

WELCOME BACK!

BIGLERVILLE ELEMENTARY SCHOOL - PARENT INFORMATION

We're Going Back To School



We are very excited to welcome our students back to Biglerville Elementary for the 2024-2025 school year!

Our first day of school will be on **Wednesday, August 21st**.

Kindergarten parents, please check your teacher assignment letters for information regarding your students first day of school, due to our "staggered start".

Our school day begins for students at 9:05am and ends at 3:35pm. The school office is open from 8:00 am until 4:00 pm. You can reach the school office by phone at 717-677-5200 and our school fax number is 717-677-0101.

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

VISIT OUR WEBSITE

For up-to-date information, please make sure to visit the Biglerville Elementary website at:

<https://www.upperadams.org/schoolss/biglerville-elementary-school>.



DISTRICT CALENDAR

A copy of the Upper Adams School District Calendar is below. You can click on the button link below to access the District Calendar. Changes to the calendar will be shared through our bi-monthly newsletters and through our parent notification system.

Please note on **EARLY DISMISSAL DAYS, elementary students will be dismissed at 11:45 am, and no lunches will be served.**

UASD 2024-2025 SCHOOL YEAR CALENDAR



OPEN HOUSE & BACK TO SCHOOL EVENTS

- **KINDERGARTEN & 1ST GRADE OPEN HOUSE:** Monday, August 19th from 4:00 pm to 6:00pm
All Kindergarten and 1st grade families are invited to stop by anytime from 4:00pm to 6:00pm to visit the classroom and meet the teacher.
- **2ND & 3RD GRADE BACK-TO-SCHOOL NIGHT:** Monday, August 26th from 6:00pm to 7:00pm
All 2nd and 3rd grade families are invited to this Back-To-School event. The event will begin with a brief informational program and then families will be able to visit the classrooms and meet the teachers.
- **1ST GRADE BACK-TO-SCHOOL NIGHT:** Thursday, September 5th from 6:00 - 7:00
All 1st grade families are invited to this Back-To-School event. The event will begin with a brief informational program and then families will be able to visit the classrooms.

FIRST DAY PACKETS

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

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



ARE YOU MOVING?

We wanted to remind parents of the District policy regarding address changes. Parents/Guardians will now be required to fill out an Address Change Form and must also provide the school with proof of residency. Address Change Forms and a list of the documents needed are available in our office or can be found on the district website @ <https://resources.finalsite.net/images/v1692791856/upperadamsorg/qg0yiiwifh369hdubect/ChangeofAddressForm20230701.pdf>.

Both of these documents are required before we are able to make changes in our system and before the Transportation Department will make any bus changes.

ABSENTEEISM INFORMATION

Students may miss school from time to time due to appointments and/or illness. However, we hope you will make it your goal to have your child(ren) at school, on time, every day that they are physically able. Children who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. We understand that some appointments may be unavoidable, but if possible, try to make appointments either early in the the day or towards the end of the day to limit the time your child needs to be away from school. Also please keep in mind:



Calling The School Office



Notes



Early Dismissals

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

FAMILY EDUCATIONAL TRIPS

Upper Adams School District recognizes that travel by our students of an educational nature to be a learning experience and can be considered a legitimate, excused absence if they are **preplanned and preapproved**.

If you are planning a Family Educational Trip when school is in session, you are required to submit an Educational Trip form for your child's absence to be excused. The form must be submitted to the school office **3 days prior to the trip**. District policy allows students up to 10 school days per school year and the student's attendance rate must be at 90% or better to be approved. Forms may be found on the district website @ <https://upperadamsorg.finalsite.com/formss/district-forms/educational-trip-request-forms> or may be obtained at our school office.

BUS TRANSPORTATION

You should have received a letter from Transportation with your students bus information . If changes need to be made to your student's bus stop, it is important that you contact the **Transportation Department at 717-677-7191 ext. 2711**.

Please keep in mind that students need to be at the bus stop 5-10 minutes earlier than their regularly scheduled pick-up time.

All Kindergarten students should have received a special bus/car tag with their transportation letters. This tag is very important in helping us identify your students transportation information.



Please make sure that your student wears the tag to school for at least the first 2 weeks of school.



CAR TRANSPORTATION

- **Notes are Needed:** when you intend to pick up your child at the end of the school day, or when you want to authorize another adult to pick your child up from school. **Please keep us informed!** We can not rely on verbal instructions your child may share with us. If a note is not received, your child will be sent home their normal way, at their normal time. Notes can be placed in your child's folder/bookbag. Please make sure the note has your student's first and last name, grade and teacher, and very importantly the date you are picking up your student.
- If your student will be a **car rider everyday**, please remember to send in a note with your student stating that "they will be an everyday car rider". **A new note is needed every year, so if your child was a car rider the previous school year, we will still need a new note for the 24-25 school year.** Please make sure that your student's first and last name, grade, teacher, and parent signature are on the note.
- For safety purposes, we utilize "**car rider signs**" to help our staff identify which student you are picking up. Car rider signs will need to have your student's name on it and are color coded by grade. These signs will be available at Back-To-School nights and are also in the school office and must be displayed on your dash or window when picking up your student.
- **Parent Drop-Offs in the AM** - In order to insure the safety of all of our students, parents may not enter the lobby area to wait with their children. Students may be dropped off between 8:45 and 9:05 AM. **When dropping off your child, please do so at the front of the building in the car loop to the right.** Students arriving after 9:05 will need to be signed in at the office by the parent or adult bringing them to school. Click on the link below to view a video of student drop off:

Student Drop Off:

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

Spanish: <https://youtu.be/1O9f3LgXjVA>

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

Student Pick Up:

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

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

- **Except in cases of emergency, please refrain from calling the school in the afternoon to change your child's dismissal instructions for that day.** Arrangements for after-school should be made before your child leaves in the morning. A written note should be sent in with your student advising the teacher and school office of any changes to your students normal dismissal.

