



Manhasset Public Schools

Dr. Dean J. Schlanger
Principal
Manhasset Secondary School

"Excellence through Effort"

August 4, 2016

Dear Parent/Guardian:

I hope this letter finds you and your family well and enjoying the summer. In reviewing school-related policies and procedures in recent years and anticipating the 2016-17 school year, we are aware of certain trends regarding student punctuality and attendance which are prompting changes to the current attendance policy. Over the past few years we have seen an increase in student lateness to school, an abuse of our five-period rule, and students not taking exam(s) on an assigned day (but present for all other periods). Collectively, these issues have contributed to disruptions to the daily operation of the school and to the overall instructional day. This past spring I convened a committee consisting of a representative group of teachers and building administrators to review these issues and to seek ways to make improvements. As a means of addressing student attendance, reducing the number of students arriving late to school, and maintaining a fair and equitable testing administration, some revisions have been made to our attendance policies and practices significant to the Secondary School:

- Period one classes will now begin at **8:13AM** immediately after the second bell. The Pledge of Allegiance and daily announcements will now occur from 8:57AM – 9:00AM.
- Students are expected to be punctual to school. Students who arrive late to their period one class (up to 15 minutes into a class period) will receive a detention after the third infraction, per quarter. Each subsequent lateness will result in additional detentions.
- Any lateness to class or school in excess of fifteen minutes will be recorded as an illegal absence for that class and result in a detention. ***Additionally, the student will be ineligible to participate in after school activities the day of this infraction.***
- There is no longer a five-period rule for eligibility for co-curricular/athletic involvement after school. ***Each student is required to be in attendance for their entire school day in order to participate in any co-curricular or after school activities including, but not limited to, athletic practices or competitions, theater / performing arts practices or productions, clubs, concerts, dances or other events.*** On any day preceding a weekend or holiday, this requirement applies to playing in or practicing for sports competitions, performing arts events, or other co-curricular or school related activities during the upcoming weekend or holiday.

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- If a student must leave during the school day, the ***student must personally sign the pink sign out sheet in the attendance office*** with a parent or guardian present. In some cases, a facsimile (fax) or email followed with a phone call may be accepted. ***Failure to meet this protocol will result in disciplinary action for the student and the absence will be unexcused.***
- The Secondary School staff adheres to an odd-even testing day schedule, as well as an end of quarter testing schedule to minimize multiple exams on a day. While clear progress has been made to reduce stress, we are still experiencing students missing class(es) on a particular day.
- **Students will no longer be given additional time to make up exams if they are out just for the day of the test. They will take their missed exam immediately upon their return to school.** If students are overwhelmed or unable to take tests on an assigned day, consideration should be given to reducing the academic load or the amount of time spent on after school activities.

I am sure you will agree that reinforcing among our students the values of punctuality and personal responsibility provides a significant, positive learning experience for them. These revisions to the attendance policy emphasize appropriate personal accountability and a fair application of testing policies for all students. The changes noted above will also be highlighted in our grade-level assemblies to all students in the beginning of the school year. Thank you for your support of these revisions and our overall effort to improve the daily operation of the school.

Separate from this matter, but of important note, no U-Turns are permitted from 7:00AM – 9:00AM and 2:00PM – 4:00PM on Dennis Street. There should be no drop-offs or pick-ups of students on Dennis Street as it is a major safety concern. We have been told police will be monitoring this street for enforcement.

Over the next few weeks you will receive a back-to-school packet that will contain your child's schedule and other important items pertinent to the start of school. Enjoy the remainder of the summer.

Very truly yours,



Dr. Dean J. Schlanger
Principal