

Manhasset Middle School

Parent Handbook

2026-2027

Everything you wanted to know about
Middle School...



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Resources
Mr. Gerard Antoine, Assistant Superintendent for Business
and Operations
Ms. Laura Peterson, Executive Director for Student Services



Welcome to....

Manhasset Middle School

This handbook is a manual and reference guide for the middle school. This booklet was prepared with the intention of making the transition to the Middle School as simple and smooth as possible. Throughout it, we will anticipate and answer several questions, starting with the following:

What are some of the ways I can make my voice heard?

All parents/guardian(s) are encouraged to stay involved in their child's education. Research has convincingly proved that the middle years are difficult for a variety of reasons, one of which is the challenge many parents/guardian(s) face in "staying involved" with their child's educational life while at the same time "letting go" in an appropriate manner. A helpful plan we encourage is

Listen, Look, Get Involved



Listen Look Get Involved

Listen: Take time to talk with your children. They often want to share what's going on in their lives but may not always know how to start. Be patient and give them the opportunity to open up. Use "windshield time" to connect by asking about school, friends, and everyday experiences. These simple conversations can strengthen your relationship and mean more to them than you realize.

Look: Stay on top of progress reports, report cards, and assignments especially long-term projects. Don't hesitate to seek assistance from the school. Teachers, counselors, and administrators are always available to help you navigate the middle school years. Consider becoming an observer on your student's Canvas page to stay informed about assignments and deadlines.

Stay Involved: Join the SCA! The organization is dedicated to enhancing your child's school experience. Connect with the parents and guardians involved in this group, which has more than 80 years of experience supporting Manhasset students. We encourage you to attend SCA meetings (check the district calendar for dates) and stay connected with the SCA representatives for your child's grade level. For more information, contact MSpresident@manhassetzca.org.

Who to Contact

For middle school questions, please use the departmental phone numbers below. For subject-specific concerns, contact the department directly. In most cases, it is best to start by speaking with the teacher.

Department Head	Department	Phone Number
Mr. Brendan McGowan	English	267-7582
Ms. Lauren Tallarine	Math	267-7570
Mr. Michael O'Connell	Science/ Technology	267-7560
Dr. Bryan Sarandrea	Social Studies	267-7575
Ms. Christina Lang	World Language/ ENL	267-7685
Dr. Joseph Owens	Music/ Art/ Theatre	267-7641
Mr. Stewart Grabelsky	Special Education	267-7677
Ms. Christine Raffo	Phys. Ed/ Health	267-7551
Ms. Kerry Fallon	Guidance Director	267-7611
Ms. Jennifer Barbieri-Smith	MS Social Worker	267-7509
Ms. Stephanie San Antonio	Psycologist	267-7739
Ms. Yeanah Cha	Middle School Nurse	267-7522

Cell Phone Policy.



Our revised Board of Education policy, 5695 – Students and Personal Electronic Devices, can be found here.

Effective September 2, 2025:

Students will be required to store internet-enabled personal devices in their locker upon arrival to school for the duration of the school day from **8:13 a.m. to 3:08 p.m.** including: smartphones, smart watches, tablets, personal laptops, air pods, etc.

Students are to use **only** district-issued Chromebooks. For maximum efficiency with Chromebooks, the following should occur: multiple tabs should be closed out when not in use and devices should be rebooted with regularity. Chromebooks are updated when prompted to do so (while using Google Chrome).

The first time a student is in violation of this policy, the device will be confiscated immediately and an after-school detention will be issued for the next school day. The morning of the detention, an administrator will confiscate the device. The device will be returned to the student after serving the **detention at 4:15 p.m.** For repeated violations, additional consequences may be applied, or other school disciplinary measures.

Are there exceptions to the policy?

Students who require phone use as part of a documented medical or special education accommodation must receive prior approval. If you believe your child may qualify, please contact the grade-level **assistant principal or the health office at (516) 267-7520.**

How do I reach my child during the day?

Middle School Main Office 516-267-7503.

Your child will continue to have access to use these school phones located in the main offices during the school day.

Families may choose to communicate with their child through their child's district email account (i.e. firstname_lastname@MUFSD.org).

What to Do If Your Child's Chromebook Isn't Working Properly ?

You can contact our IT department at

mpsithelp@manhasset.schools.org or

visit the High School Media Center during the school day for assistance.

When To Contact Administrator

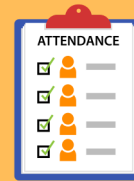
All discipline and attendance related matters should be addressed to the Assistant Principal of the Middle School.

