

# Miller Place Union Free School District



## 2024-2025 Calendar

Posted 8/22/2024

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## Board of Education Members

**Lisa Reitan**, President  
**Bryan Makarius**, Vice President  
**John Galligan**, Trustee  
**Andrea Spaniolas**, Trustee  
**Johanna Testa**, Trustee  
**Lucy Chang**, Student Representative

To contact a member of the  
Miller Place School Board:  
Call: (631) 474-2700  
Fax: (631) 474-0686  
Write: Miller Place School Board  
7 Memorial Drive  
Miller Place, NY 11764  
Email: [BOE@millerplace.k12.ny.us](mailto:BOE@millerplace.k12.ny.us)

## Board of Education Meetings

Board of Education meetings are typically held once a month at 8:00 p.m. Please check the calendar or District website for specific location dates and times.

Portions of the meeting agenda are reserved for comments and questions from the audience. Board workshops may be announced and held at various times during the school year. Public information meetings are scheduled at budget time and before any major decisions. Notices of meetings appear in district publications, the district website and are posted on the District signs.

## Schedule of Business Meetings for 2024-2025 School Year\*

- August 21, 2024
- September 23, 2024
- October 30, 2024
- November 20, 2024
- December 11, 2024
- January 22, 2025
- February 26, 2025
- March 26, 2025
- April 23, 2025
- May 28, 2025
- June 18, 2025
- July 2, 2025

\*Other meetings will be scheduled and posted as needed.

## District Administration

7 Memorial Drive  
Miller Place, NY 11764  
Phone (631) 474-2700

Fax: (631) 474-0686  
District Office Hours: 8:30am to 3:30pm

**District Office Administrators..**(631) 474-2700

**Ron Petrie** . . . . . (631) 474-2723  
*Administrator for Athletics, Intramurals,  
PE and Health*

**Dennis Warsaw** . . . . . (631) 474-2731  
*Director of Facilities*

## Miller Place High School

15 Memorial Drive  
Miller Place, NY 11764

Kevin Slavin, Principal  
Sean White, Director of Guidance/AP  
Debra White, Assistant Principal

Main Office..... (631) 474-2723  
Fax..... (631) 474-1734  
Nurse's Office..... (631) 474-2481  
Grades 9-12 .....7:00 am to 1:52 pm

## North Country Road Middle School

191 North Country Road  
Miller Place, NY 11764

Christine Mangiamele, Principal  
Diana Tufaro, Assistant Principal

Main Office..... (631) 474-2710  
Fax..... (631) 474-5178  
Nurse's Office ..... (631) 474-7258  
Grades 6-8 .....7:30 am to 2:25 pm

## Laddie A. Decker Sound Beach School

197 North Country Road  
Miller Place, NY 11764

Jean Marie D'Aversa, Principal  
Tricia Cucinello, Assistant Principal

Main Office ..... (631) 474-2719  
Fax..... (631) 474-2497  
Nurse's Office..... (631) 474-2721  
Grades 3-5 .....8:30 am to 3:00 pm

## Andrew Muller Primary School

65 Lower Rocky Point Road  
Miller Place, NY 11764

Laura Gewurz, Principal  
Joseph Zito, Assistant Principal

Main Office..... (631) 474-2715  
Fax..... (631) 474-4738  
Nurse's Office..... (631) 474-2717  
Grades K-2 .....9:15 am to 3:45 pm  
Pre-School.....9:45 am to 2:45 pm

## The Safe School Helpline®

Use the Safe School Helpline® to report threats of violence, suicide, and illegal activity that could harm children in our schools. Your call is confidential and anonymous.

**Call:**  
**1-800-4-1-VOICE ext. 359**  
**1-800-418-6423 ext. 359**

**Text:**  
**66746TIPS**

## Emergency Closings and Delayed Openings

In case of adverse weather and/or road conditions, the district schools may be closed. The early morning closing decisions are made as soon as possible, and residents are advised of the closings via the following television stations:

### Channel 12 News (cable)

In addition, the district will use the Blackboard Connect® service to contact parents via a mass notification telephone system and a posting on the district's website.

