MUNSEY PARK SCHOOL
MANHASSET PUBLIC SCHOOLS

Visitors to School Procedures
Frequently Asked Questions (FAQs)

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 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.manhassetschools.org or by calling the main telephone number: Munsey Park Elementary School 516-267-7405

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. The guard/greeter will also confirm that you have an appointment.

1) Upon arrival to the school, please report to the respective Visitors' Entrance:

   Munsey Park Elementary School - Main entrance

2) 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.

3) 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.

4) You must not go beyond the confines of your specific meeting or travel elsewhere in the school building.

5) When you complete your visit and surrender your Visitor's Access Pass to the guard/greeter, your photo ID will be returned to you.

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 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 greeter must still properly identify you.

Q: For school concerts or other school wide events such as field day, and 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: Does this mean celebrations at school (for birthdays or other events) are being eliminated?

A: No, we are not eliminating celebrations and events at our schools, however, we are implementing new protocols for visitors who come to the schools, including parents/guardians, to participate in these celebrations or events.

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.

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

Munsey Park Elementary School:
From **9:30 am - 11 am**

* For **Medication** drop off, you must arrange drop-off directly with our Health Office, 516-267-7410. Medication may not be placed in the bins.

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*.** 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 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 our Health Office at 516-267-7410. 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 should proceed to the Main entrance to drop off their child. Children that arrive late will be directed by the greeter to the Health Office to get a late pass.

Q: I need to pick up / drop off my child during the school day. What procedures 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. **Students cannot legally leave school for the day unless these procedures are met. For known changes in your child's normal dismissal routine, a documented note is required and must be sent to school with your child on the morning of that change and given to your child's teacher.**

1) In the case of a list-minute emergency change to your child's normal dismissal routine, the parent/guardian must call 516-267-7405, email your child's teacher, as well as our Main Office at MPdismissal@manhassetschools.org.

2) At the scheduled time of departure, the student shall report to the Main 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 Main Office by following the visitor procedures outlined above.

4) The parent/guardian (or the individual specifically designated by them) must physically sign our early dismissal log located in the Main Office. This confirms that the child has officially left the building.

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 Main Office, 516-267-7405 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.

Chad Altman, Principal
Brian T. Nolan, Assistant Principal

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 our main lobby and on the District website www.manhassetschools.org.