



September

PRINCIPAL'S CORNER -- I cordially welcome the students and parents back to GES from what I trust was a restful summer vacation. The staff has successfully completed the enormous task of preparing GES for the opening of this school year.

Your child(ren) will bring home various items for you to read and return. I realize how tedious this task is. Please exercise patience and carefully read the materials. Promptly return the items which need to be brought back to school. Review the BASD Elementary School Handbook and our GES Handbook carefully and keep them for future reference.

For the safety of our children, I would like to review our security procedures:

- All doors are locked and everyone must enter through the main doors. You must press the button on the gray box on the left side of the door. When greeted, give your name and purpose of visit.
- Visitors and volunteers must report to the office before going to the classroom areas. You will need to sign in and secure a clip-on badge in the main office area.

I thank you in advance for your cooperation and support in implementing these procedures.

We believe a key element in a successful educational program for your child is effective home and school communication. We strongly encourage parents to communicate regularly with teachers and other appropriate school personnel to foster openness, understanding, and a team commitment of academic success. I can be reached at 610-369-7485 during the day or 610-970-9038 at home. I will attempt to return every phone call daily. By communicating and working together to solve problems before a crisis develops, we will ensure the best possible learning environment for your child and a happy and successful school year.

Again, welcome back! We are looking forward to an exciting and successful 2008-2009 school year.

DOCTOR OF EDUCATION – On July 22, I successfully completed the dissertation defense. I worked more than 5½ years on this degree of Doctor of Education. Therefore, you will notice that letters and other correspondences will be signed with the title Dr. I will inform the students of this change when the school year begins.

NEW STAFF MEMBERS –

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| Miss Katherine Wetzel | Learning Support |
| Miss Meagan McMaster | Learning Support |
| Mrs. Sara Obarow | Elementary Literacy Coach |
| Mrs. Dawn Hoffman | Paraprofessional Aide |
| Mrs. Christina Roberts | 4 th Grade LTS |
| Mrs. Heather Doll | Kindergarten |

REMINDERS -

Daily Opening - School opens for students at 8:25 a.m. Children should not be dropped off before 8:25 a.m. Classes begin at 8:45 a.m. If your child arrives after 8:45 a.m., they will be marked tardy. Thanks for your cooperation.

Safety Procedures - (Late arrivals and early pick-ups) All children arriving late must be signed in at the office by a parent or guardian. Students leaving early must be signed out by having the adult report to the office.

School Transportation - Any questions about bussing should be directed to Mr. Steve Missimer, Transportation Supervisor at 610-369-7431.

Free or Reduced Price Lunch

Applications are available for those who qualify and wish to take advantage of this opportunity. **If you received free or reduced lunch last year, you must reapply this year before October 3.**



REMINDER: LUNCH PRICES – The cost of individual lunch for students is **\$1.90**. The price of milk is \$.45.

GES THEME – For this year, we have a continuation of the overarching theme: “*GES: No Place for Hate.*”

Last school year, GES achieved certification as a No Place For Hate school for the third year. For 2008-2009, we are seeking certification again as a “No Place For Hate” (NPFH) school. As part of our opening exercises each day, we are continuing to recite the NPFH Promise; and, throughout the year, we are implementing school-wide projects that celebrate and emphasize diversity.

CHILD CUSTODY INFORMATION -- The school requests information when a student does not reside with both natural parents due to separation or divorce. Please request and complete a “child custody” information form to be on file at school for future reference. **This information MUST be updated every year so that all information is current.**

MEDICAL EXAMS -- *Parents of Kindergarten students* are reminded to return two required health forms - a physical exam report from the child’s doctor and a dental report from the child’s dentist. *Parents of third grade students* should return a dental exam report and *parents of sixth grade students*, a physical exam report. Extra health forms are available in the office if the form sent home in June was misplaced.

WEAPONS AND THREATS -- Parents, as we embark on a new school year, I want to remind you that pocket knives or other objects considered as weapons are prohibited in the school setting. This includes toys that look like weapons. Students in possession of such objects will face severe consequences. Also, please emphasize with your children that threats about “killing” will also result in severe consequences. Again, I thank you for your continued support.

STUDENT PHOTOGRAPHS – About two weeks before student photographs are taken, you will receive information regarding the taking of individual photographs. As a service to parents and to raise funds for the Activity Account, the district has contracted with Lifetouch Studios. There will be various options and payment is required on the day of the photographs - **Thursday, September 11**. All students will have their pictures taken for school record purposes.

