



**September 2019**

**Mrs. Kelly Mason, Principal**

**EVENTS**

- 9/2 NO SCHOOL**
- 9/9 Picture Day
- 9/9 PTA Open House – 6:30 p.m.
- 9/10 Boy Scout Presentation during lunch
- 9/25 Human Growth & Development -  
Parent Preview Night  
WES 6:30 PM Grade 4  
WES 7:30 PM Grade 5
- 9/25 EARLY DISMISSAL  
12:25 PM**



**INTRODUCING...**

**Welcome Mrs. Stephanie Ruane –  
Our new Kindergarten Teacher!**

My name is Stephanie Ruane. I am very excited to be teaching Kindergarten at Pine Forge! Kindergarten is a grade close to my heart. I feel lucky to have taught kindergarten for most of my teaching career. I have also taught first grade, fourth grade, and done Title One reading and math support for K-3<sup>rd</sup>. As you get to know me, you will learn that I am extremely passionate about teaching young learners!

Here is a little bit about me: I am blessed to have 2 amazing children, Grace (10) and Liam (8). Liam has a great sense of humor and loves basketball. Grace is artistic and loves animals. We live in Ottsville, PA. I enjoy reading, doing yoga, and doing fun things outside with my family.

Thank you for welcoming me to Pine Forge!  
Everyone here has made me feel so at home already!

**Welcome Mrs. Lisa Faust – Our New  
Fifth Grade Teacher!**

My name is Lisa Faust. I am so excited to be teaching 5<sup>th</sup> grade at Pine Forge! I spent the last

three years with the Owen J. Roberts School District teaching 5<sup>th</sup> grade ELA, 6<sup>th</sup> grade science and social studies and as a reading specialist. When I'm not at school, I spend my time at home reading, crafting or baking something (hopefully) tasty! You can often find me at the beach in the summer and on my couch rooting for my favorite teams on the weekends during football season. I am very happy to be part of Pine Forge Elementary School.

**Welcome Mr. Blaze Buckwalter – Our New  
Health & PE Teacher!**

Hello everyone, my name is Blaze Buckwalter, and this is my first year as the Health & PE teacher at Pine Forge Elementary. Before coming to Pine Forge, I was teaching for 2 years at the Troy Area Intermediate School in northern PA. I am excited to teach our students the important skills and information that will help them be healthy individuals, now and in the future. It is going to be a great year!

**Welcome Mrs. Michelle Zobel – Our New  
Third Grade Teacher**

Hello! I am so blessed to call Pine Forge my new home! My name is Michelle Zobel and I will be teaching 3<sup>rd</sup> grade this year. This is the start of my 13<sup>th</sup> year of teaching. I spent my first 11 years teaching in the Reading School District. My first year in Boyertown was at New Hanover Upper Frederick Elementary. My husband and I live in the district with our three daughters. We are active in serving at our local church and love to serve in the community together. I am so excited for the new experiences and opportunities that this year will bring! I have felt welcome at Pine Forge since the moment I stepped in the building! Looking forward to a great year!

## **RAPTOR SYSTEM**

We are pleased to share that all Boyertown Area Schools will continue using the Raptor Identification System for the 2019 -2020 school year. This system is located in each school office. We will be requiring that all school visitors/ volunteers provide a driver's license or other government-issued identification card and the visitor/volunteer will be able to proceed into the school as planned. School staff will swipe the card to determine if the individual is a registered sex offender. In most cases the system will issue a temporary ID badge to wear during a visit or volunteer activity. If the system lists any offender information, the principal will intervene and the individual will not be permitted to enter the school outside of the school office area. Individuals who need to drop off or pick up materials in the school office will not be required to use the system.

We are committed to continuing to provide a safe school environment for all students, staff and community members.



## **RETURNING FORMS**

During the first week of school a number of papers were sent home with your child for you to complete. We appreciate your assistance in completing and returning the forms promptly.

## **TRANSPORTATION INFORMATION**



Occasionally a bus may be late picking your child up or dropping them off. If you have any concerns, please call the transportation office 610 473-3473. The school buses have radios and the bus drivers can be contacted directly from the transportation office.

