



SHELTER ROCK SCHOOL

WELCOME BACK!

2026-2027

Dear Shelter Rock Families,

Please click the link below for a special video from our principal, Mrs. Zimmer:

[MESSAGE FROM PRINCIPAL JESSICA ZIMMER](#)

[MESSAGE FROM ASSISTANT PRINCIPAL KERI CROCCO](#)

The Shelter Rock Team is looking forward to welcoming our new and returning students and their families to the 2026-2027 school year!



Transportation: Bus ridership is strongly encouraged in order to reduce traffic on campus and ensure a more time efficient arrival and dismissal.

- Your child (ren)'s bus pass will be mailed a few days before school.
- Transportation Contact Information: Transportation@manhassetsschools.org; (516) 267-7777

#SHELTERROCKSTRONG



FIRST DAY OF SCHOOL:

The first day of school is Tuesday, September 1 – a **full day** of school for grades 1-6. Our day will begin at 8:25 AM and dismissal is at 2:57 PM.

Kindergarten students and their parents/guardians will have orientation on September 1 (9:00 – 10:30 AM), with their first full day of school being September 2.



Student Morning Drop Off: Drop off begins at 8:00 am

- Students may be dropped off at our entrance using the drop off lane beginning at 8:00 am. To facilitate a smooth and timely arrival process for families, staff will not be able to open car doors. Please ensure children can open their doors and exit their vehicle independently.
- Families may choose to park in a designated parking spot and walk their children to the door using the crosswalk. Please do not walk between cars.
- Driving safely and following our protocols will ensure the safety of our students, families, and staff.
- Due to the arrival of our buses, students may not be dropped off at the front doors.
- Our staff will always be available to ensure students reach their classrooms.

Student Pick Up at Dismissal:

- Buses will depart Shelter Rock at approximately 2:57 pm.
- Parents/Guardians may pick up their children beginning at 2:58 pm using the drop off lane. (Please do not arrive earlier as it will cause traffic issues.)
- If your child participates in the Manhasset Afterschool Experience program (MAX), arrangements will be coordinated between your child's teacher and our MAX program to ensure safety.

***Changes in your child's normal dismissal routine must be documented with a note sent to school with your child and given to the teacher. Please do not rely on emails to your child's teacher, as teachers may be absent or not have access to email during instructional time.**

For emergencies only, parents/guardians must call **and** email the security greeter (516-267-7488; SRDismissal@manhassetsschools.org) indicating that their student will be leaving school early that day. This should be done before 2:15 p.m. to allow communication with teachers.

If Your Child is Going to be Absent: Please be certain to phone into the Shelter Rock Attendance Hotline at 516-267-7463 or email SRAttendance@manhassetsschools.org. You will be prompted by the recorded message to provide specific information. If you need to contact the nurse for any health-related issues, please phone 516-267-7460 or email SRHealthOffice@manhassetsschools.org.

Lunch: Please make sure your child's My School Bucks account is funded for the upcoming year. A complete lunch is served with 5 key components: meat/meat alternative (proteins), grains, fruit, vegetable and milk. Lunch is free for all students; however, any additional items will cost extra. Menus are available on [our district website](#). Families can monitor all purchases on the My School Bucks and contact our food service department if they would like any restrictions to the students' accounts.

Nutrition and Food Director Contact Information: 516-267-7780
food_director@manhassetsschools.org (General questions or information)
manhasset_lunch@manhassetsschools.org (My School Bucks)

Physical Education: All students will travel from their classrooms to the small or large gymnasium. Students should come to school dressed comfortably on the days they have Physical Education. Locker rooms will not be used. Classes will be conducted outside as much as possible, weather permitting.

Hand Sanitizer/Wipes: Your child may bring in personal sized hand sanitizer or wipes. Hand sanitizer must be kept in the backpack, taken out only for use and then promptly returned to the backpack.

Students' Personal Electronic Devices: All internet-enabled electronic devices including cell phones, tablets, and smart watches should be "off and away" during the school day. Students may put these items in their backpacks or cubbies.

Supplies: The school supplies list is attached to this bulletin and posted to the district website:

[2026-27 Shelter Rock School Supplies List](#)

Teacher Assignments: Teacher assignments will be available on August 24th at 12:00 pm on the parent portal. If you have any questions regarding your parent portal account, please email: mpp@manhassetsschools.org.

Visitor Policy: Please be reminded that our school maintains a visitor policy aligned to the [BOE policy](#). Most importantly, please note that this also refers to dropping off items at school that your child may have forgotten at home. The time of item drop off remains: 9:00-10:30 am. As per the policy, food and beverage drop-off is not permitted, please remember to send these items with your child prior to the start of the school day.

To ensure student safety, please see our Visitor Policy below. Please note that a new Visitor Management System has been implemented.

VISITOR POLICY

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 members. 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

OPEN HOUSES

Please note the dates for Open House Nights:

Wednesday,
September 9th
Grades K & 1

Tuesday,
September 15
Grades 2-4, Special
Classes

Wednesday,
September 16th
Grades 5 & 6

Specialists will be
available at each of
the above dates

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 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. Your photo ID will be scanned into our Scholar Chip program.
- 2) Upon arrival to the school, please report to the respective Visitors' entrance which is 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. Identification of the visitor and confirmation that they have a valid appointment rest in the sole discretion of the guard/greeter.
- 4) Once identification and appointment have been confirmed, all visitors will be issued a Visitors Access Pass. The Visitors Access Pass must be always displayed 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.

Q: I am going 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 at (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 time of the district's schools or placed in the drop-off bins.* Please do not worry – our staff ensure that a child has food for lunch. All students are eligible for free lunch during this school year.

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 at 516-267-7460. Parents or guardians must make an appointment with the respective school nurses 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 at 516-267-7455 to arrange a same-day appointment. The staff will communicate your appointment with the greeter 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 email the security greeter at srdismissal@manhassetsschools.org as well as the teacher or send their child with a note to the teacher indicating that they 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 must drop off my child late for school?

A: Children that come late will be given a late pass by the greeter and sent to class.

Welcome to the following new members of our SR Team!

Ms. Keri Crocco – Assistant Principal
Ms. Jessica Witkiewicz – Special Education Teacher in Kindergarten
Ms. Anathael Chery – General Education Teacher in Grade 5
Ms. Julianna Hagmaier – Special Education Teacher in Grade 4
Ms. Jacklynne Reardon – School Psychologist
Ms. Argie Vatakis – School Psychologist
Ms. Joyce Chung-Ruzzo – Priority Substitute Teacher
Ms. Meagan Bitler – Priority Substitute Teacher
Ms. Amanda Chambers – Social Worker
Ms. Kristen Genovese – Art Teacher
Mr. Rudy Valesquez-Vagenas – Groundskeeper
Mr. Pete Mondella – Maintainer
Ms. Samantha Derasmo – Special Education Teacher in Grade 5

**We look forward to working together with our students, staff, families
and the Shelter Rock SCA - led by our SCA President, Mrs. Casey
Markowski - to continue to make our school...**

#ShelterRockSTRONG!

**Sincerely,
Jessica Zimmer, Principal
Keri Crocco, Assistant Principal**