BEEP AND PEP CLASSES -The parents of children who attend BEEP or PEP classes will receive necessary information concerning arrangements before the classes begin.

BOOK CLUB ORDERS -- Throughout the school year, students are given the opportunities to order books from various book clubs. To speed the ordering process, payments—no matter what amount--**MUST be made by check**. Checks must be made payable to the name of the book club.

DISTRICT-WIDE READING REQUIREMENT - All students in grades one through twelve are required to read 10 books each school year.

STUDENT ACCIDENT INSURANCE -- Information concerning the student accident insurance program is available. If interested in reviewing the information, please contact our office at 610-369-7485. Applications are to be mailed directly to the insurance company - not returned to school.

PARENT TEACHER NIGHTS -- We are looking forward to your visit on these important nights. Your visit enables you to meet your child's teacher and learn about the year's plans. This introductory meeting will begin a positive, supportive home and school partnership. We strongly encourage 100% participation by each child's parent(s). Reminder: These meetings are not designed for children. Babysitting is not provided. I suggest you work out a babysitting arrangement with a neighbor, relative or another GES parent.

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| Kindergarten | Monday, September 15 |
| Grade 1 | Tuesday, September 9 |
| Grade 2 | Tuesday, September 16 |
| Grade 3 | Wednesday, September 10 |
| Grade 4 | Tuesday, September 2 |
| Grade 5 | Wednesday, September 3 |
| Grade 6 | Thursday, September 4 |

STUDENT ASSIGNMENT BOOK -- Each student in grades 3, 4, 5, and 6 received a student assignment book. It is required that all students record daily assignments in this homework book. The assignment book is designed to help students develop organizational skills. Successful study depends on our efficient use of time, which requires organization. Please encourage your child to use their student assignment book to help organize their work. An organized student will do better in school. If we plan to learn...we must learn to plan. These books were made available through the joint contribution of the HSA and GES budget.



DIRECT TELEPHONE CALLS -- You can bypass our office switchboard (610-369-7485) by dialing the following numbers:

- 610-473-5070 Health Room (Mrs. Holauchock, Mrs. DiPippa)
- 610-473-5060 Cafeteria (Mrs. Coccia)
- 610-473-5090 Guidance (Mrs. Horton)

If you have matters that require Dr. Christman's prompt attention during off-school hours, his home phone number is 610-970-9038.

FULL TIME HEALTH ROOM COVERAGE -- All schools in the district have a school nurse or registered nurse on duty at all times. Mrs. Debra Holauchock (Thursday and Friday) and Mrs. Jill DiPippa (Monday, Tuesday and Wednesday) provide coverage at GES. If you wish to speak with our health room staff, please call 610-473-5070 during school hours.

REPORTING STUDENT ABSENCE—When your child is absent from school, please report it to us before 9:00 a.m. by calling 610-369-7518. Our answering machine will record your message at all hours of the night or morning. If you do not call regarding the absence, the classroom teacher will send home an excuse blank for your completion. ***If you do not call the school or complete an excuse blank, the absence will be recorded as unlawful.*** So, please make sure you call or complete an excuse blank. Also, if you receive a doctor's excuse for any absence, send the excuse to your child's teacher.

REQUESTS FOR ASSIGNMENTS – You may also request assignments for students on the answering machine when you phone in the absence before 9:00 a.m. The assignment may be sent home with a sibling or neighbor, or they may be picked up after 3:45 p.m. in the office. Teachers are not able to gather this information until the school day has ended.

ANIMAL RESTRICTIONS -- We have restrictions concerning animals in the classroom. Students having allergies as well as animals being unpredictable have caused us to be more cautious. If you have any questions, please direct them to me rather than your child's teacher.



SCHOOL-WIDE RULES & CONSEQUENCES -It is necessary that children learn to develop self-discipline. We ask that you discuss with your child(ren) the importance of and need for appropriate behavior and a positive attitude while at school.

The schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate where student behavior is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts the process or which infringes upon the learning of other individuals will need to be corrected.

The GES staff has developed school-wide rules and more consistent enforcement of consequences. Please review the discipline rules and related information with your child(ren).

EDUCATIONAL TRIPS -- District policy permits students to be absent a maximum of ten (10) days per year to accompany parents on educationally worthy trips upon written request. ***ALTHOUGH PERMITTED, WE DO NOT ENCOURAGE ABSENCE FROM SCHOOL. THE ACTIVITIES OF THE CLASSROOM CAN NEVER BE FULLY MADE UP. PLEASE GIVE SERIOUS CONSIDERATION BEFORE PLANNING EXTENDED ABSENCES DURING SCHOOL TIME.*** Speak with your teacher about the effect such absences may have upon your child's class work. The district requests that you do not plan trips during our PSSA testing period.