VISITING OUR BUILDING

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

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

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

English: https://youtu.be/dHwri2uCF_Q

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

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

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

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



VOLUNTEERS

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

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

[VOLUNTEER CLEARANCES INFORMATION LINK](#)

SCHOOL NURSE NEWS

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



Procedure Should Your Child Get Sick in School - In a school setting where people are in close contact and often share supplies, illness can spread. A child who is sick will not be able to perform well in school and is also likely to spread illness to other people. More information regarding our District Illness guidelines can be found at <https://www.upperadams.org/departments/health-services/2022-2023-illness-letter-from-the-nurses>.

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

Accidents happen! If your child should spill something or get messy on the playground and would need a change of clothes, the nurse has a very limited supply of clothes. It's a great idea to pack a change of clothing for your students and when it gets colder please send them in appropriate outerwear.



FOOD SERVICES DEPARTMENT: FREE BREAKFAST AND NO PROCESSING FEES!

The USDA has announced that they will be extending the breakfast school meal waivers for the 24-25 school year, allowing our school district to serve free breakfast meals to all children, regardless of a family's economic status. Students who wish to purchase an additional milk or ala carte items will need to have money in their student lunch account.

Please keep in mind that we will still need our families to complete the FREE/REDUCED MEAL APPLICATION so that it does not impact any current or future benefits that you are receiving. The FREE/REDUCED MEAL APPLICATION will be included in your student's first day packet or you may use this link to apply: <https://www.upperadams.org/departments/food-services/free-reduced-information>.

- Food Services prices for the 2024-2025 school year for elementary students: \$2.95 lunch /\$0.00 breakfast (**breakfast is free for students for the 24/25 school year**).

- The UASD Food Service Department utilizes a meal accounting system that allows you to deposit money into your child's account. Each student's account is unique and theirs alone. As your child purchases meals, milk, or a la carte items, the amount spent is subtracted from the balance in their account. Want to see what your child has been buying? Log on to www.myschoolbucks.com. Once you have registered and set up an account, you can track your child's account balance, add money to your child's account, and get low-balance email reminders. **Also, for the 24/25 school year, UASD will again be waiving the fee for using the My School Bucks website to add money to your child's account.**
- If you don't want to use myschoolbucks.com to add money to your child's account, please note that checks are preferred to cash. When paying by check, please make check payable to **UASD Food Service** and include your student's name and lunch ID on the check. It is also very helpful if you specify that the money is for your child's food account. The cafeteria will also accept cash payments, however, keep in mind that they are unable to give change, and the entire amount presented will be put into your child's account.



FALL PICTURE DAY

Mark your calendars!

Thursday, September 19th will be our Fall Picture Day. More information will be sent home with your student closer to the date.

PTO

The PTO board would like to welcome our new and returning Canner families to the 2024-2025 school year! We have a lot of fun activities coming up, including one of our favorites, Race for Education, which will be on Friday, October 18th. We are in need of volunteers, so if any parent is interested, please see one of our tables at the back to school nights or fill out the form in our back to school packet that will be coming out the first week of school. Please make sure you are up-to-date with your clearances that are required for in-school volunteering.



We are also looking for a Secretary for the PTO Board for the school year; are you great at taking notes and able to make the Tuesday evening meetings? PTO Secretary might be a great way to get involved, email our PTO President at BigervilleElementaryPTO@gmail.com if you are interested.

Be sure to like and follow our FaceBook Page to get all the updates and info about PTO activities this year. <https://www.facebook.com/biglervillepto>

Our first PTO Meeting will be Tuesday, September 17th at 6pm, we hope to see you there!

BiglervilleElementaryPTO@gmail.com

Abi Miller, President

Brittany Bretzman, Vice President

Snez Isenberg, Treasurer

Secretary - Open Position



IMPORTANT DATES TO REMEMBER

AUGUST 19th - KINDERGARTEN & 1ST GRADE OPEN HOUSE 4:00PM - 6:00PM

AUGUST 21st - FIRST DAY OF SCHOOL

AUGUST 26th - 2ND & 3RD GRADE BACK-TO-SCHOOL NIGHT @ 6:00PM

SEPTEMBER 2nd - NO SCHOOL FOR STUDENTS

SEPTEMBER 5th - 1ST GRADE BACK-TO-SCHOOL NIGHT @ 6:00PM

SEPTEMBER 16th - NO SCHOOL FOR STUDENTS

SEPTEMBER 17th - PTO MEETING @ 6:00PM

SEPTEMBER 19th - FALL PICTURE DAY

OCTOBER 11th - EARLY DISMISSAL @ 11:45AM

OCTOBER 14th - NO SCHOOL FOR STUDENTS

OCTOBER 18th - RACE FOR EDUCATION



BIGLERVILLE ELEMENTARY SCHOOL

Phone 717-677-5200

Fax 717-677-0101

<https://www.upperadams.org/schoolss/biglerville-elementary-school>

Jamie Kerstetter, Principal

Jennifer S. Nelson, Assistant Principal

Cristal Ritchey, Administrative Assistant
Donna Trostel, Administrative Assistant