**ATTENTION: Please send a note to school when your child will be picked up from school. If we have not received a written note, your child will be sent on their regular bus and will be dropped off at their regular stop.**

## **REPORTING STUDENT ABSENCE**

The Boyertown Area School District recognizes that attendance is an important factor in educational success. Our district attendance policy has recently been updated in compliance with state and federal mandates. Details regarding attendance policies and procedures can be found on the BASD website under school board policies and the elementary handbook.

Procedure for reporting and documenting absences have become more stringent as a result of the federal government's Every Student Succeeds Act (ESSA). Parents are now required to do one of the three procedures written below. Please read them carefully:

1. Parents/guardians may send an email to [attendancePFES@boyertownasd.org](mailto:attendancePFES@boyertownasd.org) from the email address of the parent/guardian on file with the district by 9:00am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up hand-written note.
2. Parents/guardians may use the district website/app and fill out the absence note by 9:00am on any day that their child will be absent or tardy. This form of communication will not need a phone call or follow-up hand-written note.

3. Parents/guardians may call either the attendance line (610-473-1831) or the school (610-323-7609 option #2) by 9:00am on any day that their child will be absent or tardy. However, absences must now also be followed up with a handwritten parent note or doctor's note within three days of the student's return to school. Failure to submit the appropriate note within three days will result in the absence being coded as unlawful, and this coding cannot be reversed even if a note is handed in after the three-day window. Once a student has received three unlawful absences, a truancy elimination plan may be enacted. This plan could lead to a citation from the District Magistrate.

A handwritten parent note or email communication for verification of absence is acceptable for the first 10 days of absence per school year. Any further absences require a doctor's note. Handwritten notes may be sent in to school with your child. However, it is your child's responsibility to present the note to their teacher or school secretary to be handed in to the office. Other acceptable ways to turn in a note are for a parent to drop it off personally to the school office between the hours of 7:45am-4:15pm or to scan the handwritten note and email it as an attachment to the school attendance secretary;

[jrhoads@boyertownasd.org](mailto:jrhoads@boyertownasd.org).

In the past, there have been occasional situations in which families have forgotten to submit an educational trip form for approval prior to their trip. Failure to submit a trip form prior to departure will result in trip days being counted as an unlawful absence. Trip forms continue to

be available in the school office as well as on the BASD website.

Reminders of these new procedures are also available via individual buildings' monthly e-newsletters, list serv messages, and school Twitter and Facebook accounts. Thank you for your cooperation as we enact these new requirements. We look forward to working with you to help our students succeed in a changing world.

### **SCHOOL SECURITY**

Our school utilizes a camera and buzz-in security system. All visitors are required to state their name and purpose for their visit prior to obtaining entry to the building. Once you are buzzed into the building, **please report directly to the office to sign in** and obtain a visitor's badge. Deliveries are to be brought to the office **(please do not go directly to the classroom)**. Parents are expected to meet their children for appointments at the office and not at the classroom.

### **CHILD CUSTODY INFORMATION**

The school requests information when a student does not reside with both natural parents due to separation or divorce. **This information MUST be updated every year so that all information is current.**

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### **BIRTHDAY CELEBRATION TREATS**

It has been a tradition for students to bring birthday treats in to share with their friends and staff members of Pine Forge. While we are going to continue to allow the bringing in of birthday treats, we are only going to allow the delivery of these treats to the homeroom of the student. The student can either share these treats with their homeroom friends during

classroom time or during their lunch period; this delivery will be left up to the discretion of the classroom teacher. The past practice of delivering these treats to the whole building tended to be disruptive, time consuming, and messy.



### **FAMILY TRIPS**

If you are planning a family trip that will infringe on school attendance, (even for one school day) please request an **Application to be Absent from School for an Educational Trip or Tour Form** in advance. Complete the form and return to school for action from the principal. Permission for non-school trip requests must be submitted at least 2 days prior to any trip taken for it to be counted as an excused absence. We request that families take trips on days school is not in session in order to avoid interrupting a student's educational program. Please read the student handbook for more information. Thank you for your cooperation!

