

disciplinary or legal action may result as appropriate. Anything created on school property using assets of the District becomes the property of the District. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the District equipment will always be private. The District is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology.

The District reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. The District also reserves the right to investigate any reports of inappropriate actions related to any technology used at school or on District property. All emails and messages sent through the District's network or accessed on a District computer can be inspected. Messages of a personal nature sent on District devices during school hours are prohibited. Personally owned device users have a limited expectation of privacy when using their own technology on District property or at school events so long as no activity violates policy, law, and/or compromises the safety and well-being of the school community.

Cell Phones, Data and Gaming Devices: Cell phones and other electronic handheld devices should not be visible or in use at any time during the school day or on the bus. The District is not responsible for safe keeping of these devices or the content stored on them. Misuse of such items could result in confiscation in which case they will be held in the office for parent pick up, and disciplinary action may be taken.

ADDRESS CHANGES:

In order to maintain the proper care of your child, please notify the school of any change of address, telephone numbers, or other important information. Also, if you plan to move, please notify the school office so that parent signatures may be obtained and appropriate records and materials may be properly forwarded to the new school. Finally, if plans necessitate a move during the summer, please call the school office so we can help your child's adjustment to a new situation by forwarding their records before the new school year begins.

ATTENDANCE:

(Reference: UASD School Board Policy Reference #204 and 204.1)

1. Absence from School – Regular attendance at school is necessary if students are to receive a quality education. From time to time, however, it will be necessary for students to miss school due to an illness, a professional health care or therapy appointment, or a death in the family. Parents should call the school office by 9:00 AM to let us know your child will be absent and provide a written excuse when the child returns. **Note: An automated phone message reporting the absent child/children will be made to the homes of parents who do not call in to report their child's absence by 9:00 AM.**
2. When students are absent from school, the following procedures will be followed:
 - a. A written note must be signed by the parent and returned to school within 3 days after the student returns.
 - b. If a student is absent for 3 consecutive days, a doctor's note is required upon returning to school for the absences to be considered legal.
 - c. The mere fact that a parent has sent a written excuse does not necessarily mean the absence shall be considered to be lawful.
 - d. Excused absences include but are not limited to: Absences resulting from illness; professional health care or therapy appointment; quarantine; recovery from accident; required court attendance; death in the family; pre-excused family educational trips; impassable roads; pre-

- approved religious holidays.
- e. After three days without an excuse, the absence will be counted as unexcused and/or illegal and dealt with accordingly.
 - f. Oversleeping is not an acceptable excuse for being tardy/absent and will be recorded as unexcused.
 - g. Students will not be excused to attend a sibling's sporting or extra-curricular events.
 - h. Students will not be excused to attend practices prior to the end of the school day.
 - i. A First Notice Letter will be issued after three (3) days of unexcused/illegal absences during a school year.
 - j. Work missed due to absences must be made up based on the general guideline of one day for each day absent.
 - k. Students who are illegally absent or unexcused may not be able to make up work or take tests which they missed while out of school illegally.
 - l. Assignments for legally absent students can be obtained by calling the school office or by notifying the teacher before 10:00 AM. A message may be left on the school voicemail before school. Assignments may also be picked up by parents or sent home with siblings.
 - m. **If a student is brought into school late, the parent must accompany the child to the school office to sign the student into school. Unexcused minutes due to tardiness may add up to result in unexcused absences.**
 - n. Students arriving at school after 10:30 AM without lawful excuse will be charged with a ½ day absence for the morning. Students leaving school prior to 2:00 PM without lawful excuse will be charged with a ½ day absence for the afternoon.
3. Appointments – Regular school attendance is essential for maximum benefit from the instructional and extracurricular programs offered. Whenever possible, appointments for non-school activities or services should be scheduled outside the school day. If a student must see a doctor, dentist, etc., during the school day, a note giving parental permission must be submitted to the office prior to the appointment day. Illegal absences will be recorded if time is loitered away while moving to or from the place of appointment. **Upon their return to school, students should provide a doctor's note from the doctor or dentist office verifying the appointment so their time away from school can be counted as excused.**
 4. Early Dismissals – No student shall be excused from school prior to dismissal except for reasons approved by the Principal of the school or his/her appointed representative. Such reasons shall give primary consideration to the welfare of the child. Likewise, no student shall be permitted to leave school prior to dismissal at the request of, or in the company of, anyone other than a professional school employee, a police officer, a court official, or the parents of the child, unless permission of the parent in charge is first procured. Parents who request early dismissal of their children are required to report to the Principal's office and sign their child out of school.
 5. School Early Dismissals – Students should be prepared ahead of time to know where they would go in the event of early dismissal due to half days or emergencies.
 6. Signing Students in and Out – Parents *must* come to the office and use the school registration kiosk when removing or returning a student during the school day. It is no longer permissible for the school to release students without parent signature.
 7. Family/Educational Trips – We believe learning is an experience not limited to the confines of a school building. Thus travel by a student of an educational nature and/or attendance at educational functions other than school will be considered a legitimate, excused absence from school if they are preplanned

and pre-approved. Cooperative attempts to enhance the educational value of the experience are to be made between the school, parents, and student. Following are guidelines of the Educational Travel Policy, Board Policy 204.1:

- a. A request form for Educational Travel is available on the District website and in school offices. This form must be filled out and submitted by a parent at least three(3) days prior to the student's anticipated absence.
 - b. Educational travel absences shall not exceed a total of ten (10) school days.
 - c. The student must have an attendance rate of 90% or better in order to be approved. .
 - d. Special arrangements for Educational Travel which is expected to exceed ten (10) school days must be made with the Principal.
 - e. Any days beyond the maximum of ten (10) days permitted will be considered unexcused and appropriate legal action may be taken.
 - f. Requests for approval may be denied based on academic standing of student, attendance record, or disciplinary record.
 - g. The Board and Administration strongly advise parents not to plan family educational trips within the first or last ten (10) school days of the school year.
 - h. 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 assignments, examinations, and/or missed work to be made up.
 - i. Students will be permitted the same number of days after the absence as were originally granted for the absences to submit all course requirements issued during the absence. Teacher may grant exceptions for this "day-to-day" procedure as needed. No work should be submitted after the last day of the school year.
 - j. Failure to submit work within the given time period will result in the student receiving a zero (0) for the assignment, which may be averaged into the marking period grade for that subject.
 - k. **Educational Travel requests will be denied during the PSSA testing window for grade levels that are testing.**
8. Notes from Parents Regarding Bus Transportation – In issues regarding bus transportation, if you know in advance that your child will not be riding the bus in the AM or PM, please provide the bus driver with a written note. A written note is required for your child's bus driver if you plan on your child getting off the same bus but at a different bus stop. **Copies of transportation notes should also be given to the school office, especially when you plan to pick your child up at school at the end of the day.**
 9. Notes for Physical Education – If your child is unable to participate for longer than a week, he/she must have a written excuse from a physician. Please have the physician include recess activity as well as P.E. in the note regarding inability to participate only as applicable. Extended excuses from normal P.E. classes may require placement in an adaptive physical education class.
 10. Chronic Absences – According to Upper Adams School Board Attendance Policy #204, a maximum of ten (10) days of cumulative medical/illness-related absences verified by parental notification shall be permitted during a school year. **All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. (Please note: if a student fails to provide a doctor's excuse, the absence will be considered unexcused/illegal. After three (3) days of illegal or unexcused absence, a letter of warning will be sent to the parent or guardian and appropriate actions taken.)**
 11. Absence Improvement Plan – The building principal or designated Attendance Officer may develop an Attendance Improvement Plan for any student deemed "at-risk" of significant academic decline due to absences. Input shall be gathered from teachers, guidance counselors, parents, students, and other

