

# MANHASSET PUBLIC SCHOOLS

## Calendar & Handbook 2023-2024





# MANHASSET PUBLIC SCHOOLS TELEPHONE DIRECTORY

Please note: All numbers are 516 area code.

## District Office

Main Number—267-7700

Superintendent .....	267-7705
Business & Operations .....	267-7724
Central Registrar .....	267-7777
Curriculum and Instruction .....	267-7742
District Clerk .....	267-7724
Facilities, Buildings, Grounds .....	267-7720
Food Services .....	267-7780
Human Resources .....	267-7730
Special Education & Pupil Personnel Services.....	267-7671
Transportation .....	267-7777

## Manhasset Secondary School

Main Number—267-7600

Main Office/Principal .....	267-7605
Assistant Principal, Grades 7-8.....	267-7505
Assistant Principal, Grades 9-12 .....	267-7508
Attendance, Grades 7-12 (call-in absence) ...	267-7502
Custodial Services .....	267-7760
Art .....	267-7641
Athletics.....	267-7550
Drama .....	267-7641
English Language Arts.....	267-7581
School Counseling Svcs. (Guidance), Grades 7-8 ....	267-7511
School Counseling Svcs. (Guidance), Grades 9-12 ..	267-7610
Health Office, Grades 7-12 .....	267-7520
Library Media Center, Grades 7-8 .....	267-7660
Library Media Center, Grades 9-12 .....	267-7585
Mathematics .....	267-7571
Music .....	267-7641
Physical Education .....	267-7550
P/E – Grades 7-8 .....	267-7654/7656
P/E – Grades 9-12 .....	267-7653/7658
Psychologist, Secondary (Grades 7-8).....	267-7514
Psychologist, Secondary (Grades 9-12) .....	267-7617
Psychologist, Secondary (Grades 7-12) .....	267-7681

Science .....	267-7565
Social Studies.....	267-7575
Middle School Social Worker .....	267-7509
High School Social Worker .....	267-7618
Student Activities, Grades 7-12 .....	267-7605
World Languages .....	267-7687

## District Directors and Coordinators

English Language Arts Director.....	267-7582
Fine and Performing Arts Director .....	267-7641
Instructional Technology Director .....	267-7530
Mathematics Director .....	267-7570
Physical Education, Health and Interscholastic Athletics Director .....	267-7550
Science and Technology Coordinator.....	267-7560
School Counseling Service Pages (Guidance) Director .....	267-7611
Social Studies Coordinator.....	267-7576
Special Education/Pre-K-Grade 6 Director...	267-7679
Special Education/Grades 7-12 Director .....	267-7672
World Languages/ENL Coordinator .....	267-7685

**Calendar Cover Art:**  
**Hannah Rubin, Grade 11**

## Transportation

District Office.....	267-7777
Huntington Coach.....	442-5773
(District Transportation Provider) .....	or 442-5774

## Munsey Park Elementary School

Main Number—267-7400

Main Office, Principal, Assistant Principal..	267-7405
Attendance .....	267-7411
Custodial Services .....	267-7415
Health Office .....	267-7410
Library Media Center .....	267-7430
Psychologist, Grades K-2, Grades 3-6 ....	267-7426/7425
School Counseling Services (Guidance) .....	267-7448
Social Worker .....	267-7517

## Shelter Rock Elementary School

Main Number—267-7450

Main Office, Principal, Assistant Principal...	267-7455
Attendance .....	267-7463
Custodial Services .....	267-7490
Health Office .....	267-7460
Library Media Center .....	267-7470
Psychologist, Grades K-2, Grades 3-6 ....	267-7459/7469
School Counseling Services (Guidance) .....	267-7669
Social Worker .....	267-7475

### Note: Abbreviations used in the calendar are:

ACT = American College Testing
CAC = Citizens Advisory Committee
CASA = Coalition Against Substance Abuse
HS = High School
MAAC = Manhasset Athletics Advisory Committee
MP = Munsey Park School
MS = Middle School
MWCABC = Manhasset Women's Coalition Against Breast Cancer
NYS = New York State
PASE = Parent Association for Special Education
PoCoHo = Poetry Coffee House
PSAT/NMSQT = Preliminary SAT/National Merit Scholarship Qualifying Test
SCA = School Community Association
SR = Shelter Rock School
SS = Secondary School

# MANHASSET PUBLIC SCHOOLS EMERGENCY CLOSING PROCEDURES

## School Closing

- Whenever it is necessary to close the schools due to the weather, or any other reason, the Superintendent of Schools will make the decision based on area weather reports, local weather conditions, checks of road conditions by District personnel and the District's primary transportation provider, police department reports, and road conditions from local villages and the county.
- All parents/guardians with children in grades K-12 will be contacted via the District's Blackboard Connect communications system.
- On days when schools are closed, all school programs, including sports and extracurricular activities, will be canceled.
- Cancellation information about school activities scheduled on weekends will be made available on the District's website, the Blackboard Connect communications system, and the District's electronic Community Listserv.
- School closing or delayed opening announcements are provided via the Blackboard Connect communications system and through the following media (announcements will ordinarily be made prior to 6 a.m.):

### Radio

WALK (97.5 FM) WBLI (106.1 FM)  
WCBS (880 AM) WBZO (103.1 FM)  
WINS (1010 AM) WBAB (102.3 FM)

### Television

WCBS Channel 2; WNBC Channel 4; WYNY, Channel 5;  
WABC, Channel 7; News 12 Long Island Cable Network.

## Delayed Opening

The opening of school may be delayed by ONE or TWO hours due to early morning weather conditions. The delayed school opening schedule is as follows:

School	ONE-Hour Delay	TWO-Hour Delay
Secondary School	9:13 a.m.	10:13 a.m.
Shelter Rock School	9:25 a.m.	10:25 a.m.
Munsey Park School	9:55 a.m.	10:55 a.m.

Bus schedules will also be delayed by one or two hours. For example, if your child's regular school bus pickup time is 7:54 a.m., a one-hour delay will change the bus pickup time to 8:54 a.m. and a two-hour delay will change the bus pickup time to 9:54 a.m.

Announcements are provided via the District's Blackboard Connect communications system and by the radio stations, TV channels and the District website.

A delayed opening is subject to change if the weather and/or road conditions remain hazardous. The Superintendent retains the option to close the schools when the potential for a hazardous situation exists. An announcement, if necessary, will generally be made by 6 a.m.

## Early Dismissal

- Early dismissals are considered only in extreme situations due to weather conditions or other emergencies such as power failures.
- The availability of school buses will determine whether early dismissal is possible.
- Early dismissals will be reported on radio, television, through the District's website and the District's Blackboard Connect communications system.
- Secondary students will be dismissed first so that they will be home to care for younger siblings. Elementary students will be dismissed once the secondary students are home.
- Every effort will be made through the District's Blackboard Connect communications system and the SCA to contact parents in emergency situations. However, parents are advised to be alert to weather conditions which may require schools to be closed and to make safe and appropriate arrangements for their child in the event of an early dismissal.

## Private, Parochial, BOCES and Special Schools

- When the Manhasset Public Schools close, all bus transportation provided by the District for students attending private, parochial, BOCES and other special schools outside the District will be canceled.
- When the Manhasset Public Schools delay the opening of school by one hour or two hours, buses used to transport students to private, parochial, BOCES and other special schools outside the District will also be delayed by one or two hours.
- When the Manhasset Public Schools announce an early dismissal, bus service for students attending private, parochial, BOCES and other special schools outside the District will depend on availability of drivers and dismissal times requested by the schools. Each non-public school must make its own decision on an early dismissal.

## Have you subscribed to our Community Listserv?

The Community Listserv is a service that allows parents, students, faculty/staff and community members to sign up to receive emails on school-related information. The Community Listserv makes it easier than ever for you to stay in touch with important news and events in our schools. Subscribers will automatically receive news of interest at their selected email address. Go to the District's website at [www.manhassetsschools.org](http://www.manhassetsschools.org) and click on the "Community Listserv" button on the homepage to sign up.



# MANHASSET PUBLIC SCHOOLS

## MISSION STATEMENT

We recognize each child as an individual with the potential to achieve their personal best. We are committed to guiding our students on their unique educational journeys by nurturing their abilities and encouraging a growth mindset, while challenging and supporting their academic development and fostering their social-emotional and physical well-being. We celebrate diversity, an inclusive learning environment, and respect for others as important components in developing global citizens.

## VISION STATEMENT

We prepare each student for a continuously changing world by cultivating passion for discovery, creativity in solving problems, wisdom in making decisions, a willingness to take measured risks, and perseverance in the face of adversity. We foster independent thinkers who work collaboratively, respect each other's individuality, and embody integrity, honesty, empathy and compassion. Our students will be able to succeed today, with the self-confidence, motivation and resiliency to succeed tomorrow.



### 2023-2024 Board of Education

The Board of Education serves as a governance or policy-making body, with the Superintendent of Schools as its Chief Executive Officer. Left to right, seated: Steven Panzik, President, and Jill Pullano, Vice President. Standing: Trustees Erin Royce, Ted Post and Nadia Giannopoulos.

### Meetings of the Board

The Board of Education meets regularly during the school year, usually on the first and third Thursdays of the month. All meetings are open to the public and are generally held in the Community Room at the District Office, 200 Memorial Place, at 7:00 p.m. Board meetings are also held in other District schools and at other community locations as announced or as listed in this calendar. Meeting dates are sent via Community Listserv and posted on the District's website.

The Board of Education appoints community members to its Audit Committee and may appoint Citizens Advisory Committees on Finance, Athletics, and Technology. Other committees may be appointed on an as-needed basis by the Board. The Board of Education email is **BOE@manhassetsschools.org**.

### District Website - [www.manhassetsschools.org](http://www.manhassetsschools.org)

The District's website provides comprehensive information regarding all aspects of our schools. Navigation through the site can be accomplished by category, such as District Info, Board of Education, Staff, Parents/Community, Students, Partners in Education, and Videos, or by using the search engine on the home page to locate specific names, documents and/or topics. Additionally, High School clubs and organizations maintain webpages regarding specific activities. You may want to consider bookmarking our website.





AUGUST 2023						
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27	28	29	30	31		

Aug. 3 - Board of Ed Mtg.,  
District Office, 5:00 p.m.

Aug. 19 - Varsity/JV Football Begin

Aug. 23 - Board of Ed Mtg.,  
District Office, 5:30 p.m.

Aug. 28 - All Other Varsity/JV Sports Begin



# September

Aug. 28 - Kindergarten Welcome Playdate  
SR 10:00 a.m.  
MP 1:00 p.m.

Aug. 30 - Superintendent's Conference Day  
Locker Set Up

Aug. 31 - Superintendent's Conference Day  
Locker Set Up  
SR Ice Cream Social, 3:00 p.m.  
MP Ice Cream Social, 3:30 p.m.

OCTOBER 2023						
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29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.					1	2
3	4 LABOR DAY SCHOOLS CLOSED	5 FIRST DAY OF SCHOOL FOR STUDENTS HALF DAY, 1-6 SR DISMISSAL, 11:25 A.M. MP DISMISSAL, 11:55 A.M.  Kindergarten Parent Orientation Meetings  MS Opening Day Picnic MS Athlete Meetings	6 FULL DAY FOR ALL STUDENTS  MS Fall Sports Begin	7  SENIOR PORTRAITS  Fall Varsity/JV Sports Parent Meeting, HS Auditorium, 6:30 p.m.	8 SCA MP/SR Room Rep Mtg., 9:30 a.m. (Each School)	9 ACT Exam
10	11  SENIOR PORTRAITS	12 MP/SR EVENING OPEN HOUSE GRADES K-I  Grade 12 Student/Parent Night, 7:00 p.m.	13  MS OPEN HOUSE, 7:00 p.m.	14 MP/SR NEW PARENT WELCOME (EACH SCHOOL), 9:30 a.m.  Board of Ed Mtg., District Office, 7:00 p.m.	15 Board Policy Committee, 9:00 a.m.  Rosh Hashanah Begins at Sundown	16 ROSH HASHANAH
17 ROSH HASHANAH	18	19 HS Mini College Fair, 9:00-10:30 a.m.  PASE Meeting, 9:30 a.m.  MP/SR EVENING OPEN HOUSE GRADES 2-4	20 SCA MP/SR Parent Council Mtg., 9:30 a.m. (Each School)  MP/SR EVENING OPEN HOUSE GRADES 5-6	21  GRADES 7-11 PHOTO DAYS & ID CARDS  HS OPEN HOUSE, 7:00 p.m.	22 SCA Open Exec. Board Mtg., 9:00 a.m.  SCA HS/MS Joint Parent Council Mtg., 10:00 a.m.	23
24  Yom Kippur Begins at Sunset	25 YOM KIPPUR SCHOOLS CLOSED	26 HS Mini College Fair, 9:00-10:30 a.m.	27  Financial Aid Night, 7:00 p.m.	28 HS Student Senate, 6:00 p.m.  Board of Ed Mtg., District Office, 7:00 p.m.	29 Board Policy Committee, 9:00 a.m.  MS Welcome Back Dance, 7:30-9:30 p.m.	30 HOMECOMING Homecoming Parade, 1:30 p.m.  HS Football Home vs. Mephram, 2:00 p.m.

# DISTRICT ADMINISTRATION

Please note: All numbers are 516 area code.

## Office of the Superintendent of Schools

**District Office —Administration Building, 200 Memorial Place, Manhasset, NY 11030**

**Superintendent of Schools:** Gaurav Passi, Ed.D.

gpassi@manhassetsschools.org ..... 267-7705

**Assistant Superintendent for Curriculum, Instruction and Personnel:** Donald Gately, Ed.D.

donald\_gately@manhassetsschools.org ..... 267-7741

**Assistant Superintendent for Student Services:** Allison Rushforth

allison\_rushforth@manhassetsschools.org ..... 267-7671

**Assistant Superintendent for Business and Operations:** Sam Gergis, Ed.D.

sam\_gergis@manhassetsschools.org ..... 267-7724

**District Treasurer:** Angelo Pace – angelo\_pace@manhassetsschools.org ..... 267-7712

**District Clerk:** Nicole Rosenberg – nicole\_rosenberg@manhassetsschools.org ..... 267-7724

**Assistant District Clerks:**

Marianne Shields – marianne\_shields@manhassetsschools.org ..... 267-7706

Reshma Jung – reshma\_jung@manhassetsschools.org ..... 267-7716

## District Administrators, Directors, and Coordinators

### Directors, K-12

**English Language Arts:** Rebecca Chowske, Ed.D.

rebecca\_chowske@manhassetsschools.org ..... 267-7582

**Fine and Performing Arts:** Joseph Owens, Ed.D.

joseph\_owens@manhassetsschools.org ..... 267-7641

**School Counseling Services (Guidance):** Kerry Fallon

kerry\_fallon@manhassetsschools.org ..... 267-7611

**Instructional Technology:** Richard Sevilla, Ed.D.

richard\_sevilla@manhassetsschools.org ..... 267-7531

**Mathematics:** Lauren Tallarine

lauren\_tallarine@manhassetsschools.org ..... 267-7570

**Physical Education, Health and Interscholastic Athletics:** Christine Raffo

christine\_raffo@manhassetsschools.org ..... 267-7550

**Special Education, CPSE/Elementary:** Agnieszka Dynda, Ed.D.

agnieszka\_dynda@manhassetsschools.org ..... 267-7679

**Special Education, Secondary:** Stewart Grabelsky

stewart\_grabelsky@manhassetsschools.org ..... 267-7672

### District Coordinators, K-12

**Science & Technology Education:** Teresa McGrath, Ed.D.

teresa\_mcgrath@manhassetsschools.org ..... 267-7560

**Social Studies:** Margaret Ronai

margaret\_ronai@manhassetsschools.org ..... 267-7576

**World Languages and ENL:** Christina Lang

christina\_lang@manhassetsschools.org ..... 267-7685

### District Administrators, K-12

**Administrator of Assessment and Data Analysis:** Ryan Aliperti

ryan\_aliperti@manhassetsschools.org ..... 267-7431

**Administrator for Human Resources:** Claudia Murphy

claudia\_murphy@manhassetsschools.org ..... 267-7731

## School Counseling Services

**2023-2024 School Counselors (Guidance)**

**Munsey Park Grades K-6:** Amanda Gimondo

agimondo@manhassetsschools.org ..... 267-7448

**Shelter Rock Grades K-6:** Jenny Chen

jenny\_chen@manhassetsschools.org ..... 267-7669

**Middle School Grades 7-8 Blue Team:** Gavin Gandulla

gavin\_gandulla@manhassetsschools.org ..... 267-7512

**Middle School Grades 7-8 Orange Team:** Brittany Moloney

brittany\_moloney@manhassetsschools.org ..... 267-7513

**High School, Grades 9-12**

Danielle Cerulli – danielle\_cerulli@manhassetsschools.org ..... 267-7615

Kimberly Cosenza – kcosenza@manhassetsschools.org ..... 267-7620

Marcy Fogel – marcy\_fogel@manhassetsschools.org ..... 267-7619

Jennifer Landman – jlandman@manhassetsschools.org ..... 267-7616

Lori Margulies – lori\_margulies@manhassetsschools.org ..... 267-7632

Kristen Ruthkowski – kristen\_ruthkowski@manhassetsschools.org ..... 267-7624

**Student Counselor breakdown can be found on the District website under the Academics tab.**

## Secondary School Administration

**Manhasset Secondary School—200 Memorial Place, Manhasset, NY 11030**

**Main Number High School: 267-7600 Main Number Middle School: 267-7500**

**Principal, Grades 7-12:** Richard Roder

rroder@manhassetsschools.org ..... 267-7605

**Assistant Principal, Grades 7-8:** Maram Mabrouk, Ed.D.

maram\_mabrouk@manhassetsschools.org ..... 267-7505

**Assistant Principal, Grades 9-12:** Adam Kuranishi..... 267-7637

adam\_kuranishi@manhassetsschools.org

## Elementary School Administration

**Munsey Park School—1 Hunt Lane, Manhasset, NY—Main Number 267-7400**

**Principal:** Chad Altman

caltman@manhassetsschools.org ..... 267-7405

**Assistant Principal:** Brian Nolan, Ed.D.

brian\_nolan@manhassetsschools.org ..... 267-7441

**Shelter Rock School—27A Shelter Rock Rd., Manhasset, NY—Main Number 267-7450**

**Principal:** Jessica Zimmer

jessica\_zimmer@manhassetsschools.org ..... 267-7455

**Assistant Principal:** Deana Folchetti-Puglin

dfolchetti\_puglin@manhassetsschools.org ..... 267-7457



SEPTEMBER 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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# October



