



SHELTER ROCK SCHOOL

MANHASSET PUBLIC SCHOOLS

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

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

Shelter Rock School 516-267-7455

Q: I made an appointment – what should I expect when I arrive at school?

- 1) 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. The guard/greeter will also confirm that you have an appointment.
- 2) Upon arrival to the school, please report to the respective Visitors' Entrance:
Shelter Rock School - Main entrance located on the side of the building.
- 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. The visitor's photo ID will be kept in safekeeping with the guard/greeter until a visitor leaves the school building. Identification of the visitor and confirmation that they have a valid appointment rests in the sole discretion of the guard/greeter.
- 4) Once identification and an appointment have been confirmed, all visitors must then sign the Visitors' Log and will be issued a Visitors Access Pass. The Visitor's Access Pass must be clearly displayed at all times while on a school campus or in a school building.
- 5) Visitors must not go beyond the confines of their specific meeting or wander elsewhere in the school building.
- 6) When a visitor completes their visit and surrenders their Visitor's Access Pass to the guard/greeter, their photo ID will be returned to them.

Q: I am going to school to attend a scheduled group meeting – for example, Grade Level Chairs, SCA, CASA, 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 greeter for expedited access to the meeting or event. 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 greeter must still properly identify you.

Q: For school concerts or other school wide events such as field day, do I need to make an appointment?

A: Large scale events that are publicized in our calendar or are shared through Blackboard Connect will not require an appointment. For some events, you may be asked to RSVP in advance. This would often be publicized through email using our parent Blackboard Connect email.

Q: I need to bring an item up to school for my child, how do I do that?

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.

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

Shelter Rock School:

From 9:00 am – 10:30 am

*For Medication drop off, please arrange this directly with our health office (516) 267-7460.

Q: My child forgot to bring their lunch, can 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 placed in the drop-off bins.*** Please do not worry - our staff will ensure that a child has food for lunch. 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 may need medication in specific instances, what do I do?

A: Medication or food required for health reasons may be held by the staff in the respective Health Office. It is recommended that parents 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 with our Health Office 516-267-7460. Parents or guardians must make an appointment with the respective school nurse to arrange for the drop-off of these items.

Q: Something came up unexpectedly during the day, how can I deal with it?

A: Yes, we know that unplanned events occur. If that happens to you, please contact the Main Office 516-267-7455 to arrange a same-day appointment. The staff will communicate your appointment with the greeters who will be expecting you. Don't forget to bring your photo ID.

Q: I need to pick up / drop off my child during the school day, do I need to follow the same procedures?

A: Parents/guardians (or an individual designated by them) who need to pick up or drop off their student from school, 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. **Students cannot legally leave the school for the day unless these procedures are met. Please note these procedures are for last minute emergencies. Changes in your child's normal dismissal routine should be documented with a note sent in the morning of that change and given to your child's teacher.**

- 1) The parent/guardian must either call or email the Main Office or send their child to the respective office with a note indicating that the student will be leaving school early that day.
- 2) At the scheduled time of departure, the student shall report to the Security Vestibule Area to confirm with the staff that they are leaving school.
- 3) The parent/guardian (or the individual specifically designated by them) must physically sign our early dismissal log located with our greeter, indicating that the child is officially leaving the building.

Q: What happens if I have to drop off my child late for school?

A: Children that come late will be directed by the greeter to the health office to get a late pass.