**Website**  
**[www.millerplace.k12.ny.us](http://www.millerplace.k12.ny.us)**

## **Inclement Weather Plan**

Occasionally, a decision may be made to delay the opening of school for two or three hours (each school will open two or three hours later than its usual time). In that instance, there will be no AM BOCES classes. The announcement will be made via the above communication methods. All special education students and non-public students attending schools outside the district will be affected by the same closing and/or delay procedures followed by the Miller Place School District. Dismissal will be at the usual time. Continued inclement weather and/or road conditions during the delay period could result in a complete closing of the schools, which would be communicated as early as possible during the delay period. If schools need to close early, the dismissal procedure is as follows: Miller Place High School, North Country Road Middle School, Laddie A. Decker Sound Beach School, and Andrew Muller Primary School. In the event of any closing, all after-school activities are canceled.

## **Code of Conduct**

The district Code of Conduct is available to students and parents via the District website.

## **Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district staff should exemplify and reinforce acceptable student dress, and help students develop an understanding of appropriate appearance in the school setting. For more information, please refer to the district's Code of Conduct posted on the district website.

## **No Smoking Policy**

Due to the health hazards associated with smoking, and in accordance with state and federal law, the Board of

Education prohibits smoking, and other tobacco and e-cigarette use in all school buildings, on school property and at school sponsored activities.

Simply stated, there is no smoking by anyone at any time on school property, including on school buses. For more information, see the District's Code of Conduct posted on the district website.

## **Substance Abuse Policy**

Miller Place Union Free School District forbids the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance within its buildings and on school grounds. Students violating this policy will be subject to the penalties of the District's Student Discipline Policy (Policy: 5310).

## **Internet/Network Use**

The Board of Education requires staff and students to use technology for obtaining information needed for their work and assignments. As a result, the district provides students with access to the internet. Access to the internet will give students access to thousands of libraries and databases.

Internet access from school computers is reserved solely for educational purposes. The district reserves the right to monitor all internet access. Users have no expectations of privacy for any materials created, copied, downloaded, or accessed by the user on the workstation (Policy: 4526).

## **Visitors**

The Board encourages parents and other district residents to visit the district's schools. Since schools are a place of work and learning, however, certain limits must be set for such visits. For more information, please refer to the District's Code of Conduct. Visitors are required to follow security protocol at the main entrance of each building.

## **Non-Public School**

### **Transportation**

Non-public school transportation requests must be filed with the School Business Official by April 1, 2025 for the 2025-2026 school year. Contact:

**Transportation, Administration Building**  
**7 Memorial Drive, NY 11764**  
**Or call (631) 474-2700, ext. 730**

### **Transportation**

Bus routes for the school year are established by using the current student enrollment, but changes may be necessary after the schedule has been put into operation. Board policy requires that parents give school authorities until October 1 to work out issues that may arise during the first few days following the establishment of new bus scheduled routes before requesting a change. Students who engage in club or athletic activities may use the late buses when available. In order to assure safety and avoid overloading the buses, the responsibility for getting children to various appointments in the afternoon rests with each parent, therefore, switching bus routes for this purpose is not permitted.

## **Health Services**

Parents are required to complete emergency contact cards for each student every year. This information is entered into the district's student management information system and the cards are kept on file. New York State law requires a health examination for all students entering the school district for the first time and when entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th, and 11th grade. If we have not received a School Health Examination Form from your private physician within the first thirty days of school, the school physician will examine the student. Students who wish to participate in athletics, including cheerleading, must pass a sports physical administered either by the school

physician or their private physician. If a student is absent five or more consecutive days due to illness or significant injury, the student must be examined by a physician who will submit a note certifying that he or she is eligible to return to sports practice and/or competition. Neither the school nurse nor any other faculty member may administer any medication to a student without a physician's order written on the Authorization to Administer Medication in School. This includes over-the-counter medication such as Tylenol.

## Required Immunizations

New York State law, effective June 13, 2019, requires all registered students be fully immunized, which may include, but not limited to polio, measles, mumps, rubella (MMR), diphtheria, pertussis, tetanus, hepatitis B, and varicella. As stated in the law, school districts are no longer permitted to accept religious exemptions regarding student vaccinations. Student medical exemptions must meet specific criteria and be recertified annually. Please refer to the NYS Department of Health, Office of Children and Family Services, and the State Education Department for specific information regarding required immunizations.

## Child Nutrition Program

The District participates in the National School Breakfast and Lunch Program and follows federal and state regulations on nutrition standards for our students. Breakfast and Lunch is available at all buildings. Lunch includes one item from each food group: grains, fruit, vegetable, protein and milk, students must select a fruit or vegetable with each meal. Please contact the Food Service Director at (631) 474-8348 if your child has a food allergy and would like to participate in the cafeteria program.