pertinent individuals in order to attempt to identify the root causes for the absence pattern and steps for improvement. This plan, if adhered to by the parents and the student, may be utilized in lieu of the legal remedies available to the District. Failure to adhere to the components of the plan will constitute reasons for immediate pursuance of legal remedies for the illegal absences.

BEHAVIOR CODE OF CONDUCT:

(Reference: UASD School Board Policy Reference #218)

The Board acknowledges that conduct is closely related to learning and, therefore, hopes to maintain an effective instructional program by maintaining an orderly and safe school environment. In order to do so, the Board shall require each student in the district to adhere to the conduct rules and regulations decided upon by the administration and aligned with the Pennsylvania School Code Section 1317. Every teacher and administrator shall have the right to exercise the same authority with regard to conduct and behavior over students attending our schools from the time they are in class, going to and from school, or attending and participating in school-sponsored activities. The circumstances of any situation will dictate the degree and type of correction that needs to be exercised. 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 below, may be subject to suspension, expulsion, or an alternative placement.

1. Direct disobedience, insubordination, or disrespect to those in authority
2. Possession, distribution, use or sale of alcoholic beverages and/or drugs
3. Offenses for possession and/or use of tobacco in any form
4. Stealing
5. Vandalism
6. Fighting or assaulting another person
7. Profanity directed towards staff members or extreme profanity in any situation
8. Direct defiance of any school regulation or policy
9. Endangering a person or offenses against property
10. Possession, distribution, or use of any weapon. Should a student accidentally bring such things to school, they should be given to a Teacher, Instructional Aide, or Principal immediately.
11. Harassing or threatening another person
12. Arson, false alarm, or terroristic threat
13. Bullying/Cyber-Bullying (UASD School Board Policy # 249)
14. Any infractions covered under the School Code not listed here

Behavior in General –

1. Students are expected to be courteous, kind, and considerate of both students and adults at school.
2. Students should be prompt and prepared for each class.
3. Students should refrain from profanity, name-calling, making threats, and any form of teasing.
4. Cheating and telling lies, etc., will not be tolerated.
5. Students should not have more than \$1.00 over the cost of lunch at any time during the school day, except for school store, book fairs, and field trips.
6. No running anywhere inside the building (exception – during Phys. Ed. Class).
7. No gum chewing in the building, on the playground, on the buses, or on any trips outside of the school (i.e. – during field trips, Color Day, PTA/O Meetings, Open House, etc.)
8. No buying or selling of food and/or other items on the bus or on school or District property.
9. No giving away or trading of personal belongings is permitted on the bus or on District property.

10. All students should remove caps, hats, hoods, or headgear while in the hallways and building unless special permission is given (i.e. Hat Day, Dress Up Days, etc.) or unless worn for religious reasons.
11. Students may not bring print materials to school containing pictures or content that is disruptive to the learning environment or otherwise determined to be inappropriate in the school setting by the Principal.
12. Cell phones or other electronic handheld devices (PSPs, iPads, etc.) should not be visible or in use at any time on District property.
13. No public displays of affection.

Behavior in the Cafeteria –

1. Students are expected to eat quietly, display good eating habits, and utilize good manners.
2. Students should help the custodian keep the cafeteria clean and a nice place to eat. In order to do this, students must clean up all paper, milk cartons, and food crumbs.
3. All food taken to the cafeteria or obtained in the cafeteria must be eaten in the cafeteria.
4. Carriers who purchase milk will go through the line with their class and pay the cashier.
5. Students shall be seated according to directions given by the cafeteria staff.

Behavior at Recess – Good Weather –

1. Students are expected to go outside at recess if the weather permits.
 - a. On the way to the playground, students are to get a drink and go to the restroom.
 - b. No student is to return into the building unless permission is granted by the teacher on duty.
 - c. Students must play on the blacktop if the ground is wet or muddy.
 - d. The playground equipment is there for your enjoyment, but it can be very dangerous if not used properly. Never stand or climb on any of the playground equipment unless it is designated for such activity. Swings are to be used properly. Students are not permitted to join swings or twist the chains.
 - e. **Baseballs are not permitted on the playground.**
 - f. Playground balls not supplied by the District must be cleared with the teacher on duty.
 - g. **Tackle football is not permitted.** Other games involving rough play or tackling are also not permitted.
 - h. **No snowballing will be permitted.**
 - i. Toys such as radios, walkie-talkies, electronic handheld devices, dolls, trucks, cars, etc., are not permitted on the playground.
 - j. Ball-playing of any kind must be done in the designated areas.
 - k. No throwing rocks, stones, or other potentially dangerous items.
2. Individual students not able to go outside for recess must report to the designated area with a book or other schoolwork to be completed. There will be no talking permitted in the inside recess room, nor will games or toys be permitted. All students must go outside during recess unless the child:
 - a. has a note from parents stating that the child cannot go outside due to a recent illness,
 - b. has work to make up, or
 - c. is being kept in for disciplinary reasons by a teacher, the Principal, or other school personnel.

The Code of Student Conduct, and associated Policy 218 (Student Discipline) shall apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation (“on-

campus”). This Code of Student Conduct and Policy 218 also apply to student behavior that occurs at other times and places (“off-campus”) when the conduct:

1. Involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. Interferes with, or threatens to interfere with, the rights of students or school staff or the safe and orderly operation of the schools and their programs;
3. Materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions;
4. Involves the theft or vandalism of school property; or
5. Relative to its proximity, timing, motive, or other factors pertaining to the conduct, otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school, that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, schoolwork, discipline, safety, and order on school property or at school functions; threatens serious harm to the school or school community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane;
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to Policy 220 (Student Expression). The limitations, prohibitions and

requirements of Policy 220 shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Drugs, Alcohol, and Tobacco

(References: School Board Policy #222 and #227)

The educational environment is disrupted by a student who, while in school or while engaged in or attending a school activity, or during the time spent traveling to and from school and to and from school-sponsored activities, possesses, uses, attempts to sell, distribute, or remain under the influence of any materials mentioned in the current School Board Drug and Alcohol Policy #227. 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 District 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/expelled from school-related activities for a period conforming with current Pennsylvania School Code and Board Policy. Police will be notified, student-parent counseling will be made available, and a prescribed course of study related to the offense must be successfully completed.