NOVEMBER 2023						
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19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div>1</div> <div>MWCABC 5K, Rave for the CURE</div>	<div>2</div>	<div>3</div> <div>HS Mini College Fair, 11:00 a.m.-12:30 p.m.</div> <div>SCA MP PHOTO DAYS</div> <div>Thespian Honor Society Induction, Black Box Theatre, 7:00 p.m.</div>	<div>4</div> <div>CASA Parenting Series, Virtual, 7:00 p.m.</div>	<div>5</div> <div>CASA Sector Meeting, 9:00-10:30 a.m.</div> <div>Board of Ed Mtg., SR, 7:00 p.m.</div>	<div>6</div> <div>End of 1st Progress Report Period Grades 7-12</div>	<div>7</div> <div>SAT Exam (Not at MHS)</div>
<div>8</div>	<div>9</div> <div>COLUMBUS DAY SCHOOLS CLOSED</div>	<div>10</div>	<div>11</div> <div>SCA SR PHOTO DAYS</div>	<div>12</div> <div>Grade 9 Student/Parent Night, 7:00 p.m.</div>	<div>13</div> <div>Senior Photo Retakes</div> <div>Board Policy Committee, 9:00 a.m.</div>	<div>14</div> <div>PSAT Exam</div>
<div>15</div>	<div>16</div> <div>Booster Club, 6:00 p.m.</div> <div>MAAC, 7:30 p.m.</div>	<div>17</div> <div>PASE Meeting, 9:30 a.m.</div>	<div>18</div> <div>CASA Community Presentation, HS, 7:00 p.m.</div>	<div>19</div> <div>Grades 7-11 Photo Retakes</div> <div>Board of Ed Tenure Recognition Event, 6:30 p.m.</div> <div>Board of Ed Mtg., District Office, 7:00 p.m.</div>	<div>20</div> <div>HS Blood Drive</div>	<div>21</div> <div>CASA Shed the Meds, SR, 9:30-11:30 a.m.</div>
<div>22</div>	<div>23</div> <div>Science Honor Society Induction, 7:00 p.m.</div>	<div>24</div> <div>CAC Finance Committee Mtg., 7:30 p.m.</div>	<div>25</div> <div>MWCABC Ladies Night Out</div>	<div>26</div> <div>HS Student Senate, 6:00 p.m.</div>	<div>27</div> <div>Board Policy Committee, 9:00 a.m.</div> <div>SCA MP/SR Halloween Parties Grades 5-6, 6:30-8:30 p.m. (Each School)</div> <div>SCA MS Halloween Dance, 7:30-9:30 p.m.</div>	<div>28</div> <div>ACT Exam</div>
<div>29</div>	<div>30</div>	<div>31</div>			<div>Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.</div>	

# VOTING INFORMATION

## Annual Vote and Election

The annual School District budget vote and election of School Board members, as set by the New York State Legislature for all public school districts in the state, is held on the third Tuesday in May. The 2024-2025 school budget vote will be held on Tuesday, May 21, 2024, in the High School gym, from 7 a.m. to 9 p.m.

## Voter Registration Procedures

The Board of Education notifies all eligible voters that the Nassau County voter registration rolls and the District Board of Registration's voter list will be the official voter lists for all District votes.

Manhasset residents who are not registered with the County Board of Elections or who have registered with the County Board of Elections but have not voted in a town, county, state or national election in the last four calendar years or in the School District's 2023 vote must register to vote with either the School District's Board of Registration or the County Board of Elections.

Community members may register to vote in the office of the District Clerk at the District Office, 200 Memorial Place, from 8 a.m. to 4 p.m. on days when school is in session and from 8 a.m. to 3 p.m. during the summer months by appointment only.

## Eligibility Requirements for Voter Registration

You are eligible to register to vote if:

- You are a citizen of the United States.
- You are at least 18 years of age.
- You are a resident of the School District for at least the 30 days immediately prior to the vote.
- You have not been disqualified from voting under Election Law 5-106.

## Votación y elección anuales

La votación del presupuesto anual del distrito escolar y la elección de los miembros de la Junta Escolar, conforme a lo establecido por la Legislatura del Estado de Nueva York para todos los distritos escolares públicos del estado, se llevarán a cabo el tercer martes de mayo. La votación del presupuesto escolar 2024-2025 se llevará a cabo el martes 21 de mayo de 2024 de 7 a.m. a 9 p.m.

## Procedimientos para la inscripción de votantes

La Junta de Educación notifica a todos los votantes elegibles que los padrones electorales para la inscripción de votantes del condado de Nassau y la lista de votantes de la Junta de Inscripciones del distrito serán las listas de votantes oficiales para todas las votaciones del distrito.

Los residentes de Manhasset que no estén inscritos en la Junta de Elecciones del condado o que se hayan inscrito en dicha Junta pero que no hayan votado en una elección de la localidad, el condado, el estado o nacional en los últimos cuatro años calendario o en la votación del distrito escolar de 2023 deberán inscribirse para votar en la Junta de Inscripciones del distrito escolar o en la Junta de Elecciones del condado.

Los miembros de la comunidad podrán inscribirse para votar en la oficina de la secretaria del distrito en el edificio administrativo, 200 Memorial Place, de 8 a.m. a 4 p.m. durante el ciclo lectivo y de 8 a.m. a 3 p.m. durante los meses de verano salamente con cita.

## Requisitos de elegibilidad para la inscripción de votantes

Podrán inscribirse en la votación las personas que cumplan con los siguientes requisitos:

- Sean ciudadanas de los Estados Unidos.
- Tengan, al menos, 18 años.
- Sean residentes del distrito escolar durante, al menos, los 30 días inmediatamente anteriores a la votación.
- No hayan sido inhabilitadas para votar en virtud de la Ley Electoral 5-106.

# GENERAL INFORMATION FOR PARENTS AND STUDENTS

## Attendance

It is important students learn from the first day of kindergarten that education is important to them and that they have an obligation to be punctual and to regularly attend school, both of which are essential for steady progress throughout their school life.

Students are expected to be in school on time on all days when school is in session. The Board of Education affirms the importance of enforcing high standards of self-discipline, attendance and punctuality with all students who are required by law to attend instruction in the public schools. All students will attend regularly and punctually for the entire time during the school day and throughout the school year that classes, school activities and other school-sponsored programs are in session.

At the Secondary School level, each student is required to be in attendance for the entire school day in order to participate in any co-curricular or after-school activities including, but not limited to, athletics practices or competitions, theater/performing arts practices or productions, clubs, concerts, dances or other events. On any day preceding a weekend or holiday, this requirement applies to playing in or practicing for sports competitions, performing arts events, or other co-curricular or school-related activities during the upcoming weekend or holiday.

State laws and the regulations of the Commissioner of Education regarding attendance in school give very little discretion to either parents or to schools regarding what constitutes legal absence from school. For additional information, please see Board Policy 5100.



OCTOBER 2023						
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# November



DECEMBER 2023						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	Board Policy Committee, 9:00 a.m. 3  SCA HS/MS Joint Parent Council Mtg., 10:00 a.m.  CASA Harlem Wizards Basketball Game, HS Gym, 7:00 p.m.	SAT Exam 4
5	6  MS Winter I Sports Begin  Senior Banquet, Leonard's Palazzo, 6:30 p.m.	7  ELECTION DAY  SUPERINTENDENT'S CONFERENCE DAY SCHOOLS CLOSED FOR STUDENTS	8  SCA Fall Luncheon	9  End of 1st Marking Period Grades 7-12  MP Photo Retakes  Grade 11 Student/Parent Night, 7:00 p.m.	10  VETERANS DAY OBSERVED SCHOOLS CLOSED	11  VETERANS DAY
12  DIWALI	13  Varsity/JV Winter Sports Begin  Math Honor Society Induction, SR Auditorium, 7:00 p.m.	14  PASE Meeting, 9:30 a.m.  CASA Parenting Series, Virtual, 7:00 p.m.	15  SR Photo Retakes	16  HS Student Senate, 6:00 p.m.  Board of Ed Mtg., District Office, 7:00 p.m.	17  Board Policy Committee, 9:00 a.m.  K-6 ELEMENTARY PARENT-TEACHER CONFERENCES NO ELEMENTARY CLASSES	18  HIGH SCHOOL FALL PRODUCTION, 7:30 P.M.
19  HIGH SCHOOL FALL PRODUCTION, 2:00 P.M.	20  Varsity/JV Winter Sports Parent Meeting, HS Auditorium, 6:30 p.m.  PoCoHo, Black Box Theatre, 7:00 p.m.  MAAC, 7:30 p.m.	21  Emergency Management Plan Early Dismissal Drill K-12 (NYS required); Schools dismiss 15 minutes prior to regular dismissal	22	23	24	25
26	27  English Honor Society Induction, HS Auditorium, 7:00 p.m.	28  Standardized Testing Overview, 7:00 p.m.	29	30  NYSSMA All-State Conference  SCA MP/SR Joint Parent Council Mtg., MP, 9:30 a.m.  GRADES 7-12 PARENT-TEACHER CONFERENCES 5:00-7:30 p.m.  Board of Ed Mtg., MP, 7:00 p.m.		

# GENERAL INFORMATION FOR PARENTS AND STUDENTS/Continued

## Excused and Unexcused Absences

The following reasons for absences, tardiness and early departures from class or school are recognized by the Manhasset Board of Education as excused ATEDs: personal illness, illness or death in the family, impassable roads or weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, medical visits that have been preapproved by the Principal or their designee, or other such reasons as may be approved by an Attendance Review Team.

All other ATEDs are considered unexcused absences. All ATEDs must be accounted for:

- When a student is absent or late to class, parents will receive notification by phone or the District's Blackboard Connect communications system of the specific event and a reminder of the District policy on attendance.
- Parents are responsible to notify the school within 72 hours of the reason for a student's absence.
- They must provide a written excuse upon the student's return to school.
- Students' records will contain absence frequency and type.
- Students arriving more than 15 minutes after the period has begun without a valid excuse or pass will be deemed absent.
- Unexcused absences may result in disciplinary action consistent with the District Code of Conduct.
- Classroom participation may be incorporated as a factor in determining a student's grade. Absence from or lateness to class may, therefore, have a negative impact upon a student's grade.
- If a student exceeds three latenesses to school per quarter, then a single detention will be assigned for every lateness thereafter for the remainder of that quarter.
- Only those students with excused absences or early dismissals will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade.

## Loss of State Aid

State aid is based on attendance, and all absences, excused or unexcused, cause loss of state aid to the School District.

## Messages to Children

Parents are asked not to call school to give messages to their children, except in emergencies.

## Student Use of Telephones

Students in the Elementary, Middle and High Schools will be permitted to use telephones located in main offices, with the permission of a staff member, when it is necessary to contact parents during school or after school hours and in special circumstances.

## Students' Responsibility for School Property

It is essential that students learn to be responsible for school property. As with library books, students are required to pay for lost or damaged musical instruments, equipment (including Chromebooks), textbooks or workbooks that have been provided by the school. The charge for lost or damaged school property is based on the net cost of replacing them at current prices.

Failure to return, pay for or reimburse the District for lost books or other equipment can jeopardize a student receiving placement letters in the summer or their participation at graduation exercises or commencement.

## School Lunch Program

Each day hot and cold balanced lunches are offered at the elementary schools for \$3.00, and in the Secondary School cafeteria for \$3.50.

We are pleased to offer monthly menus for all the schools available on the district website under the lunch tab. Interactive menus are available for the elementary buildings that include nutritional information and offer filters for allergens and intolerances.

The District participates in the National School Lunch Program (NSLP) at the elementary schools. The Secondary School does not participate in the NSLP but offers a variety of delicious and healthy meal options from which our students can choose. Elementary school children who qualify for free and reduced-price meals are entitled to a qualifying lunch each day school is in session. Secondary School students who qualify for free and reduced-price meals are entitled to both a qualifying breakfast and qualifying lunch.

A la carte items are available for purchase at all buildings. The elementary school selection includes bottled water, milk, fruit or vegetables. The Secondary School has a larger selection of a la carte items for students to purchase. All a la carte item purchases require money on the student's account.

Elementary students who remain at school for lunch are not permitted to leave the school grounds. There is always adult supervision in the lunchroom and on the playground following lunch. On days when the weather is unsuitable for outdoor play, indoor activities are provided under adult supervision in the elementary schools. Secondary School students in grades 7-10 are not permitted to leave the school grounds during their lunch periods.

If you believe you qualify for free and reduced-price lunch, please apply for benefits as soon as possible to ensure a seamless transition into the new school year. The application for free and reduced-price lunch is available on the Manhasset website under the Lunch Menus tab. Please note an application must be filed each school year. Applications are handled in complete confidence and care is exercised to protect the anonymity for participating students.

Please email [food\\_director@manhasset.schools.org](mailto:food_director@manhasset.schools.org) and [Manhasset\\_Lunch@manhasset.schools.org](mailto:Manhasset_Lunch@manhasset.schools.org), with any questions, general comments or suggestions regarding our meal program.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/USDA-OASCRP-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> (link is external), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax: (833) 256-1665 or (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov) (link is external)



NOVEMBER 2023						
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Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.



# December



JANUARY 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<div>1</div> <div>GRADES K-12 PARENT-TEACHER CONFERENCES NO CLASSES FOR STUDENTS</div>	<div>2</div> <div>SAT Exam</div>
					<div>NYSSMA ALL-STATE CONFERENCE</div>	
<div>3</div>	<div>4</div> <div>National Honor Society Induction, 7:00 p.m.</div>	<div>5</div> <div>SR Holiday Concert - 5th Grade Chorus, 6:15 p.m.</div> <div>SR Holiday Concert - 6th Grade and Chamber Choirs, 7:15 p.m.</div>	<div>6</div> <div>MP Holiday Concert Instrumental, 7:00 p.m.</div>	<div>7</div> <div>Hanukkah Begins at Sundown</div>	<div>8</div> <div>FIRST DAY OF HANUKKAH</div> <div>Board Policy Committee, 9:00 a.m.</div> <div>SR Grade 4 Concert, 9:15 a.m.</div>	<div>9</div> <div>ACT Exam</div>
<div>10</div>	<div>11</div> <div>MS Holiday Concert I, 7:00 p.m.</div>	<div>12</div> <div>SR Holiday Concert Instrumental, 7:00 p.m.</div>	<div>13</div> <div>MP Holiday Concert - 5th, 6th Grade Chorus and Chamber Choir, 7:00 p.m.</div>	<div>14</div> <div>HS Student Senate, 6:00 p.m.</div> <div>Board of Ed Mtg., District Office, 7:00 p.m.</div>	<div>15</div> <div>End of 2nd Progress Report Period Grades 7-12</div> <div>MP Grade 4 Concert, 9:15 a.m.</div>	<div>16</div>
<div>17</div>	<div>18</div> <div>Booster Club, 6:00 p.m.</div> <div>HS Holiday Concert I, 7:00 p.m.</div> <div>MAAC, 7:30 p.m.</div>	<div>19</div> <div>MS Holiday Concert II, 7:00 p.m.</div>	<div>20</div> <div>HS Holiday Concert II, 7:00 p.m.</div>	<div>21</div>	<div>22</div>	<div>23</div>
<div>24</div> <div>CHRISTMAS EVE</div>	<div>25</div> <div>CHRISTMAS DAY</div>	<div>26</div> <div>KWANZAA BEGINS</div>	<div>27</div>	<div>28</div>	<div>29</div>	<div>30</div>
<div>31</div> <div>NEW YEAR'S EVE</div>	<div>HOLIDAY RECESS SCHOOLS CLOSED</div>					

# GENERAL INFORMATION FOR PARENTS AND STUDENTS/Continued

## Point of Sale Meal Payment System

The District has established a computerized Point of Sale prepayment system where students may pay for meals, milk and/or snacks. A unique four-digit PIN number is assigned to each student for quick access to their account. A student's PIN will remain with them throughout their enrollment in the Manhasset School District. When a student makes a purchase, they will enter their PIN, and the sale will be recorded. Parents are encouraged, but not required, to prefund the student's account. The account may be funded weekly, monthly or for the entire school year. Parents who do not want their child to participate in the POS system should opt out of the system. Please refer to Board Policy 8505–Charging School Meals and Prohibition Against Shaming on the District's website. For more information, please call Food Services at 516-267-7780.



## School Hours

### MUNSEY PARK SCHOOL

1 Hunt Lane

Main Number: 516-267-7400

Grades K-6

8:55 a.m.-3:23 p.m.

### SHELTER ROCK SCHOOL

27A Shelter Rock Road

Main Number: 516-267-7455

Grade K-6

8:25 a.m.-2:53 p.m.

