



MANHASSET SECONDARY SCHOOL

MANHASSET PUBLIC SCHOOLS

Dr. Dean Schlanger, Principal
Peter Vercessi, Assistant Principal
Kelly Ramsey, Dean of Students

Visitors to School Procedures Frequently Asked Questions (FAQs)

Q: Why is the Manhasset School District changing its policies and procedures for visitors to the schools?

A: The primary responsibility of every school district is to ensure a safe and secure environment for its students, staff and visitors. To enhance safety, the District is incorporating new policies and procedures developed in collaboration with the Department of Homeland Security and the Nassau County Police Department. The updated visitor policy reflects these policies and procedures.

Q: What is the purpose of these changes?

A: We are implementing technologies and best practices that have been endorsed by local and federal law enforcement officials to make our school buildings as secure as possible. Exterior security and enhanced visitor screening is an important component of a safety program.

Q: Does this policy apply to parents/guardians of children who are enrolled in the Manhasset Schools?

A: Yes, the policy applies to all visitors, including parents/guardians. We understand that during the course of the school year parents/guardians may have a need to visit the District's schools, and new procedures are being established for those visits.

Q: When are these changes effective?

A: The new procedures are effective as of Tuesday, September 3, 2019, the first day of the 2019-2020 school year. Construction of new security vestibules has been completed at each school, which enables us to put these new procedures into effect. We anticipate that there will be an adjustment period, but ask that everyone make an effort to ensure the transition is as smooth as possible.

Q: I need to meet with my child's teacher / guidance counselor / coach / building principal during the school day? What procedure do I follow?

A: Make an appointment. You must obtain approval for your visit prior to coming to the school. Each visitor must have a confirmed appointment with the respective staff member based on a defined need. This can easily be arranged by sending an email or making a telephone call to the staff member. District email addresses and telephone numbers are available on the District's website www.manhassetsschools.org or by calling the main office telephone numbers:



MANHASSET SECONDARY SCHOOL

MANHASSET PUBLIC SCHOOLS

Dr. Dean Schlanger, Principal
Peter Vercessi, Assistant Principal
Kelly Ramsey, Dean of Students

Q: I made an appointment. What should I expect when I arrive at school?

A: Bring your photo ID. You must bring a valid government issued photo ID (state drivers' license or equivalent) so that the guard/greeter can properly identify you.

- 1) Upon arrival to the Secondary School campus, you must stop and report to the outside security guard at the campus entrance to confirm your appointment. ***You will not be permitted to proceed onto the campus until the outside guard confirms that you have an appointment at the Secondary School or at the District Office.***
- 2) Once the guard confirms that you have a scheduled appointment, please proceed to the respective Visitors' Entrance depending upon where your meeting is scheduled to take place:

Secondary School:

Arches at the Physical Education (Gym) Entrance
(For Health Office & Athletics)

Middle School Main Entrance (For all other appointments)

District Office:

Administration Building entrance

- 3) The security guard/greeter must confirm: (i) who you are, and (ii) whether your name appears on that day's list of scheduled appointments. Your photo ID will be kept in safekeeping with the guard/greeter until you leave the school building. Identification of the visitor and confirmation of a valid appointment rests in the sole discretion of the guard/greeter.
- 4) Once identification and an appointment have been confirmed, you must sign the Visitors' Log and receive a Visitor's Access Pass. You must clearly display the Visitor's Access Pass at all times while on a school campus or in a school building.
- 5) You must not go beyond the confines of your specific meeting or travel elsewhere in the school building.
- 6) When you complete your visit and surrender your Visitor's Access Pass to the guard/greeter, your photo ID will be returned to you.



MANHASSET SECONDARY SCHOOL

MANHASSET PUBLIC SCHOOLS

Dr. Dean Schlanger, Principal
Peter Vercessi, Assistant Principal
Kelly Ramsey, Dean of Students

Q: I am going to school to attend a meeting of the Committee on Special Education. Do I need to follow the same process?

A: Yes. When you RSVP to the meeting's organizer to confirm your attendance, they will put your name on a pre-authorized list of attendees for the guard/greeter for expedited access to the meeting. Having your name on the list is only the first part - don't forget to bring your valid government issued photo ID (state drivers' license or equivalent) as the guard/greeter must still properly identify you.

Q: For school concerts or other school wide events, including Grade Level Chair meetings, SCA meetings or CASA meetings, do I need to make an appointment?

A: Large scale events, including the meetings noted above, will not require an appointment. For some events, you may be asked to RSVP in advance. This typically will be publicized through email using our parent Blackboard Connect email.

Q: I need to bring an item up to school for my child. What procedure should I follow?