Reminder: Forms must be submitted at least 2 days in advance of the trip. Trips will not be approved during testing periods. (See the Elementary School Handbook for testing dates.)

ASSURANCE OF NON-DISCRIMINATION Students and parents are assured that the Boyertown Area School District does not discriminate on the basis of race, religion, ethnic heritage, sex, limited English skills or handicap in educational programs or activities offered in the schools.

Any complaints alleging such discrimination should be directed to the responsible persons in accordance with the following procedure:

1. Complaints alleging discrimination on the basis of race, religion, ethnic heritage, limited English language skills or handicap should be presented in writing to the building principal.
2. Complaints alleging sex discrimination should be presented in writing to the Superintendent, 911 Montgomery Avenue, Boyertown PA 19512

STUDENT DEPARTURE - Kindergarten students will not be permitted to leave a school bus or van without a parent/guardian or designated person for said student at the specified stop. An alternate to having a responsible person at the stop, is to have an appropriate written arrangement with the school district's Supervisor of Transportation (610-369-7431).

Students in first grade and higher will be permitted to leave a school bus or van at a designated stop without the presence of an adult to accompany the child. No other arrangements will be made for grade one students, or other students in higher grades.

A time of concern is at the close of school. Parents are to wait in the library for the dismissal of children being picked up. Students are not to be picked up in the lobby or outside classrooms. The library provides an area where the student pick-up can be monitored.

VISITORS TO GES – All visitors (including parents) must report to the office upon entering the building. I would like to review the procedures to follow when entering GES. These procedures pertain to the school day except for the end of school pick up when parents enter through the outside library door.

1. All adults (alone or accompanying children) must enter at the main office entrance. **PARENTS BRINGING CHILDREN INTO THE BUILDING IN THE MORNING MUST ENTER THE MAIN ENTRANCE DOORS RATHER THAN THE STUDENT DROP-OFF DOORS.**
2. If volunteering or visiting, the secretary will have you sign in and issue a pass. Volunteers must complete a disclosure form in the office. If volunteering more than five times, a child abuse and criminal check is required.

Before visiting with a teacher, an appointment must be made. This will help minimize classroom interruptions. Please be reminded that these procedures, with your cooperation, help insure the safety of our children.

TARDINESS OF STUDENTS -- Please remember that each school day begins at 8:45 a.m. A student being transported by private vehicle who arrives after that time will be considered tardy. The student must accompany the adult to the office to be signed in before reporting to class. Be sure to sign in the appropriate time that the child arrives at school. This procedure does not apply to students who arrive on a late bus.



FROM THE HEALTH ROOM

The PA School Health Act requires dental examinations for all students entering Kindergarten and third grade, and physical examinations for students entering kindergarten and sixth grade in the 2008-2009 school year; the physical and dental exams have to be completed **on or after September 1, 2007**. Please contact the health room if you need a physical or dental form for an upcoming appointment or you can download forms at anytime from the BASD website @ <http://www.boyertownasd.org/> under **Services - Student Services - Health**. Completed physical and dental forms for these grade levels are **due by September 15, 2008**.

Medications at school: please refer to the BASD medication policy if your child needs to take medications during school hours. **All medications, over-the-counter and prescribed, require a written order from a doctor and written parent permission to be administered to a student by the school nurse.** Medication administration forms are available on the BASD Web site @ <http://www.boyertownasd.org/> under Services - Student Services - Health.

Head Lice: September is National Head Lice Prevention month. To effectively manage head lice infestations and prevent excessive absences in school, the Boyertown Area School District has a strict No-Nit policy. Information about head lice can be accessed on the BASD website or through handouts on request to the health room. The school nurses perform random classroom head lice checks but the prevention and control of head lice begins in the home. If your child gets head lice, our policy requires parents to notify the health room: please help us prevent head lice by following the policy and checking your children often.

Contact information for the GES Health Room:

Health room hours: 8:25 a.m. – 3:45 p.m.

Phone: 610-473-5070

Mrs. Debra Holauchock, RN, CSN

Thursday, Friday

dholauchock@boyertownasd.org

Mrs. Jill DiPippa, RN

Monday, Tuesday, Wednesday

jdipippa@boyertownasd.org