

## FAQ's (Frequently Asked Questions)

Listed below are the answers to frequently asked "opening of school" questions.

### Driving students to and from school

Parents who drive children to and from school are asked to drop off their children on Schoolside Drive on the side of the school. Another option is to pickup/dropoff your child at Portland Street. Students will enter and exit from the main doors. School buses and day care vans have priority access to the area in front of the main lobby. PLEASE DO NOT PARK WHERE THE CURB IS PAINTED YELLOW. **Please park only in designated parking spaces.** Cars may not enter into the driveway during bus arrival times. (7:15 - 7:45 a.m. and 2:15 – 2:45 p.m.)

If you plan to pick up your child during the school day or after school (rather than ride the bus), a note is required. All notes may be sent to the classroom teacher and are then forwarded to the office with the attendance. If someone other than a parent is to pick up the student, you must include their name.

In order for a child to walk home with another child, a note from the parents of both children is required. In the absence of a note, the children will be sent home according to their normal routine.

### Lunch

Students may carry a packed lunch to school or they may purchase a lunch provided in the school cafeteria for \$2.25. Milk is available for 60 cents per carton. Students may pay for their lunch at time of purchase or put money in their individual lunch accounts. **Checks should be made payable to "MASD". Checks or cash should be placed in an envelope with your child's first and last name, grade, teacher and the amount of money enclosed printed on the front.** You can also prepay for school lunches online. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an account.

If you wish to have lunch with your child, please call before 8:15 a.m. Please note: **no fast food or younger siblings** are allowed in the cafeteria during lunch. Also, please limit your visits to one time per month so that we can accommodate all of our parents. Adult lunches are \$3.70.

### Breakfast

Breakfast is offered in the cafeteria from 7:25 a.m. to 7:40 a.m. at a cost of \$1.50. The cost will be deducted from your child's individual lunch account.

### Bus Transportation

**Only those students who live in the transportation area of Northside School will be allowed to ride the school bus.** Students who walk to school will not be permitted to ride the bus in the afternoon to go home with friends. If your child is going home with one of our bus students, arrangements for transportation will need to be made by the parents.

### Reporting Absences

If your child will be absent from school or tardy to school, please notify the school office at 691-4581. Before 8 am feel free to call and leave a message on our voice mail. Sending an e-mail to the front office is another option. Excuse blanks are accessible from the district website. When your child has been absent or tardy, please return the completed form or just a written excuse. An

email is also accepted. Please send a written excuse even though you called in the absence. If excuse slips are not returned within three school days after the absence, the absence will be marked unlawful.

**Excused absences include:**

- Family emergencies
- Pre-arranged doctor/dentist visits
- Pre-authorized school activities
- Pre-approved (5 day prior to departure) educational trips
- Religious Holidays
- Illness (doctor's excuse required for three or more consecutive days absent)

Educational trip forms are the same for all schools in the district. You only need to fill one out. The receiving school will notify the other schools. Note: There is a limit to the number of educational field trip days (10) your child may take per school year. Also, if your child is involved in PSSA testing, an educational trip will not be approved during testing times.

**Student Appointments**

When students need to leave school for an appointment, a parent **must come into the office** and sign the student out. The child should also be signed in upon return to the school and have a doctor's excuse.

**Volunteering**

All MASD volunteers are subject to background check requirements and mandated reporting requirements. All volunteers must submit the following:

- Completed Volunteer Information Sheet
- Evidence of a tuberculosis examination in accordance with the regulations of the Advisory Health Board. If you have questions about getting a TB test, contact Mrs. Bordlemay at 691-4584.
- Pennsylvania State Police Request for Criminal Check
- FBI background check (Act 34 of 1985, 24 P.S. §1-111(e)). NOTE: The FBI background check is not required if they have been a resident of PA for the entirety of the previous 10 years and complete a volunteer verification form.
- Pennsylvania Child Abuse History Clearance (Act 151 of 1994, 23 Pa. C.S. §6355).

Volunteers differ from visitors in the manner of their business in our buildings. Whereas volunteers have routine, direct contact with students and/or individual responsibility for the welfare of children, visitors do not. Visitors are those individuals in the school for special occasions, but are not permitted to be alone with students. If a parent has questions as to whether he/she fits into either category, he/she should speak with the building principal.

Examples of volunteers: participation in field trips, tutoring, regular assisting with centers

Examples of visitors: non-routine reading to the class, giving a presentation, assisting with a luncheon, job shadow experiences

Prospective volunteers may pick up a post-card in any of our district's school offices that provides them with the information they will need, or they can check out the new volunteer webpage at [http://www.mbgisd.org/pages/Mechanicsburg\\_ASD/Community\\_Alumni/Volunteer](http://www.mbgisd.org/pages/Mechanicsburg_ASD/Community_Alumni/Volunteer)

### **Bicycles, Roller blades, Scooters, etc. at Northside**

According to school district policy, students in grade three only are permitted to ride bicycles to school if they provide written permission from their parents. Permission forms are available in the school office. A new form must be submitted for each child each year. **Roller blades, heelies, scooters and skateboards are not a permissible form of transportation.**

### **Health**

#### **Sick Child**

Please be certain that your child's emergency information is kept up to date in Sapphire with current information about your work phone numbers and the numbers of other persons to contact in the event that neither parent can be reached.

If you have medical concerns about sending your child to school on a given day, you can contact our school nurse, Mrs. Bordlemay (691-4584).

Children should be fever free for 24 hours before returning to school.

#### **Physical Education and Recess Excuses**

If your child is injured and cannot participate in physical education, a doctor's excuse stating the length of exclusion must be turned into the office. Exclusion from physical education automatically means exclusion from participation at recess time.