- Tobacco Use – Students are prohibited from using or possessing any tobacco products on District property or buses. Any student in violation of Board policy or Act 145 of Pennsylvania is subject to a \$50 fine and court costs (usually \$75).
- Electronic Cigarettes – Students are prohibited from possessing, using, purchasing, or selling electronic cigarettes or vaping devices on school property and buses.

Weapons Policy

(Reference: School Board Policy #218.1)

According to Act 26 of 1995 and Upper Adams Board Policy #218.1, any student who possesses a weapon, look-a-like 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 District property include, but are not limited to:

- Any knife, cutting instrument, or cutting tool
- Nunchaku
- Firearm, shotgun, or rifle
- Any realistic replica of a weapon
- Noxious, irritating, or poisonous gasses
- Accelerants, poisons, or drugs
- Any other tool, implement, instrument, material, or substance capable of inflicting serious bodily injury

Any student who is determined to have brought a weapon onto District property or who is in possession of

a weapon on District property shall be expelled for not less than one (1) year, unless the Superintendent recommends discipline short of expulsion on a case-by-case basis. Any student who brings a weapon, look-a-like weapon or hazardous substances onto District property will be subject to disciplinary actions, which may include expulsion. Any student who assists another student in any actions related to Policy 218.1 will also be subject to disciplinary action, which may include expulsion. Whenever a weapon prohibited by law from being carried onto school property is discovered, the local law enforcement officials will be notified by the Superintendent.

A student may request prior, express approval from his/her building Principal to bring a weapon onto District 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 District property by the student by the conclusion of the school day or after the school function in question.

Bus Rules:

(Reference: Upper Adams School Board Policy # 810 and 810.2)

1. **General Information** – Bus drivers have a difficult job and students and parents can help make it easier. The exercise of caution, good manners, and consideration for other people will make a bus ride more pleasant and safe for all. The general guidelines for students riding buses are as follows:
 - a. Proper conduct is expected at all times.
 - b. The school day begins for students when they board the school bus. At that point, the students are under the rules and regulations of the Upper Adams School District.
 - c. The bus driver has the right to enforce and discipline students. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient enough reason for the student to be denied transportation in accordance with the regulations of the Upper Adams School District. Suspension of bus privileges can range from three (3) days to one (1) year.
 - d. Bus drivers are permitted to pick up or discharge students only at the student's stop. For other considerations, **parents must submit a written request to the building Principal prior to the date of the change.** Notes from parents to bus drivers are not acceptable for such arrangements.
 - e. Special bus stops will not be established for students to be delivered to places other than their own homes. Bus drivers may only make stops authorized by the UASD Supervisor of Transportation.

2. **Bus Code of Conduct** – Any distractions or disruptions that take the bus driver's attention away from driving can easily result in an accident. It is for this reason that students must behave properly at all times.
 - a. The driver is in full charge of the bus and students, and students must obey his/her directions. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in the student's suspension or expulsion from the bus.
 - b. Students must remain in their seats. A student may be assigned a seat permanently or temporarily at the driver's discretion.
 - c. Students shall ride their regularly-assigned bus.
 - d. When requested by the driver, students must identify themselves.
 - e. Students must arrive at the bus stop five minutes prior to the arrival time of the bus and wait in a safe, orderly manner out of the roadway and off private property. They must not approach the bus until it has come to a full stop.
 - f. Students must enter and leave the bus in an orderly manner in view of the driver. They must cross the road in front of the bus after the driver has indicated that it is safe to proceed.

- g. Students are to remain seated and face the front of the bus while it is in motion. Students are to remain seated until the bus comes to a complete stop at its destination or their bus stop.
 - h. No student shall at any time extend head, hands, arms, or any other body part out of the windows, whether the school bus is in motion or standing still.
 - i. Students will reimburse the District for damage to school buses resulting from student misconduct and may be subject to loss of riding privilege and suspension or expulsion from school.
 - j. Students will refrain from excessive noise, fighting, vulgar or obscene language or gestures, and any form of harassment while on the bus.
 - k. Students must not have anything in their possession that might cause injury to another (i.e., sticks, breakable containers, knives, laser pointers, skateboards, or any type of firearms or fireworks.) No animals are permitted on the bus.
 - l. Absolutely no weapons, tobacco products, illegal substances or alcoholic beverages are allowed on the bus.
 - m. Students must maintain clean bus interiors by keeping trash off the floor. Students will not throw refuse or any other objects out the windows or on the bus.
 - n. Eating on the bus is not permissible except when specifically authorized and supervised by District personnel. Gum chewing is not permitted.
 - o. Place books or parcels on your lap, not on the floor or in the aisle. The aisle must be kept clear.
 - p. Windows are not to be opened without the driver's permission.
3. Procedures for Disciplinary Actions for Student Bus Misconduct – The driver of any school bus shall be held responsible for the orderly conduct and safety of the students transported. 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 School Board Transportation Policy #810. If a student refuses to cooperate with the bus driver's directions, the driver shall report misconduct of the student to the building Principal or Assistant Principal. A bus conduct report will be completed and forwarded to the Principal. The four levels of offenses under normal conditions will be followed as stated below. However, the administration reserves the right to implement any level of offense dependent upon the seriousness of the offense. The number of offenses by students will not carry over from one school year to another, but the loss of bus privileges may carry over.
- a. **First Offense** – The building Principal shall call the offending student to the office and discuss the problem or infraction and verbally warn the student that he/she will lose riding privileges if the misconduct continues. The bus conduct report will be completed and forwarded to parents.
 - b. **Second Offense** – The building Principal shall call the offending student to the office to address the offense. A letter from the building Principal may be sent to the parents informing them of the second offense and warning them that another offense will result in withdrawal of riding privileges. The bus conduct report will be completed and forwarded to the parents.
 - c. **Third Offense** – The building Principal shall call the offending student to the office to address the offense. A letter may be sent to the parents informing them that the student's riding privileges have been withdrawn for a minimum of three (3) days. The student's parents must meet with the Principal, either in person or over the phone, **before** the student's riding privileges will be reinstated.
 - d. **Fourth Offense** – The building Principal shall call the offending student to the office to

address the offense. The student may be reported to the Superintendent and the principal will inform the parents that the student has lost the privilege of riding the bus for a minimum of one (1) semester to a maximum of one (1) year.

4. Guidelines for Book Bags with Wheels, Band Instruments, Etc. - Entering/on/exiting the Bus

- a. Handles must be pushed down and remain down while boarding, riding, and disembarking the bus.
- b. Students must carry the object on and off the bus; not drag or pull it behind them.
- c. The student must keep the object either on their lap or on the floor in front of them; not in the aisle thus making it difficult for other students to pass as they enter or exit the bus.