### Meal Prices

Breakfast Elementary level.....\$1.75  
Breakfast Secondary level.....\$2.00

Lunch Elementary.....\$3.00  
Lunch Secondary.....\$3.25  
Milk Price per ½ pint .....\$0.75

### Free & Reduced Meals

Students may be eligible for a free or reduced-price breakfast and lunch if their families meet federal income guidelines. Detailed application information is sent home in August and is available on the District website. If you have questions about the Food Service Program, please call (631) 474-2700 ext. 753.

## Use of Food in the Classroom

It is the policy of the Miller Place School District that food not be used in the classroom, except as part of a snack brought from home for the individual consumption by the student. Food shall not be used in the classroom or distributed in the classroom for the following reasons:

1. As an incentive or reward;
2. As part of a birthday, holiday, or seasonal celebration, provided however, individual snacks sent by each individual home for one's specific child is acceptable.

Please refer to District Policy 5140.

## Suffolk County Health Code

The Miller Place School District adheres to the Suffolk County Health Code Section 760-1315 which states that food shall be from sources approved or considered satisfactory by the Department, and facilities, methods, practices, and controls used in the manufacture, processing, packing, or holding of food shall be in conformance with applicable federal and state regulations and requirements of this Article. In addition to the foregoing:

1. The use of home-prepared foods is prohibited.
2. Hermetically sealed foods shall be processed in approved commercial food processing establishments and shall conform to the criteria for soundness established by the Article.

3. No food or drink shall be manufactured, prepared, stored, transported, distributed, sold, or given away in any package container showing evidence of leaking, swelling, pronounced dents, corrosion or otherwise of such condition as may render the product as unwholesome.

To remain in compliance with the health codes and to ensure the health and safety of your children by preventing the possible spread of viral infections, no home-baked products or drinks may be brought into the schools.

## Counseling (Guidance)

The Counseling (Guidance) Department helps students discover and develop their individual abilities, interests, and educational/career goals. They also refer students for help when problems of a personal, social, or family nature arise.

## Psychologists

School psychologists play a major role in prevention, intervention, and remediation services. They help identify and evaluate children with emotional, social, behavioral, and learning disorders; provide short-term or group counseling; and serve as a resource to staff and parents in working with children with special needs.

## Student Assistance Counselors

School Student Assistance Counselors and Behavior Counselors intervene in situations where behavioral, emotional, or social factors interfere with a student's ability to attain his/her educational potential. They assess student and parent concerns, provide individual and/or group student counseling and help parents make use of appropriate community services.

## Dignity for All Students Act

New York State enacted legislation effective July 1, 2012, titled The Dignity for All Students Act. This legislation is intended to provide students in

public schools an educational environment free from discrimination and harassment. It protects against all forms of harassment, particularly those based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

To provide assistance with The Dignity for All Students Act, the BOE has designated a building Coordinator. Building Coordinators serve as the information source and liaison for each building with regard to the legislation.

Please find their contact information below.

- Dignity for All Students Act Coordinators**  
**Christopher Herrschaft.** . . . (631) 474-2700  
*District-Wide Coordinator*  
**Kevin Slavin.** . . . . . (631) 474-2723  
*MPHS Principal*  
**Christine Mangiamele** . . . (631) 474-2710  
*NCRMS Principal*  
**Jean Marie D'Aversa.** . . . (631) 474-2719  
*LADSBS Principal*  
**Laura Gewurz** . . . . . (631) 474-2715  
*AMPS Principal*

## Committee on Special Education

The district provides special education services and programs to students with disabilities pursuant to applicable federal and state laws. Any parent or person in parental relation who suspects that his/her child has a disability may refer the child for an evaluation by the District's Committee on Special Education (CSE) for eligibility for special education services and programs. More detailed information on this process is available in *A Parent's Guide to Special Education*, which is published on the New York State Education Department's website in English and Spanish.

Parents and person in parental relation should contact the District's office of Pupil Personnel Services if they suspect that his/her child has a disability. Please contact either Mrs. Wojnowski or Dr. Koch at (631) 474-2700 ext. 733.

## Child Find

The District provides special education services and programs to students with disabilities pursuant to applicable federal and state laws. Any parent or person in parental relation who suspects that his/her child has a disability may refer the child for an evaluation by the District's Committee on Special Education (CSE) for eligibility for special education services and programs. More detailed information on this process is available in "*A Parent's Guide to Special Education*", which is published on the New York State Education Department's website in English and Spanish <http://www.p12.nysed.gov/specialed/parentpubs.htm>. Additional information can also be found on the Pupil Personnel Services/Special Education page through the District website <https://www.millerplace.k12.ny.us/Page/5593>.