Dr. Matthew Coleman - 516-267-7501

When will I meet the teachers

- There will be Parent-Teacher Conferences later in the year.
- At Manhasset Middle School we pride ourselves with having a very open communication system. Never hesitate to reach out.

How Attendance Works



ALL ABSENCES MUST BE REPORTED TO THE ATTENDANCE OFFICE BY **9:30 AM**

ATTENDANCE OFFICE EMAIL

SecondarySchoolAttendance@manhassetsschools.org

If an absence is not reported by a parent by **9:30 A.M.**, we will notify home of an **ILLEGAL** absence.

Per BOE policy, BOE Policy- A legal absence is one of the following: personal illness, illness or death in the family, religious observances, quarantine, medical/doctor's visits (with documentation/note)

Any lateness to class or school in excess of **15 minutes** will be recorded as an illegal absence for that class. This would automatically cause a student to be ineligible for extracurricular activities for that day, as well as a day of detention.

Illegal Absence (individual periods)- Students are required to attend all classes. Students who are absent from class (without authorization, a note or pass) will receive a detention.

Illegal Lateness to School/Class (less than fifteen minutes per period)- If a student exceeds three lateness's to school per quarter then a single detention will be assigned for every late to school there after for the remainder of that quarter.

How to Sign Your Child In Late or Out Early

If arriving late, middle school students must sign in at the Attendance Office. A note from a parent or guardian must include the reason for the lateness and the time the student left home.

If signing out early, a parent or guardian must be present at the Attendance Office to sign the student out.

In all cases, students are required to personally sign the pink dismissal slip in the Attendance Office.

Physical Education Class Requirements

There is a dress requirement for activity in PE classes. Students are not required to change for PE class but every student must have:

- Shorts, yoga pants, or sweatpants
- T-shirts (no cut off, no tank tops, no crop tops, inappropriate advertisement) and/or sweatshirts
- Sneakers with laces (no slip-on sneakers)

Available Sports for Students

The Middle School sports program is divided into four seasons.

Fall: September – Early November

BOYS: Football, Soccer , Cross Country, Crew

GIRLS: Field Hockey, Tennis, Cross Country, Swimming, Crew

Winter II: January week 3 – March week 3

BOYS: Wrestling, Winter Track

GIRLS: Basketball, Winter Track

Spring: March week 4 – End of May

BOYS: Baseball, Lacrosse, Tennis, and Track and Field, Crew

GIRLS: Softball, Lacrosse, and Track and Field, Crew

Winter I: November week 2– January week 2

BOYS: Basketball , Swimming, Winter Track

GIRLS: Volleyball, Winter Track

Please note all athletes must have and pass a physical exam prior to participation and be approved for participation by the School Health Office. If you have questions, please contact the Physical Education **Office at 516-267-7550.**

Manhasset Middle School Grading and Homework Policy

At Manhasset Middle School, achievement is reflected through class grades and the completion of homework assignments. Teachers will explain their grading and homework expectations to students and parents. If you have questions about a specific assignment, project, test, or grading practice, please contact the teacher directly.

School Academic Integrity Policy

Academic integrity includes two key components: academic dishonesty and plagiarism. Academic dishonesty is any action taken to obtain or assist in obtaining credit for work that is not one's own. Plagiarism is using another person's ideas, writing, or work without giving proper credit.

Parents are encouraged to discuss these expectations with their child. Teachers also provide instruction to help students understand and avoid academic dishonesty and plagiarism.

Joining Clubs and Extracurricular Activities

At Manhasset Middle School, students have the opportunity to participate in a variety of clubs and extracurricular activities. A list of available activities will be provided to students and will include meeting times, club advisors, and instructions on how to join.

Parents who would like assistance encouraging their child to become involved in school activities are encouraged to contact their child's guidance counselor for support and recommendations.

Transitions Program Information

The Transitions Program is a Grade 7 counseling initiative designed to help students adjust to life in the secondary school. All seventh-grade students are assigned a study hall. Each quarter, the Wellness Center provides workshops on topics such as study skills, time management, and social development.

During other study hall periods, students may complete homework, study, receive testing accommodations (as applicable), visit the Wellness Center or Middle School Library, or attend extra help sessions.

National Junior Honor Society

Grade 8 students only. The requirements for membership in the National Junior Honor Society are as follows: a minimum academic average of an A in Grade 7 and the first marking period of Grade 8.

Invited students must submit an application. The application allows students to list extracurricular activities, community service, leadership roles, and honors and awards.