BIRTHDAY PARTIES AND CLASSROOM PARTIES:

Classroom parties are permitted to occur at the classroom teacher's and building Principal's discretion. Classroom teachers are required to follow PDE Nutritional Standards. Individual birthday parties are **not** permitted unless approved by the teacher. In order to avoid hurt feelings and misunderstandings, students and parents are asked not to distribute party invitations at school unless: (1) all students in the homeroom are invited; (2) a boy would invite all boys in the homeroom; or (3) a girl would invite all girls in the homeroom.

BULLYING PREVENTION:

(Reference: UASD School Board Policy #249)

The Upper Adams Elementary Schools are dedicated to creating a physically and emotionally safe environment. We are committed to developing socially responsible students who maintain a safe, positive learning climate in which all individuals can participate, learn, and enjoy. **As defined by the District's Bullying/CyberBullying Policy #249, bullying is an intentional 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 of a school setting, that is severe, persistent, or pervasive.** The elementary schools will not tolerate any acts of bullying and staff members will take immediate steps to intervene. If you think your child is being bullied:

1. Take his/her complaints seriously.
2. Ask for specifics and write them down.
3. Contact the Teacher.

Children who have friends are less likely to be bullied or to bully others. Help your child learn social skills necessary to make friends and spread kindness towards others. Bullying concerns should be reported to your building Principal or anonymously through the Safe to Say Platform.

CELL PHONES:

Cell phones and other electronic, handheld devices **should not be visible or in use at any time during the school day or on District property.** The district is not responsible for safe keeping of these devices or the content stored on them. Misuse of such items could result in confiscation, in which case the device will be held in the office for parent pick up and disciplinary action may be taken.

COMMUNICATION:

Good schools require ongoing, quality communication. Communication is the key to developing a partnership between educators and parents in working for the best interests of children. Such communication has been the strength of the Upper Adams Elementary Schools. Parents are strongly encouraged to contact the teachers at the school with concerns and questions about their child's education or to inform the school whenever there is a problem at home that could affect the child's performance at school. All school personnel have email addresses that can be accessed through the District's website. It is the goal of all the staff members to respond to parents within 24 hours. Excellence will be achieved when the school has a direct line of communication with parents, who are a valuable component of our educational team.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS:

(Reference: UASD School Board Policy #103)

Upper Adams School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, gender, gender identity, sexual orientation, or handicap in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, and the American Disabilities Act. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side.

For information regarding civil rights or grievance procedures, contact Dr. Wesley Doll, Superintendent and Title VI, Title VII, Title IX, and ADA Coordinator at 717-677-7181 ext 2751, by email at w.doll@upperadams.org, or by mail at 161 N. Main Street, Biglerville, PA 17307.

DRESS GUIDELINES:

(Reference: UASD School Board Policy #221)

Students should use proper discretion with respect to school dress. Clothing should be clean and free of suggestive or vulgar printing or pictures, advertising signs, symbols or slogans of alcohol, drug, or tobacco products. Clothing which disrupts the educational process by style or appearance (bare midriffs, spaghetti straps, and short shorts) is prohibited. Likewise, students are highly discouraged from wearing flip flops without heel straps, clogs, and dress shoes with higher heels due to the safety concerns they present on the playground and in school. **The administrator reserves the right to require students to change their attire if deemed inappropriate. Parents are encouraged to help their child make appropriate dress choices with warm weather apparel.** Parents and students must be mindful that dress, which may be disruptive to the learning process, will not be tolerated. Any student violating the School Board Dress and Grooming Policy #221 will be considered insubordinate and dealt with according to the District's Discipline Policy. School administrators have the final responsibility for interpretation and enforcement of these guidelines.

- **Policy Guidelines:**

1. There shall be no clothing worn depicting the following specifically:
 - a. Drug, alcohol, or tobacco messages
 - b. Messages with implications of a sexual nature, obscenities, suggestive remarks, negative comments about another's culture, or reference to illegal substances.
 - c. Symbols related to racist or hate groups.
 - d. Violence
2. Shoes must be worn in the building at all times.

3. Hats, handkerchiefs, or similar headgear may not be worn in the school building during regular school hours except for religious or health reasons. Hoods should not be up inside the school building.
 4. There shall be no chains worn, other than those designed as neck, wrist, or ankle jewelry.
 5. Shorts and skirts may be worn as long as they exceed the length of your hand hanging naturally at your side. The fingertips shall serve as the dividing line.
 6. Any garment that overly exposes the upper torso will not be permitted.
 7. Garments worn in such a manner as to expose underwear will be in defiance of the dress code.
 8. Sunglasses are not permitted inside the building unless required by a physician.
 9. Sneakers must be worn on Phys. Ed. Days. Flip-flops may not be worn on these days.
- **Jewelry and Other Adornments:**
 1. The District recognizes the right of students to wear jewelry and other adornments. However, certain jewelry and other adornments, and the manner in which they are worn or displayed, may not be appropriate under certain circumstances and may pose a danger to the safety or welfare of the student or to other students or staff, and may pose a threat to – or substantial interruption of
– the educational process.
 2. In the case of the day-to-day school environment, the administration and/or teaching staff may require that students remove any jewelry or other adornments which might reasonably be considered as posing a threat to the safety of the student, other students, or staff, or as posing a threat to – or substantial disruption of – the educational process.

ELEMENTARY SCHOOL COUNSELING:

The role of the elementary school counselor is to promote academic and interpersonal success through the delivery of a developmental school counseling program. This program focuses on skills to help children cope, make decisions, develop a positive self-concept, and become responsible citizens. Program components include classroom guidance lessons, small group counseling, and individual support. The classroom guidance curriculum is delivered to students in all grade levels. The lessons align with the American School Counselor Association National Standards, and address academic, personal/social, and career domains. In addition, the elementary school counselor facilitates small counseling groups and provides individual support to address student needs. The counselor is a resource for teachers, administrators, and parents, and is available to discuss academic, social, or personal issues concerning your child. Upper Adams School District has established its school counseling program as an integral part of the total education process.

EL PROGRAM:

The English Learners (EL) program is established to provide students with the vocabulary and grammatical structures needed for both school performance and everyday living. The program functions in grades K-12, following the Planned Course of Instruction developed for regular education in the Upper Adams School District. Together with the classroom teacher, the EL teacher develops language acquisition and cognitive academic language skills through the use of sound instructional techniques. The EL program provides the English language learners with the opportunity to grasp the academic, social, and cultural aspects of the English language through the teaching of reading, writing, spelling, and listening.