A: We recognize that there are times when students may need an item to be dropped off at school during the school day, such as a large musical instrument, athletic equipment, a class project or medication *. Families will not gain access to the school building beyond the security vestibule to drop off items for their child, but will be able to drop off permitted items in bins placed in the security vestibule specifically for this purpose. At the Secondary School, bins will be available at the arches at the Physical Education entrance at the rear of the building, as well as the Middle School Main Entrance.

Item drop-off times/locations will be limited to the following:

At the Secondary School:

From **8:30 am to 10:00 am** or from **2:00 pm to 2:45 pm**

* For **Medication** drop off, you must arrange drop-off directly with our Health Office, 516-267-7520. Medication may not be placed in the bins.

Arches at the Physical Education (Gym) Entrance

(For Health Office, Physical Education and Athletics drop-offs)

Middle School Main Entrance

(For drop-offs of all other school related items, including homework, projects and musical instruments).



MANHASSET SECONDARY SCHOOL

MANHASSET PUBLIC SCHOOLS

Dr. Dean Schlanger, Principal
Peter Vercessi, Assistant Principal
Kelly Ramsey, Dean of Students

Q: My child forgot to bring their lunch. May I bring something up to school for them to eat?

A: *Food and beverages are prohibited from being dropped off at any of the District's schools or being placed in the drop-off bins.* This includes parent/guardian deliveries as well as outside food service deliveries (*e.g.* restaurant deliveries/UBER eats). As a reminder, school lunch accounts may be replenished online, so there should not be any concern regarding a student being unable to eat a meal during the school day.

Q: My child regularly takes medication, or requires food for a medical issue, or may need medication in specific instances. What procedure should I follow?

A: Medication or food required for a medical issue may be held by the staff in the Health Office. It is recommended that parents/guardians consult with their family physician as well as the School Nurse to ensure that additional medication is available and that the School Nurse has the appropriate orders for dispensing the medication.

Medical issues that require the drop-off of medication or other health-related items should be communicated to the Secondary School Health Office at 516-267-7520 or dclinden@manhassetsschools.org. Parents/guardians must make an appointment with the School Nurse to arrange for the drop-off of these items.

Q: What happens if I have to drop off my child late for school or if I need to drop off my child during the school day?

A: Parents/guardians who need to drop off their child either late or during the school day will be allowed to proceed to the Middle School entrance to drop off their child. Children that arrive late will be directed by the greeter to the Attendance Office to get a late pass.

Q: I need to pick up my child during the school day. What procedure should I follow?

A: Parents/guardians (or an individual designated by them) who need to pick up or drop off their student, due to illness or medical appointments outside of school, are reminded that the following procedures must be followed in order for a student to legally be signed out of school prior to the end of their regular school day.

1. The parent/guardian must either call the Secondary School Attendance Office at 516-267-7502/7508 or send their child to the Attendance Office with a note indicating that the student will be leaving school early that day and at what time.



MANHASSET SECONDARY SCHOOL

MANHASSET PUBLIC SCHOOLS

Dr. Dean Schlanger, Principal
Peter Vercessi, Assistant Principal
Kelly Ramsey, Dean of Students

2. At the scheduled time of departure, the student shall report to the Attendance Office to confirm with the staff that they are leaving school, and to meet the parent/guardian (or the individual specifically designated by them).
3. To physically sign out the child, the parent/guardian (or the individual specifically designated by them) must come into the Attendance Office or the Health Office (in the event that the student is being sent home due to illness) by following the visitor procedures outlined above.
4. The parent/guardian (or the individual specifically designated by them) must physically sign the pink dismissal sheet in the Attendance Office or the Health Office, indicating that the child is officially leaving the school building.
5. **Students cannot legally leave the Secondary School for the day unless these procedures are met, and failure to do so will lead to disciplinary consequences for the student.**

Q: Something came up unexpectedly during the day. What procedure should I follow?

A: Yes, we know that unplanned events occur. If that happens to you, please contact the Secondary Attendance Office (516-267-7502 / 516-267-7508 or LNovak@manhassetsschools.org) to arrange a same-day appointment. The staff will communicate your appointment with the guards/greeters who will be expecting you. Don't forget to bring your photo ID.

Q: Are any changes being made to the morning drop-off procedures at the start of the school day or afternoon pick-up procedures at the end of the school day?

A: No. At present, there will not be any changes to the before school drop-offs or after school pick-ups.

Q: How will parents/guardians and the general public be informed of these new policies and procedures?

A: In addition to communications like this being sent to all parents/guardians of children enrolled in the District's schools, the policies and procedures also will be posted in conspicuous places at each school building as well as on the District website www.manhassetsschools.org.