If Parents or persons in parental relation suspect that his/her child has a disability, they should contact Mrs. Wojnowski or Dr. Koch at the District's Office of Pupil Personnel Services at 631-474-2700.

## Speech Services

Speech therapists help students with speech and language disorders. Therapists serve students classified by the CSE and provide pre-referral speech services.

## Section 504 of the Rehabilitation Act of 1973

The Miller Place Union Free School District hereby gives notice that it does not discriminate on the basis of handicap in violation of section 504 of the Rehabilitation Act of 1973. The district further gives

notice that it does not discriminate on the basis of disability in admission or access to its programs and activities, including vocational programs. No person shall be denied employment solely because of any physical, mental, or medical impairment, which is unrelated to the person's ability to engage in the activities on the job for which application has been made. Inquiries concerning this policy may be referred to Mrs. Sandra Wojnowski, (631) 474-2700, ext. 733. The secondary vocational education opportunities available to District residents under age 21 are listed in the handbooks and curriculum guides prepared by the high school.

## BOCES

The Board of Cooperative Educational Services (BOCES) is a statewide agency. Miller Place Union Free School District is a member of Eastern Suffolk BOCES. BOCES provides services for handicapped and vocational students whose educational needs cannot economically or efficiently be met by the district. Administrative costs are shared, and each district pays a tuition fee for each student who attends a BOCES program. Vocational education is offered through BOCES utilizing the special facilities it operates for the districts. The technical high school admits a limited number of students for courses such as dental assistant, beauty culture, auto body repair, auto mechanics, electronics, air conditioning, computer repair, aviation, and practical nursing.

## Reporting to Parents

Progress reports and report cards for the High School and Middle School are electronically posted four times a year. The elementary schools report cards are posted electronically three times a year. Parent/Teacher conferences are held in the fall. Parents are urged to log on to the district's parent portal in Schooltool, (see below) to review their child's progress, attendance, and assignments regularly. Parents are also encouraged to email their child's teacher when they have

questions concerning their child's progress. Parents may also telephone their child's teacher and make an appointment if there is a need to further discuss their child's progress.

## Schooltool

Miller Place School District's web-based student management system, Schooltool, offers a Parent Portal. The Parent Portal allows parents to view their child's demographic information, assignments, grades, attendance, schedules, discipline, and progress/report cards.

To receive instructions on how to navigate the Parent Portal in Schooltool and to obtain your password, if you have not already received one, please call (631) 474-2700, ext. 728. Also, if you are having any difficulty utilizing the parent portal, you can view the information posted on the District Website under the Parents Tab and Schooltool Resources.

## Every Student Succeeds Act

In accordance with the Every Students Succeeds Act, you have the right to request information about the professional qualifications of your child's classroom teachers. Specifically, you have the right to request the following information concerning your child's teachers:

1. Whether the teacher has met the New York State qualification and licensing criteria for grade levels and subject areas he or she teaches;
2. Whether the teacher is teaching under emergency or other provisional status under which state qualifications of licensing criteria have been waived;
3. The teacher's college major and whether the teacher has any advanced degrees, and if so, the subject of those degrees; and
4. If your child receives services from any instructional assistants or similar paraprofessionals, the qualifications of those individuals.

Requests for any of the above information may be directed to the Director of Human Resources, Mr. Christopher Herrschaft, (631) 474-2700, ext. 723.

## Voter Registration Information

### *Voter Eligibility*

On May 20, 2025, District residents will have the opportunity to vote on the school district's proposed budget for 2025-2026, and candidates for the Board of Education. You are eligible to vote in the school district election if you are a citizen of the United States, 18 years of age or older on the day of the vote, and a resident in the Miller Place School District for at least 30 days prior to the vote date.

### *Voter Registration*

You may register in the office of the District Clerk, located at the Administration Building, 7 Memorial Drive, Miller Place, Monday through Friday (excluding holidays) between 9:00 a.m. and 3:00 p.m. Registration is for new residents or those residents who have not voted in a Miller Place School District election in the past four years. Proof of residency will be required.

### *Absentee Ballots*

Registered voters who are unable to appear at the polls in person due to illness or physical disability, hospitalization, or travel, may vote by absentee ballot. Applications for absentee ballots may be obtained through the Office of the District Clerk. Please call (631) 474-2700 ext. 738 for information

## Informacion de registro de votantes

### *Elegilidad de los votantes*

El 20 de mayo de 2025, los residentes del Distrito tendrán la oportunidad de votar sobre el presupuesto propuesto por el distrito escolar para 2025-2026 y los candidatos para la Junta de Educación. Usted es elegible

para votar en la elección del distrito escolar si es ciudadano de los Estados Unidos, tiene 18 años de edad o más el día de la votación y es residente en el Distrito Escolar de Miller Place durante al menos 30 días antes de la fecha de votación.