FIELD TRIPS:

(Reference: UASD School Board Policy #121)

Participation in field trips, picnics, and other activities is not automatic. Students must meet all eligibility requirements in order to participate. Students who are suspended or expelled, behind in their assignments or class work, etc., will be denied the privilege of participation. When denied participation, the student is required to attend school and to work on school assignments. All school policies (including Tobacco and Alcohol) apply on all field trips. Field trips are designed to enhance and enrich the concepts students are learning in the classroom. They are not meant to be family trips. Therefore, the following guidelines will be followed by chaperones:

1. The destination of the trip and the age of the students will determine how many chaperones are needed on a trip. Some field trips may require no chaperones at all.
2. Only adults listed as chaperones will be allowed to accompany and/or participate with the students on a field trip. Any parent or adult who decides on their own to follow the bus or drive separately will not be allowed to join the group at any time (including lunch) unless they have been chosen as a chaperone.
3. All chaperones must have active volunteer clearances on file at school. Only parents with active clearances will be considered to serve as chaperones.
4. Chaperones who have been selected are not permitted to bring siblings of their child with them on the field trip.
5. Chaperones will be selected using a fair method. If more parents volunteer to chaperone than are needed, a random drawing will be used to select chaperones.
6. Parents are not permitted to post photos of other students on any social media platform.

GRADING AND REPORT CARDS:

(Reference: UASD School Board Policy #212 and #213)

The elementary schools in the Upper Adams School District use a standards-based report card to report student progress. Report cards are issued two (2) times a year for grades K-6. Teachers will also hold parent conferences in the fall and spring to update parents on their student's progress. These conferences are very important as they allow parents to learn exactly how their child is progressing. Parents should make it a priority to attend these conferences.

Report cards are issued twice a year. These grades represent our teachers' best judgment of the student's accomplishments. Parents will be informed when there is a major change in achievement at the midpoint of each marking period. We ask that you consult your child's teacher early in the marking periods if you anticipate your child is having difficulties. Please respond when teachers indicate a conference is desired. Report cards need not be returned; copies are maintained by the school. Students will be graded on attainment of standards using the following scales:

- **4 - Excels in Area:** Your child consistently performs above and beyond with this skill.
- **3 - Meets Expectations:** Your child is able to perform this skill consistently and independently.
- **2 - Building Understanding:** Your child needs assistance and/or practice to perform this skill consistently and independently.
- **1 - Area of Concern:** Even with guidance, your child is not able to perform the skill consistently and independently.

Report cards will be held at the end of the school year until students return library books and school-issued calculators. When items are returned or payment is made, report cards will be distributed.

Assessments – The Upper Adams School District elementary schools use a number of standardized assessments to monitor student progress through the curriculum. **DIBELS** (Dynamic Indicators of Basic Early Literacy Skills) assessments are administered three times each year to students in grades K-3 to determine students’ growth in reading readiness, decoding, and comprehension skills.

Pennsylvania requires all students in grades 3-6 to participate in the **PSSA** (Pennsylvania State System of School Assessment) tests. Students in these grade levels are assessed in Math and English/Language Arts (ELA). In addition, 4th grade students are also assessed in Science. Dates for the PSSA Tests are listed on the District calendar. **It is important that parents not schedule appointments during these testing times and avoid educational trips both during the testing dates and the weeks prior to the tests.**

HEALTH SERVICES AND IMMUNIZATION REQUIREMENTS:

(Reference: UASD School Board Policies #203 and #246)

Required Immunizations – Under regulations of the Pennsylvania Department of health, all children entering school for the current school year are required to provide proof of having received the following immunizations:

1. DTP 4 doses with the fourth given after the fourth birthday
2. Polio 3 doses with the last being given after the fourth birthday
3. Hepatitis B 3 doses
4. MMR 2 doses
5. Varicella 2 doses or proof of the disease

Health Screenings – State law requires schools to check students’ annual weight, height, BMI, hearing, and vision screening once a year. Students will be checked by the school nurse or the nurse assistant at each building. After hearing and vision screenings are completed, anything other than apparently normal findings will be mailed to the parents. Parents are requested to return the report of the examination as soon as possible after the defects have been corrected or investigated. This permits us to keep your child’s individual school health record up to date. This frequently is of considerable help to both parents and family physicians in the event of serious illness.

Pennsylvania now requires schools to report Body Mass Index (BMI) to parents every year. When a child’s risk for becoming overweight is found early, parents, children, teachers, and healthcare providers can work together to help improve a child’s health. The BMI is a good way to see a child’s risk for becoming obese or overweight. The BMI formula helps us see whether a child’s weight is in proportion to his/her height. The BMI percentile indicates how a person’s measurements compare to others of the same age and gender.

Any student who is known to have a hearing loss or history of hearing difficulties shall have their hearing tested. A complete physical examination is given to each student on original entry in grades K or 1, 6, and 11. Parents have the option of having an examination conducted by the family physician. Students in grades K, 1, 2, 3, 7, 11, and special education students who have not returned a completed Dental Form from their family dentist will be given a dental examination by the school hygienist with the completed parent’s permission form.

Medication Procedures – From time to time it may be necessary to send medication to school to be taken during the school day. These medications (both prescription and non-prescription) must be given to the school nurse or designee. All prescription medications should be sent to school, clearly labeled in its original, pharmaceutically-dispensed container and include the following information:

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, and frequency of administration

All non-prescription medication must be presented in its original, manufacturer's packaging and be presented to the nurse with an Administration of Medication Form. Any medication that is placed in a plastic bag or container other than the original container will not be accepted.

If a child needs to be given any medicine at school, other than the ones listed on the emergency card, a doctor must fill out an "Administration of Medication Form". Whenever possible, medication schedules should be adjusted to minimize the medications that need to be taken at school. **An "Administration of Medication Form" is available from the school nurse and/or may be printed from the UASD website for both Prescription and Non-Prescription medicines. The form must be completed before medication can be given. The parent, or a responsible adult, is required to deliver all medications to the health room. Medication should NEVER be sent to school with a child.** All medications must stay in the health room.

Licensed nurses are bound by law regarding the administration of medicines in school. **Nurses may not give medications without a doctor's order. This applies to over the counter (OTC) medications as well as prescription medications.** It is important for the school to know how to get in contact with the parents should any questions arise.

At the end of the school year, a parent or designated adult needs to pick up their child's medication that was brought in throughout the school year. All medications will be disposed of within 24 hours after the final dismissal of the year.

Exemption from EpiPen 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, parents must contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.' (UASD Board Policy #210.1)

Use of Inhalers – State law requires that school districts have a policy regarding students' self-administration of asthma inhalers. The medication policy (UASD Board Policy #210.1) for the District reflects this law. Students are permitted to carry a self-administer emergency medication, such as an asthma inhaler, with the written permission of the student's parent(s), a physician's order, and after review by the school nurse. It is the parent's responsibility to be certain that their child has their inhaler with them at all times while engaged in student activities.

General Information for Illness –

1. Students who become ill in school should report to the health room office with teacher's permission. If the nurse is not available, they should report to the school office. If the condition is thought to be serious enough, the parents will be contacted to pick up their child. Parents are responsible for transportation of ill students to their homes. In case of an emergency when parents cannot be contacted, the child will be taken to the family physician, the school physician, or the hospital's emergency room at the parent's expense.
2. Parents should be absolutely certain that **the emergency card is completed in its entirety and promptly returned at the start of each new school year. It is also important that this information be kept up to date throughout the school year.** As changes occur, please contact the school office so changes can be made to your child's record. Please note: To keep your child's health and immunization records up to date (including boosters, etc.) please send written proof from the physician to the school nurse whenever he/she receives additional protection. This enables us to keep an accurate record of your child's health history.