## ELEMENTARY SCHOOLS

### Reporting to Parents, Grades K-6

Report cards for students in kindergarten through grade 6 provide indicators of achievement and are posted to the parent portal three times a year in grades 2 through 6 (fall, spring and immediately after the closing of school in June), and two times a year for students in grades K and 1 (spring and immediately after the closing of school in June). In addition to report cards, parent-teacher conferences are scheduled for all students in the fall and on an as-needed basis in the spring. Parents are always encouraged to contact their children's teachers to schedule appointments to discuss their progress and/or other important matters. Report cards will be available online through the parent portal via the Manhasset Public Schools' website. If you need assistance in setting up a parent portal account, please contact the Technology Office via email at [mpp@manhasset.schools.org](mailto:mpp@manhasset.schools.org).

### Elementary School Homework

Homework is assigned to elementary school students to reinforce skills or concepts taught during the day.

A regular daily study time should be set aside for elementary school students to independently read and/or complete assigned homework.

### After-School Academic Enrichment Program, Grades 5 and 6

Participation in the Academic Enrichment Program is based on student interest and availability. The program is organized in a trimester format which consists of three six-week sessions in humanities (grades 5 and 6), mathematics (grade 6, only), and STEM (grades 5 and 6). The District aims to accommodate all interested students with participation in at least one module. The enrichment sessions run after school on Wednesdays from 3:00 to 4:00 p.m. for Shelter Rock students and on Thursdays from 3:30 to 4:30 p.m. for Munsey Park students. An email in the mid-fall will contain exact dates and ask families to indicate interest and preferences.



DECEMBER 2023						
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# January



FEBRUARY 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 NEW YEAR'S DAY SCHOOLS CLOSED	2 Schools Reopen	3 Grade 8 Parent Night, HS Auditorium, 7:00 p.m.	4 Board of Ed Mtg., District Office, 7:00 p.m.	5 Board Policy Committee, 9:00 a.m.	6 Pre-ACT
7	8	9	10	11	12	13
			National Junior Honor Society Induction, 7:00 p.m.	CASA Parenting Series, Virtual, 7:00 p.m.		
14 All-County Music Festival	15 MARTIN LUTHER KING JR. DAY SCHOOLS CLOSED	16 MS Winter Sports II Begin  PASE Meeting, 9:30 a.m.  Music Production Recital, 7:00 p.m.	17   Senior Science Research Symposium, 7:00 p.m.	18 CASA Sector Meeting, 9:00-10:30 a.m.  HS Student Senate, 6:00 p.m.  Board of Ed Mtg., EOC Building, 7:00 p.m.	19 SCA Open Exec. Board Mtg., 9:00 a.m.  Board Policy Committee, 9:00 a.m.  SCA HS/MS Joint Parent Council Mtg., 10:00 a.m.	20 SCA Saturday Series
21	22 Booster Club, 6:00 p.m. MAAC, 7:30 p.m.	23 CAC Finance Committee Mtg., 7:30 p.m.	24	25 Structured Program College Panel, 7:00 p.m.	26 End of 2nd Marking Period Grades 7-12	27 SCA Saturday Series
28	29	30	31			

# SECONDARY SCHOOL

## Secondary School Testing Policy, Grades 7-12

To ensure a fair and equitable testing procedure for grades 7-12, the following testing policy has been adopted for all assessments that require study on the part of students. Tests will be administered in accordance with the following schedule, unless specifically noted in the Course Selection Directory. Presentation projects are exempt from this policy.

### EVEN DAYS

- World Languages
- Social Studies
- Even-day Science Lab
- Even-day Health
- Other Electives

### ODD DAYS

- Math
- English Language Arts
- Odd-day Science Lab
- Odd-day Health
- Every-day Health

## Electronic Devices and Testing

In accordance with New York State guidelines, to ensure the integrity of testing, students are prohibited from bringing cellular or smartphones, wearing a smartwatch, or using other electronic devices in classrooms or other exam locations (i.e., gymnasium, cafeteria) during testing and state assessments unless specific permission has been given in advance.

Test proctors, monitors and school officials will retain the right to collect and hold any prohibited electronic device(s) prior to the start of the test administration and to hold them for the duration of the test. Admission to the test will be prohibited to any student who has a prohibited electronic device in their possession and does not relinquish it.

Any student observed with any prohibited device while taking a state test must be directed to immediately turn it over to the proctor or monitor. To allow for all possible outcomes of procedural due process, the student will be allowed to complete the test. The incident must be reported promptly to the Building Principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

Students with Individualized Education Plans, section 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so, as specified.

## Final and Midterm examinations will be administered as follows:

### **Classes Giving Uniform Tests**

- Specific days are assigned to give finals/midterms during Test Week.
- Subjects that require an oral component will also be assigned specific dates upon which to administer that part of the exam.
- Weighting of final exams toward the final course grade may be found in each class outline.

## Reporting to Parents, Grades 7-12

Report cards using letter grades (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F) are issued four times each year. Board Policy 4710-Grading Systems governs the weighting of grades in Honors and Advanced Placement classes. Juniors and seniors have an opportunity to take one non-required course on a Pass/Fail basis. Interim reports, similar to report cards, are issued four times a year. All progress reports and report cards are posted online to the parent portal. Paper copies are only issued upon parent request. If you need assistance in setting up a parent portal account, or wish to request paper copies of grade data, please contact the Technology Office via email at [mpp@manhassetsschools.org](mailto:mpp@manhassetsschools.org).

Parent-teacher conferences are initiated by either the parent or the teacher whenever the need arises. Guidance counselors are also available to assist parents. Whenever parents wish to see a teacher or counselor or simply visit the school, an appointment should be made in advance. Parents are urged to schedule at least one conference a year with the counselor.

## 2023-2024 Bell Schedule

*8:13-9:00 a.m.	Period 1	12:08-12:50 p.m.	Period 6
9:04-9:46 a.m.	Period 2	12:54-1:36 p.m.	Period 7
9:50-10:32 a.m.	Period 3	1:40-2:22 p.m.	Period 8
10:36-11:18 a.m.	Period 4	2:26-3:08 p.m.	Period 9
11:22 a.m.-12:04 p.m.	Period 5	*Class begins at 8:13 a.m., Pledge of Allegiance/Announcements at 8:57 a.m.	

### *End of Marking Period Dates*

First Quarter–November 9, 2023

Second Quarter–January 26, 2024

Third Quarter–April 5, 2024

Fourth Quarter–June 26, 2024

## Changing Level of Core Academic Courses

A student who was recommended for a particular level of a required course (AP, Honors or Regents) may find that the rigor of the course is more difficult than they had anticipated. If they prefer to enroll in another level of the same subject, the following policies will apply:

- The level of a full-year course cannot be changed after the last day of the second quarter (Jan. 26, 2024).
- If the level of a full-year course is changed prior to the end of the second quarter, students understand that their grade in the higher-level course will carry over to the new course.

## Dropping Honor Overrides

The parent and student must agree that the student remain in the Honors course for at least one quarter before any reconsideration. Only one override may be exercised per school year. Refer to pages 9-10 in the 2023-2024 High School Course Catalog.

## Dropping Courses

After consultation with the guidance counselor, who will confer with the parent, teacher and coordinator/director, a student who wishes to drop a course that is not required for graduation will understand that the following policies are in place:

- A half-year course cannot be dropped after the last day of Quarter One (Nov. 9, 2023).
- A full-year course cannot be dropped after the last day of Quarter Two (Jan. 26, 2024).
- A half-year course dropped from a student's schedule prior to the midpoint of Quarter One (Oct. 6, 2023) will not appear on the student's transcript.
- A full-year course dropped from a student's schedule prior to the last day of Quarter One (Nov. 9, 2023) will not appear on the student's transcript.
- Students who desire to drop a half-year course and receive approval to do so after the midpoint of the first quarter will understand that the course grade will appear as a "W" (withdrawn) on their transcript.
- Students who drop a full-year course and receive approval to do so after the last day of the second quarter will understand that the course grade will appear as a "W" (withdrawn) on their record.

JANUARY 2024						
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# February



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  Board of Ed Mtg., District Office, 7:00 p.m.	2  <div>MIDDLE SCHOOL PLAY BLACK BOX, 7:30 P.M.</div>	3  SCA Saturday Series
4  <div>MIDDLE SCHOOL PLAY, BLACK BOX, 2 P.M.</div>	5	6  SCA HS/MS Parent University, 7:30 p.m.	7  SCA SR Guess Who's Coming to Read?	8  SCA MP Guess Who's Coming to Read?  HS Symphonic Choir/ Orchestra Concert, 7:00 p.m.	9  Board Policy Committee, 9:00 a.m.	10  LUNAR NEW YEAR  ACT Exam (Not at MHS)
11	12  Lunar New Year Arts Festival	13  PASE Meeting, 9:30 a.m.  Grade 10 Student/ Parent Night, 7:00 p.m.	14  SCA MP/SR Joint Parent Council Mtg., SR, 9:30 a.m.	15  HS Student Senate, 6:00 p.m.  Board of Ed Mtg., District Office, 7:00 p.m.	16	17
18	19  PRESIDENTS DAY	20	21	22	23	24
	← WINTER RECESS SCHOOLS CLOSED →					
25	26  Booster Club, 6:00 p.m.  MAAC, 7:30 p.m.	27  Mock College Interview Program, 7:00 p.m.  CAC Finance Committee Mtg., 7:30 p.m.	28  Grade 6 Parent Night, HS Auditorium, 7:00 p.m.  MAAC, 7:30 p.m.	29  Northwell Career Expo, HS Gym, 4:00-6:00 p.m.  PoCoHo, Black Box, 7:00 p.m.	Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.	



# SECONDARY SCHOOL/Continued

## Homework Policy, Grades 7-12

Homework is an important student activity which contributes to a successful educational process. Homework is defined as a task assigned in the classroom but completed during out-of-class time. Teachers are encouraged to provide homework assignments that permit students to exercise choice in the means by which they master the material.

### Homework may include:

- Practice assignments designed to reinforce newly acquired skills or knowledge.
- Preview assignments such as reading on a specific topic designed to provide information before class discussion or demonstration.
- In-depth follow-up of classroom activities.
- Independent long-term projects that parallel class work.

## Parent/Guardian Responsibilities

- Set a regular study time each day, and establish a study area, away from household distractions, with a good light and space for studying.
- Make sure your child has the materials they need to do assignments (paper, dictionary, etc.) and a safe place to store them.
- Have your child organize school materials, study notes, assignments, books, papers, etc.
- Check the assignment calendar each evening and review the homework assignments.
- Be supportive and give assistance when your child gets frustrated or discouraged with assignments.
- Contact the teacher to clear up any misunderstandings, troubleshoot problems and be better informed about your child's learning progress.
- Contact the Guidance Office to request homework/class assignments when the student is absent for more than three days. (Students should contact their teachers through Canvas to check on assignments while absent.)

## Student Responsibilities

- Write down all assignments.
- Be sure you understand the assignments.
- Bring required materials home.
- Set aside a regular time for studying.
- Find a quiet, well-lit, comfortable place to study.
- Set timelines for completion of long-range assignments.
- Complete assignments.
- Turn in the assignments by the specified due date.

## Teacher Responsibilities

Homework should be:

- **Purposeful** – Students should have a clear understanding that they are asked to do homework to either review material that has been taught in class or to prepare them for discussions and other classroom activities and assessments.
- **Appropriate** – Homework should be class-appropriate in terms of its length and degree of sophistication. Teachers are best able to judge the appropriateness of assignments for the courses they teach. More challenging courses, as designated in the course catalog, such as AP and Honors courses, will call for more challenging homework.
- **Reviewed** – Homework should be reviewed and/or evaluated on a regular basis. The successful completion of homework should be incorporated into each student grade in a manner to be determined by the teacher and indicated to the student.

We hope to enable students to fulfill their responsibilities and develop good study skills. With these goals in mind, the following expectations are set forth:

- Homework should not be assigned on the eve of a full-period test or its equivalent in that class.
- Teachers will make a conscientious effort to provide anticipated assignments prior to each week.
- Long-term assignments should have checkpoints to ensure students' progress toward completion with specific due dates defined from the onset.
- Teachers may assign work consistent with what would be considered a weekend assignment during the December vacation period. Any long-term assignment, which would be due after the vacation period, should be assigned prior to Dec. 1.
- For February and spring vacation periods, homework that exceeds a regular weekend assignment shall be given to students at least six school days prior to the start of the vacation period.



FEBRUARY 2024						
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Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.



APRIL 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					<div>1</div> <div>Board Policy Committee, 9:00 a.m.</div> <div>Junior Prom Promenade, 6:00 p.m. Dance, 8:00-11:30 p.m.</div>	<div>2</div> <div>SCA Saturday Series</div>
<div>3</div>	<div>4</div> <div>Science Research Expo, HS Cafeteria, 7:00 p.m.</div>	<div>5</div> <div>CASA Parenting Series, Virtual, 7:00 p.m.</div>	<div>6</div>	<div>7</div> <div>Board of Ed Mtg., District Office, 7:00 p.m.</div>	<div>8</div> <div>End of 3rd Progress Report Period Grades 7-12</div> <div>SCA Open Exec. Board Mtg., 9:00 a.m.</div> <div>SCA HS/MS Joint Parent Council Mtg., 10:00 a.m.</div>	<div>9</div> <div>SCA Saturday Series</div> <div>SAT Exam (Not at MHS)</div> <div>Tower Foundation Dinner Dance, NHCC, 7:30 p.m.</div>
<div>10</div>	<div>11</div> <div>HS V/JV Baseball, Lacrosse, Track, Softball, Crew Begin</div> <div>SCA MP/SR Family Night at Book Fair (Each School)</div>	<div>12</div> <div>District Wellness Committee, Community Room, 10:00 a.m.</div>	<div>13</div>	<div>14</div>	<div>15</div> <div>Board Policy Committee, 9:00 a.m.</div>	<div>16</div> <div>SCA Saturday Series</div>
		SCA MUNSEY PARK/SHELTER ROCK BOOK FAIRS				<div>HS SPRING PRODUCTION, HS AUDITORIUM, 7:30 P.M.</div>
<div>17</div>	<div>18</div> <div>HS V/JV Badminton, Golf, Tennis Begin</div> <div>Spring Varsity/JV Spring Sports Parent Meeting, HS Auditorium, 6:30 p.m.</div> <div>MAAC, 7:30 p.m.</div>	<div>19</div> <div>PASE Meeting, 9:30 a.m.</div> <div>MP/SR Parent-Teacher Evening Conferences (By Appointment Only)</div>	<div>20</div> <div>HS Pops Concert, HS Gym, 7:00 p.m.</div>	<div>21</div> <div>CASA Sector Meeting, 9:00-10:30 a.m.</div> <div>HS Student Senate, 6:00 p.m.</div> <div>Board of Ed Mtg. Informal Budget Hearing, SR, 7:00 p.m.</div>	<div>22</div>	<div>23</div> <div>SCA Saturday Series</div>
<div>24</div>	<div>25</div> <div>MS Spring Sports Begin</div>	<div>26</div> <div>MP/SR New Kindergarten Parent Orientation, 9:30 a.m. (Each School)</div>	<div>27</div>	<div>28</div> <div>HOLY THURSDAY</div>	<div>29</div> <div>GOOD FRIDAY</div>	<div>30</div>
<div>31</div> <div>EASTER SUNDAY</div>	<div>Social Studies Honor Society Induction, HS Auditorium, 7:00 p.m.</div>	<div>NYSSMA SOLO FESTIVAL LEVELS 1-4, PW</div> <div>CAC Finance Committee Mtg., 7:30 p.m.</div>		EASTER RECESS SCHOOLS CLOSED		

# SECONDARY SCHOOL/Continued

## Driver Education

To be eligible for the driver education course, a student must have completed 10th grade and be 16 years of age before the start of the first class to take the course in the fall semester; or be 16 years old before the start of the first class to take the course in the spring semester. Seniors are given priority. Juniors are enrolled in the order of their date of birth. Driver education courses are given outside the normal school hours and are not granted credit. A fee is due and payable prior to the start of the course.

## Campus Parking

To maintain a safe, secure environment for all staff, students and visitors, the following rules and procedures govern parking at Manhasset Secondary School:

- Visitors must park in visitor-designated spaces, or in a space indicated by the campus security officer or by other authorized school employees between 7 a.m.-3:30 p.m. when school is in session.
- Student parking on campus is a privilege. Eligibility, registration, distribution of spaces, parking rules, and rules governing the loss of this privilege are contained in the Senior Parking Policy, available from the Assistant Principal's Office. Students may only park in assigned spaces (S1, S2, etc.).
- Only vehicles with valid parking permits displayed on the rearview mirror are permitted to park in numbered spaces. Vehicles may only be parked in the space indicated on the permit number.
- No one is permitted to park in the spaces that are designated Handicapped Parking without a handicap permit.
- No one is permitted to park in areas that are designated as No Parking, either by signs or by painted curbs or roadways.
- Parking in fire lanes is prohibited. A vehicle impeding the passage of an emergency vehicle is subject to immediate towing at the expense of the owner of the vehicle.



**Owen McCormack, Grade 9**

## ELEMENTARY/SECONDARY TESTING DATES 2023-2024

### 2023

August 26	SAT Exams (Not at MHS)
September 9	ACT
October 7 October 14 October 28	SAT Exams (Not at MHS) PSAT/National Merit Scholarship Qualifying Test ACT
November 4	SAT Exams
December 2 December 9	SAT Exams ACT

### 2024

January 6 January 23-26	Pre-ACT Mid-Terms/Regents Exams
February 10	ACT (Not at MHS)
March 9	SAT (Not at MHS)
April 10-11 April 13 April 15 - May 24	NYS English Language Art, Grades 3-8 ACT NYSESLAT: Speaking, Listening, Reading, Writing
May 4 May 6-10 and May 13-17 May 7-8	SAT Exams Advanced Placement Examinations NYS Mathematics, Grades 3-8
June 1 June 8 June 14-26	SAT Exams ACT Finals and Regents Examinations, Grades 7-12

MHS School Code: 333010  
Nassau County Code: 36059

SAT Test Center Number: 33-584  
ACT Test Center Number: 249690

## Days of Religious Significance

Teachers have been apprised and are sensitive to significant holy days of various religions identified in accordance with the New York State Interfaith Calendar. Whenever possible, homework will not be assigned for, nor will tests be scheduled on, the day of and the day following a religiously significant day. Some holidays begin at sundown on the preceding evening and end one hour after sundown on the day of observance.



