

# Manhasset Middle School

## Parent Handbook: 2023-2024

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Everything you wanted to know  
about Middle School...

**Rich Roder**  
Principal

[RRoder@manhassetsschools.org](mailto:RRoder@manhassetsschools.org)

**Dr. Maram Mabrouk**  
Assistant Principal

[Maram\\_Mabrouk@manhassetsschools.org](mailto:Maram_Mabrouk@manhassetsschools.org)

**Adam Kuranishi**  
Assistant Principal

[Adam\\_Kuranishi@manhassetsschools.org](mailto:Adam_Kuranishi@manhassetsschools.org)

## MIDDLE SCHOOL PARENT HANDBOOK

This handbook is a manual and reference guide for the middle school. With the in partnership with the SCA...and the staff...this booklet was prepared, this booklet was prepared with the intention of making the transition to the Middle School as simple and smooth as possible. If you find that this booklet is missing information, please email anyone of us so changes can be made for next year's handbook.



### Question: Whom do I call?

**Answer:** Because of the nature of middle level education, please see below a list of the important departmental telephone numbers. Parents are encouraged to call directly to the department with any question related to a particular subject. It is always more efficient for a parent to address a particular issue with the teacher first. If a parent or guardian has any concerns, questions, and/or suggestions, they should feel free to call the department directly.

<b>Dr. Chowske</b>	<b>English &amp; Reading</b>	<b>267-7581</b>
<b>Ms. Tallarine</b>	<b>Mathematics</b>	<b>267-7571</b>
<b>Ms. McGrath</b>	<b>Science/Technology/Health</b>	<b>267-7565</b>
<b>Ms. Ronai</b>	<b>Social Studies/Home &amp; Careers</b>	<b>267-7575</b>
<b>Ms. Lang</b>	<b>World Language/ESL</b>	<b>267-7687</b>
<b>Dr. Owens</b>	<b>Music/Art/Drama</b>	<b>267-7645</b>
<b>Ms. Fallon</b>	<b>Guidance Department</b>	<b>267-7612</b>
<b>Ms. Raffo</b>	<b>Athletic Director</b>	<b>267-7550</b>
<b>Dr. Sevilla</b>	<b>Technology</b>	<b>267-7533</b>
<b>Mr. Grabelsky</b>	<b>Special Education</b>	<b>267-7670</b>

<b>Mr. Gavin Gandulla</b>	<b>Guidance Counselor (Blue Team)</b>	<b>267-7512</b>
<b>Ms. Brittany Longhway</b>	<b>Guidance Counselor (Orange Team)</b>	<b>267-7513</b>

<b>School Nurses :</b>	<b>Ms. Christina Difazio-Kalamotousakis</b>	<b>267-7522</b>
	<b>Ms. Jill McCarney</b>	<b>267-7513</b>

### Question: What are some of the ways I can make my voice heard?

**Answer:** All parents/guardian(s) are encouraged to stay involved with their child's education. Research has convincingly proved that middle years are difficult years for a variety of challenging reasons. Not least in this challenge is the tug-of-war most parents/guardians face with "staying involved" with their child's educational life while at the same time "letting go" in an appropriate manner.

- **Listen to your children; speak less and listen more.** They will grunt a great deal during this time when asked about school, friends, and life in general. Take time to continue dialoguing with them even if it seems futile. They really do want to talk with you--they just aren't sure how. So give them plenty of time to try. "Windshield time" is precious. Since you will become a "taxi driver" anyway, use the time to share things.
- **Stay on top** of progress reports, report cards, assignments (especially long range) and don't shy away from seeking assistance from the school – teachers, guidance, administrators are always available to help you navigate these middle years.
- If possible, **stay involved** with your SCA because it is working to make your child's life better! Seek out the parent(s)/guardian(s) involved in this wonderful organization—with over 80 years of experience helping Manhasset children. Please attend the SCA meetings (check the District calendar for exact dates) and stay in touch with the SCA parents/guardians representing the grade level.

Once again, welcome to the Manhasset  
Middle School Experience...

**Question: When should I call an administrator?**

**Answer:** All discipline and attendance related matters should be addressed to the Assistant Principals:

- Dr. Maram Mabrouk 267-7501
- Adam Kuranishi 267-7637

**Question: How do I sign my child in late or sign my child out early from school?**

**Answer:** Signing in Late (At MS Entrance)

Middle school students must sign in at the Attendance Office.