3. All students suspected of having a communicable or infectious disease will be excluded from school and parents will be notified by the school nurse. Any student with a fever of 100 degrees or above will be sent home and should not return to school until their fever is under 100 degrees for 24 hours without fever-reducing medications or after they have stopped vomiting/diarrhea for 24 hours.
4. The school cannot assume responsibility of injuries that did not occur at school. Parents are asked to refrain from asking school personnel to treat such injuries. If your child has an injury at home, please treat it at home. Students are encouraged to take out the School Accident Insurance, which covers accident expenses of private physicians and hospitals. The school is not responsible for physician's fees or other charges connected with follow-up treatment of injuries sustained. The insurance is offered to students during the first month of school at a nominal fee.
5. **Parents of Kindergarten Students** are encouraged to send an extra pair of clothing, placed in a plastic grocery bag, in their child's backpack in case of spills or accidents.
6. **Note:** Physical forms, dental forms, and medication forms are available on the district website.

Dental Health Program – The Upper Adams School District provides a Modified Dental Health Program to students in the elementary schools. A part-time certified school dental hygienist provides dental health instruction and serves as a resource for dental information to faculty, parents, and students. Dental examinations are state mandated for students in 3rd and 7th grade and upon original entry into school (usually Kindergarten). Students in grades K, 1, 2, 3, and 7 who do not provide the District with a completed Dental Examination Form from their family dentist will receive a dental evaluation by the school dental hygienist with the parent's permission. The District, in conjunction with the Pennsylvania Department of Health, provides a Fluoride Supplement program. With parental permission, elementary students may participate in this preventative program.

HOMEBOUND INSTRUCTION:

A child of school age who is also physically incapacitated from attending class for a prolonged period may qualify for homebound instruction. Parents should contact the school Principal to make arrangements.

HOMELESS ASSISTANCE / MCKINNEY-VENTO:

Youth who are experiencing homelessness have specific rights under the federal law called the McKinney-Vento Homeless Act. Under this Act, School Districts are required to continue supporting the educational needs of these students that are identified as experiencing homelessness. These students are entitled to immediate enrollments and their families are not required to prove residency regarding school enrollment. Youth who have run away from home, been thrown out of their home, been abandoned by parents, or separated from their parents for any other reason are called termed "unaccompanied homeless youth" and may enroll without documents and without the help of an adult. These students are considered residents of the district where they are presently residing; however, they can continue their education in the district of prior attendance.

McKinney-Vento Homeless Act defines "homeless children and youth" as individuals that lack a fixed, regular, and adequate nighttime residence. Identified homeless students are provided two options for attending school: their school of origin (were attending when they became homeless) or the school in the district where they are currently staying. The Liaison's from those districts will work with the family and/or student in determining "best interest". Transportation to either the district of residence or the district of origin will be provided.

This includes youth who are (but not limited to):

- Sharing the housing of other persons (sometimes referred to as "doubled up") due to loss of housing, economic hardship, or some other similar reason;

- Living in a motel, hotel, camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- “Migratory children” who qualify as homeless because they are living in circumstances described through/above. “Migratory children” are children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural work.

CORE PROVISIONS:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
 - Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
 - Providing school supplies and other related items so they can fully participate.
 - Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
 - Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services. (Comprehensive Resource Guide of community services is available on district website under Social Work Department or available in print form in school office).
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing. School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes

procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seek enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach academic success.

If you are experiencing homelessness, have questions concerning homeless students or need additional information, please feel free to reach out to your district liaison, Melissa Calderon at (717) 677-7191 ext. 2512 or email m.calderon@upperadams.org.

LIBRARY:

Students in grades 4-6 receive library instruction each cycle for 30 minutes followed by a 10-minute book exchange. Any student in grades 4-6 wishing to exchange materials prior to the scheduled class time may exchange during the morning homeroom period (time permitting). Students in grades K-3 receive library instruction each cycle for 20 minutes, followed by a 10-minute book exchange. All students may borrow books for a two-cycle loan period. Although no fines are collected, library privileges may be limited for any student with overdue books. A letter will, however, be sent home requesting payment for lost or damaged books.

LOST AND FOUND:

Each school maintains a lost and found collection. Parents should clearly label all articles of clothing, school bags, umbrellas, etc., that a child may bring to school in order to assist with the identification of lost items.

LUNCH AND BREAKFAST PROGRAMS:

All foods available in District schools during the school day will be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs will comply with federal nutrition standards under the School Meals Initiative. All competitive foods and beverages available to students in District schools during the school day will comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The cafeteria operates under strict state and federal regulations governing the preparation and serving of foods. The current price for breakfast and lunch is noted below. Some students may qualify for free and reduced meals based upon family size and income. Information on this program is available at www.upperadams.org or by contacting 717-677-7191, Ext. 2740.

1. **Meal Prices for 2023-2024** –
 - a. Student Breakfast (including milk) - \$1.50
 - b. Student Reduced Breakfast (including milk) - \$.30
 - c. Student Lunch (including milk) - \$2.95
 - d. Student Reduced Lunch (including milk) - \$.40
2. **Lunch Accounts** –
 - a. Each student has their own personal account with their own unique access PIN. As your child

- purchases meals, milk, or ala carte items, the amount spent is subtracted from the balance in their account.
- b. Students may purchase lunch on a daily basis or parents may put money into the child's account to pay for lunch and for the purchase of ala carte items, if desired. Parents may designate the funds put into their child's account as 'lunch only'. If no designation is made, it is assumed the child may purchase ala carte items.
 - c. **Students who pay for their lunch on a daily basis must present exact change to the cashier.** No change can be given. Any money given to the cashier that is above and beyond the cost of a lunch will be put directly into the student's account. Likewise, parents who come to school to eat lunch with their child need to present exact change or the balance of funds will go into your child's account.
 - d. **Checks** for lunch money **should be made payable to Upper Adams Food Service.**
 - e. **MYSCHOOLBUCKS.COM** - The Upper Adams School District is pleased to offer an online option for families to pay for student lunches. Our Food Service Department accepts payments for school meals through MySchoolBucks.com, an online payment service. MySchoolBucks.com offers a secure transaction gateway that accepts all major credit cards/debit cards as a means of adding money to your child's meal account. Note: there is a service fee to use this service. **(Important: The District participates with MySchoolBucks.com to provide parents/ guardians the opportunity to view their child's account 24/7. Setting up and viewing the account is free. Making a payment to their account online is optional.)**
 - f. **Negative Account Balances:** If a student's cafeteria account has a negative balance, the student will be offered a standard breakfast or lunch, as defined by the National School Lunch/Breakfast Program (NSLP, NSBP). No charges will be allowed for extra items, such as a-la-carte options, drinks, or second meals.
 - g. The initial collection of negative balances will be communicated to the parents/guardians by the 15th of every month. If at the end of the school year, June 2, 2022, the student continues to have a negative balance, the negative balance may be referred to a collection agency.
 - h. If a payment by personal check is returned to the District, marked "Non-Sufficient Funds" (NSF), the District will reverse the credit to the student's account in the amount of the original check. A \$25 fee will be assessed for NSF checks returned to the District. This may result in a negative balance in your child's account and the procedures listed above will be followed for charging meals and paying the overdue balance.
3. **Packed Lunch** – students may carry their own lunch to school. However, if no lunch is brought from home, students will be expected to purchase a lunch in the cafeteria.
 4. **Charges** – Students will be allowed to charge for meals only. No ala carte items - including milk - may be charged. The account must receive funds to cover these charges before any further charges are allowed. No charges will be permitted the last 5 days of the school year.
 5. **Milk** – Milk may be purchased separately for \$.60.
 6. **Snacks** – Several types of snacks are available for a minimal charge after students have finished eating their lunch. **Snacks may not be purchased by students with negative lunch accounts.**
 7. **Menu** – UASD, in partnership with Chartwells K12, now uses **Nutrislice** to publish school menus via an interactive website and a free smartphone app! You can access your child's school menu any time, anywhere! Links are posted on the Upper Adams School District website at www.uasd.org.