### *Registro de votantes*

Puede inscribirse en la oficina del Secretario del Distrito, ubicada en el Edificio de Administración, 7 Memorial Drive, Miller Place, de lunes a viernes (excepto festivos) entre las 9:00 a.m. y las 3:00 p.m. La inscripción es para los nuevos residentes o aquellos residentes que no han votado en una elección del Distrito Escolar de Miller Place en los últimos cuatro años. Se requerirá comprobante de residencia.

### *Boletas de votacion en ausencia*

Los votantes registrados que no puedan presentarse en las urnas en persona debido a una enfermedad o discapacidad física, hospitalización o viaje, pueden votar por medio de una boleta de votación en ausencia. Las solicitudes de boletas de voto en ausencia se pueden obtener a través de la Oficina del Secretario del Distrito. Llame al (631) 474-2700 ext. 764 para obtener infomacion

## Admission to School

### *Kindergarten*

A child residing in the district, who is five years of age on or before December 1, may enter Kindergarten in September. Kindergarten registration is held in the spring. Public notice is given of the exact dates, times and place. A birth certificate and immunization record, which should include certification of immunization against Diphtheria, Pertussis and Tetanus (DPT/DPaT), Poliomyelitis (IPV), Measles, Mumps, Rubella (MMR), Hepatitis B (Hep B), and Varicella must be presented at time of registration. The state mandates that no child shall be admitted to school without these certifications.

### ***First Grade***

To be eligible for first grade, a child must be six years of age on or before December 1, or present evidence that he or she has satisfactorily completed a full year's work in the kindergarten of a nonpublic school. Attendance at nursery school is not an acceptable substitute for Kindergarten and does not entitle a child to be considered for admission to first grade.

### ***Transfer Student***

Above grade one, a transfer student from outside the district is tentatively placed at the grade level indicated by the records furnished by the former school. The student must be in compliance with the aforementioned immunization records (see Kindergarten)

### ***Residency***

To be eligible for admission to Miller Place Schools, all children must reside within the district with his/her parent or parents, or those persons exercising legal control.

### **Attendance**

Absences, tardiness, and early departures may be excused for the following reasons:

1. Personal illness
2. Death in the family during immediate grieving
3. Practicing religious observance
4. Government imposed quarantine
5. Required court appearances
6. Attendance at health clinics for health reasons
7. Approved college visits, approved cooperative work programs
8. Military obligations. Moreover, absences related to a student visiting and/or spending time with his or her parent related to leave or deployment activities shall be excused by the District.
9. Other reasons that may be approved by the Superintendent or designee (including, but not limited to, absences due to circumstances related to homelessness).

It is the parent's responsibility to notify the school office by telephone on the morning of the absence or in writing within 24 hours of the absence or tardiness (Policy 5160) every time a student is absent or tardy from school, stating the reason for the absence. All absences are counted.

### **Emergency Contact Procedures**

Procedures followed in the event of pupil injuries during school hours are vitally important to any school system and its community. For the benefit of parents who are new to our community, and as a reminder to residents of longer standing, the following emergency contact procedures are provided for your information. In the event of an accident, first aid will be administered while every effort will be made to contact the family. If family contact cannot be made, the school physician is called. If he is not available, a call is made to the family doctor. If no physician is available, the Miller Place Fire Department Ambulance will be called. The success of these procedures depends on accurate and up-to-date information. If you have recently changed your business address or your family physician, please be sure to notify the school your child attends of these changes so that the school records can be corrected accordingly.

### **Student Records**

Procedure for exercising the right to inspect, renew and request amendments of student records.

1. A parent/guardian or an eligible student who wishes to inspect and review student records shall make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and

review only the specific information about the students on whose behalf access is sought.

2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records shall submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students together with a statement of the reasons for their challenge to the record.
3. Upon receipt of a written challenge, the Building Principal shall provide a written response indicating either that he/she:
  - a. finds the challenged record inaccurate, misleading, or otherwise in violation of the students' rights and that the record will be corrected or deleted; or
  - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given the opportunity for a hearing. The written response by the building principal shall be provided to the parent/guardian or eligible student within 14 days after receipt of the written challenge. The response shall also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
5. The hearing shall be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.