Notes from parents/guardian(s) must contain the following information:

- Reason for being late
- Time the note is written
- Phone Number where the parent or guardian writing the note can be reached when the student signs in
- Signature of a Parent/Guardian (s)

If any of the above is missing, the note will not be valid resulting in an unauthorized lateness and absence from any class missed due to the lateness.

**Signing Out of School Early:**

**PARENT/GUARDIAN(s) PRESENCE REQUIRED**

Middle School students signing out must do so at the Attendance Office. If a student must leave during the school day, **a parent or Guardian(s) is required to be present to sign the student out of school.**



**Opening Day Special Schedule for 7th Graders**

**Question: What is the schedule for my 7th grade child on Opening Day?**

**Answer:** Seventh grade students do not attend regular classes until the second day of official school opening. On the first day, seventh grade students are to come to school at the regular time (**8:08 AM.**) and go directly to the auditorium.

A brief synopsis is as follows:

**From 8:08 to 9:00 AM** students will be with Rich Roder and Dr. Mabrouk in the auditorium. They will have an opportunity to briefly meet some staff members, including Fall sports coaches.

**From 9:00 until approximately 11:00 AM** the students will be with their team teachers for an orientation program.

**From approximately 11:15 AM to 1:00 PM** students will be treated to lunch by the SCA (pizza, soft drinks, and snacks) so it will not be necessary to send your child to school with lunch. If your child has any allergies please send them with their own lunch for the day. Included in this time slot will be Project Adventure games with the physical education staff.

**From 1:00 to 2:30 PM** the students will be back with their classroom teacher completing their orientation program, which will include locker setup. It would be best if students did not bring their supplies to school on the opening day.

**From 2:30 to 3:08 PM** students will be in the MS Gym for a pep rally.

The purpose of this program is to help the students feel comfortable and become familiar with their new school.

Over the past few years we have allowed seventh grade students to come to school before opening day to “try their lockers.” Students may come to school to check-out and set-up their lockers during the last week in August.

## School Dance/Event Drop-Off and Pick-Up Procedures

### **Question: How do I drop my child off and pick my child up for School dances?**

**Answer:** School Dances, and other quarterly evening events, are listed in the District Calendar. If there are any changes of dates because of scheduling conflicts, you will be notified by announcements in school, Blackboard Connect Ed phone message, and the school website the week of the Dance. Students are encouraged to go to each event.

- The times for School Dances will also be from 7:30-9:30 p.m.
- Students attending School Dances must be dropped off by the entrance to the gymnasium at the rear of the building by 7:30 p.m. (no earlier than 7:15 p.m.) Pickup is at the same location at 9:30 p.m. In order to facilitate a smooth exit, we ask parents/guardians to pick up their children at 9:30 p.m. It is very difficult on students and staff if the pick up is not made at 9:30 p.m. Attendance is taken at all dances. In order to attend either of these events, the child must be present in school on the day of the event.
- No student will be permitted to walk home or into town at the conclusion of the Dance unless they are picked up first at school by a parent.
- School Dances are chaperoned by Manhasset School personnel.

### **Dates for Dances are included on the district calendar**

- September Welcome Dance (student government sponsored)
- October Halloween Party/Dance (sponsored by SCA)
- March Spirit Activity (student government sponsored)
- June BBQ / End of Year Dance (Fundraiser)
- June Marie Rogers Annual 6th Grade FNL (5:30-7:00pm)

### **Question: What do I do if my child forgets something (Musical instrument, athletic equipment, etc.)?**

**Answer:** Dropping off forgotten items during the school day:

- Athletic Equipment → Athletic Office
- Books, projects, homework → Attendance Office

**For safety & security reasons, the above listed items can only be dropped off between the hours of 8:15-9:00 AM and 2:00-2:45 PM**



Drop off of food and/or beverages of any kind are not permitted during the school day.

The student is responsible for checking in the Attendance Office for these items throughout the day. We are not responsible for these items. We will NOT call a student out of class for ANY item.

**Please write your child's name on all "forgotten" items before dropping them off.**

### **Question: Will my child have any New York State Assessments in middle school?**

**Answer:** 7th and 8th grade students will have formal New York State Assessments in:

- ELA (March) – Grades 7 & 8
- Math (April) – Grades 7 & 8

Please check the district calendar for exact dates.