PHYSICAL EDUCATION PROGRAM:

Children in grades K-6 will participate in scheduled Physical Education classes. Grades K-3 will have two 30- minute classes per six-day cycle; grades 4-6 will have two 40-minute classes per six-day cycle. If a child is unable to participate in physical education, he/she must have a note from his/her parents. If a child

is unable to participate for longer than a week, he/she must have an excuse from a physician. Please have the physician include recess activity as well as Phys. Ed., if applicable. Extended excuses from normal Phys. Ed. classes may require placement in an adaptive Phys. Ed. Class.

Physical Education Dress Code – students are encouraged to wear shorts, sweatpants, or other comfortable pants when participating in Physical Education classes. Students should be properly dressed for outside activities. Sneakers that tie or close with Velcro need to be worn for safety; platform sneakers, roller skate sneakers, and flip-flops are not acceptable to wear in Phys. Ed. class. Students are discouraged from wearing dresses or skirts during participation in Phys. Ed. classes. **Jewelry is not permitted in Phys. Ed. classes at any grade level for safety reasons; all jewelry should be left at home or in the classroom for safekeeping.**

PROMOTION POLICY:

(Reference: UASD School Board Policy #215)

A student will be promoted into the succeeding grade level when s/he has (1) completed the course requirements at the presently-assigned grade; (2) achieved the academic standards established for the present level based on the professional judgment of his/her teachers and the results of assessment; (3) demonstrated proficiency to move ahead to the educational program of the next level; and (4) demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level. Elementary students shall be promoted or retained based upon the criteria established by the Principal and the classroom teacher. Current guidelines for promotion/retention are as follows:

1. Students will be retained no more than two (2) years in the elementary grades.
2. If a child must be retained, consideration will be given to placing that child with another teacher when feasible.
3. Students may be retained no more than one (1) time during the primary school years and one time during the intermediate school years.
4. Students with an IEP will be promoted based on the student's reaching the expected level of achievement for the goals and objectives found in the IEP.
5. Students receiving English Language services may not be retained due to a language barrier.
6. Retention will be considered only after multiple, documented attempts at remediation have occurred during the school year.
7. If a student is experiencing difficulty, a conference will be scheduled to encourage parental assistance and support. If a student continues to experience failure, a "Retention Being Considered" meeting with parents will be scheduled at the beginning of the second semester.
8. Parents will be notified of final student promotion/retention in May.

REGISTRATION FOR KINDERGARTEN / FIRST GRADE:

(Reference: UASD School Board Policy #201)

To be eligible for Kindergarten according to Board Policy, a child must be five (5) years of age before September 1st. To enter first grade, a child must be six (6) years old before September 1st. When parents initially register a child for either Kindergarten or first grade, they must present the child's birth certificate, immunization record, and proof of residency. Admission of beginners to the Upper Adams School District shall be confined to the first two (2) weeks of the school year, and thereafter at the District's discretion.

SCHOOL CLOSINGS / DELAYS:

When weather conditions warrant the closing or delay of school, announcements will be shared through the

District Parent Notification System. Parents will receive calls and/or emails based on the information provided at the start of each school year. Announcements of this nature will also be carried over area radio and television stations at the earliest possible time. Similar announcements will be made in case an early dismissal is necessary. Closings and delays are also posted on the Upper Adams School District Website and Upper Adams App. At no time should schools be telephoned for this information as it clogs the lines for important, essential use.

SCHOOL-WIDE ACTIVITIES:

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, specifying the reasons. Children who are not allowed to participate for religious reasons will be provided alternate educational opportunities. The Principal may exempt the student or refer the matter to the Superintendent or designee for a decision. Parents have the right to appeal the Superintendent's decision to the Board of School Directors. Parents who attend school activities are not permitted to post photos of other students on any social media platform.

STUDENT PERSONAL PROPERTY:

Any personal property brought to school is not the responsibility of the District. With the number of students in each building, it is advisable to label all personal items that your child brings to school. Such items would include coats, boots, hats, mittens or gloves, lunch boxes, baseball gloves, etc. Certain items such as play guns, toys, baseballs, etc., must not be brought to school. Such toys may become quite dangerous when used in a group of children. To protect the children, such items will be taken from the student. Confiscated items of value must be claimed in the Principal's office by parents prior to the end of the school year. Unclaimed items will be discarded.

Show and Tell – Periodically students will want to bring toys, stuffed animals, etc., for Show and Tell. These items should be cleared with the classroom teacher beforehand and must be kept securely in a bag or box.

STUDENT RECORDS:

(Reference: UASD School Board Policy # 216)

Upper Adams School District works to maintain student confidentiality by abiding by Federal and State requirements regarding the collection, maintenance, confidentiality, and release of information in student records that are kept in whatever form by the District. Included in School Board Policy #216 are parental and student rights regarding access to records, disclosure and nondisclosure requirements, and procedures for requesting corrections to student records.

TELEPHONE CALLS:

Students will be permitted to use the telephone only when the school deems it necessary. Telephoning home for forgotten items such as musical instruments, assignments, and physical education clothes will be permitted only with a teacher's permission. **Cell phones may not be used during the school day or on the buses.** To keep classroom interruptions to a minimum, telephone calls to students will only be accepted in the event of a dire emergency. Messages for teachers and other staff members should be left with the building secretary. Staff members will make every attempt to return calls at their earliest convenience.

TRANSPORTATION:

Each child will return to his/her home after school each day by his/her normal route or means of transportation. In the event of an emergency or other unforeseen situation, permission for alternative arrangements must be received from the Principal's office. Anytime your child is going to be picked up at the end of the school day as opposed to riding the bus, a note must be received in the school office at the beginning of the school day. Due to the volume of calls and/or emails received throughout the course of the day, we must ask that you refrain from calling the school with alternate dismissal instructions unless an emergency situation arises.