6. The parent/guardian or eligible student shall be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at his/her own expense, be assisted or represented by one of more individuals of his/her own choice, including an attorney.
7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that he/she the right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

## Family Educational Rights and Privacy Act

Parents and eligible students have the following rights under the Family and Educational Rights and Privacy Act of 1974 (FERPA):

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control of other people's access to student's records.
3. The right to seek to correct the student's record if believed to be in error.
4. The right to report violations of FERPA to the appropriate federal agency.
5. The right to be informed about FERPA rights. All rights and protections are given to parents under FERPA. The procedure transfer to the student is applicable when he or she reaches the age of 18 or

enrolls in postsecondary school. The student then becomes an "eligible student."

The following information is designated as student "Directory Information": the student's name, address, telephone number, date of birth, place of birth, major course of study, participation in school activities or sports, weight, and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster. "Directory Information" may be disclosed without prior written consent. Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse the district to designate as directory information for the balance of the school year. Copies of these guidelines will be available for review in the Superintendent's office or will be provided upon written request and payment of a fee of 25 cents per page per copy.

## Child Photograph and Video Permission

During the course of the school year, photographs and video footage of students are taken for use in school district publications, as well as coverage by the local and regional print, radio, and TV press of school district activities and events. Students are also, when appropriate to the use of the photograph or video footage, identified by name. Parental permission is assumed unless the Miller Place School District is contacted in writing by September 20th. Send your letter to the attention of Ms. Susan Craddock, Miller Place School District, Administration Building, 7 Memorial Drive, Miller Place, New York, 11764. You can also fax your request to not include your child(ren) in any photographs or video to the school district at (631) 474-9892.

## Finding Answers

The District or Board of Education cannot consider or take action on any letters or communications that are unsigned. Anonymity of individuals registering complaints or allegations in writing will be respected, if requested, but such communications must bear the name, address, and signature of the writer. When parents have a question or complaint about a child's classwork or progress in a specific course, they should contact the teacher. The teacher who works with the student knows the child and can generally help solve the difficulty. At the elementary level, a parent should contact the building principal if the teacher does not offer a satisfactory resolution. At the secondary level, the Assistant Principal should be contacted, or the parent should schedule an appointment with the student's guidance counselor. If satisfaction is not achieved, then the parent should contact the building principal. If a resident's concern is of a more general nature and involves the educational program or activities of a school, the building principal should be contacted directly. If the question remains unresolved, the parent may choose to contact Ms. Sandra Wojnowski (Special Education), Ms. Susan Craddock, (Curriculum & Instruction), Mr. Christopher Herrschaft, (Personnel, Health, & Athletics) or Mr. Seth Lipshie (Superintendent of Schools). In the case of a complaint against a professional staff member, parents are urged to:

1. Speak to the staff member involved. If the situation is not resolved:
2. Speak to the immediate administrative supervisor of that teacher. If the situation is still unresolved:
3. Contact the office of the Assistant Superintendent, or the Superintendent of Schools, and if the situation is still outstanding without resolution:
4. Contact the President of the Board of Education.

## Homebound Instruction

Homebound instruction is available for pupils who, because of illness or injury, will be absent

from school. Parents who desire homebound instruction for their child must obtain a written statement from a physician indicating the probable period of time for which homebound instruction will be required. If the absence will exceed four weeks, a written request from the parents for homebound instruction and the physician's written statement should be submitted to the school where the child is attending.

## Student Accident Insurance Coverage

The Miller Place School District provides a **nonduplicating** student accident insurance policy covering medical expenses incurred by all students attending district schools. Because the policy is **nonduplicating, parents must first** file a claim with their own personal insurance company before submitting a claim to the district insurance carrier, (see below). After all benefits have been paid by your own company, the insurance coverage purchased by the district can then be used to pay any remaining amounts covered up to the limits and deductibles of the policy. Claims are subject to the terms and conditions of the school policy. All injuries must be reported to the main office, nurse's office, teachers, or coaches so that accident reports can be filed with our insurance carrier. Claim forms may be obtained from the school nurse in each building. The insurance coverage pays for injuries sustained by students participating in or attending school-sponsored activities and supervised travel to and from such activities during the school term. Parents/guardians are urged to collect all medical bills and insurance statements regarding payments or rejection of benefits for each bill.