**Question: What is “Teaming?”**

**Answer:** **Teaming** is an aspect of middle level education. The teams are comprised of core subject area teachers for English and Social Studies. These teachers share a common group of students. We have two teams per grade: Blue and Orange. Each group of teachers has common planning time to meet to discuss students, curriculum, assessments and projects. Teachers from other subject areas will join team meetings when common students/topics are being discussed.

**Question: Do some children get “cross-teamed?”**

**Answer:** Yes, many children will be cross-teamed as a result of certain scheduling variables. However, **Teaming** is still based on the English & Social Studies teachers; therefore, your child will still be part of the team based on who they have for these subjects. All teams are equal in every aspect: student ability level, curriculum, assessment, and instruction.

**Question: When will I meet the teachers?**

**Answer:** Open House for the Middle School is September 13. The presentation begins in the auditorium at 7:00 p.m. The team will give you an overview of his or her expectations for the school year.

**Parent/Teacher Conferences take place  
November 30th and December 1st.**

“Sign-ups” will be conducted electronically, with permissions opening in mid-November. These conferences are held during the school day; therefore, students will not be present at school that day. These sign-up sheets fill up very quickly. Therefore, you will most likely not get most of the parent/teacher conference requests that you would like. Every subject teacher has approximately 120 students and only thirty 10 minute interview sessions at Parent/Teacher Conference Day.

At Manhasset Middle School we pride ourselves with having a very open communication system. There are a number of ways to contact a teacher. First, it is suggested to send a note with your child to the teacher. Secondly, call the department number listed at the beginning of this booklet and speak with a teacher. Thirdly, call the main office of the Manhasset Middle School and the MS secretary will leave a note in the teacher’s box to have the teacher call you back in a timely fashion. Additionally, you are always encouraged to call your child’s guidance counselor with any and all questions regarding your child’s academic and social adjustment at Manhasset Middle School.

**Question: What might delay my child from starting the season?**

**Answer:** Your child will not be allowed on the field if the sports physical has not been done, incomplete paperwork or paperwork that is brought in at the last minute. This is why we encourage you to present the completed forms at least one week prior to the start of the season.

**Question: Does Manhasset Middle School have a dress code?**

**Answer:** The Board of Education has an official dress code policy, as is the case with many policies regarding rules and regulations on student behavior. You can download the District Policy Manual on the district website. Responsibility for student dress and general appearance rests with the individual student and their parents/guardians. Students are required to wear appropriate dress that meets health and safety standards and does not interfere with the learning process. If a child is found to be dressed inappropriately, they will be sent to the nurse’s office, at which time a parent is called to discuss the matter.

**Question: What is CASA?**

**Answer:** CASA is the Manhasset Community Coalition Against Substance Abuse. **Connie Bruno, CASA community coordinator**, can be reached at 267-7548. CASA sponsors workshops, assemblies and wellness week for students and parents K-12.

**Question: Are there any special requirements for Physical Education class?**

**Answer:** Yes, there is a dress requirement for activity in PE classes. Students are not required to change for PE class but every student must have:

- Shorts, yoga pants, or sweatpants
- T-shirts (no cutoff, no tank tops, no crop tops, inappropriate advertisement) and/or sweatshirts
- Sneakers with laces (no slip-on sneakers)

**Question: What sports are available to my child ?**

**Answer:** The Middle School sports program is divided into four seasons.

Fall: **September – Early November**

BOYS: Crew\*, Football, Soccer , Cross Country

GIRLS: Crew \*, Field Hockey, Tennis, Cross Country, Swimming

Winter I: **November week two – January week 2**

BOYS: Basketball , Swimming, Winter Track

GIRLS: Volleyball, Winter Track

Winter II: **January week 3 – March week 3**

BOYS: Wrestling, Winter Track

GIRLS: Basketball, Winter Track

Spring: **March week 4 – End of May**

BOYS: Baseball, Lacrosse, Tennis, and Track and Field

GIRLS: Softball, Lacrosse, and Track and Field

*\*Grade 8 participation only*



**Question: What must my child do to be eligible to tryout for a team?**

**Answer:** All athletes must have and pass a physical exam prior to participation and be approved for participation by the School Health Office. The required paperwork must be completed by your family doctor and then returned to the health office at least one week prior to the start of the sport season. This will allow the school nurses to verify and approve your child for competition. All paperwork must be submitted through Family ID prior to the start of tryouts for a student to be eligible.