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April



MAY 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	End of 3rd Marking Period Grades 7-12 5	SCA Saturday Series 6
	Non-Public School Transportation Applications Due	MP/SR KINDERGARTEN SCREENING			Senior Prom Promenade, 6:00 p.m. Dance, 8:00-11:30 p.m.	
7	8 MP/SR KINDERGARTEN SCREENING	9	10 EID AL-FITR	11	12 Board Policy Committee, 9:00 a.m.	13 ACT Exam
		CAC Finance Committee Mtg., 7:30 p.m.	NYS GR. 3, 4, 5, 6, 7 ELA EXAMS		NYSSMA SOLO FESTIVAL, LEVELS 5/6/ALL-STATE, HERRICKS HS	
			CASA Parenting Series, Virtual, 7:00 p.m.		CASA Shed the Meds, SR, 9:30-11:30 a.m.	
14	15 Booster Club, 6:00 p.m.	16 PASE Meeting, 9:30 a.m.	17	18	19	20
	World Languages and ENL Honor Society Induction, 7:00 p.m. MAAC, 7:30 p.m.	MP/SR GO GREEN WEEK				
		Board of Ed Mtg., District Office, 7:00 p.m., Manhasset Budget Adoption and BOCES Vote	SCA Grade 6 Parent MS Transition Panel, Black Box Theatre, 7:00 p.m.	HS Student Senate, 6:00 p.m. HS Chamber Recital, 7:00 p.m.		
21	22 FIRST SEDER	23 FIRST DAY OF PASSOVER	24	25	26	27
	SPRING RECESS SCHOOLS CLOSED					
28	29	30				
	SPRING RECESS SCHOOLS CLOSED					

# TRANSPORTATION

District Transportation Office: 516-267-7777

Huntington Coach (District Transportation Provider): 516-442-5773/5774



## Parochial and Private School Transportation

Under state law, a pupil attending a parochial or private school outside the School District may, upon application of parent or guardian, be transported to their school, provided the pupil lives more than 2 miles (if enrolled in kindergarten through grade 8) or more than 3 miles (if enrolled in grades 9-12) and less than 15 miles from their school.

Parents of children who are not receiving this transportation and who wish to have it provided must submit written application to the Board of Education. Application forms are available in the Transportation Office and **must be filed before April 1** for the following school year. **Parents of children now receiving such transportation are reminded that they must re-apply annually.**

## Riding Limits

Children living in the District will be entitled to transportation to schools located within the District in accordance with the following table of distances from home to school attended:

<u>Grade</u>	<u>Distance</u>
K-6	No minimum
7-12	1 mile

Passes will be issued to all in-District public school students and most private and parochial school students transported by Huntington Coach (the District's transportation provider). The Board of Education reminds parents that because of the increasing costs of transportation each year, riding limits for school buses will be strictly enforced. Bus drivers have been instructed to deny transportation to illegal riders at any time that they are riding buses in violation of the established limits.

**For Manhasset Schools bus and transportation information, please call  
Kelly Fredrickson, District Coordinator for Transportation, at 516-267-7777.**

## Elementary Attendance Boundaries

### Shelter Rock School

Elementary school students who reside within the District's boundaries and at the following locations shall attend Shelter Rock Elementary School:

- Residences located on Rockwood Road, Oakwood Road or Nassau Avenue (Nassau Avenue address numbers 336 and above);
- Residences located west of Rockwood Road, Oakwood Road or Nassau Avenue;
- Residences located on Mason Drive (address numbers 99 through 251);
- Residences located on Hawthorne Lane;
- Residences located north of Woodedge Road, east and west of Rockwood Road and including those parts of Stonytown Road and Circle Drive that are within the District's boundaries;
- Residences located north or west of the Long Island Railroad tracks;
- Residences located on Memorial Place or Manhasset Avenue;
- Residences located on the west side of Plandome Road (address numbers 295 and lower), excluding residences located in Norgate, which includes Dennis Street, Highmeadow Road, Norgate Road, Normandy Lane and Robin Road;
- Residences located on Northern Boulevard west of Community Drive, or on Community Drive, East Shore Road, High Court or High Street;
- Residences located on Shelter Rock Road, Old Shelter Rock Road or Duke of Gloucester;
- Residences located on Country Club Drive, Payne Whitney Lane, Old Estate Road, Sherry Hill Lane, Castle Ridge Road, Circle Crest, Green Terrace, Garden Turn, Flower Lane, Fairway Lane, Soundview Crest or Timber Lane;
- Residences located on Mill Spring Road (address numbers 156 and higher);
- Residences located on Chapel Road (address numbers 107 and higher);
- Residences located on Aldershot Lane (address numbers 90 and higher);
- Residences located on Dover Road (address numbers 221 and higher);
- Residences located on Sussex Drive (address numbers 169 and higher);
- Residences located on Woodland Way, Blenheim Drive, Buckminster Lane, Eton Crest or Albermarle Court;
- Residences located in the Hamlet Estates;
- Residences located in Estates I and Estates II that are within the District's boundaries;
- Residences located in Gracewood or in Stone Hill, or on Boxwood Way, Folie Court or Lavender Court;
- Residences located in the Greens Condominiums that are within the District's boundaries.

### Munsey Park School

Elementary school students who reside within the District's boundaries at the following locations shall attend Munsey Park School:

- Residences located on Nassau Avenue (address numbers 1-334);
- Residences located east of Rockwood Road, Oakwood Road or Nassau Avenue (except for residences located north of Woodedge Road);
- Residences located on the east side of Plandome Road (address numbers 292 and lower);
- Residences located east of Plandome Road and south of Nassau Avenue, including all residences located on Park Avenue and in the North Strathmore area; all residences in Munsey Park and all residences in Flower Hill that are within the District's boundaries;
- Residences located south of Northern Boulevard and which are also either (a) north of Country Club Drive (except for residences on Garden Turn, Flower Lane or Fairway Lane), (b) north of Mill Spring Road (except for residences located on Woodland Way), or (c) on Harrow Lane or north of Harrow Lane;
- Residences located on Foxcroft Road, Village Road, Sutton Crest, Bruce Lane or The Mall;
- Residences located on Mill Spring Road (address numbers 155 and lower);
- Residences located on Chapel Road (address numbers 106 and lower);
- Residences located on Aldershot Lane (address numbers 89 and lower);
- Residences located on Dover Road (address numbers 220 and lower);
- Residences located on Sussex Drive (address numbers 168 and lower);
- Residences located in Terrace Manor, which includes Brinkerhoff Lane, Clapham Avenue, East Drive, West Drive, First Street, Second Street, Third Street, Fourth Street, Mitchell Place, Wood Place, Whitney Place, Ridge Drive, Centre Drive, South Drive and West Drive;
- Residences located within the District's boundaries on Allen Drive, Cherrybrook Place North, Cherrybrook Place South, Pond Hill Road, Udall Drive, Clark Drive, Manor Drive, Manor Place and 230 Summer Avenue;
- Residences located within the District's boundaries on Lee Avenue, Harris Court or the south side of Schenck Avenue, including 282 and 284 Schenck Avenue;
- Residences located in Norgate, which includes Dennis Street, Highmeadow Road, Norgate Road, Normandy Lane and Robin Road.

APRIL 2024						
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SECONDARY SCHOOL  
 SCOLIOSIS SCREENING  
 GRADES 7-9  
 THIS MONTH



JUNE 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 SAT Exam  SCA Fair, 10:00 a.m.-6:00 p.m.
5  EASTERN ORTHODOX EASTER	6	7  CAC Finance Committee Mtg., 7:30 p.m.	8	9  SCA MP/SR Joint Parent Council Mtg., MP, 9:30 a.m.	10  SCA HS/MS Joint Parent Council Mtg., 10:00 a.m.	11
<div>HS ADVANCED PLACEMENT EXAMS</div> <div>NYS GR. 3, 4, 6, 7 MATH EXAMS</div>						
		SCA General Membership Meeting, HS Art Gallery, 7:00 p.m.		Board of Ed Mtg. Formal Budget Hearing, District Office, 7:00 p.m.	MIDDLE SCHOOL MUSICAL HS AUDITORIUM, 7:30 P.M.	
12  Mother's Day	13	14	15	16	17  Board Policy Committee, 9:00 a.m.	18  CASA Mental Health March
<div>HS ADVANCED PLACEMENT EXAMS</div> <div>NYSSMA PIANO FESTIVAL, MOLLOY</div>						
	Booster Club, 6:00 p.m. MAAC, 7:30 p.m.	PASE Meeting, 9:30 a.m.  MP Spring Concert, Vocal, 7:00 p.m.	SR Spring Concert, 5th Grade Chorus, 6:15 p.m.  SR Spring Concert, 6th Grade and Chamber Choirs, 7:15 p.m.	HS Student Senate, 6:00 p.m.  MS Spring Concert I, 7:00 p.m.	MP Grade 4 Concert, 9:15 a.m.  SR Grade 4 Concert, 9:15 a.m.  End of 4th Progress Report Period Grades 7-12	
19	20  HS Spring Concert I, 7:00 p.m.	21  BUDGET VOTE, BOARD ELECTIONS, HS Gym, 7:00 a.m.-9:00 p.m.  Presidential Service Award Ceremony, HS Auditorium, 6:00 p.m.  Board of Ed Mtg., HS Gym to Accept Results of Budget Vote and Election	22  SCA Staff Appreciation Luncheons, MP/SR/SS  MS Spring Concert II, 7:00 p.m.	23  MP Spring Concert, Instrumental, 7:00 p.m.  SR Spring Concert, Instrumental, 7:00 p.m.  Mandatory Frolic Meeting, 8:30 p.m.	24  SCA Grade 6 Lunch on the Lawn	25
26	27  MEMORIAL DAY SCHOOLS CLOSED	28  HS Spring Concert II, 7:00 p.m.	29  Grade 8 Awards, HS Auditorium, 7:30 a.m.	30  MP/SR Jazz Bands/ Chamber Orchestras, Respective Buildings, 7:00 p.m.	31  Board Policy Committee, 9:00 a.m.  Rep Company, 7:30 p.m.	



# TRANSPORTATION/Continued

## Safety First for All Students

To provide safe transportation for all students who ride the District's school buses, the following rules are provided by the Transportation Office. Students must observe all safe riding rules at all times.

- Students are to be at their assigned bus stop at least 10 minutes before pickup time.
- Students are encouraged to wait quietly for the bus, away from the road.
- Students should not attempt to board the bus until it has made a complete stop, and they are instructed to do so by the driver.
- Students must remain seated at all times while the bus is in motion.
- Large parcels such as musical instruments and school projects may not be transported on school buses. The rule of thumb states that any parcels that cannot be carried on a child's lap may not be transported on the bus.
- Statistics show that children can be seriously injured as a result of drawstrings in clothing attaching to hand railings and doors on school buses. Parents are asked that your children do not wear clothing with drawstrings.
- Students should remain seated at school sites and bus stops until instructed by the driver to exit the bus.

## Rules for Safely Crossing Streets

- Students who must cross the street after exiting the bus should get off first. They should walk along the sidewalk at least 10 feet so that they can see the driver and the driver can see them.
- They should look for the driver to signal and, upon receiving such a signal, may walk across the street as far as the left front edge of the bus.
- At that time, the student should look to the driver a second time so that the driver can check their rear-view mirrors to determine that no additional traffic has come along.
- Upon receiving the second signal from the driver, students should complete their walk across the road.
- Students should never run back to pick up articles, books or papers that they may have dropped in the road.



*Audrey Li, Grade 5, Shelter Rock*



*Ava Lew, Grade 8*

## Follow These School Bus Safety Guidelines

### Waiting

- Walk safely to your bus stop.
- Be on time.
- Wait quietly away from the road.
- Do not move toward the bus until the driver signals.

### Loading

- Use the handrail.
- Do not bring large, sharp or breakable things on the bus.
- Do not carry awkward packages. Use a backpack or book bag to keep items together.
- Sit down immediately and stay seated.

### Riding

- Stay seated.
- Do not distract the driver.
- Keep your body inside the bus.
- Do not bother other students.
- Know how to evacuate from your bus.

### Unloading

- Check before you step.
- Move away from the bus right away.
- Go directly home.

### Crossing

- Walk 10 giant steps ahead of the bus until you can see the driver's face.
- Wait for the driver's signal.
- Cross to the outside edge of the bus and make sure all traffic is stopped.
- If clear, cross quickly; if not clear, return to curb.

MAY 2024						
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JULY 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<div>1</div> <div>SAT Exam</div> <div>Rep Company, 7:30 p.m.</div>
<div>2</div> <div>Rep Company, 2:00 p.m.</div>	<div>3</div> <div>Writers Assembly, HS Auditorium, 8:15-9:00 a.m.</div> <div>Tri-M/Art Honor Society Induction Awards, 7:30 p.m.</div>	<div>4</div> <div>Algebra I Regents Exam</div> <div>Music Production Recital, 7:00 p.m.</div> <div>CASA Parenting Series, Virtual, 7:00 p.m.</div>	<div>5</div> <div>PoCoHo in Amphitheatre, 7:00 p.m.</div> <div>Retirement Reception</div>	<div>6</div> <div>MP Field Day Grades K-6</div> <div>SR Field Day: Grades K-2 (A.M.) Grades 3-4 (P.M.)</div> <div>HS Student Senate, 6:00 p.m.</div> <div>Board of Ed Mtg., District Office, 7:00 p.m.</div>	<div>7</div> <div>SCA Exec Board Annual Meeting, 9:00 a.m.</div> <div>SCA Officer Recognition &amp; Induction Luncheon, 12:00 p.m.</div> <div>MP Field Day (Rain Date)</div> <div>SR Field Day: Grades 5 &amp; 6</div> <div>Empire Room, 7:00 p.m.</div> <div>Grade 6 Marie Rogers Friday Night Live, SS, 5:15-7:00 p.m.</div>	<div>8</div> <div>ACT Exam</div>
<div>9</div> <div>Theatre Brunch, 11:00 a.m.</div>	<div>10</div> <div>SR Field Day (Rain Date)</div> <div>College 101</div> <div>Science Research Awards, HS Auditorium, 4:00 p.m.</div> <div>MAAC, 7:30 p.m.</div>	<div>11</div> <div>Last Day of Classes for Seniors</div> <div>SR Adaptive Field Day</div> <div>HS Contemporary Ensemble Concert, 7:00 p.m.</div>	<div>12</div> <div>SR Kindergarten Promotional Assembly, 9:00 a.m.</div> <div>SCA MS End-of-Year BBQ</div> <div>Senior Send-Off — Grade 12 Students</div>	<div>13</div> <div>Last Day of MS/HS Classes</div> <div>MP Kindergarten Promotional Assembly, 9:30 a.m.</div> <div>Senior Awards Night, 7:00 p.m.</div>	<div>14</div> <div>NYS REGENTS AND FINAL EXAMINATIONS MS/HS</div>	<div>15</div>
<div>16</div> <div>Father's Day</div>	<div>17</div> <div>NYS REGENTS AND FINAL EXAMINATIONS MS/HS</div>	<div>18</div> <div>MP Grade 6 Promotional Assembly</div> <div>Mandatory HS Graduation Rehearsal, 1:00 p.m.</div>	<div>19</div> <div>JUNETEENTH SCHOOLS CLOSED</div>	<div>20</div> <div>CASA Sector Meeting, 9:00-10:30 a.m.</div> <div>SR Grade 6 Promotional Assembly</div> <div>Mandatory HS Graduation Rehearsal, 1:00 p.m.</div> <div>Board of Ed Mtg., District Office, 7:00 p.m.</div>	<div>21</div> <div>Graduation, 5:00 p.m.</div> <div>Senior Frolic, 9:30 p.m.-1:30 a.m.</div>	<div>22</div>
<div>23</div>	<div>24</div> <div>NYS REGENTS AND FINAL EXAMINATIONS MS/HS</div>	<div>25</div> <div>MP/SR HALF DAY</div> <div>SR Dismissal, 11:25 a.m.</div> <div>MP Dismissal, 11:55 a.m.</div>	<div>26</div> <div>End of 4th Marking Period Grades 7-12</div> <div>LAST DAY OF SCHOOL</div> <div>MP/SR HALF DAY</div> <div>SR Dismissal, 11:25 a.m.</div> <div>MP Dismissal, 11:55 a.m.</div>	<div>27</div>	<div>28</div>	<div>29</div>
<div>30</div>						

# INSTRUCTIONAL TECHNOLOGY/COMPUTER LABS

Director—516-267-7530

## Mission Statement

It is the mission of the Instructional Technology Department to ensure that instructional technology resources are used effectively by students and teachers to positively impact learning. We strive to provide a 21st-century learning environment by placing technology tools into the hands of teachers and students and instructing them how to use these effectively and efficiently to gather, analyze, construct and disseminate information.

Every summer, a copy of the District's Acceptable Use Policy #4526, which outlines responsibilities of computer use throughout the District, is emailed home as well as posted on the District website as part of the Board of Education Policy Manual. Parents and students and staff are reminded to carefully review the AUP annually. An opt-out form is provided for any parent who does not wish to have their child utilize the District's computer network. There is no opt-out provision for staff members.