Paperwork must be sent with a claim form to:

**Pupil Benefits Plan, Inc.**  
**101 Dutch Meadows Lane**  
**Glenville, NY 12302**

## Pesticide Information

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Miller Place Union Free School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- 1. A school remains unoccupied for a continuous 72 hours following an application;*
- 2. Antimicrobial products;*
- 3. Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children;*
- 4. Nonvolatile insecticidal baits in tamper-resistant bait stations in areas inaccessible to children;*
- 5. Silica gels and other nonvolatile ready-to-use pastes, foams or gels inaccessible to children;*
- 6. Boric acid and disodium octaborate tetrahydrate;*
- 7. The application of EPA-designated biopesticides;*
- 8. The application of EPA-designated exempt materials under 40CFR152.25;*
- 9. The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.*

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please contact the Facilities Director Mr. Dennis Warsaw, at (631) 474-2731.

## Release of Children

A child who rides to school in the morning on a school bus is expected to return home in the afternoon on the

same school bus. If a parent wishes to pick up the child at school at the end of the school day or wishes the child to walk home with someone other than the parent, a note clearly stating this information must be sent to the homeroom teacher of the child on the day this is to take place.

A child who becomes ill during the school day and must be released from school early due to the illness will be released into the custody of the parent(s) or legal guardian only. When a parent or guardian cannot be reached, a child may be released into the custody of the person named on the emergency contact card. A child may be released before the school day terminates if the child submits a signed note from the parent or guardian stating the reason and the exact time the child must leave. The child should be instructed to give the note to the homeroom teacher on the day he or she is to be released early. Parents or guardians who come to school to pick up children before the school day ends should report to the school office. The child will then be released at the school office in the custody of the parent or legal guardian only. If someone other than the parent or guardian is to pick up the child at the school office, this information should be clearly stated in the note from the parent or guardian.

## Student Bicycles & Automobiles

Bicycles may be ridden by students, wearing a helmet, to and from school. They are to be parked in areas designated by the principal. High school pupils with senior licenses, who wish to drive cars to school, may apply to obtain a permit from the high school principal and must comply with the regulations and procedures specified by the Board of Education and the High School Administration.

## Tax Code No. 397

When filing your State Income Tax Form, please be certain to fill in the Miller Place Union Free School District Tax Code Number (397) in the appropriate space provided.

You must enter the school district and code number of the public school district located in the county where you were a resident on December 1, 2021. This information applies even if you were absent temporarily, if the school your child attended was not in your school district, or if you had no children attending school.

## AHERA

In compliance with AHERA (40CFR Part 763), the Miller Place Union Free School District is notifying all parents, teachers, and employee organizations that all required asbestos re-inspection and surveillance have been performed and copies of such, and all other reports documenting response actions taken, are on file with the District Asbestos Management Plan located in the District's Facilities Office. If you have any questions or wish to view these documents, please contact Mr. Dennis Warsaw, District Asbestos Compliance Officer, at (631) 474-2731 for an appointment.

## Title IX of the Education Amendments of 1972

The district does not discriminate on the basis of race, color or national origin in the employment and educational opportunities it offers, including vocational educational opportunities. Also, as required by Title IX of the Educational Amendments of 1972, the Miller Place Union Free School District, Miller Place, New York, does not discriminate on the basis of sex in the educational programs or activities it provides (including vocational programs), appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities. Ron Petrie, Title IX coordinator, will provide information to any student or employee who believes that the district or its officials may have violated her or his rights under Title IX. Mr. Petrie's office is located at the high school

(631) 474-2723, ext. 333. In addition, any student or employee may make an inquiry or a complaint directly to the Federal Office of Civil Rights.

## Use of Facilities

Recognized community groups are permitted to use our school facilities for meetings or recreation provided they comply with all policies established by the Board of Education with respect to use of the facilities. The district's buildings and grounds are used for many activities which are educational, cultural, recreational, and civic in nature, and which are primarily for the benefit of the district's residents. To gain permission for use of the school facilities, organizations must file an application form and insurance information with the Athletic Office at (631) 474-2700 ext. 307 or by email [facilitiesuse@millerplace.k12.ny.us](mailto:facilitiesuse@millerplace.k12.ny.us) **at least 10 working days** prior to the date on which a facility is needed.

## Working Papers for Students

Any student under 18 years of age must obtain working papers in order to accept employment. New York State law regulates the type of work pupils may perform, as well as the hours and conditions under which they may work. Applications and information may be obtained through the secondary guidance office.

## Child Abuse or Neglect Reporting

Please note that the New York State Office of Children and Family Services (OCFS) operates a toll-free Hotline telephone number to receive reports of child abuse and neglect at 1-800-342-3720. The hotline receives calls 24 hours a day, seven days a week. More information on child abuse or neglect reporting is available on the OCFS website at <http://ocfs.ny.gov/main/cps>.

