



Manhasset Public Schools

Excellence through Effort

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August 28, 2020

Dear Middle School Parent,

The 2020-21 school year is soon to begin. The first day of school will be **Thursday, September 10th, 2020**. Due to the COVID pandemic, the following hybrid schedule is in place for Manhasset Secondary School:

- On Thursday, September 10th, **Group A students (All students, grades 7-12, last names A-L)** will report to Manhasset Secondary School and go to their period 1 classes at 8:08 AM.
- On Thursday, September 10th, **Group B students (All students, grades 7-12, last names M-Z)** will be home for remote instruction and log into their period 1 classes, via school issued laptop computers, at 8:08 AM.
- *In both cases, students, whether in school or remotely at home, will be attending a full nine period day.*

On Friday, September 11th, the hybrid model reverses itself as follows:

- On Friday, September 11th, Group B students (last names M-Z) will report to Manhasset Secondary School and go to their period 1 classes at 8:08 AM.
- On Friday, September 11th, Group A students (last names A-L) will be home for remote instruction and log into their period 1 classes at 8:08 AM.
- *In both cases, students, whether in school or remotely at home, will be attending a full nine period day.*

As the Secondary School offers classes on odd/even days, the first A/B rotation of groups (9/10 & 9/11) will follow an odd day schedule. The second A/B rotation of groups (9/14 & 9/15) will follow an even day schedule.

Following September 15th this rotation will continue throughout the school year while the hybrid model is in effect.

*For safety and security reasons, the Secondary School building will be open for student entry beginning at 7:30 AM. Students may not enter the building prior to that time. Additionally all drop offs/pickups of students by car will take place in the front of the building. **Only buses and district employees will be permitted entry to the rear of the building.** Students riding the bus home after school should meet in the High School Gym, after their period 9 class.*

A system will be in place in order to screen staff and student entry into the Secondary School daily. Further details will be shared in an upcoming correspondence.

Found on the parent portal is a copy of your child's schedule for the 2020-21 school year. **If you need assistance with your parent portal account, please contact the Technology Office, via e mail, at mpp@manhassetchools.org.** Students who do not have computer access can receive this information in the Middle School Counseling Center.

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.**

As a means of further facilitating the student transition process to the Middle School, all 7th graders (barring irresolvable scheduling conflict) have been assigned an alternating day class entitled *Transitions*. This class will incorporate study/homework completion time along with counselor-student time to address school related issues (e.g. study skills, time management, coping mechanisms).

Since we are following a special hybrid model during the pandemic, with strict restrictions on class sizes, **Schedule changes will only be considered under the following unusual circumstances:**

- 1. A clear error in scheduling occurred, where a student was not placed into a required class or they have an incomplete schedule.**
- 2. A change is mandated due to a revision of a special education IEP or 504 plan.**

The Middle School Counselor Breakdown is as follows:

Jennifer Yepes (Blue Team)

Brittany Longhway (Orange Team)

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.**

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):

- The Secondary School bell schedule
- The Middle School supply lists
- 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 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 if you have any questions throughout the school year.

To meet social distancing guidelines, we are creating a second socially distanced cafeteria, which will be located in the Middle School Gym for students in grades 7-9. In both the MS Gym and the regular cafeteria, cold grab and go meal options will be available (e.g. fruit, cereal, rolls/muffins, salads, sandwiches, snacks).

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. Options can be discussed with your child's teachers, 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.

Please be reminded of the following security protocols which have been established:

1. All visitors seeking to meet with school personnel must have a pre-arranged appointment, which can be verified with security at the main checkpoint. ***Walk in requests will not be honored.*** Any visitor who does not have an appointment will be provided a phone number to schedule with the appropriate school personnel.
2. **Drop offs of food & beverages is prohibited.** This includes from parents/guardians as well as outside food service providers.
3. There will be limited windows of opportunity for parents/guardians to drop off school supplies/musical instruments/athletic equipment during the school day. Drop offs of these items will be allowed (after checking in with outside security staff) at the following times: **8:30-10:00 AM & 2:00-2:45 PM.**

Please note that most meetings during the 2020-2021 school year will occur remotely due to health & safety concerns related to the COVID pandemic.

As an additional means of ensuring safe social distancing during the school day, individual hall lockers and PE lockers will not be assigned to students this year. PE classes will follow a format that will not require changes in clothing.

In order to acclimate students to our new procedures, under the hybrid model, we will be conducting grade-level zoom meetings prior to the start of school. **Please save the date for your child for their grade level student meeting as follows:**

Tuesday, September 8th @ 2:00 pm: Grade 7
Tuesday, September 8th @ 3:30 pm: Grade 8

Zoom links will be sent out on the evening prior to the scheduled meeting date.

As always, we encourage parent communication and involvement. However, please understand we are continuously seeking to take security, health and safety measures that assist in safeguarding all students and staff members. Please feel free to contact us with any concerns or questions you may have.

Sincerely,



Dr. Dean J. Schlanger

Principal