VOLUNTEER PROGRAM:

(Reference: UASD School Board Policy #916.1)

The Upper Adams School District recognizes that community volunteers can make valuable contributions to the educational program. However, we must balance our volunteer program with a goal of ensuring students attend a school that is safe, secure, and comfortable. Therefore, **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 Tuberculosis Test prior to participating in student activities. The applicant will also be asked to provide a photo ID, and some volunteers will also need to complete the FBI fingerprint-based Federal Criminal History Clearance unless an exemption applies. Clearance paperwork must be presented in person to a building administrative assistant or Principal for review. Upon Board approval, the applicant will be able to serve as a volunteer.**

Volunteers who will require clearances include, but are not limited to: field trip chaperones, book fair helpers, volunteer athletic coaches, yearbook helpers, one-on-one tutors, clerical helpers, and after-school tutors. Information on how to apply for clearances is available in the school office as well as on the District website. All clearances must be renewed every five (5) years.

WELLNESS POLICY

(Reference: UASD School Board Policy #246)

The Upper Adams School District Wellness Policy ensures that students have a nutrition program consistent with federal and state requirements. It also ensures that students have access at a reasonable cost to foods and beverages that meet established nutritional guidelines, and physical education courses and opportunities for developmentally appropriate physical activity during the school day. District curriculum and programs for grades K-12 are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

BIGLERVILLE ELEMENTARY SCHOOL **RULES AND REGULATIONS**

The following rules and regulations are a supplement to those found elsewhere in this handbook and apply specifically to Biglerville Elementary School:

BEHAVIOR EXPECTATIONS

As a Primary Center, Biglerville Elementary School has developed five expectations for behavior that will be applied consistently to all areas of the school during all activities.

1. ***Come to school on time and ready to learn*** Students should be on time for the school bus and for all classes. They need to be attentive and have the necessary materials for class.
2. ***Follow directions from adults when they are given*** Show respect, be attentive, do what is asked of you in a respectful manner.
3. ***Take care of others: Hands are for helping not for hurting*** Be considerate, help others, use your skills in an appropriate manner, not in a destructive way.
4. ***Take care of our school*** Students should keep their desk and personal areas neat and organized at all times. Do your part to keep the school and grounds in good condition and respect school property.
5. ***You are in charge of what you say and do*** Show personal responsibility and good character. Have self control at all times.

We will be working to develop and reinforce three character traits that are especially important for young students:

Respect = Using kind words and actions with other people all the time.

Responsibility = Owning your behavior and choices, both good and bad.

Trustworthiness = Doing what is right even when no one else is watching.

Consequences will be assigned based on the frequency and severity of a student's misbehavior. When a student repeatedly does not meet the expectations, they will be given a Behavior Report that must be signed by their parent and returned to school.

PLAYGROUND/RECESS GUIDELINES AND RESTRICTIONS:

1. Students must remain within eyesight of the adult(s) on duty at all times.
2. Anytime a student has a problem on the playground or during recess, the problem should be reported to the adult on duty.
3. Good sportsmanship is expected at all times. Unsportsmanlike conduct such as arguing, swearing, gloating, and aggression will result in disciplinary action.
4. When playing organized sports (such as football, basketball, soccer, dodgeball, and kickball) students are expected to use conventional rules of the game.
5. No tackling is allowed.

ABSENCES

Parents are asked to notify the school when a child is absent by calling the school and leaving a message. Parents who do not notify the school will be contacted via the Global Connect System to verify that the parent is aware that the child is not in school.

TRANSPORTATION

Since district transportation is provided for all students, no bicycles are permitted and no provisions are made for walkers.

VISITING

We wish to support a welcoming, friendly environment. The guidelines below will help us provide additional security in keeping all children safe and providing the necessary climate for teachers to maximize instruction.

- Anyone wishing to volunteer in or visit a classroom will need to make arrangements with the teacher prior to coming into school.
- Teachers will give the office a list of volunteers/visitors expected in the classroom and the arranged time for each volunteer visit.
- If you have not made prior arrangements to volunteer/visit a classroom, you will not be permitted to go to the classroom.
- If you are volunteering in a classroom near the end of the day and wish to take your children home with you, you must sign all children out in the office. If you are in one classroom and have multiple children you wish to take home, please **DO NOT** go to their classrooms. Go to the office, sign out each child, and the office will call for additional students to come to the office to be dismissed.
- If you come to have lunch with your child, you are **NOT** permitted to go to the classroom at the conclusion of lunch unless you have made prior arrangements with the teacher for a visit.
- Visitors must sign in the office and get a sticker. Anyone in the school without a sticker will be stopped and asked to return to the office to get a visitor sticker.
- Visitors may not interrupt a teacher while they are teaching or interact with a student unless given approval from the office.

ARRIVAL

Buses arrive between 8:45 and 9:05 AM. Children are not admitted to the building until 8:45 AM. Parents/guardians who are dropping off students before 9:05 should enter the kindergarten loop to the right of the building. Be sure to drop your child off at the curbside closest to the building so he/she does not have to cross in front of other cars. After 9:05 AM parents must park in an appropriately designated space in the front of the building and come into the building to sign their student in.

DISMISSAL

Buses arrive between 3:25 and 3:45 PM. Children not riding the bus must be picked up no later than 3:50 PM. School personnel will dismiss children at the loop. For anyone picking up a child in the loop, a colored paper with the child's name **must be displayed** on the dash or side window. **DO NOT PARK AND LEAVE YOUR CAR IN THE LOOP.** School personnel will dismiss cars from the loop.

Unless your child has a doctor's appointment, we respectfully request that you not pick him/her up before **3:25**. If an exception is needed, please contact the principal.

If a change in your child's regular dismissal routine needs to be made, please contact the

office by 1:00 that day or send a note with your child.

Title 1

Biglerville Elementary is a Title 1 school. Title 1 provides federal funds to schools with high percentages of low-income students. These funds pay for extra educational services to help at-risk students achieve and succeed regardless of any disadvantages through no fault of their own.

Students at Biglerville Elementary are screened on their reading at the beginning of each school year, then students who are struggling readers receive targeted intervention on literacy skills to improve their reading. Throughout the year, students are assessed on their progress and interventions are adjusted to meet the needs of the students in the program. Parents receive quarterly updates on their child's progress.

Parental involvement and engagement is vitally important for the success of our Title 1 students. Biglerville Elementary implements programs to promote parent involvement in school-related activities. We also provide opportunities to encourage parents to increase their knowledge and skills as they relate to their child's education. One of the objectives of these programs and activities is to help parents understand and show them how important their involvement is in shaping the lives of their children in becoming successful and productive contributors to our society. If parents have any questions or suggestions regarding Title 1 services they should contact the Biglerville Elementary School principal.

For further information on this topic, please refer to School Board Policy #918: Title 1 Parent and Family Engagement