A faculty council reviews all applications. Students are selected based on scholarship, leadership, and service to both the school and the community.

Peer Responders Program

Peer Responder Mentors are a select group of 10th, 11th and 12th grade English students, who are trained in peer tutoring techniques and provide enrichment, remediation, academic guidance, and transition support to Middle School students in all subject areas with an emphasis on the essential skills of organization, task analysis and completion, time management, exam preparation, and written expression.

Students can see **Mr. Koondel** for more information.

Middle School Dances and Events

There are exciting MS events during the year. We will communicate details prior to the events. Please pay close attention to pick-up and drop-off details/times. No student will be permitted to walk home or into town at the conclusion of the event. School events are chaperoned by Manhasset School personnel.

Events

- **MS Welcome Back Party** - 9/25 - 7-9 PM
- **SCA MS Halloween Party** - 10/23 - 7-9 PM
- **SCA 8th Grade End-of-the-Year Party** - 6/12 - 6:30-8:30 PM

Middle School Teaming

Teaming is a middle-level education structure where English and Social Studies teachers share a common group of students. Each grade is divided into two teams, **Blue** and **Orange**. Some students may be cross-teamed due to scheduling, but team placement is based on English and Social Studies classes. All teams are equal in curriculum, instruction, assessment, and student ability level.

<u>Counselor Name</u>	<u>Team Color</u>
Ms. Brittany Moloney	Orange
Mr. Gavin Gandulla	Blue

Understanding Grades in Middle School

All middle school students enrolled in high school-level courses must follow all rules of the high school program, including grading policies, testing requirements, homework expectations, and course drop deadlines.

Please contact your middle school guidance counselor or teacher for more information about these policies and procedures.

Grade	Points	GPA
A+	97-100	4.33
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1.0
F	0-64	0.0

Gold Honor Roll 3.67
Silver Honor Roll 3.3
Bronze Honor Roll 3.0

If you have any questions regarding the calculation of grades and honor roll, please refer them to your child's Guidance Counselor.

Instructional Technology Resources

Class Link

ClassLink Single Sign-on gives students and staff instant access to most of their online resources from any device. ClassLink gives students and teachers instant access to many online resources using one website (Manhasset Classlink Page) and one login (@mufsd.org account).

For many of the apps that we use, there will be no need to remember different usernames and passwords.

Students can easily locate and be signed into the main apps they will need using one login (@mufsd.org account)

For optimal browsing experience, please use the Google Chrome web browser and make sure no other personal gmail account is logged into the browser or device.

Visit Classlink here: <https://www.manhassetsschools.org/classlink>

Parent Portal

Our Parent Portal will provide you online access to your child's schedule, progress reports, and report cards.

We are paperless for report cards, progress reports and summer mailings.

Visit the parent portal here:
<https://parentportal.eschooldata.com/>



Canvas

Canvas LMS is used by all teachers to distribute and collect assignments. Students can login to their Canvas accounts using their Google credentials (username & password).

Parent Observer Accounts

Setup Step 1 - Canvas Pairing Code

- Have your child sign in to their Canvas account on a computer.
- Select Account on the top left side of the webpage, then select Settings.
- On the Settings page, select Pair with Observer on the right side of the page.
- A pairing code will appear. Copy it or write it down EXACTLY. We will use it in the next step.

Note: This code will expire after seven days, or after one use.

Setup Step 2 - Creating a Canvas Parent Account

- On your computer, navigate to <https://manhasset.instructure.com/login/canvas>

Note: This code will expire after seven days, or after one use.

- Select "Parent of a Canvas User? Click Here For an Account" on the top right side of the webpage.
- Complete the online form.

Enter the pairing code from Step 1 in the Student Pairing Code box.

Note: Pairing codes are CASE SENSITIVE and Pairing codes expire after seven days or their first successful use.