**If you have questions regarding tryouts or Family ID, please contact the Physical Education Office at 267-7550.**

**Question: What do I do if my child loses an item?**

**Answer:** There are two Lost & Found areas for middle school students. One is a lost and found barrel in the middle school “commons” area, and the second is outside the Attendance office.

**Question: How will I find out about important items/events?**

**Answer:** Information is regularly sent via e mail and phone messages using a Blackboard Connect mass notification system. Additionally, we will post information on the Secondary School web site: <http://www.manhassettschools.org>

**Question: Will my child have many tests on the same day?**

**Answer:** There are times when students at the middle level will have up to three tests in a single day (excluding quizzes). Although this is not the best of circumstances, we must acknowledge that on the 7th and 8th grade level we are part of secondary education in New York State which is working towards a high school diploma. Students are encouraged to share with their teachers if they have more than three examinations scheduled on a single day. Often teachers will reschedule one of the examinations to accommodate their workload.

**Question: How are finals presented at the middle school level?**

**Answer:** The staff at the middle school and the high school share responsibilities and the physical plant; therefore, the middle school follows the high school schedule for finals. In your district calendar, please see the dates for these important examinations. It is important to note, especially for incoming 7th grade parents, that students will be taking examinations for the finals and students are **not present** at school unless they are taking an examination.

**Question: If I am having trouble accessing the Parent Portal who do I contact?**

Please send e-mail request to [mpp@manhassettschools.org](mailto:mpp@manhassettschools.org)

**Question: Will my child be assigned to a counselor?**

**Answer:** Each seventh grader will be assigned a counselor based on the child's team color. The counselor will work with the student for two years.



**Question: What is the grading and homework policy of Manhasset Middle School?**

**Answer:** As your child begins their secondary education at Manhasset, more importance will be placed on achievement. Achievement is "defined" in a variety of ways. One significant way is a student's individual class grades. Another variable is responsibility in completing homework assignments. Each teacher will explain to the student and to you as a parent (at Open House) what their expectations are for a student to succeed in their class. Part of that explanation is our grading and homework policy. In general, all teachers value timeliness and neatness, as well as the quality of the work. If you are uncertain about a teacher's grading or homework practice for individual project(s) or test(s), you are encouraged to speak directly to that teacher.



**Question: Can my child be in the school play?**

**Answer:** There are two plays at the Middle School each year. The plays are held in December (Drama Production) and March (Musical Production.) The director of our Plays, Ms. DiCarlo, can be approached by any student to find out more about participation in this great activity. A student does not have to be in a Theatre class to participate.



**Question: Do we have a chance to see our child perform in a concert?**

**Answer:** There are two sets of concerts at the middle school level: Winter & Spring (Please check the district calendar for exact dates.)

**Question: What is the school's Academic Integrity Policy?**

**Answer:** There are two elements to the Academic Integrity Policy. One deals with **academic dishonesty**, which is any action introduced to obtain or assist in obtaining credit for work which is not "one's" own, and the other one is **plagiarism**, which is the act of taking and using as "one's" own work another person's notes, ideas and writing without giving appropriate credit to that person. Academic integrity issues are extremely important for all young people to understand. We encourage you to speak with your child about both of these aspects of academic integrity. Teachers will also instruct students in various ways to avoid academic integrity and plagiarism by using the correct methods to give credit where it is due.

**Question: What should my child do with personal property?**

**Answer: SAFEGUARDS TO PREVENT THEFT**

- Never leave your personal property unattended.
- Lock all personal property in your gym locker before leaving for gym class or attending an after-school practice/game. Do not bring more than what fits in the locker! Make sure the valuables in your book bag or pockets are secured in the locker since the book bags do not fit in gym lockers.
- Write or inscribe your name on all property: clothes, books, electronic devices, glasses, keys, etc.
- Cell Phones should be locked in a locker for the entire day while in school. This item is especially vulnerable to theft and the school does not accept any responsibility for it in the event of loss.

**Question: How does the Middle School sports program operate?**

**Answer:** Manhasset offers the modified athletic program for seventh and eighth grade students. Skill development, learning the rules, sportsmanship, and fair play are stressed. Wherever possible, the no-cut policy is implemented to foster our student's emotional, physical and mental well being. The exceptions to this policy include those sports such as basketball, baseball, softball and volleyball where limited space and safety are major concerns. The school district is committed to providing an equal opportunity for all students who wish to play an interscholastic sport. Please refer to the Manhasset website under Athletics for further information and for the parent handbook regarding our sports program.

