

# Nitrauer Elementary Frequently Asked Questions

## Health-Related

- **What should I do if my child is going to be absent? Should I call the school?**
  - You do not need to notify the school if your student is going to be absent due to illness. See more information under "Attendance."
- **What should I do if my child needs to take medication at school?**
  - Please do not send your child to school with medication. Please plan to deliver the medication to the school and speak briefly with our nurses who will administer the medicine as prescribed.
- **My child has a doctor's appointment during the school day. What do I do?**
  - Send a note to school with your child's full name indicating the reason for the appointment, what time your child should be dismissed as well as the name of the person picking up your child. Please ask for a note from the doctor's office that your child can turn into the school office upon returning. If a note is not provided from the doctor's office the early dismissal will be unexcused.

## Meals

- **Can my child purchase breakfast at school?**
  - If children would like to purchase breakfast at school, they should head straight to the cafeteria as soon as they arrive in the building (via car, bus, or walking). They pick out their breakfast and take it back to their classroom in a bag. Students often save part of their breakfast (for example, a muffin or cereal bar) for a snack later in the day. Breakfast is available from 8:45am to 9:00am.
  - Breakfast is \$1.35. Students that receive a free or reduced lunch qualify for a free breakfast daily.
- **How can I apply for free or reduced meals for my child?**
  - Please complete an application at [www.paschoolmeals.com](http://www.paschoolmeals.com). If you do not have access to the internet please call the school office at (717) 569-4239 to receive a paper application that can be sent home with your student.
- **Should I send in a snack for my child?**
  - Yes, but please find out more from the classroom teacher (e.g. be aware of food allergies, types of snacks, etc.).
- **Can my child carry a water bottle during the school day?**
  - Yes. Your child's teacher will provide more information regarding water bottles. Please make sure your child's bottle is clearly marked with their name.
- **How can I put money on my child's lunch account?**
  - There are a few ways you can put money on your child's account. Send money (cash or check made out to MTSD Cafeteria Fund) to school with your child in an envelope marked with your child's full name and teacher's name. You can also put money on your child's lunch account online **for a nominal fee**. The link is [www.schoolcafe.com](http://www.schoolcafe.com)
- **How will I know if my child needs money on his/her lunch account?**
  - You can check the balance on your child's account on the website listed above. The school's cafeteria staff will also send home a reminder if money is needed.

## Contacting the School

- **I need to speak to my child's teacher. Can I come in early one morning and go to the classroom?**

- Mornings are busy times for our teachers as they are preparing for the school day, so please email your child's teacher to arrange a convenient time to meet with or call her/him. Remember to include your phone number in the email. In the event that you do not have email access, the front office staff will be happy to take a message from you and send it to the teacher.
- **How do I get my child's teacher email address?**
  - All school employees have the same ending to their email address: @mtwp.net The email address will be the first six letters of the teacher's last name, followed by the first two letters of the teacher's first name. For example, Janet Smith's email address would be [smithja@mtwp.net](mailto:smithja@mtwp.net).
- **What are the school's office hours?**
  - The school's office is open from 8am until 4pm.
- **When is the best time to call and speak with a teacher?**
  - Please contact your student's teacher via email to coordinate a time that the teacher can call you. Classroom teachers do not have a direct phone line into their classrooms.
- **How can I volunteer in my student's classroom?**
  - If you would like to volunteer in your child's classroom, attend field trips, or assist with PTO events, you must have current clearances. Please see the Manheim Township webpage and click on "Volunteer Information" under the "Community" tab on the main page. Please contact your child's teacher to arrange a scheduled day to volunteer in the classroom.
- **How can I update my contact information with the school?**
  - In order to update information (phone numbers, names of contacts), please go to the Manheim Township web page and click on "Links for Parents" on the main page.
    - Click on "Sign up for a Sapphire Account"
    - To set up a new account, click "Community Portal Application and Acceptable Use Policy Form." The keyword is "Sapphire." Complete the form as directed and hit submit.
    - Please print the form, sign and date it and give it the building secretary.
    - You will receive your assigned pin number in 2-3 days after the office receives your form, which you will need to access your account along with your username and password.

## Attendance

- **When is my child considered tardy for school? What should I do if my child is tardy?**
  - A child is considered tardy if he/she arrives to school after 9:00 AM. A parent should accompany the child to the office to complete an excuse form. Please know that a reason must be specified for tardiness and completing an excuse form does not necessarily excuse the tardiness.
- **What should I do if my child is absent from school?**
  - On the day your child returns from an absence, please send in a note to your child's teacher. The note should include the teacher's name, child's first and last name, current date, date of the absence, reason for the absence, and your signature. The note should be turned in to your child's teacher. It is not necessary for you to call school when your child is absent. For any absence to be excused an excuse note must be signed by a parent/guardian and *must be submitted to the school office within three (3) days following the absence. This means that on the fourth day following an absence, the absence will be considered unlawful.*

- **Our family takes a vacation every year in October. Is this OK?**
  - **Family vacations are not acceptable as an excused absence under PA school code.** Parents may request and the school board may excuse a student from school attendance to participate in an **educational** tour or trip not sponsored by the school district if the following conditions are met:
    - The parent/guardian submits a written request using the Educational Trip form on the Manheim Township website for excusal a week **prior** to the absence. Tours and trips without prior approval are automatically coded as unlawful.
    - The student's participation has been approved by the building principal or designee, prior to the absence.
    - The adult directing the tour or trip is acceptable to the parents/guardians and the principal or designee.
    - The tour or trip does not exceed five (5) school days.
    - The maximum number of excused absences for educational tours and trips has not exceeded five (5) cumulative school days for the school year.
- **What is the earliest I can drop my child off at school?**
  - School hours are 9:00am-3:40pm. The earliest you may drop your child off is 8:45am.

## Transportation/Arrival/Dismissal

- **What do I do if I need to change my child's dismissal procedures?**
  - If you need to change your child's dismissal procedures, please send a note to your child's teacher. The note should include your child's teacher's name, your child's first and last name, the dismissal change and your signature. If we do not receive a note changing dismissal procedures, your child will follow how he/she typically returns home.
- **Can my child ride the bus home with a friend?**
  - Students must ride their assigned bus. If your child will be going home with a friend, they must both be picked up in the car rider line, and each child must provide their teacher(s) with a note indicating the change in dismissal plans.

## How does dismissal work?

### Car riders

- If you are dropping off or picking up via car, please make the first left in the parking lot (coming from Oregon Pike) and get in the car line near the gym entrance. Staff members will assist students with getting in the car as you pull up. Please put a sign on the passenger side dashboard that clearly states your child's first and last name (large, bold letters). Students must exit and enter the car from the passenger side--not the driver side--as this is the safest procedure to avoid have students circle around cars during this busy time. **Also, please be sure to pay attention to signs and markings on the parking lot so that pick up can move as efficiently as possible.**

### Bus riders

- Students are dismissed over the intercom by bus number. They wait for a short time in their bus line location and then walk out to their bus. Bus lines are supervised by adults at all times.

### Walkers

- Students who walk meet on the playground and are only released by the teacher on duty when a parent comes to meet the child on the playground.

### Envisions After School Program

- Students are dismissed to the Envisions classroom along with bus riders, car riders, etc.

