



# Manhasset Public Schools

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*Excellence through Effort*

*Dr. Dean J. Schlanger  
Principal  
Manhasset Secondary School*

*Peter Vercessi  
Assistant Principal*

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Dean of Students*

August 24, 2018

Dear Middle School Parent,

The 2018-19 school year is soon to begin. The first day of classes will be **Tuesday, September 4<sup>th</sup>, 2018**. At 8:08 AM on that morning, students in grades eight through twelve should report to their Period 1 class. At that time they will receive their **final** class schedules as well as their locker assignments. Students in Grade 7 will have a full-day orientation program beginning at 8:13AM in the auditorium.

Found on the parent portal is a copy of your child's schedule with their locker assignment and combination for the 2018-19 school year. **If you need assistance with your parent portal account, please contact the Technology Office via e mail at [mpp@manhassetsschools.org](mailto:mpp@manhassetsschools.org)**

**All attempts have been made to ensure that your child received a full schedule of courses.** However, as a result of the complexity of scheduling, he/she may have been assigned to a study hall if it was impossible to completely fill his/her schedule. **Priority is always given to fully scheduling students and making certain that they are on the correct level for each subject.**

Since it is our goal to minimize and balance class size in all of the sections which can be offered, it is to be noted that **NO** schedule change will be permitted that would disrupt the balance among the sections of any given course. As such, **schedule changes cannot be honored for the following reasons:**

- 1. Preferences for teachers, team placements or class meeting periods (all classes, plus lunch)**
- 2. Preferences for study hall over an exploratory class**

The Middle School Counselor Breakdown is as follows:

*Jenny Chen (Blue Team)*

*Brittany Longhway (Orange Team)\*\**

*(Please note, Ms. Longhway is serving as a leave replacement for Mrs. Caitlin Regolini for the entire school year)*

Please review with your child all activities (sports, drama, etc.) which he or she intends to undertake during the year that may infringe on the success of his or her academic performance. Many students often take on too much and wind up not being able to devote sufficient attention to all of the courses in which they are enrolled. You know your child and his or her capabilities. We wish to have students be committed, but not overwhelmed by the activities in which they are involved.

Standardized examinations or other measures are used to determine each student's need for Academic Intervention Services (AIS). These services are designed for those students who are judged to be below grade level and in need of remedial assistance. Such services are mandatory and cannot be eliminated from a child's schedule by either the school or the parent. **Due to the late arrival of some of these measures, it is possible that AIS classes have been added during the summer.**

To ease the transition process and help students get acquainted with the building, we are inviting incoming seventh graders to set up their lockers and tour the Secondary School on **Wednesday, August 29<sup>th</sup> and Thursday, August 30<sup>th</sup>** between the hours of **9:00 AM and 2:00 PM**. We encourage students to bring their schedules with them to check their locker combinations and become acclimated to the building as it relates to their daily class schedules. Color coded building maps will be available outside of the Attendance Office at the Middle School entrance.

Students are reminded of several other important items and policies. Please review and feel free to download any and all documents, as they can be found on the middle school page of the district website ([www.manhasset.schools.org](http://www.manhasset.schools.org)):

- The Secondary School bell schedule
- The Middle School supply lists
- The 7<sup>th</sup> grade orientation day program (Tuesday, September 4<sup>th</sup>)
- The Manhasset Secondary School *Attendance and Discipline Policies* pamphlet. This brief overview will be the basis for assembly programs geared toward outlining our School Code of Conduct.
- The Board of Education's policies on academic integrity, attendance, technology acceptable use, and the district's code of conduct (listed on the MS web page under "district policies")

If you are unable to access any of this information electronically, please contact us to make arrangements to retrieve hard copies. These items will remain on the school web site for the entire school year.

The Parent Portal will continue to provide you access to your child's schedule, progress reports, and report cards. Detailed information about this resource and how to register an account can be found on the district website

Information on our lunch program is on the school website under "Parents & Community / Food Services & Lunch Menus." Parents are responsible for their children's purchases. Please register at [myschoolbucks.com](http://myschoolbucks.com) to monitor balances and to purchase and fund lunch accounts. Students are responsible for informing their parents if the cashier tells them they need money in their lunch account. Please email [Manhasset\\_Lunch@manhasset.schools.org](mailto:Manhasset_Lunch@manhasset.schools.org) if you have any questions throughout the school year.

Parents and students are also reminded of our tutoring policy. Many opportunities exist within our school structure to assist students who are experiencing difficulties at any time. Help is available during the school day in a variety of different centers in the building. Other resources are available which can be discussed with your child's counselor or the District Coordinator of the subject area in question. Please encourage your child to avail themselves of these opportunities as they feel the need.

In September, we will be continuing the following additional security measures at the Secondary School:

- ID collection, consistent with the elementary school protocols, will occur for all visitors signing into the building. IDs will be returned to visitors when they sign out at the end of their visit.
- All visitors to the Athletic and Nurse's Office will be directed to the back of the school closest to these offices for appointments and drop offs of equipment/necessary items. Sports/athletic gear may not be dropped off in the Attendance Office.

We will also continue to remind visitors to wear the orange guest pass as they travel through the building to their scheduled destinations.

Lastly, a detailed letter will be emailed in late fall outlining details of some changes regarding our mid-term schedule. We will be administering mid-terms (and some Regents exams) from Tuesday, January 22<sup>nd</sup> through Friday, January 25<sup>th</sup>. During these four days there will be no regular classes so we can accommodate the administration of exams.

As always, we encourage parent communication and involvement. Please feel free to contact us with any concerns or questions you may have. When visiting the school we ask that you park in the visitor parking spaces in front of the school and enter through the Middle School main entrance. We are all excited about the return of our students to a school year that promises to be both challenging and rewarding for them.

Yours very truly,

Dr. Dean J. Schlanger  
Principal