The Instructional Technology Department also oversees data collection for the entire District. This includes contact information for our telephone/email mass notification system. A mailing is made each summer asking parents to confirm and/or update emergency contact information for this system and for our student information system.

## Resources

Every instructional space (classrooms, labs and libraries) has access to the internet and the District's local area computer network through our wireless network. Smart Schools Bond monies have been devoted to the upgrade and extension of our wireless network as well as our security camera system.

All classrooms have interactive whiteboards connected to computers used by the teacher. All teachers are provided a laptop computer and all students are assigned a Chromebook. Chromebooks are lightweight, browser-based, mobile computers with long battery life (an overnight charge will allow continuous use throughout a school day).

Teachers and students utilize the Canvas Learning Management System to share course materials and submit assignments. They also use Google Apps for Education, including Google Docs, Sheets, and Slides. Several other instructional software titles are used in compliance with New York's Education Law 2D. Parents can see a complete list of such software on the District website at <https://portal.classlink.com/manhasset>.

You can read about other instructional technology tools at <https://www.manhassettschools.org/itfaq>.

## Internet Safety

The District educates students in the safe and ethical use of information technology and the internet, including social media. Students in grades 1 through 7 receive Internet Safety and Digital Citizenship lessons within the computer skills curriculum. Secondary School students are reminded of their digital citizenship responsibilities through interdisciplinary projects done by the school's librarians and subject area teachers.

## Parent Portal

The District's Parent Portal allows all parents a secure means by which to see their child's progress report and report card in grades K-12. All accounts are given a unique username and password to ensure security. Users agree that they will not share passwords and they will report any security concerns to the system administrator at [mpp@manhassettschools.org](mailto:mpp@manhassettschools.org). The District has stopped mailing paper copies of progress reports and report cards to any family not specifically requesting a paper copy.

## School Computer Labs

Each elementary school has a computer lab staffed by a computer teacher and teaching assistant. Teachers visit the lab on a rotating basis for Digital Literacy lessons covering a wide range of topics aligned with New York's Computer Science and Digital Fluency Curriculum.

At the Secondary School the following subject areas each have a computer lab focusing on their curricular content: Computer Science, English Language Arts, Science, Social Studies, Visual Arts, and World Languages. Students in grade 7 may be scheduled for Computer Literacy classes aligned with New York's CSDF standards.



*Luke Doherty, Grade 2, Munsey Park*



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Reminder: Middle/High School health history forms are due within 30 days prior to the start of the athletic season through the Family ID online platform.



AUGUST 2024						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Special Education Summer Program/ Services Begin	2	3 ACT (Not in NY)	4 Independence Day	5	6
7	8	9  Board of Ed Mtg., District Office, 7:00 p.m.	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# SCHOOL LIBRARY MEDIA CENTERS

## Use of the Library Media Centers

The mission of our school library media program is to prepare students for lifelong learning, informed decision-making, a love of reading and the use of information technologies. The two major goals are teaching information literacy and encouraging a love of reading. An enthusiastic love of learning is encouraged by maintaining a welcoming environment and offering access to both written information and digital technologies, including access to electronic periodical subscriptions, book collections (both print and electronic) and the internet.

The library media centers are open throughout the school day and serve as a hub for student research, videoconferencing and reading. Elementary classes are booked for age-appropriate story times, instruction and/or research. Secondary classes are booked for project-based instruction with access also available during study halls, open periods or lunch periods. Library Media Specialists work with classroom and subject area teachers to ensure that lessons on the information literacy and research process are given within the context of the curriculum. Book talks, storytelling and author visits instill a love of reading. Students are allowed to borrow printed materials for up to two weeks. At the end of two weeks, a book may be renewed unless another student has asked for the same title and placed it on hold.

When books are overdue, the Library Media Specialist sends a notice to the classroom teacher for the student. The student may not sign out another book until the overdue book is returned or the lost title is replaced with a book of equal or greater value as specified by the Library Media Specialist. There is no limit set for the maximum number of books which may be signed out at any one time. Instead, there are suggested limits for the different age levels, and students are asked to be reasonable and realistic in this decision.

Please note that each library maintains a web page with additional information, including how students may access resources from home via the internet. Library OPACs (online public access catalogs) are accessible from the home page of the Manhasset Public Schools' website. Access to a wide selection of quality subscription databases is also available from school or at home. For descriptions, usernames and passwords, check your individual school's library website or contact your school library media center.

### Library Media Centers—Hours of Operation

#### High School

7:15 a.m.-3:08 p.m. every weekday

3:10-4:10 p.m. Monday-Thursday

#### Middle School

7:30 a.m.-3:08 p.m. every weekday

#### Munsey Park School

8:55 a.m.-3:30 p.m. every weekday

#### Shelter Rock School

8:25 a.m.-3:00 p.m. every weekday

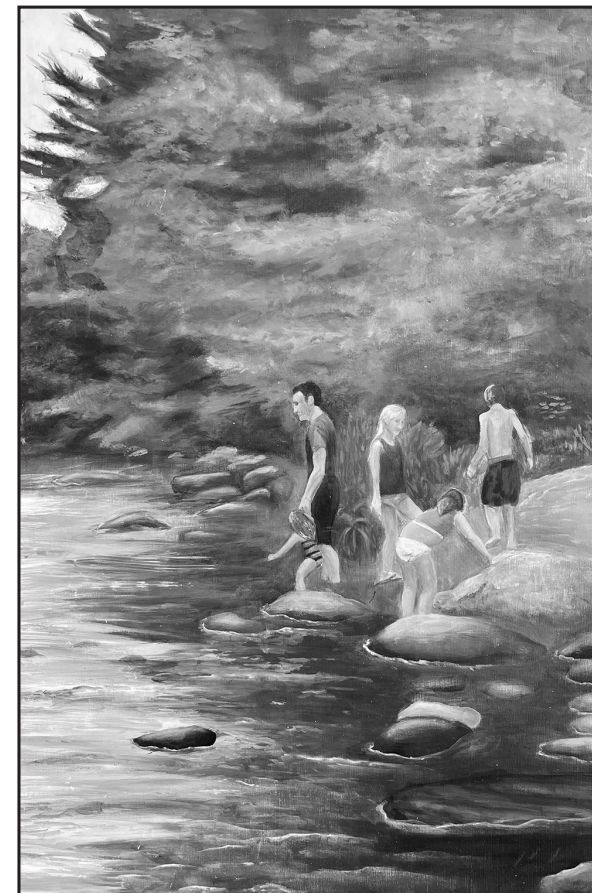
Students and parents are encouraged to check the schedules at individual schools regarding before- and after-school hours for access to library media centers.



**Valentina Carille, Grade 3,  
Shelter Rock**



**Ethan Lum, Grade 4,  
Munsey Park**



**Kylie Hayes, Grade 11**

JULY 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





# August



SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9 Special Education Summer Program/ Services End	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	<div>NYS REGENTS EXAMINATIONS</div>					
25	26	27	28	29	30	31



# PHYSICAL EDUCATION AND INTERSCHOLASTIC ATHLETICS

A daily listing of athletic events, announcements and cancellations is available on the District website ([www.manhassettschools.org](http://www.manhassettschools.org)) under “Athletics” or at [www.nassauboces.org](http://www.nassauboces.org). Directions to games, sports highlights, game summaries and links to sports schedules are also available. Information is also available on the bulletin board outside of the Athletic Office.



## Interscholastic Athletics

Manhasset Public Schools conduct an extensive interscholastic athletic program. The goal of the program is to promote a community where student-athletes, parents, the school community and the community at large are joined together in the pursuit of athletic excellence and emotional and physical maturation. The extensive Middle School athletic program coheres with best practices in meeting the needs of the Middle School child. The many opportunities available to the Middle School athlete permit a child to participate at a level consistent with his or her ability and interest.

Prior to participation, each student must have a medical examination and a health history form for each sport on file through Family ID in the Health Office. Announcements regarding physical exams and team organizational meetings are posted outside the Health Office and Athletic Office.

## Secondary School Athletics

Athletic activities take place every day generally from 3:30-5:30 p.m. Student-athletes play or practice five to six times a week, depending on the activity. The interscholastic program for grades 7-8 extends after 6 p.m. when contests with other schools occur. The interscholastic program for grades 9-12 extends after 6:30 p.m. when contests with other schools occur.

## Observance of Religious Holidays

The Manhasset Secondary School Athletic Department recognizes the right of all students to practice the teachings of their religion, observe religious holidays, and attend religious services and education programs. All requests to be excused from practice and/or games for religious purposes will be honored without penalty.

## Student Accident Insurance

The Board of Education has purchased a student accident insurance policy which may supplement family insurance. It may provide coverage for injuries sustained in the public school's interscholastic, intramural, physical education and other school-sponsored, school-supervised activities. It is the student's responsibility to report the incident to the school nurse within 30 days of the injury. Inasmuch as this policy only covers accidents while participating in interscholastic and intramural athletics and physical education activities, and a limited number of other activities, parents of K-12 students should check their own insurance policies to make certain they have adequate coverage. All claims are to be processed through the school health office. It should be understood that the Board of Education cannot assume any responsibility, legal or otherwise, for claims which are in excess of the limits stated by the insurance carrier.

## REMINDER:

**Middle School and High School health history forms are due 30 days prior to the start of each athletic season through the Family ID online platform. Please check the Athletic Department's web page for information, details and announcements regarding athletics.**



# PHYSICAL EDUCATION AND INTERSCHOLASTIC ATHLETICS/Continued

## Grades 9-12 Athletics

Athletic participation at the junior varsity and varsity levels is more competitive than at the Middle School level and is based on ability. Participation requires a significant commitment of time, including weekends and school vacations. Parents and athletes should take this into consideration when deciding whether or not to participate. Squad selection, “cuts” and playing time are based on ability and made at the discretion of the coach. It is hoped that participation in the athletic program will enable the athlete to value competition, develop self-discipline and self-control, and exercise mature judgment. To encourage the development of these values, all athletes must comply with all Board of Education policies, including the following rules:

- At the Secondary School level, each student is required to be in attendance for the entire school day to participate in any co-curricular or after-school activities including, but not limited to, athletics practices or competitions, theater/performing arts practices or productions, clubs, concerts, dances or other events. On any day preceding a weekend or holiday, this requirement applies to playing in or practicing for sports competitions, performing arts events, or other co-curricular or school-related activities during the upcoming weekend or holiday.
- Regular attendance at practices/contests is essential to remain as a team member. Absences from practices and contests must be excused by the coach in advance and will be approved only for compelling reasons. Generally, a one-game suspension will result for each unexcused absence, and excessive unexcused absences will result in dismissal from the team.
- Athletes will be required to return all issued equipment or pay for replacement. Replacement equipment will not be issued until payment is made for the lost item(s).

### If the athlete is found—

#### In the presence/possession/use of alcohol or illicit drugs:

- **FIRST OFFENSE:** Three days out-of-school suspension, confiscation and three-week social suspension, during which time the student may not participate in any extracurricular activities. Until suspensions are satisfactorily served, the student is prohibited from all extracurricular activities.
- **SECOND OFFENSE:** Five days out-of-school suspension and suspension from extracurricular activities for the remainder of the school year. Please note: In the case of illegal drugs and/or other illegal substances, the police will be notified.

#### In the possession/use of tobacco/vaping products including but not limited to smoking:

- **FIRST OFFENSE:** Confiscation, double afternoon detention and one week of social suspension (includes one-week suspension from all extracurricular activities).
- **SECOND OFFENSE:** Out-of-school suspension and three afternoon detentions. Until suspensions are satisfactorily served, the student is prohibited from all extracurricular activities.

#### Hazing, harassment or bullying of another student(s):

- **FIRST OFFENSE:** Immediate out-of-school suspension and the immediate suspension from the team for a period of at least one week. Punishment may be greater, if the incident is egregious.
- **SECOND OFFENSE:** Immediate out-of-school suspension and suspension from the team for the remainder of the season.





# SPECIAL EDUCATION AND PUPIL PERSONNEL SERVICES

Assistant Superintendent for Student Services 516-267-7671 / Fax: 516-365-1592

Director for CPSE/Elementary Special Education and Pupil Personnel Services 516-267-7679

Director for Secondary Special Education and Pupil Personnel Services 516-267-7672

Manhasset Public Schools is committed to providing opportunities for all students to achieve success, academically and personally. The Office of Special Education and Pupil Personnel Services at Manhasset Public Schools focuses on supporting all students in the least restrictive environment and helping all students achieve to the best of their ability, academically and personally.

## Special Education

Our focus in special education is to provide a comprehensive and yet individualized program for students with various disabilities from the ages of 3 through 21 with services and/or supports in a warm, supportive and motivating setting, and where policies and procedures foster students' right to a "free and appropriate public education in the least restrictive environment." Services and supports can include speech and language services, hearing and/or vision services, home instruction, Section 504 accommodations and special education programs and services/supports.

**Child Find Notice:** The District is required by state regulation to annually identify all resident children with disabilities who are entitled to attend the public schools of the District or are eligible to attend a preschool program during the next school year. Any parent who believes that their child (birth through age 21 years) may have a disability should contact the Office of Special Education.

## Pupil Personnel Services

Pupil Personnel Services is an integral part of the educational system. PPS provides Districtwide school counseling services, clinical psychological and social work services, and health services. The PPS faculty and staff are in an ideal position to protect the health and safety of all students. The mission of all PPS faculty and staff is to utilize strategies, techniques, programs and services in order to maximize student progress in the least restrictive environment toward achievement of academic goals along with the essential personal, social and emotional complements that form the foundation of a productive future.

The school counselors assist all students in the acquisition of the academic, career and personal/social skills required to become successful students and, ultimately, fully functioning, responsible citizens. To do so, a comprehensive, developmentally appropriate school counseling program has been developed to address the individual and collective needs of all students. In addition, our school counselors provide short-term counseling regarding peer and family concerns.

Our clinical faculty of school social workers and school psychologists provide counseling and support services for students and families experiencing learning difficulties, emotional challenges, family crisis, health concerns, and other related academic, social and emotional problems. Most importantly, school counselors and clinicians, along with teachers and

parents, become vested in students' academic and personal success.

The National Association of School Nurses defines school nursing as a specialized practice of professional nursing that advances the well-being, academic success and lifelong achievement of students. School nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.

## English as a New Language (ENL)

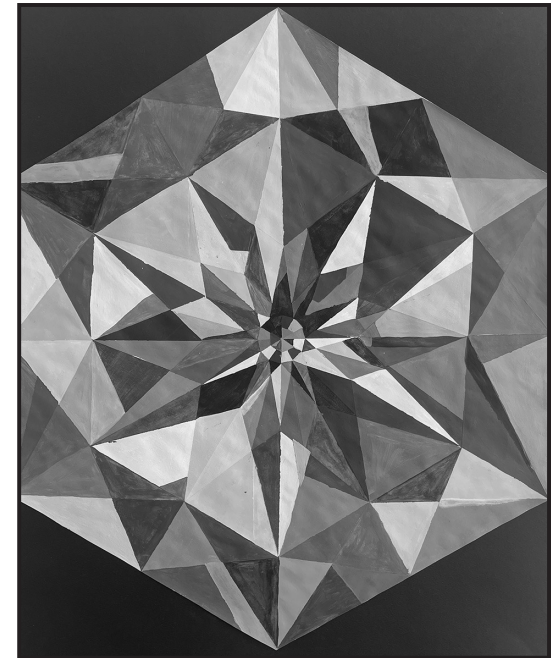
The purpose of the ENL program is to assure that all English Language Learners (ELL students) acquire the English language skills which enable them to complete the required curriculum in all subject areas. ENL is specialized instruction in the English language, provided by certified ENL teachers who use methods and techniques designed to teach a language. For more information, please contact Christina Lang, District Coordinator for World Languages and ENL at 516-267-7685.

## Homebound Instruction

Homebound instruction is provided for all resident students in grades 1-12 who will be absent from school for one or more calendar months because of illness, or who have already been absent a total of 20 school days (at least five of which must be consecutive) and who have a physician's prognosis of at least 10 consecutive school days' absence for the period for which homebound instruction is requested. A report from the child's physician is required. Homebound instruction may also be recommended by the District Committee on Special Education.

Requests for homebound instruction should be directed to the Assistant Superintendent for Student Services, 516-267-7671.

*Koharu Sato, Grade 8*





# SPECIAL EDUCATION AND PUPIL PERSONNEL SERVICES/Continued

## Committees on Special Education— Preschool and School-Age

District Committees on Special Education and Preschool Special Education serve to provide for the appropriate needs of these students. These committees may include school administrators, psychologists, school counselors, school nurses, physicians, classroom teachers, special educators, parent members, social workers and the parents of students.

In addition to the work of specialists on our staff, the District cooperates with other schools as well as with the Nassau County Board of Cooperative Educational Services in providing education for exceptional children. Some resident children attend classes in other schools or in a school operated by BOCES. The District also offers an inclusion program for students to benefit from placement in general education classes. For more information, please call the Office of Special Education, 516-267-7670.

**Nonpublic School Students:** If you place your child in a nonpublic school and would like your child to receive special education services while enrolled in that school, you must request those services in writing no later than June 1 before the school year in which services are to be provided. If your child is first identified as a student with a disability after June 1 and before April 1 of the current school year, you may submit your request within 30 days after your child is first identified.

