

March 22, 2013

Dear Families,

We want to share with you information on a new School Board Policy #907 regarding visitors in all Manheim Township schools. This policy is a change from what you may be accustomed to when visiting your child during the school day. It was developed with input from principals, administrators, parents and community members to ensure a safe learning environment for all children in the Manheim Township School District. The Board of Directors approved the policy on March 21, 2013. Buildings will begin the transition during the month of April and full implementation of the visitor policy will begin on May 1, 2013. Please be aware that we continue to monitor all visitors to our buildings. Below are some important excerpts from the new policy; the full policy is available on the MTSD website, www.mtwp.net, under School Board.

Persons wishing to visit a school must make arrangements in advance with the classroom teacher or building principal in that building. Persons who arrive at the school without an established appointment will not be permitted beyond the school office.

- Parents/guardians who come to a school building to drop off an item for a student must leave the item in the school office.
- Parents/guardians are not permitted to walk the item to the student, nor are they permitted to walk a student to his/her classroom.

Upon arrival at the school, all visitors must register at the office where they will sign in and receive a badge. Visitors may be asked to present a form of ID (i.e., drivers license) prior to being admitted in the school building.

School Sponsored Activities Before, During and/or After the School Day

Classroom teachers or building principals may plan school events/activities before, during and/or after the school day in which parents/guardians are invited to attend. Parents/guardians attending these functions will be required to follow the protocols established by the building administrator and/or classroom teacher.

Lunch Visitations

For the safety of our students, parents/guardians are not permitted to have lunch with their child/children during the school day in the school building. An exception to this policy may be made if the building principal elects to participate in a celebration, such as National Lunch Week. If the school is participating in a celebration where parents/guardians are invited to have lunch with their child, the building principal will establish specific guidelines for parents/guardians. Parents electing to participate in this celebration will not be permitted to bring in restaurant food from outside sources.

If you have any further questions, please contact your building principal. Thank you for your continued support as we work to ensure all children are able to learn in a safe and supportive environment.

Sincerely,

Tony Aldinger, Bucher Elementary
Travis Bash, Neff Elementary
Karen Nell, Schaeffer Elementary
Sharon Schaefer, Brecht Elementary
Trudi Smith, Reidenbaugh Elementary

Patty Zanghi, Nitrauer Elementary
Chris Zander, Landis Run Intermediate School
Jason Reifsnyder, MT Middle School
Deborah Mitchell, MT High School