### **TESTING INFORMATION**

Please mark your calendars with the following: **PSSA** (Pennsylvania System of School Assessment) will be given to students in grades 3, 4 & 5 from April 20 – May 8, 2019. **Parents should make sure appointments are NOT scheduled during these time periods. Students will NOT be excused for "educational trips" during these testing periods.**

### **ART NEWS**

As we begin the school year send an art smock or large for your child to wear during class. We often use paint and other messy materials. Your child will have art on either a Thursday or a Friday. Please consider what he or she is wearing on these days. It may not be the best day to wear that brand new outfit.



please  
shirt  
art

### **MEDICAL APPOINTMENTS**

If your child must be taken out of school during the school day for a doctor or dental appointment, we ask that you send a note to your child's teacher so he/she can prepare for the student's early dismissal. A binder is located in the office to be used by the parent or designated adult who is signing your child out from school. Students will not be sent outside to wait at any time for someone to pick them up.



## NEWS FROM THE HEALTH ROOM

Welcome back to school. We need your assistance to support the safety of our students. Please complete the Infinite Campus Parent Portal. You should have received a separate email regarding passwords to access this system. Please update all demographic, medical, and medication information needed for the school year. (A parent/ guardian signature is required for your child to receive services in the health room, this is now in electronic form.

With the start of the new school season please remember to send along a water bottle and appropriate clothing for your child to get through the school day. On very hot days the children need to remain hydrated throughout the day. Please help us by giving them a water bottle to keep at their desks.

**Please contact your health care provider to determine if your child needs any immunizations. Notices were mailed to parents if immunization documents currently on file for their child do not have the appropriate immunizations. If you do not receive a notice, your child's immunization records are up to date. Please see below for new immunization regulations.**

**Physicals/Dentals:** The PA School Health Act requires **dental examinations** for all students entering **Kindergarten** and **third grade**, and **physical examinations** for students **entering kindergarten** in the 2019-2020 school year. Physical and dental exam forms may be dated no earlier than one year prior to September 1<sup>st</sup>; therefore, forms submitted must be for exams that occurred **on or after** September 1, 2018. Please contact the health room if you need a physical or dental form for an upcoming appointment or you can download forms at any time from the BASD website @ <http://www.boyertownasd.org/> under **Services - Student Services - Health**. Please submit completed physical and dental forms for these grade levels **by May 1, 2020.**

**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, herbal, and prescribed, require a written order from a doctor and written parent permission to be administered to a student by the school nurse.** Medications must be delivered to the school nurse by a parent or adult designee.

Medication authorization forms are available on the BASD Web site @ <http://www.boyertownasd.org/> under Services - Student Services - Health or by contacting the health room.

**Head Lice:** September is National Head Lice Prevention month. During each school year, almost without fail, we can expect to find some cases of head lice among our students. To effectively manage head lice infestations in our schools, the Boyertown Area School District requires students with head lice or nits to be excluded from school and be readmitted when the school nurse determines the students are lice and nit-free. Information about head lice can be accessed on the BASD website under Services; Student; Health link. Prevention and control of head lice begins in the home. Please help us prevent head lice by following the policy and checking your children often. If your child gets head lice, please contact the health room so we can assist you and your child.

**New Immunization Requirements:** The Pennsylvania Department of Health has issued new immunization requirements effective August 1, 2017 for the 2018-2019 School Year. **Therefore, on the first day of school, your child must have all completed immunizations or a medical plan indicating the completion of the immunization series within the first five days of school or risk exclusion. Please note those immunizations that need only one dose must be completed by the first day of school.** Your Certified School Nurse will contact you if your child requires further immunizations to meet the new state requirements.

- 4 doses of tetanus, diphtheria, and acellular pertussis\*

**(1 dose on or after the 4th birthday)**

- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)\*\*

- 2 doses of measles, mumps, rubella\*\*\*

- 3 doses of hepatitis B

- 2 doses of varicella (chickenpox) or evidence of immunity

*\*Usually given as DTP or DTaP or if medically advisable, DT or Td*

*\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

*\*\*\*Usually given as MMR*

*7<sup>TH</sup> Grade Entry:*

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) **by the first day.**
- 1 dose of meningococcal conjugate vaccine (MCV) **by the first day.**

Please contact your health care provider or the Pennsylvania Department of Health at 1-877-PA-HEALTH (1-877-724-3258). Vaccine information can be found at: [www.dontwaitvaccinate.pa.gov](http://www.dontwaitvaccinate.pa.gov)  
Pennsylvania's school immunization requirements can be found in 28 Pa. CODE CH.23 (School Immunization).