## PASE (Parent Association for Special Education)

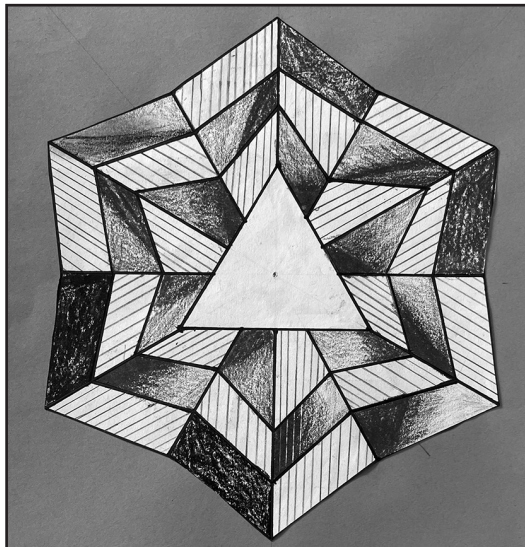
The Manhasset Parent Association for Special Education is an organization founded in 1990 to address the needs of special education students in Manhasset. PASE's goal is to work in partnership with the Assistant Superintendent of Student Services, Directors of Special Education, the SCA and the Board of Education to develop and enhance the quality of special education programs, services and technology offered to residents of the Manhasset Public School District.

Parents are encouraged to attend PASE meetings, which provide a way to be informed and involved in their child's education, network with other parents, and receive support and education in the constantly evolving world of special education. Visit PASE's website ([www.manhassetpase.org](http://www.manhassetpase.org)) for information regarding membership, upcoming meetings and events, District programs, fundraising, legislation, tests and evaluations, IEP information, and CSE and CPSE meeting preparation.

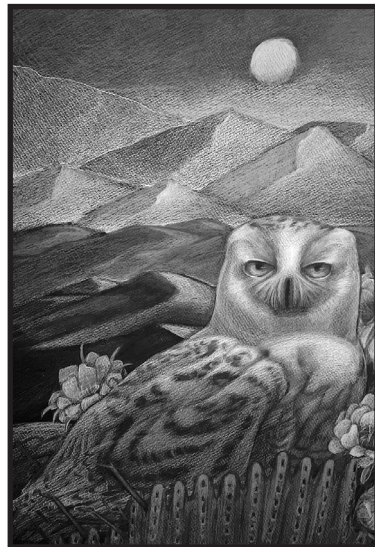
Every year, PASE develops and sponsors programs to meet the needs of the community. Past programs sponsored by PASE include Regents review classes, computer applications classes, essay writing workshops, vacation respite, yoga, music, art, sports and social skills programs and scholarships for graduating high school students. Visit the homepage of our website to see our full list of programs under "About Us/Accomplishments."

PASE meeting dates are noted on the school calendar and begin at 9:30 a.m. PASE annual membership dues are \$25.

Please contact us at [info@manhassetpase.org](mailto:info@manhassetpase.org) or P.O. Box 219, Manhasset, NY 11030 with any questions or concerns.



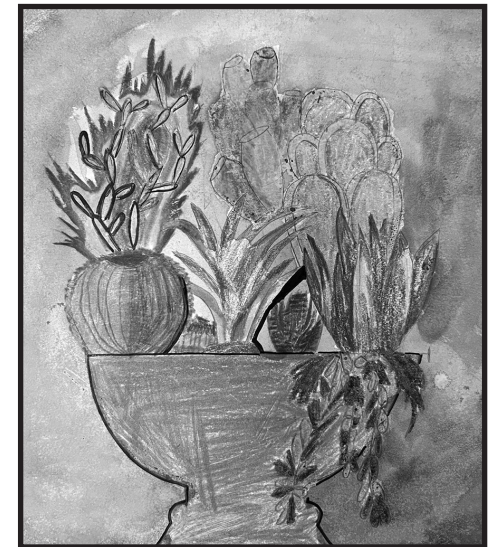
*Kyle Guido, Grade 8*



*Daniella Dell Aquilla, Grade 11*



*Mila Shah, Grade 4, Shelter Rock*



*Joseph Medzibovsky, Grade 6,  
Munsey Park*

# PUPIL PERSONNEL SERVICES - HEALTH SERVICES

## Assistant Superintendent for Student Services—516-267-7671

### Health Care in School

- If an accident or illness occurs, first aid will be given and the parents will be notified as necessary. First aid is defined as the immediate, temporary care given in an emergency. No care beyond first aid is given at school.
- If medical attention is needed and a parent cannot be reached, the individuals designated by the parents on the emergency contact card will be notified.
- In the event that both the parents and the individuals designated by the parents are unavailable, a local hospital will be contacted.
- In the event a student who reports to the health office is determined to have a communicable disease, or if a student is kept home because of a communicable disease, a doctor's note will be required to return to school.
- If circumstances require that a student take medication during school hours, this can be arranged with the school nurse. Students are not permitted to carry medication. A letter from the parents and written order from the physician are required.

### Immunizations

New York State Public Health Law §2164 and 216810 N.Y.C.R.R. Subpart 66-1 School Immunization Requirements requires that all students need to be compliant with immunization requirements. It is the family's responsibility to provide a certificate or other acceptable evidence of a student's immunization before the student can enter school. The required schedule of immunizations may be accessed at [health.ny.gov/immunization](http://health.ny.gov/immunization). A religious exemption from the state's immunization requirements no longer permits schools to admit children who are out of compliance with the immunization requirements.

### Medical Examinations

Medical examinations are required by New York State law of each student who is a new entrant regardless of grade level and of all students when they reach grades K, 1, 3, 5, 7, 9 and 11. If your child is not seen by your private physician, he/she will receive a school medical appraisal by the school physician.

A medical form, to be completed by the parent and physician, should be returned to school by Oct. 1. An annual medical examination performed AFTER May 31 is also required of Secondary School students (grades 7-12) prior to participation in interscholastic athletics.

### Dental Examinations

New York State Education Law (Article 19, Sect. 903) requires that school districts request a dental certificate from students at the time of entry for grades K, 1, 3, 5, 7, 9 and 11. A dental exam may be performed by a registered dentist or NYS-registered dental hygienist.

News of the Manhasset Public Schools' weekly activities and a complete calendar of events can be found on the District's website: [www.manhasset.schools.org](http://www.manhasset.schools.org).

### Disease Control

It is strongly encouraged that students are kept home from school if they display the following symptoms:

- Fever over 100 degrees
- Chills
- Sore throat
- Vomiting/upset stomach
- Diarrhea
- Severe headaches
- Earache
- Enlarged/swollen glands
- Red or discharging eyes
- Unexplained rash

Follow-up with your child's pediatrician is strongly encouraged.

### Working Papers

New York State requires working papers for students between the ages of 14 and 18 for all types of employment. Working papers are issued through the Secondary School Health Office.

Applications must be signed by the parent/guardian and student. Applications can be downloaded from the school website at [www.manhasset.schools.org](http://www.manhasset.schools.org). Click on the working papers form link under Health Services. Proof of age is required in the form of a birth certificate, passport or driver's license. The student must have had a physical examination within one year by a licensed physician. Examinations by a school physician will be available during the fall of the academic year for Manhasset school students. Student must be present and sign for receipt of the working papers.

Working papers may be secured from the Health Office in the Secondary School from 8:15 a.m.-12:00 p.m. and from 1:30-3:15 p.m. during the school year, and from 8:15 a.m.-12:00 p.m. and from 1:00-2:00 p.m. during the summer months. Please call ahead during summer months at 516-267-7520.





# DISTRICT POLICIES

## Statement on Manhasset School District Policies

The Manhasset Board of Education maintains a series of policies that serve as the blueprint for the operations of the District. Policies are revised, changed and updated, as needed, to reflect current school operations as well as changes in state and federal laws, mandates and administrative regulations.

Policies and regulations include, but are not limited to, parental involvement, parent bill of rights for student data privacy and security, student grade placement, promotion and retention, student code of conduct, rights of homeless students, suspected child abuse, and nondiscrimination policies for students and staff.

Certain policy references are included in this calendar for ease of reference. The complete series of policies is available for public review and may be accessed on the District's website at [www.manhassetsschools.org](http://www.manhassetsschools.org). Click on "Board of Education" and then "Board Policy Manual" in the drop-down menu. In the event these policies are updated during the course of the school year, or in the inadvertent event of any inconsistency between Board policies and this calendar, approved Board policies shall govern.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) was enacted as federal law in 1974 to provide parents of a student under 18, parents of a dependent student 18 years of age or older, or a student 18 years or older with the right to inspect and review any and all records, files and data directly related to the student. Board Policy 5500 and Regulation 5500R contain the details for right to access and to challenge student records. Certain information, called directory information, which includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, most recent previous educational agency or institution attended, may be released without specific parental permission. Such directory information may be requested by alumni and athletic associations, SCA groups and newspapers, among others.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Specific officials for audit or evaluation purposes.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities within a juvenile justice system, pursuant to state law.

Photographs and videos are taken of our students and their work and other school activities throughout the school year. Selected photographs and videos are used in District publications, including but not limited to, newspapers, newsletters and the District's website, as well as in local newspapers, broadcasts, websites and other media outlets.

Parents who do not wish directory information about, photographs and/or videos of their child to be released or used in District publications and/or in local media outlets should forward a letter indicating this to the Central Registration Office, Manhasset Public Schools, District Office, 200 Memorial Place, Manhasset, NY 11030 by Sept. 15, 2023. For additional information about the Family Education Rights and Privacy Act, including a parent's right to file a complaint with the U.S. Department of Education for an alleged failure to comply with FERPA, visit the website at: [ed.gov/policy/gen/guid/fpco/ferpa](http://ed.gov/policy/gen/guid/fpco/ferpa).

## Policy on Registration and Admission of Students

The Board of Education affirms that its primary responsibility is to provide a free, appropriate public education to all children who are of school age and reside in the District. Residency is defined as being physically present in the District with the intent to remain.

Generally, a child is legally presumed to be a resident of the school district in which their parent or legal guardian resides. However, legal residency may exist under the following circumstances:

- Another adult with whom the child lives in the District is the child's legal guardian pursuant to a court order or other lawfully issued legal document;
- The parent or legal guardian has effected total and permanent transfer of care, custody and control of the child to another adult who resides in the District (except when such transfer has been made solely to take advantage of the schools of the District);
- The child is an emancipated minor pursuant to the standards of the New York State Commissioner of Education;
- The child resides apart from their parent or legal guardians for other bona fide reasons (and not solely to take advantage of the schools of the District); or
- The child is otherwise permitted to attend public school in the District pursuant to federal or New York State law.

## Registration/Verification of Residency

Parents of school-aged students (grades K-12) must register each child at the Central Registration Office located at the District Office, 200 Memorial Place, Manhasset, NY 11030. The appropriate elementary school is determined by the resident address of the family as it corresponds to the District's attendance boundaries.

To demonstrate residency, at least one of the following forms of proof of residency must be submitted to the Central Registration Office: a current receipt for rent, property mortgage or property lease agreement that is in effect during the school year for which enrollment is requested. Additionally, at **least three** of the following documents are required to prove service to your residence within the District: current electric bill, landline telephone bill, water utility bill, gas or oil utility bill, television cable or internet bill, and/or bank statement. The District may accept other sufficient proof of residency in accordance with all applicable Commissioner's regulations to be flexible in making residency determinations when individuals cannot provide standard proofs of residency. The District reserves the right to have its school attorney assess the authenticity and adequacy of any evidence that is submitted as proof of residency.

**Questions on registration, admission of students and residency requirements may be addressed to Central Registration at 516-267-7777. Any individual with information that a family or student may be in violation of the District's residency policies may contact the District (anonymously, if preferred) by telephone at 516-267-5212 or by email at [tips@manhassetsschools.org](mailto:tips@manhassetsschools.org).**

## Kindergarten Registration, Orientation and Screening

Parents of children who will be 5 years old on or before December 1, 2024, and who live within the boundaries of the Manhasset Public Schools may register their children for fall 2024 kindergarten with the Central Registration Office. **It is necessary to make an appointment during the month of December 2023 to pick up a registration packet.** Please call 516-267-7777 to schedule this appointment. At this appointment, you will be asked to make an appointment for early 2024 to return the registration packet. If you require translation services to receive the registration packet, please advise Central Registration at the time you schedule your appointment.

It is very important for placement that all kindergarten registration is processed as early as possible so that the school district may get an accurate projection of the enrollment for the incoming kindergarten classes. In the spring of 2024, incoming kindergarten students are screened, and parents are invited to participate in an orientation meeting prior to screening for full information on the screening process.



# DISTRICT POLICIES/Continued

## The Dignity for All Students Act

New York State's Dignity for All Students Act (DASA) was established with the broad legislative intent to provide the State's public elementary and secondary school students with a safe and supportive environment, free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function including those that take place at locations outside the District.

This New York State Education Law regards instruction in civility, citizenship and character education, and expands the concepts of tolerance and respect for others regardless of a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

The Board of Education incorporates the provisions of the Dignity Act, including Policy 0100 – Equal Opportunity and Nondiscrimination; 0110 – Sexual Harassment – Introduction to Policies; 0110.1 – Sexual Harassment of Students and related regulation; 0115 – Student Harassment and Bullying Prevention and Intervention and related regulation; and 5300 and all of its sections – Code of Conduct. All Board policies may be found on the District's website under the Board of Education tab at [www.manhassettschools.org](http://www.manhassettschools.org).

The District is committed to promoting a safe, healthy, orderly and supportive school environment where students have the right to:

- Attend school in an environment that recognizes the dignity of each person.
- Take part in all District activities on an equal basis regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity an expression) or sexual orientation or disability.
- Be respected as an individual and treated fairly and with dignity by other students and school staff.
- Express one's opinions, either verbally or in writing, as long as it is done in a respectful manner.
- Present one's version of the relevant events to school personnel authorized to impose consequences.
- Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
- Be provided with clear expectations regarding school and classroom rules and expectations regarding behavior.

The Board believes that the most positive school climate is one which is culturally sensitive and which models positive behavioral interactions to clearly show there is no tolerance for antisocial behaviors such as bullying, harassment, and discrimination.

The Board expects students to conduct themselves in an appropriate manner for their respective level of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board recognizes that discrimination, such as harassment, hazing and bullying, whether in person, in print, or electronically, is detrimental to student learning and achievement. These behaviors both interfere with the mission of the District to educate its students and disrupt the operation of the schools and disrupts the operation of District schools. Such behavior affects not only the students and employees who are targeted individuals but also those individuals who participate in or witness such acts.

The Board believes that the most positive school climate is one which is culturally sensitive and which models positive behavioral interactions that clearly show there is no tolerance for antisocial behaviors such as bullying, harassment and discrimination. To this end, the Board strictly prohibits all forms of harassment, whether in person, in print, or electronically, by District employees, students and volunteers against students including but not limited to, hazing, bullying, cyberbullying and sexting, which may occur on school property, using District-owned property, or at a school function, on school buses and at

all school-sponsored activities, programs and events, including those that take place at locations outside the District.

## Prohibited Student Conduct—Bullying, Cyberbullying, Sexting

The District considers the health and safety of the children who attend its schools to be its highest priority, and is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver, educational services without disruption or interference. The Board believes that the most positive school climate is one which is culturally sensitive and which models positive behavioral interactions that clearly show there is no tolerance for antisocial behaviors such as bullying, harassment, and discrimination. Responsible behavior by students, teachers, school personnel, parents/guardians and visitors is essential to achieving this goal.

Students and parents are encouraged to refer to Board Policies and related regulations, including but not limited to Policy 5300 - the Code of Conduct and all of its subsections, especially 5300.30 – Prohibited Student Conduct, and Policy 0115 – Student Harassment and Bullying Prevention and Intervention. These policies set out the expectations of the school community while on school property, on school buses, and at school functions whether on or off school property, especially behaviors relating to bullying, harassment, cyberbullying, and sexting, as well as other behaviors including but not limited to: disorderly conduct, insubordination, violent conduct, deceitful behavior, academic misconduct, or conduct that endangers the safety, morals, physical or mental health, or welfare of others.

Bullying/Harassment is the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. It is intentional and aggressive behavior that involves an imbalance of power or strength and is usually, but not always, repeated over time. Traditionally, bullying has involved actions such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation or any action which results in emotional distress through gestures or social exclusion.

Cyberbullying is any form of electronic communication and/or use of information technology, including but not limited to e-mail, social networking, networking, instant messaging, blogs, chat rooms, cell phones and gaming systems, to deliberately harass, threaten or intimidate others. Cyberbullying may involve sending mean, vulgar or threatening messages or images; posting sensitive or private information about another person; pretending to be someone else in order to malign that other person; or intentionally excluding someone from an Internet-based group or activity. Cyberbullying is a form of electronic aggression that will not be tolerated.

Sexting is the sending, receiving, forwarding, or sharing of sexually suggestive language and/or nude or nearly nude photos through text message, instant message, social networks or email. A student may be subject to disciplinary action for sexting activity regardless of whether the student used a District-owned computer, a personal computer or any other form of information technology equipment to perpetrate the sexting activity.

Students and parents/guardians should be aware that generally students may be disciplined for off-campus misconduct when the student misconduct creates a material or substantial disruption in the operation of the school, or when it is reasonably foreseeable that the student misconduct will create a risk of a material and substantial disruption in the operation of the school.

