**Bucher Frequently Asked Questions**:

CONTACTING BUCHER:

How do I contact the school?

-The main office number is 717-569-4291. This will connect you to the Bucher secretary, Ms. Linda Swift. The school office is open from 8:00 AM-4:00 PM.

How do I contact teachers/staff by email?

-All Manheim Township employees have the same ending to their email address: @mtwp.net The address is the first six letters of an employee’s last name and first two letters of their first name. For example, Andrew Martin’s address would be martinan@mtwp.net

Where can I find the 2025-2026 MTSD district calendar?

-You can find the 2025-2026 MTSD district calendar on [www.mtwp.net](http://www.mtwp.net); click on calendar and in the lower right hand corner, click on 2025-2026 school year.

ARRIVAL/DISMISSAL:

What time do the doors open for students to enter the building?

-Bucher Elementary opens at 8:45 AM. All students must be in their classrooms by 9:00 AM or they will be considered tardy. Students should not be dropped off early outside or to the office due to parent work schedules or appointments.

What time is dismissal?

-Bucher Elementary (and all elementary schools) dismiss at 3:40 PM.

Is there a before school and after school program?

-Envisions is located at Bucher and they offer a before school and after school program. Their telephone number is: 717-569-0796.

How does arrival and dismissal work?

-The morning car rider loop starts on Candlewyck Rd. We ask that you have your child ready before you enter the line (shoes tied, lunch money in backpack, etc.) and then drop them off in one of the four marked spots. Walkers and car riders enter through our main doors on Brockton, while the bus rider loop drops students off on Candlewyck Rd. Our doors open at 8:45 AM each day and students are to be in before 9:00 AM.

-Dismissal starts at 3:40 PM and our goal is to have all students (walkers, car riders, and bus students) promptly out of the building by 3:55 PM. In the afternoon, the car rider line again starts on Candlewyck Rd. You will receive a car rider line sign in your child’s folder on the first day of school. If you have not filled out the dismissal form for your child that was in their teacher letter, please do so and return to us on the first day of school. If your child is a walker, they will be dismissed at the garden door along Brockton Rd.

MEALS AND SNACKS:

If I have a question regarding the lunch menu or for food services, who should I contact?

-You should call the Food Services department at 717-569-8231.

How can I apply for free and reduced lunch for my students?

-An application can be completed at [schoolcafe.com](http://schoolcafe.com). This is the fastest way for the

application to be processed. If you do not have access, paper applications are available

 in the school office.

Do students have snacks during the day in their classrooms?

 -Please prefer the instructions from your classroom teacher for their snack guidelines,

 and please be aware that there may be allergies that the class needs to be sensitive to.

Can I bring in a birthday treat for my child to share with their class?

-According to school district policy, food items cannot be brought in school for a birthday

 celebration. If students would like to share something with their classmates for their

birthday, we encourage items like pencils, erasers, etc.

ATTENDANCE INFORMATION:

Do I need to write an absence excuse if I have provided a doctor’s notice?

-Parents do not need to write an absence excuse if they are providing a medical excuse which covers all days that the student has been absent.

How much time do I have to provide an excuse for my child’s absence?

-You must submit an excuse or medical notice **within three days** of the student’s return to school. After the three days, the absence will be considered unlawful.

If we are going to take a trip, what are the procedures?

-You will need to complete a Request for an Educational Trip or Tour. This form must be completed at least two days in advance of the first day of the requested trip for the principal’s approval. You can find this form under the mtwp.net website, Links for Parents, Parent Forms and Documents.

We are moving, how do I notify the district?

-You will need to complete a Change of Address form. You will need to bring the completed form along with the documentation requested on the form to the district office. You can find this form under the mtwp.net website, Links for Parents, Parent Forms and Documents.