## Miller Place Athletic Booster Club

[www.millerplaceboosterclub.org](http://www.millerplaceboosterclub.org)

The Miller Place Athletic Booster Club is dedicated to supporting our schools and our student-athletes. Each year we donate to yearly athletic scholarships, sports equipment, and sports programs. Some of our accomplishments include scoreboards, MPHS golf cart for the athletic trainer and an indoor batting cage. We are always looking for volunteers.

## Miller Place Civic Association

(631) 473-0943

[millerplacecivic@aol.com](mailto:millerplacecivic@aol.com)

[www.millerplacecivic.org](http://www.millerplacecivic.org)

Established in 1972, the Civic Association was founded in order to promote, encourage and advance interests, activities and projects which improve the quality of life in our hamlet. Please consider joining our organization and become involved in projects to continue to improve Miller Place.

## Miller Place Fire Department

Emergency 911

[www.millerplacefd.com](http://www.millerplacefd.com)

The Miller Place Fire Department and Fire District was founded in 1952 to provide Fire and Rescue Services to the Miller Place Community. The Department is now housed in two firehouses, one north and one south of 25A. The Department consists of 17 vehicles and one boat, manned by 85 volunteers, providing fire, rescue, and EMS services 24/7 to the community for over 1,000 emergency calls per year.

## Miller Place Friends of the Arts

[www.mpfota.org](http://www.mpfota.org)

The Miller Place Friends of the Arts is an organization of parents, working together with teachers and the administration, dedicated to fostering and enhancing the music, visual and performing arts programs in the district.

## Miller Place Homemakers

(631) 903-3104

[www.millerplacehomemakers.weebly.com](http://www.millerplacehomemakers.weebly.com)

Founded in 1961, the group originally met in the Mount Sinai firehouse and for a brief time at Miller Place High School. They currently meet at the Rose Caracappa Center, Route 25A Mt. Sinai to:

1. Give back to the community with local community service projects and donations to scholarships and worthwhile charities and organizations.
2. Share talents and skills.
3. Provide a social atmosphere for members.

## Miller Place-Mt. Sinai Historical Society

(631) 476-5742

[www.mpmshistoricalsociety.org](http://www.mpmshistoricalsociety.org)

The society maintains the 1720 William Miller House and the 1810 Hawkins House on North Country Road, both of which are listed on the national and state registers of historic places. It offers a variety of cultural and educational programs, and the general meetings with guest speakers are open to the public. Sunday House tours are seasonal. Community service opportunities are available for students and scouts.

## Miller Place PTA/PTSA

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Each local PTA is an independent association that collaborates with its schools, to assist their programs and activities to meet the needs of the students.

<https://millerplacepta.org/>

## Miller Place PTO

[www.mppto.org](http://www.mppto.org)

The PTO is a community organization comprised of parents, teachers, neighbors, and administration working together for the good of all of the children of Miller Place. Throughout the year, the PTO sponsors numerous fundraisers as well as community service events. All of the money raised is donated back to the school district. Dawn McCarthy, President.

## Miller Place Robotics Booster Club

<https://team514.com>

Miller Place Robotics has strived to promote excellence in engineering and STEM (science, technology, engineering and math). Through the FIRST Robotics Competition, we explore our love of robotics and develop our understanding. Please visit our website for upcoming events, team photos, and more.

## Miller Place Special Education Support Group

Dawn McCarthy (631) 849-4420

[www.mppto.org](http://www.mppto.org)

## North Shore Youth Council

(631) 744-0207

[www.nsync.com](http://www.nsync.com)

The North Shore Youth Council provides counseling and recreation activities for families in the district area (Mt. Sinai, Miller Place, Sound Beach, Rocky Point and SWR). Please contact them for information related to their services.

## Sound Beach Civic Association

(631) 744-6952

[www.sounbeachcivic.org](http://www.sounbeachcivic.org)

The Sound Beach Civic Association was founded in 1974 to promote activities that improve the quality of life in Sound Beach. Bea Roberto, President.

## Sound Beach Fire Department

Emergency 911

[www.soundbeachfd.org](http://www.soundbeachfd.org)

The Sound Beach Fire Department was organized on July 4, 1930, in NYC to provide Fire and Rescue Services to the Sound Beach community. The department is housed on Sound Beach Blvd and consists of 15 vehicles and 1 boat.