# DISTRICT POLICIES/Continued

## Title IX, Section 504 and DASA

The Manhasset Public School District advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational educational opportunities, counseling, access to educational programs, course offerings and student activities, without regard to an individual's race, weight, national origin, ethnic group, religion, religious practices, mental or physical abilities, sexual orientation, gender identity or sex. Inquiries regarding these policies may be directed to:

District's Chief Title IX Coordinator	Title IX Coordinator	Section 504 Coordinator	Designated Educational Officer
Allison Rushforth Assistant Superintendent for Student Services 516-267-7671	Dr. Donald Gately Assistant Superintendent for Curriculum, Instruction and Personnel 516-267-7742	Allison Rushforth Assistant Superintendent for Student Services 516-267-7671	Dr. Donald Gately Assistant Superintendent for Curriculum, Instruction and Personnel 516-267-7742

### DASA Coordinators

Munsey Park	Shelter Rock	Secondary School	District Office
Dr. Brian Nolan Assistant Principal 516-267-7441	Deana Folchetti-Puglin Assistant Principal 516-267-7457	Adam Kuranishi Assistant Principal 516-267-7508	Allison Rushforth Assistant Superintendent for Student Services 516-267-7671

**Section 504 Accommodation Plan:** Accommodations are developed and provided to students who have mental or physical impairments that significantly impact their health or learning. Contact your building principal for further information.

## Tutoring for Remuneration by Manhasset Schools Staff

The Board of Education is committed to provide highly qualified staff, varied curricular offerings, and support services to meet the needs of individual students.

The Board expects teachers to provide guidance and help consistent with their workday. They are responsible for providing make-up work and remedial assistance to students who have not been in attendance due to illness or other legal absences. Where appropriate, teachers will provide individual help to students within the framework of existing school services, *e.g.*, before- and after-school help, learning centers, study hall and small group instruction.

District policy concerning tutoring by Manhasset Public School staff members includes the following procedures which should be known to parents:

Teachers will not make a direct recommendation to a parent or student that a tutor is necessary. In the Secondary School, if a classroom teacher or specialist (including the reading teacher) thinks that a student might benefit from private tutoring, they will make such a recommendation to the Guidance Counselor with notification to the District Director or Coordinator for further review and investigation before such a recommendation is made to either a student or their parent. In the elementary school, the teacher or specialist will make a recommendation through a referral to the building Instructional Support Team with notification to the principal.

A parent who expresses the wish to secure the services of a tutor must be referred to the appropriate District Director or Coordinator. In the case of an elementary school child, referral must be made to the elementary principal. Except under extraordinary circumstances, requiring the prior written approval of the Assistant Superintendent for Curriculum, Instruction and Personnel, no teacher may privately tutor for a fee any child in their own class.

Private tutoring on school grounds is prohibited. Private tutoring by the Manhasset faculty must not take place during the school day.

## Reporting of Child Abuse

Pursuant to Education Law section 101, 207, 409-I and Chapter 105 of the Laws of 2016, a new subdivision is added to section 100.2 of the Regulations of the Commissioner of Education requiring every public school and charter school to post in English and in Spanish the toll-free number operated by the New York State Office of Children and Family Services to receive reports of child abuse or neglect, and directions for accessing the OCFS website. This information is as follows:

**Report Child Abuse and Neglect by Phone: 1-800-342-3720**

**Website: NYS Office of Children and Family Services: <http://ocfs.ny.gov/main/cps>**

## Reporte el abuso y el maltrato infantil

Conforme a la Ley de Educación, las secciones 101, 207, 409-1 y el Capítulo 105 de las Leyes de 2016, se agrega una nueva subdivisión (nn) a la sección 100.2 de las Regulaciones del Comisionado de Educación requiriendo que cada escuela pública o escuela charter o subvencionada publique en inglés y español el número gratuito operado por la Oficina de Servicios para Niños y Familias para recibir reportes de abuso o maltrato infantil y las instrucciones para ingresar al portal de OCFS.

**Reporte el abuso y el maltrato infantil, alllamando al 1-800-342-3720**

**Oficina de Servicios para Niños y Familias del Estado de Nueva York:**

**<http://ocfs.ny.gov/main/cps>**

## Weapons in School

The Manhasset School District considers the health and safety of the children who attend the schools our first priority. The Board of Education has policies on possessing a weapon while on school property or at a school function. A weapon means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act, and is defined as including, but not limited, to a firearm, disguised gun, knives, blade, BB gun, razor, box cutter, electronic device such as a dart gun or stun gun, pepper spray or other noxious spray, explosive or incendiary device, or any other device, instrument, material or substance that can cause physical injury or death.

The District recognizes that children may innocently bring certain objects to school unaware that the object in their possession constitutes a weapon under the Board's policy, but it is imperative that any item that can be considered to be a weapon, including pen knives or any other instrument capable of causing physical injury, is not brought to our schools by students or any other individual. The consequence of such action is severe. Please consult the building principals for further information.

## Community Use of Buildings and Calendar Scheduling

Use of school buildings by community groups is subject to availability and subject to the District's Facilities Use Policy 1500. Contact the Director for Facilities at 516-267-7720 for more information. Application forms are available at [www.manhassetsschools.org/Page/9554](http://www.manhassetsschools.org/Page/9554).

In planning the Manhasset Public Schools calendar, every attempt is made to schedule events so that activities do not conflict with one another. In the event that any school or community group must schedule an event that is not on the calendar, or reschedule an event currently on the calendar, please call the Director of Facilities at 516-267-7720 to make certain that the date selected will not conflict with other activities.



# GENERAL INFORMATION

## AHERA Notification

In compliance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act regulations, the Manhasset School District retained the services of an independent environmental consultant to perform an inspection of each school building for asbestos-containing materials (also known as ACM). The AHERA regulations require that all school districts in the United States perform a complete inspection of their schools every three years, and periodic surveillances every six months, to observe any changes in conditions of previously identified ACM.

The findings of these inspections are maintained in asbestos management plans which are filed at the Director for Facilities Office as well as at each school building. Those interested in viewing these documents can make an appointment with the Director of Facilities at 516-267-7720, or with their building principal.

## Integrated Pest Management Program

A New York State law requires that schools inform all school staff and persons in parental relation that pesticides may be used periodically throughout the school year. The Manhasset School District's Integrated Pest Management program uses no harmful chemicals in buildings or field maintenance. The District is required, by law, to maintain a list of persons who wish to receive 48-hour written advanced notice of an actual pesticide application. Parents, residents and staff members who wish to be notified when and if another means of pest control is implemented may send their request in writing to the Director of Facilities, 200 Memorial Place, Manhasset, NY 11030 or call 516-267-7720.

## New York State STAR Program

The School Tax Relief Program, which provides partial school property tax exemptions or credits to owner-occupied, primary residences, was revised by the state. Please see [www.tax.ny.gov/pit/property/star](http://www.tax.ny.gov/pit/property/star) for further information. For Manhasset, the maximum Basic STAR savings and the maximum Class I Enhanced STAR savings are calculated in accordance with the limits established by the New York State Office of Real Property Tax Services.

If you are eligible and enrolled in the STAR program, you'll receive your benefit each year in one of two ways:

- STAR credit check. If you are registered for the STAR credit, the Tax Department will send you a STAR check in the mail each year. You can use the check to pay your school taxes. You can receive the STAR credit if you own your home and it's your primary residence and the combined income of the owners and the owners' spouses is \$500,000 or less.
- STAR exemption: a reduction on your school tax bill. If you've been receiving the STAR exemption since 2015, you can continue to receive it for the same primary residence. As long as you remain eligible, you'll see a reduction on your school tax bill for the amount of your STAR exemption.

Note: The STAR exemption is no longer available to new homeowners.

## Senior Citizens, Veterans, Disability Compensation, Volunteer Firefighters and Ambulance Workers Tax Exemptions

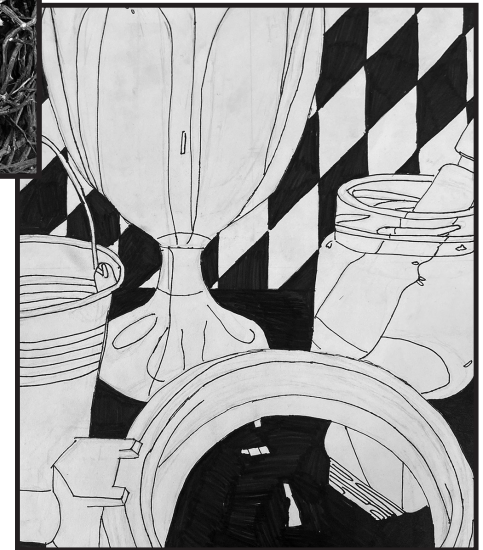
Senior citizens, 65 years of age or older, and those who receive disability compensation may be entitled to a partial exemption from school taxes. The Board of Education has approved income level requirements of providing partial exemption on a sliding scale basis of between 5% and 50%. The Board has approved exclusion of veterans' disability compensation from computation of applicants' income, and exemptions for certain qualified veterans and Gold Star Parents. Exemptions also apply to residents living in cooperative apartments. Physically disabled persons may receive an exemption for any improvement to a one-, two- or three-family home that is necessary for accessibility by a resident who is physically disabled. In addition, an exemption is available for volunteer firefighters and ambulance workers. Application for these exemptions must be made annually before Dec. 31, to the Nassau County Department of Assessment, 240 Old Country Road, Mineola, NY 11501.



*Sophie Tay, Grade 10*



*Victor Pihillos, Grade 2,  
Shelter Rock*



*Nathaniel Zheng, Grade 9*



# MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC.

To contact the SCA, please send an email to [ManhassetSCA@gmail.com](mailto:ManhassetSCA@gmail.com).

## 2023-2024 Executive Board

### Executive Co-Presidents

Claudine Fini  
Melissa Napolitano

### Executive Treasurer

Eva Sehic

### Executive Secretary

Jen Petrucci

### School Presidents

#### High School

Maria Herrington

#### Middle School

Diane Tolentino

#### Munsey Park

Teri Ann Quinlan

#### Shelter Rock

Laura Matina

### Executive Committees

Community Education  
Educational Grants  
Enrichment

Family Theatre  
Health and Safety

Historian  
Legal Counsel  
Membership  
Nominating Committee

Planet Manhasset/Community Garden

Project Share

Elena Vases  
Lisa Grygiel  
Nancy Chu (MP)  
Nina Cattano (SR)  
Kasey Collins (SR)  
MariaHerrington(MS/HS)  
Sylvia Arora (SR)  
Laura Maurischat (SR)  
Kate Mesquita (MP)  
Reese Lum (MP)  
Cathy Croce  
Daniela Eli  
Blanca McKenna  
Christine Schwartz  
Markella Maliagros  
Aimee Rudic  
Becky Tountas  
TBD (HS)  
TBD (MS)  
Meghan Moin (MP)  
Ellen Beldy Dempsey (SR)

Publicity  
Saturday Series  
Senior Frolic

Summer Studies

Webmaster

### Ways and Means Committees

SCA Fair  
SCA Fall Luncheon  
Ways and Means Treasurer

### Liaisons to the SCA

Board of Education

CASA

PASE

## SCA PARENT MEETINGS 2023-2024

SCA parent meetings provide a way for all parents to be involved in and informed about their child's education. Meetings are held monthly and are listed on the school calendar and SCA website. Parents are urged to attend the meetings of the schools in which they have children enrolled and any others in which they are interested. The meetings are conducted by the Parent Council Presidents. The principal of each school is present at the meeting and shares information regarding activities and concerns in the school. In addition, key school personnel are invited to discuss matters such as curriculum, standards of excellence, testing and new programs.

## SCA OPEN EXECUTIVE COMMITTEE MEETINGS

Parents and teachers from all schools are invited.

### SCA FAIR

Saturday, May 4, 2024

### SCA GENERAL MEMBERSHIP MEETING

Tuesday, May 7, 2024 - HS Art Gallery - 7:00 p.m.

### SCA ANNUAL MEETING

Friday, June 7, 2024- District Office-Community Room - 9 a.m.

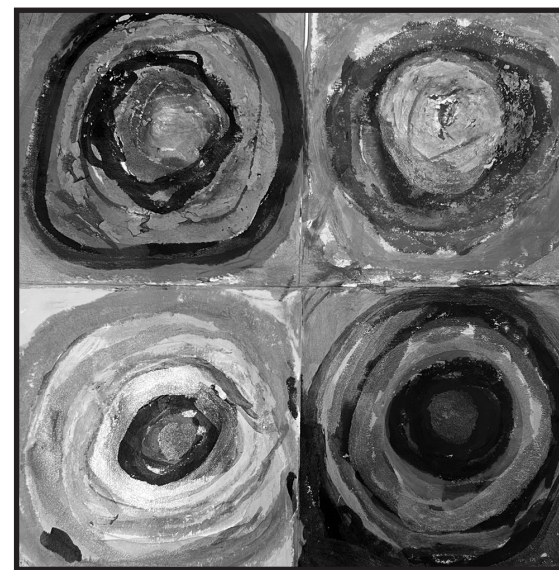
### SCA Officer Recognition Luncheon

Friday, June 7, 2024 - TBA - 12 p.m.

Annie Yeung  
Alexandra Andrejkovics  
Leslie Fleck  
Michelle Collins  
Jen Kopchik  
Priyanka Puri  
Meghan Fulton

TBD  
TBD  
Carolyn Conkling

Steven Panzik  
Jill Pullano  
Jill Szczerbiak (MP)  
Yancy Kabaszinska (SR)  
Nyree Demirdjan (HS/MS)  
Raveena Jagwani (MP)  
Darlene DePietro (SR)  
Ann Lynch (HS/MS)



*Anthony Capogna, Kindergarten, Munsey Park*

If you are interested in volunteering your time to one of these worthwhile endeavors, please contact the Parent Council President of your school, the Executive President, or a Committee Chairperson. They will be happy to hear from you.

# MANHASSET SCHOOL COMMUNITY ASSOCIATION, INC./Continued

## What is the Manhasset School Community Association?

The Manhasset School Community Association, Inc. ("the SCA") is an organization comprised of parents and guardians, community members, and members of the school faculty and school administration. The stated purpose of the SCA is:

- To advocate for all students in the Manhasset School District.
- To unite parents, teachers, administrators and community members in envisioning, enhancing and promoting excellence in education for all students in the Manhasset School District.
- To serve as the parent voice and student advocate in matters of interest under consideration by the Board of Education, faculty and administration of the Manhasset School District.
- To provide the talent, financial resources and oversight necessary to secure the best advantages in academic, ethical, social, artistic, physical and character education for all students in the Manhasset School District.
- To provide the primary forum for parent/school communication in the Manhasset School District.

## How does the SCA acquire its funds?

Annual membership is \$40 per family. In addition, two major annual fundraisers are held: the Fall Luncheon and the SCA Fair. Significant parent, faculty and community participation at both events contributes to an exciting community cohesiveness.

## How are the funds used?

The SCA uses its funds to provide a variety of programs to enrich and enhance the educational and social life of Manhasset's students. At the elementary level, funds are used for a variety of curriculum-related enrichment programs, including guest authors, dance performances and science museum presentations. For secondary students, summer study awards are given to rising seniors to explore individual areas of interest. College grants are awarded to Manhasset graduates who need assistance in paying for postsecondary education. Guest speakers are arranged on topics of interest to both students and parents. Across all schools, the SCA is proud to support many initiatives beneficial to all students: Planet Manhasset for a better environment, Health and Wellness for greater awareness of nutrition and health, and Project Share, a program that supports those in need. The SCA is also pleased to host several fun events during the year, including Halloween parties, dances, proms and the big event of the year – the SCA Fair.

## Family Theatre Series

The SCA takes pleasure in offering Manhasset elementary school children the opportunity to enjoy the benefits of live theatrical entertainment. Preschoolers are welcome, when accompanied by an adult. Tickets are available for purchase by mail with the order form which is posted on the SCA website and distributed via

Backpack Express. Advance ticket purchase is encouraged, as seating is limited. Performances are in the Munsey Park School auditorium. In case of inclement weather where District activities are canceled, information will be made available on the District website.

For further information, please contact the Family Theatre Chairperson: Kasey Collins at [kaseycollinscerda@gmail.com](mailto:kaseycollinscerda@gmail.com).

## SCA Elementary Extended Extras

The SCA's Extended Extras Program is offered at Munsey Park and Shelter Rock before and after school to provide classes in languages, art, chess, writing, reading, fitness and science. The program is staffed by certified Manhasset teachers and requires registration and a fee. Parents and students will be contacted with the class offerings and registration information several weeks prior to the start of classes.

## SCA Saturday Series

The SCA's Saturday Series is an eight-week recreational program open to all Manhasset elementary school K-6 students. Self-supporting, it is administered by parent volunteers and is held at Shelter Rock School on Saturday mornings. Courses are taught by a highly professional faculty and cover a wide range of activities, from cooking to robotics to chess. The session will begin in January. A course brochure is available on the SCA website and sent via Backpack Express. Online registration is preferred. For further information, please contact [ManhassetSCA@gmail.com](mailto:ManhassetSCA@gmail.com).

## SCA Website—[www.manhassetzca.org](http://www.manhassetzca.org)

The SCA website aims to provide relevant, timely information regarding issues of concern to the school district and the community at large. In addition, it serves as a clearinghouse of information for all of the dedicated SCA volunteers and members. Please visit the SCA website for up-to-date information regarding individual school meetings and functions, school closings, community events, and to sign up to receive automatic weekly email updates.

**If you wish to receive automatic email updates on SCA events, District events, school closings or other emergency information, please visit the SCA website:**

- **Go to [www.manhassetzca.org](http://www.manhassetzca.org) and click on the link Join our Email List.**
  - **Enter your email address, click on Subscribe and press the Submit button**
- If you experience any difficulties, please contact the SCA website team at [www.webmaster@manhassetzca.org](mailto:www.webmaster@manhassetzca.org).**



**The Tower Foundation of Manhasset** is a not-for-profit 501(c)(3) organization established in 1991 by members of the Manhasset community to enrich the educational experience of the students of the Manhasset Public Schools. The Tower Foundation was created in response to a simultaneous decline in state funding to the Manhasset school district and increase in its school-age population. Its goal is to raise funds from the private sector, including individuals, families, and businesses, and distribute these funds as grants to Manhasset Public Schools. Our foundation is governed by an independent Board of Directors selected from the Manhasset community. Our Board works closely and cooperatively with the Manhasset Board of Education, as well as each school's administration, to determine the initiative for which we will raise funds, which is intended to serve all segments of our student population. For information, please visit us at [www.towerfoundation.com](http://www.towerfoundation.com).

