



Manhasset Secondary School

Peter Vercessi
Assistant Principal
Manhasset Secondary School

Senior Parking & Driver Education for Spring Semester, 2019

Spring semester applications for Senior class parking for interested students in grade 12 and applications for driver education for interested students in grades 11 and 12 are now available.

They can be found as part of the “e mail” component of this blackboard connect message, on the High School page of the district web site (www.manhassetsschools.org), and in the MS Main Office.

Completed packages for either senior parking or driver education must be returned to the MS Main Office no later than 3:15 PM on Friday, January 18th.

**Due to the anticipated shortage of parking spots, due to an increasing number of eligible drivers, senior parking spots will be given out via a lottery system. Priorities will be assigned as follows:

1. A Senior carpool with all new drivers (who were not part of a carpool in the Fall) will get top priority
2. Carpools who add or combine current spot holders with new drivers (who were not part of a carpool in the Fall) will be next on the priority list. ***The greater the number of new drivers, the higher the priority for a parking spot.***
3. Current carpools which remain unchanged will have the lowest priority.

**Please note that efforts will be made to share carpool spots on a quarterly basis in order to give all applying groups a chance at a spot for a portion of the Spring semester. Some groups, who do not qualify for an exclusive spot for the semester will receive a spot for Quarter 3 (1/25-4/5/19) and a new set of groups will receive those spots for Quarter 4 (4/8-6/25/19).



Manhasset Secondary School

Peter Vercessi
Assistant Principal
Manhasset Secondary School

January, 2019

Dear Parents,

Attached please find the application and parent permission form for the spring semester Driver Education Course being offered through the Manhasset School District. The road class part of this course is arranged through Bell Auto School. We are fortunate to have an experienced, certified driver education teacher on staff to teach the classroom instruction, Mr. Edward Zucker.

The fee for the course is **\$506**. Students in need of financial aid should contact their guidance counselor. Road classes begin on **Monday, February 4th**. Lecture class begins on **Thursday, January 31st**. The course officially ends on **Monday, June 10th**.

Classroom instruction will run 7:00 a.m. until 8:00 a.m. in room 241 and begins on **February 2nd**. The calendar of class dates are: **February 4, 6, 8, 12, 14, 25, 27; March 1, 5, 7, 11, 13, 15, 19, 21, 25, 27, 29; April 2, 4, 8, 10, 12, 16, 30; May 2, 6, 8, 10, 14, 16, 20, 22.**

Road classes meet once a week on Monday, Tuesday, Wednesday and Thursday. Indicate your preferences for road time on the application. There is no guarantee that you will receive a preferred time. **The first driving class, *in the car*, begins on Monday, February 4th. Driver's Ed is a school sponsored activity. Students are subject to the Manhasset School District Code of Conduct during instruction and road classes.**

Requirements to Enroll. To be eligible for the Driver Education course, students must have completed 10th grade and be 16 years of age on the first day of Driver Ed classes. **A New York State Learner's Permit is required and a copy of the permit must be submitted with the application.**

Selection Process for Enrollment. Seniors have first priority, followed by juniors according to age and date of birth.

Attendance Requirements. All absences must be made up; both for lecture and driving. ***Students will be immediately dropped from the program upon a 4th absence without refund.***
No refunds or credit will be issued.

**Due date for the return of the completed, signed application/consent form and the check:
Friday, January 18th at 3:08 p.m.**

Peter Vercessi
Assistant Principal

DRIVER EDUCATION COURSE: January 31st – June 10th

Manhasset High School Spring 2019

Application and Parental Consent Form:

To be Read and Signed by both Parent and Student

New York State Education Law, The Department of Motor Vehicles and the New York State Insurance Commission require that each student complete 24 hours of classroom instruction.

This is accomplished over the 24 classes of 60 minutes each.

“Lates”. If a student arrives late to class 10 minutes after attendance is taken, it will count as 1 late. Three lates will equal (1) one absence. If you arrive 20 minutes after class has begun it is a full absence.

New York State Education Law, The Department of Motor Vehicles and the New York State Insurance Commission require that you complete 24 hours of In Car Instruction. Six hours must be behind the wheel and 18 hours must be observation. We accomplish this with 16 ninety-minute sessions. You must attend all the road sessions.

Stating the obvious, we cannot, under penalty of perjury, certify to New York State that a student completed the course requirements unless he or she has!

We have read the above, and the cover letter, and we are fully aware and accept the policies and rules set forth.

Student Name (Print)

Student Signature

Grade: _____

Date of Birth: (MM/DD/YY): _____

Telephone Number: _____

Parent Name (Print)

Parent Signature

Indicate your preferred road class times by writing the numbers (1-8) in the spaces provided:

Monday 3:15 – 4:45 ____ 4:45 – 6:15 ____ Tuesday 3:15 – 4:45 ____ 4:45 – 6:15 ____

Wednesday 3:15 – 4:45 ____ 4:45 – 6:15 ____ Thursday: 3:15 – 4:45 ____ 4:45 – 6:15 ____

Return this completed form and a check for \$506 (payable to “Manhasset UFSD”) to Ms. Polan in the Middle School Main Office no later than 3:08 p.m. on Friday, January 18, 2019. ***Please attach a copy of the Learners Permit to the check.***

**THE CLASS ROSTER WILL BE POSTED OUTSIDE THE SECONDARY ATTENDANCE OFFICE ON
Wednesday, January 23rd**

Manhasset High School

Senior Class Parking General Information: Spring, 2019

I. Checklist

In order to register for a parking space on campus, you must *currently* have the following:

- A valid¹ New York State Class D (not DJ) driver's license
- A valid registration for each car you will use
- A valid insurance card for each car you will use
- A completed "Student Parking Agreement/Parental Release Form", signed by both the student and a parent.