**Question: What happens if my child does not return school property?**

**Answer:** Textbooks and all other school materials and equipment are the responsibility of the student to whom they are issued. As an example, students who do not return sports equipment after a season will not be allowed to participate in any further athletic programs until items owed are returned or paid for.

**Question: How will my child be informed about joining a club or extra-curricular activity?**

**Answer:** At Manhasset Middle School there are opportunities for students to participate in a variety of clubs and extra-curricular activities. Each year in September the assistant principal's office will send home a list of activities (and also placed on the website). The list will include meeting times, club moderators, and how the student can join. Please call the assistant principal's office if you have any questions about the activities. Sometimes parents would like assistance encouraging their children to join in activities. Please call your child's guidance counselor for assistance in this area.



**Question: What is the procedure for School Photo Day?**

**Answer:** School photo days are listed in the school calendar and occur during the third week in September during Physical Education classes. Every parent will receive a postcard in the mail informing them of the different packages they may purchase. If you wish to purchase photos, payment must be sent in on photo day with your child. Every child will have their picture taken on that day for their school ID and yearbook picture at no cost. If your child is absent on that day, there will be a makeup date in November.

**Question: Where do parents park for meetings and student pickup?**

**Answer:** Visitor parking is designated in the front of the school. This is "short term" parking only.



## Grades in the Middle School

All Middle School students enrolled in high school level courses must follow all rules related to the high school program. This includes grading, testing policy, homework assignments, and dropping course deadlines. Please see your middle school guidance counselor or teacher for further description of these practices and policies of the high school.

Grade:	Grade Point (G.P.A.)
A+	4.33
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0

**Honor Roll: Prepared and displayed by  
Guidance Department ~ two weeks after the  
quarter ends**

Gold Honor Roll 3.7

Silver Honor Roll 3.5

Bronze Honor Roll 3.3

**If you have any questions regarding the calculation of grades and honor roll, please refer them to your child's Guidance Counselor**



**Question: How will I know how my child is doing?**

**Answer:** There will be four progress reports and four report cards sent home to you during the course of the school year. This equates to evaluation reports every five weeks. These evaluation reports are used to assess your child's success at Manhasset Middle School. If you have concerns or questions, please direct these **immediately** to the teacher. Students should not go more than one evaluation period (five weeks) in a failing mode. There should be immediate action taken to redirect a student towards success. Our goal with grading at Manhasset Middle School is to use it as a barometer for success. Ideally, the grades from grade 7 will impact the recommendation for grade 8, and the grades in 8th grade will impact the recommendations for high school. Students who fail a subject may be required to take a summer program in order to proceed to the next grade.



**Question: What is the National Junior Honor Society?**

**Answer:** For Grade 8 students only- An induction ceremony is held in January. The requirements for inclusion in the National Junior Honor Society are as follows:

- Minimum academic requirement of A (93.00 without rounding up) in Grade 7 and the first marking period of grade 8. The average is calculated by adding all four quarter grade averages from the 7th grade (except for PE and courses that result in a "P" grade). The first quarter grades for Grade 8 (except for PE and courses that result in a "P" grade) are added to this and the total sum is divided by 5.
- An application must be submitted by invited students.
- The student has an opportunity to list extra-curricular activities, community service, leadership, and honors and awards.
- A faculty council reviews the applications and students are accepted based upon scholarship, leadership, and service to the school and the community.



**Question: Is there a Homework Program?**

**Answer:** The High School Media Center is open Monday-Thursday (3:15-4:15 pm) to offer students a quiet after school place to study and do homework independently.



**Question: Is there a Computer Lab open before or after school?**

**Answer:** The Middle School Computer Lab is open at 7:30 a.m. The High School Computer Lab hours are from 7:30 a.m. to 3:00 p.m. every day.

**Question: Can my child receive extra help during the day?**

**Answer:** Extra help is available in each departmental lab during the school day or as announced by the child's teacher.



**Question: What is the Transitions program?**

**Answer:** Transitions is a grade 7 counseling initiative to help our new incoming class adjust to life in the Secondary School. It is a push in program, where all 7th graders are assigned a study hall. Once every other week, counselors will conduct lessons/workshops on a variety of topics including study skills, time management and socializing. On the other days, students will use the time for study, homework completion, and testing accommodations (as applicable).

**Question: May my child have a visitor come to school with him or her?**

**Answer:** Students may not invite or accompany any student on campus that is not enrolled at Manhasset Middle School.