### ***Tower has raised in excess of \$2.4 million for our schools, contributing to the following:***

Broadcast Journalism  
English as a New Language Lab  
Future Ready Classrooms  
SMART Boards for all Manhasset School District classrooms  
Foreign Language Learning Center  
21st Century Library and Media Center  
Wireless Infrastructure in All Schools  
Tower Team Building Adventures  
Classroom Libraries K-3

Auditorium Sound Systems  
Teacher Grants for Continuing Enrichment  
Summer Center Scholarships for At-Risk Students  
Mathletes Program for Third and Fourth Grades  
Alumni Directory and Database  
Starlab Planetarium  
Laptop Computers and Loaner Programs  
Grand Pianos  
Computer Publishing System  
Computer Announcement Systems

Weather Station  
Intranet Cable TV System  
Art Lab, Music Lab and Scientific Lab Upgrades,  
Equipment and Programming  
Scholarships for Excellence  
Grades 7-12 ELA Chromebook Initiative  
Grade 6 Chromebooks - MP/SR  
zSpace Labs  
Innovative Lab Equipment

Tower Foundation gifts to the Manhasset School District exceed over \$2.4 million. Your support is needed to ensure the success of our children's education.

Officers: Co-Presidents: Christina Pullo Daloia and Vicky Giouroukakis • Vice Presidents: Caroline Smith and Argie Vatakis • Secretary: Anna Mihalos • Financial Manager: Robin Liu • Directors: Dina Camera, Kristina Choe, Angelic Durante, Daniela Eli, Abigail Kasselakis, Alicia Li, Eric Linder, Kimberly Mancini, Antonietta Manzi, Amanda Marino, Angela Panousopoulos, Julia Petropoulos, Kristin Stevens, Elena Vases, Jaime Zito, Kate Zublionis • Board of Education Liaisons: Nadia Giannopoulos and Erin Royce.

Visit our website, [www.towerfoundation.com](http://www.towerfoundation.com) or contact Tower's Board of Directors at [info@towerfoundation.com](mailto:info@towerfoundation.com) • Follow us on Facebook and Instagram (@towerfoundation)

## **NON-DISTRICT AND SPECIAL PROGRAMS**

### **Parent-Child Home Program**

This program, sponsored by the Manhasset School District in conjunction with the Great Neck School District and Nassau BOCES, fosters early learning in the home by encouraging the parent to play with and read to his or her preschooler. Children enter the program between 16 months and 30 months of age and are enrolled for up to two years. Each family is seen 30 to 60 minutes per week by a professionally trained home visitor who models verbal and nonverbal interaction techniques using carefully selected toys and books.

Volunteers who participate in the home-based component are required to attend weekly seminars and receive training and supervision throughout the year. For further information, please contact the Program Director at 516-441-4930.

### **Continuing Education**

The Manhasset School District offers continuing education in cooperation with the neighboring Great Neck School District's Community Education Program. All adult education classes are held and conducted at Great Neck School District locations. The fee structure is in line with Great Neck's approved fee schedule for nonresidents and is available on the Great Neck School District's website at [www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us).

Manhasset School District residents may access the Great Neck Community Education Program catalog and registration procedures at [www.greatneckcommunityed.weebly.com](http://www.greatneckcommunityed.weebly.com).

Program catalogs are available in main offices at all schools and the Manhasset Public Library. Great Neck Community Education Program's fall classes will begin in early October. Residents may call 516-441-4949 for more information.

### **Manhasset Community Coalition Against Substance Abuse**

Since 2001, the Manhasset CASA has existed in the Manhasset community as a resource to reduce the illegal, underage use of alcohol, tobacco and other drugs among its youth. CASA strives to reach our youth before they are in trouble by connecting parents, school, community and youth as partners in this common goal. CASA is a nonprofit supported by grants from the Manhasset School District, the SCA, the Manhasset Community Fund, the Greentree Good Neighbor Foundation and parent donations. Tax-deductible donations can be made on our website and employer matching grants are welcome. For more information, visit [www.manhassetcasa.org](http://www.manhassetcasa.org) or contact Director of Program Development and Community Engagement Connie Bruno at 516-267-7548 or [CASA\\_org@manhassetsschools.org](mailto:CASA_org@manhassetsschools.org). Board of Education Liaison: Steven Panzik and Nadia Giannopoulos.

For timely news, information, dates and times of Board of Education meetings, and school and Districtwide activities, log on to the Manhasset Public Schools website at:  
[www.manhassetsschools.org](http://www.manhassetsschools.org)



# NON-SCHOOL DISTRICT PROGRAMS FOR MANHASSET YOUTH

## Adventures in Learning

Adventures in Learning is an after-school tutorial and enrichment program dedicated to helping the Manhasset Community children in grades kindergarten through grade 6. The program offers homework tutoring, an early childhood reading program and enrichment activities in arts and crafts, math, reading and computer science. Also available to the students are a lending library, media resources, cultural field trips, sports activities, music lessons and the opportunity to participate in Boy and Girl Scouts. A staff of teachers, Middle School and Secondary School volunteers, and adult volunteers work with the children daily. Children attend the program five days a week from 3:30-6 p.m. in the Hagedorn Community Center at the Manhasset/Great Neck EOC at 65 High Street in Manhasset. The program was originally created by the Congregational Church of Manhasset in 1968 and became a 501(c)(3), nonprofit organization in 2002. For more information, please contact the Adventures in Learning Office at 516-365-7131.

## Manhasset After-School Xperience, Inc.

MAX is a private, nonprofit, New York State registered after-school program for Manhasset's kindergarten through sixth grade. In operation since 1985, MAX is open at both Shelter Rock and Munsey Park Elementary Schools from dismissal time until 6:30 p.m. Additionally, MAX operates on school vacation weeks from 8 a.m.-6:30 p.m. and also runs "Club MAX" during the summer.

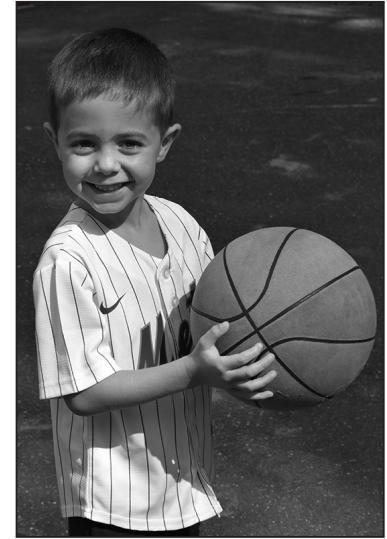
Under the supervision of certified teachers, MAX children have the opportunity to complete homework and involve themselves in daily arts and crafts and large motor activities, as well as free play opportunities. Children may also visit any of the interest areas such as the manipulative (Legos, puzzles, etc.), board game and reading corners. For more information, call MAX Director Roni Jacobson at 561-267-7594 or 516-343-8840.

## STEAM Summer Center

SCOPE Education Services operates a STEAM (Science. Technology. Engineering. Art & Mathematics) Summer Center Program, held in District school buildings, for all resident children in prekindergarten (those eligible for kindergarten in the fall) through pre-sixth grade, unless otherwise announced. The program begins soon after the close of school and is scheduled for a four-week period from 9 a.m. to 12 p.m., Mondays through Fridays, except for legal holidays. The activities are planned so that they will be of interest to two different age levels. The Primary Center (pre-K through pre-second grade) enjoy Storybook STEM & Edible Science; Robotics; Storybook Cooking, Baking & Chocolate making; Watercolor Painting, Origami & Crafts; Fun with Nature Science; Sculpting & Clay Creations; and Sports for Movement.

Children attending the Intermediate Center (grades pre-3 through pre-6) may participate in Edible Science & Chocolateering; Artificial Intelligence Coding; Video Game Design & Movie Making; Short Circuit Robotics & Rocketry; Comic Book & Graphic Novel Design; Canvas Painting, Origami & Crafting; Pottery & Sculpting Design; and Sports for Movement. The children in this age group have the opportunity to select their entire program.

A detailed Summer Center bulletin is posted on the District's website during the spring, which includes dates and fees for the program. Bus transportation is provided for Summer Center students.



# EMERGENCY PLANNING • A Guide For Parents/Guardians/Students And Staff

This document has been prepared to provide information for parents and guardians on the District's safety protocols and preparation for emergencies.

The Manhasset Board of Education has appointed, under the direction of the Superintendent of Schools, a Districtwide School Safety Team to develop, implement and maintain all provisions of Manhasset's Districtwide Safety Plan, which is posted at [www.manhassetschools.org](http://www.manhassetschools.org).

The Districtwide Plan incorporates the Building Level Emergency Response Plans developed by each school's Building Level Emergency Response Team. The Building Level Emergency Response Plan is a confidential document which cannot be shared with the public. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building Emergency Response Team.

Each of these plans is coordinated with police, fire and other officials in the county and state-wide agencies. Each year, the Districtwide Safety Plan and each school's Building Level Emergency Response Plan are reviewed and updated to meet New York State regulations.

When an emergency occurs, the first and foremost concern of every Manhasset staff member is the safety of the children in our care. This guide provides a brief description of how the District will manage an emergency and how our parents and guardians can support these vital efforts.

## General Information: What Are The School Security Procedures?

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parent/visitor may only enter through the main entrance and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the building principal or designee. Unauthorized persons will be asked to leave. School personnel are required to wear photo ID badges for identification purposes. Visitors are required to wear a temporary badge which indicates an authorized visitor.

## How Will The School Respond To An Emergency?

The Superintendent of Schools or Designee may implement one of the following emergency response procedures:

1. Early Dismissal: Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of parents/guardians and identify students with special needs. No student will be released to an empty home.
2. Shelter: Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send students home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a bomb threat if specific procedures are followed.
3. Evacuation: Requires all building occupants to leave the building and go to a pre-determined, safe location outside of the school building. Evacuation could mean going outside to the evacuation site until the danger has passed. It could also mean going to the evacuation site with the intention to be transferred to another location. Circumstances in which this could happen would include severe weather outside, or a very dangerous hazard that requires students to be out of the area of the school. Evacuation locations are not given out to the general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe.
4. Lockout: A lockout is a procedure which allows the school to continue with a normal day inside the building, while locking out any unauthorized persons into the building. A situation which could warrant a lockout includes a dangerous person or threat in the community or area. Students will not be released to parents/guardians when a lockout is in progress.
5. Lockdown: A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors and stay out of sight. Students and staff who are in the hallway are to go to the nearest classroom. The presence of an intruder is one reason to invoke this type of response. The only way a lockdown can end is by emergency responders physically releasing all locations that are locked down. Students will not be released to parents/guardians when a lockdown is in progress.

## What Kind Of Emergencies Does The District's Safety Plan Address?

- Criminal offenses such as bomb threats, kidnapping or violent behavior.
- Natural hazards such as severe weather.
- Environmental hazards, for example, exposure to hazardous materials, fire, explosions or plane crash.
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member.

## Are There Emergency Planning Drills?

Yes, New York State regulations require School Districts to test their emergency plans in each school building through exercises and drills.

## Should I Pick Up My Child At School During An Emergency?

No, parents/guardians should not come to school during an emergency. While every parent's natural instinct in an emergency is to go to the school to protect their child, it is important to realize that doing so may significantly affect the District's ability to respond to the situation. For example, cars driving up to the building will restrict access by emergency vehicles that are responding to the emergency, or school buses that are loading children to evacuate them or take them home. The building's staff will be actively working to ensure the safety of all students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.

## How Will Parents/Guardians And Students Be Reunited?

An area will be designated for parents to pick up students. Photo identification must be shown in order for a student to be brought to the reunification area.

## What Provisions Are Made For Students With Disabilities?

Every school building has a plan of action to evacuate all students with special needs.

## Where Can I Get Information During An Emergency?

Chances are that you will have difficulty reaching the school by phone. The District will make every effort to contact you through automated contact systems. Each school has every child's emergency contact information that is readily available for emergencies. School officials may utilize the SCA to activate their text chains. TV News 12 and local media will also be utilized.

## What Can I Do To Plan Ahead?

The two most important things you can do are:

1. Make sure your child's school has the most up-to-date emergency contact information.
2. Review with your child any alternative arrangements you have made in case an emergency prevents you from being home.

## Contact Information:

Munsey Park School	Mr. Chad Altman, Principal	(516) 267-7405
Shelter Rock School	Ms. Jessica Zimmer, Principal	(516) 267-7455
Manhasset Secondary School	Mr. Richard Roder, Principal	(516) 267-7605
District Office	Dr. Gaurav Passi, Superintendent	(516) 267-7705
Business & Operations	Dr. Sam Gergis, Asst. Supt.	(516) 267-7724



**IMPORTANT NOTICE**

Manhasset School District Policy and state and federal regulations state that smoking and use of tobacco products are prohibited in public school buildings and on school grounds.

# Calendar/Handbook Index

## BOARD OF EDUCATION

2023-2024 Board of Education .....	3
District Mission and Vision Statements .....	3

## DISTRICT ADMINISTRATION

District Administrators, Directors and Coordinators .....	5
Elementary/Secondary Administration .....	5
Office of the Superintendent .....	5
School Counseling Services (Guidance) .....	5

## DISTRICT POLICIES

Admission/Registration, K-12 .....	32
Bullying, Cyberbullying, Sexting .....	33
Community Use of Buildings and Calendar Scheduling .....	34
Dangerous Weapons in School .....	34
Dignity for All Students Act .....	33
Family Educational Rights/Privacy Act .....	32
Kindergarten Registration, Orientation, Screening .....	32
Title IX, Section 504, DASA .....	34
Tutoring .....	34

<b>DISTRICT WEBSITE/E-Alerts</b> .....	2, 3
--	------

## ELEMENTARY SCHOOLS

After-School Enrichment Programs .....	11
Elementary Testing Dates .....	17
Computer Labs .....	23
Homework .....	11
Library Media Centers .....	25
Reporting to Parents .....	11
School Hours .....	11

## EMERGENCY CLOSING PROCEDURES

<b>EMERGENCY PLANNING</b> .....	40
---------------------------------	----

## GENERAL INFORMATION

Asbestos Hazard Regulations .....	35
Integrated Pest Management Program .....	35
New York State STAR Program .....	35
Tax Exemption Information .....	35

## GENERAL INFORMATION FOR PARENTS AND STUDENTS

Attendance .....	7
K-12 Registration Information .....	32
Messages to Children .....	9
Excused/Unexcused Absences .....	9
Loss of State Aid .....	9
Point of Sale Meal Payment System .....	11
Responsibilities: Parents/Guardians, Students and Teachers .....	15
Student Use of Telephones .....	9
School Lunch Program .....	9
Students' Responsibility for School Property .....	9

## INSTRUCTIONAL TECHNOLOGY/COMPUTER LABS

Internet Safety .....	23
Mission Statement .....	23
Parent Portal .....	23
Resources .....	23
School Labs .....	23

## NON-DISTRICT/SPECIAL PROGRAMS

Adventures in Learning .....	39
CASA .....	38
Continuing Education .....	38
MAX .....	39
Parent-Child Home Program .....	38
SCOPE Summer Center .....	39
Tower Foundation .....	38

## PHYSICAL EDUCATION AND ATHLETICS

Interscholastic Athletics .....	27, 28
Observance of Religious Holidays .....	27
Student Accident Insurance .....	27
Working Papers .....	31

## SCHOOL COMMUNITY ASSOCIATION

Committees/Executive Board/Meetings .....	36
Family Theatre Series .....	37

SCA Extended Extras .....	37
Saturday Series .....	37
Website .....	37

## SECONDARY SCHOOL, Grades 7-12

Campus Parking .....	17
Computer Labs .....	23
Driver Education .....	17
Electronic Devices and Testing .....	13
End of Marking Periods, Grades 7-12 .....	13
Homework Policies, Grades 7-12 .....	15
Library Media Centers .....	25
Reporting to Parents, Grades 7-12 .....	13
Scheduling/Dropping Classes .....	13
Secondary School Testing Policy .....	13
Testing Dates .....	17

## SPECIAL EDUCATION/

### PUPIL PERSONNEL SERVICES

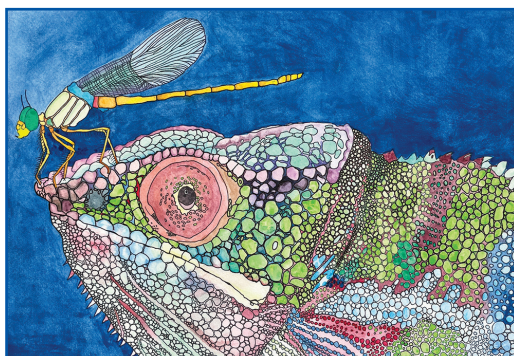
Child Find Notice .....	29
Committees on Special Education .....	30
Dental/Medical/Immunizations .....	31
Disease Control .....	31
English as a New Language .....	29
Health Care in School .....	31
Homebound Instruction .....	29
Nonpublic School Students .....	30
PASE .....	30
Pupil Personnel Services .....	29
Special Education .....	29, 30

## TELEPHONE DIRECTORY

## TRANSPORTATION

Elementary Attendance Boundaries .....	19
Parochial/Private Schools .....	19
Riding Limits .....	19
Safety Guidelines .....	21

## VOTING INFORMATION



*Iliana Mouhlas, Grade 12*



*Jordan Dempsey, Grade 5, Shelter Rock*



*Gwendolyn Chaskin, Grade 3, Munsey Park*