II. Car Pool Members/Car Pool Leader

There is a minimum of three and a maximum of four members for each car pool. One member of each car pool is designated as the leader. The leader will collect the documents of the other members, use a checklist for each item, and then hand in a parking application packet with all the necessary documents for each member. Once this is done, the group is eligible for a parking space on campus.

III. Registration Information

Registration forms should be picked up and returned (fully completed) to the High School Main Office. ***The deadline for submitting a completed registration package is 3:15 PM on Friday, January 18th.*** The list will be posted outside the **Senior SPA** on the afternoon of Wednesday January 23RD. Student parking is expected to begin Tuesday morning, **January 29th.**

IV. Mandatory Meeting

One representative from each carpool picked must participate in a meeting with Mr. Vercessi at 7:55 AM on **Monday, January 28th in room 207** in order to begin parking on Tuesday, January 29th.

¹ Any driver will lose his/her parking privilege if any of the three documents listed in the checklist become invalid during the parking period

Manhasset High School Senior Parking Spring, 2019

Car Pool Leader Coversheet

This sheet is to be filled in by the designated leader of the car pool. The leader will indicate with a check (✓) that a copy of each document has been handed in by each member of the car pool. It is the responsibility of each member of the car pool, not the car pool leader, to make sure that each document is currently valid.

Car Pool Leader Name: _____

- Driver's License (Class D only, ***not*** DJ)
- Car Registration(s)
- Insurance Card(s)
- Student/Parent Form (original, not a copy)
- His/her documents were handed in during the first registration & there are no changes

Car Pool Member #2 Name: _____

- Driver's License (Class D only, ***not*** DJ)
- Car Registration(s) **CHECKLIST** for Member #2
- Insurance Card(s)
- Student/Parent Form (original, not a copy)
- His/her documents were handed in during the first registration & there are no changes

Car Pool Member #3 Name: _____

- Driver's License (Class D only, ***not*** DJ)
- Car Registration(s) **CHECKLIST** for Member #3
- Insurance Card(s)
- Student/Parent Form (original, not a copy)
- His/her documents were handed in during the first registration & there are no changes

Car Pool Member #4 Name: _____

- Driver's License (Class D only, ***not*** DJ)
- Car Registration(s) **CHECKLIST** for Member #4
- Insurance Card(s)
- Student/Parent Form (original, not a copy)
- His/her documents were handed in during the first registration & there are no changes.

Manhasset High School
Senior Class Parking Spring, 2019: Car Pool Member Coversheet

- This sheet is to be used by each member of the car pool
- This page should be placed on top of each driver's documents.
- *Hand in* this sheet and the accompanying documents *to the car pool leader*.
- It is your responsibility to make sure that each document is currently valid.

CHECKLIST (Indicate with a ✓ that it is included)

Car Pool Member Name (You!) (Print): _____

- Driver's License (Class D only, ***not*** DJ)
 Car Registration(s)
 Insurance Card(s)
 Student/Parent Form (original, not a copy) **OR:** This was handed in September

Year, Manufacturer, Model	License Plate
_____	_____
_____	_____
_____	_____

(Example: 2011 Jeep Wrangler

MHS0128)

Car Pool Leader Name: _____

Please list the year, manufacturer, car model and the license plate number for **each** car you are going to use.

Manhasset High School
Student Parking Agreement/Parental Release Form January 2019
(Both the student applying for a parking spot and his/her parent read & sign this)

Student Parking Agreement

I, _____, am aware that **my parking on campus is a privilege**, not a right, and that the failure to follow the rules and regulations of this privilege will result in its permanent revocation.
(Student Name - Please Print)

I am aware that I may only drive to my designated parking space and exit the campus from that spot. **At no time during the school day may I drive on or off campus. I must keep my car parked in my assigned spot the entire school day. Only with written parental permission may I drive during the school day without any passengers.** Violation of this regulation can lead to the loss of my on-campus parking privilege.

I will lose my parking privilege if any of the following occur:

- Behavior at any event sponsored by Manhasset Public Schools that leads to a suspension
- Any violation of a school behavior code that leads to a Social Suspension or OSS
- Excessive illegal absences or trancies; cutting class
- Suspension or loss of my valid driver's license and/or automobile insurance

I am also aware that **there are behaviors that will automatically lead to the loss of my parking privilege.** This will occur for the following behaviors that take place within my car while on campus or within my car at any event sponsored by Manhasset Public Schools:

- Speeding
- Reckless or dangerous driving
- Possession of any illegal substance
- ***Illegal parking anywhere on campus, other than the assigned student spot***
- Smoking
- Drinking
- Any display of disrespect towards staff, students, parents, campus guests
- Intentional damaging or destruction of property
- ***Leaving campus, in the vehicle during the school day, without permission from school officials***

Each carpool will be subject to the rules and procedures in the District Parking Policy.

→ **Student Signature:** _____

Parental Agreement & Release Form

I acknowledge my responsibility for my child's parking on campus under the rules and regulations of this Student Parking Agreement and I hold harmless the Manhasset School District.

→ **Parent Signature:** _____ → **Date:** _____

Return this completed form with your documents