Manhasset Middle School Faculty

English	Math
Aspasia Tsampas	Allyson Hadden
Cassie Mercurio	Christina Jones
Christine Linbrunner	Christina MacDonald
David Romero	Christopher Sullivan
Diana DiPaolo- Caputi	Derek Jones
Eric Shapiro	Jacklyn Medina
Kathleen Dreyer	Lauren Briody
Lacey Dillworth	Mary Mangan
Lori Pellegrino	Rob Mashburn
Michael Koondel	Teresa Masini
Rachel Rahr	

World Language	Science
Alanna Siegel	Allison Astudillo
Gabriella Scaldaferri	Brandon DeFilippis
Jacqueline Burgos	Devin Hagendorn
Marcela Sepe	Jamie Loehner
Maria Mellace	Jenna DeFina
Nancy Diaz	Jennifer Cush
Pamela Davila	Jessica Gallagher
Peter Drago	Karalyn Medlock
Rebecca Krieger	Kristen Tadlock
Valerie Szuster	Michael Tarnowski
Maggie Zheng	Michele Caminas
	Richard Barkan

Social Studies	Fine Arts
Aiden Smithwick	Danielle Macumber
Alex Han	Emily Shank
Gabriella Abrams	Hanna Mackenzie
Lyndsay Conroy	Hector Minaya
Michael Lieberman	Kristen Benson
Nick Armstrong	Rachel Tripi
	Sarah Duke
	Victoria DiCarlo

Physical Education
Elizabeth Roberts
Matthew McGrane
Jasmine Ostrom

Clubs Honor Society & Activities

At Manhasset Secondary School we strive to offer a wide variety of clubs that meet the needs of the interest of our students. Most club information will be available on the individual canvas pages, accessible by students and parent observer accounts.

Club	Grade	Advisor	Meeting Location
American Sign Language	7,8,9,10,11,12	Ms. Goldstein	Monthly Wednesdays Room No. 204
Art Club	7,8	Ms. Tripi	2-3 Times Month Friday Room No. 308
CASA Set Connect Club	7,8	Dr.Held	Monthly Wednesday Black Box (Usually)
Chess Club	7,8,9,10,11,12	Mr. Russo	Every Other Week Monday Room No. 168
Coding Club	7,8,9,10,11,12	Mr. Mashburn	Weekly Wednesdays Room No. 278

Club	Grade	Advisor	Meeting Location
Cultural Club	7,8,9,10,11,12	Ms. Dilworth Ms. Wong	Bi-Weekly Friday Room No. 313
GSA Club	7,8,9,10,11,12	Ms. Mercurio Dr. Held	Monthly
Marketing Club	7,8,9,10,11,12	Ms. Flynn	Monthly Monday Room No. 108
Mathletes	7,8	Ms.Lee	Weekly Tuesday Room No. 160
Media Club	7,8,9,10,11,12	Ms. Tsampas	Bi-Weekly Monday, Tuesday Broadcast Studio
MS Government	7,8	Mr. Shapiro Ms. Diaz	Bi-Weekly Monday Room No. 170
National Jr. Honor Society	8	Ms. Sepe	Monthly Wednesday MS Library
Photography Club	7,8,9,10,11,12	Ms. Macumber	Monthly (Mornings) Wednesdays Room No. 309

Club	Grade	Advisor	Meeting Location
Science Fiction Club	7,8,9,10,11,12	Ms. Zaso	Weekly Friday Room No. 058
STAR(Students Taking Active Role) Club	7,8,9,10,11,12	Ms. Paez Ms. Margulies	Bi-weekly Tuesday Room No. 216
The Phoenix Art & Literature Magazine	7,8,9,10,11,12	Mr. Novak Ms. Pelfrey-Kennedy	Weekly Thursday HS Library
Writing Contest/Assembly Program	7,8,9,10,11,12	Ms. DiPaolo-Caputi	As Needed
Year Book	7,8	Ms. Pellegrino	Weekly Tuesday Room No. 269
1680 Club	7,8,9,10,11,12	Ms. Conroy	Bi-Weekly Wednesday Room No. 261

Grade 7 Supply List

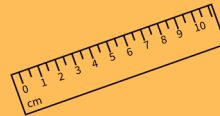


- Two 3 Ring Binders
- Pocket Folder with three hole punch
(Computer Literacy Class)
- Three hole punch (to be stored in a three ring binder)
- Ruler (centimeter/inches)
- Loose leaf paper
- Graph paper
- Index Card (3 X 5)
- Pen Blue
- Pen Red
- Pencils
- Highlighters
- Colored Pencils
- White out
- Reinforcements
- Calculator Model depend on the Math course

Grade 8 Supply List



- Three 3 ring binders
- One 1 inch binder
- Four pocket Folder
- Dividers
- Ruler (centimeter/inches)
- Protactor
- Loose leaf paper
- Graph paper
- Index Card (4 X 6)
- Pen Blue
- Pen Red
- Pencils
- Highlighters
- Colored Pencils
- White out
- Reinforcements
- Calculator Model depend on the Math course
- Mini stapler





Thank You

We are excited for another
wonderful year at
Manhasset Middle School.