

The Manhasset Secondary School Code of Conduct is based upon **respect - respect for oneself, for others, and for property**. The purpose of the Code is to provide a safe and secure environment in which to work and learn. The goal is to **teach students to learn how responsible individuals conduct themselves in our society**.

Offenses	<u>Minimum</u> Corrective Measures
Alcohol & Drug Offenses: Possession and/or use of Alcohol, illegal drugs or other illegal substances.	1 st Offense - three days Out of School Suspension (OSS), Confiscation, three week social suspension during which time the student may not participate in any extracurricular or co-curricular activities. A breathalyzer test will be administered, when applicable, upon reasonable suspicion as per Board of Education policy.
Assault/Fighting-Physical	Out of School Suspension
Assault/Verbal/Profanity	Detention or Suspension
Bias Statement and/or Action	Double PM Detention or Suspension
Bullying/Cyber bullying	Parental Contact/ Guidance Intervention/Detention
Defamation, Harassment, Intimidation	Parental Contact/Double PM Detention
Destruction of property/ Vandalism	Detention/ Out of School Suspension/Restitution
Discrimination	Parent Contact/Double PM Detention
Disrespect	Parental Contact/ Guidance Intervention/Detention
Disruptive Behavior (Major)	Double PM Detention or Suspension
Disruptive Behavior (Minor)	Detention
Endangering the welfare of oneself or others	Out of School Suspension
Forgery	Detention and/or Double PM Detention
Insubordination	Double PM Detention or Suspension
Parking Violations	Refer to Parking Policy
Plagiarism	Refer to Academic Integrity Policy
Slander or Libel	Detention/Suspension
Smoking, Possession and/or Use of Tobacco/Vaping Products	1st Offense: Confiscation, In School Suspension, and two weeks of Social Suspension.
Spectator code violation	Exclusion from event
Tampering with fire alarms and/or fire extinguisher	Out of School Suspension and Notification to the Fire Marshall
Theft	Detention/Double PM Detention/ Out of School Suspension and possible police notification.

This is a brief summary of the Code of Conduct. Please be advised that these are the minimum corrective measures. If you wish to view the complete list of the Manhasset Secondary School Code of Conduct, please go to the Manhasset web site at www.manhassetschools.org and click the High School Link.

Use of personal electronics devices during the school day*

Cell phones, iPods, etc. will be restricted to use only in the cafeteria and/or the Senior Privilege Area during the school day.

Devices used for academic data transfer, or instructional purposes, must be approved by an administrator or a designee (e.g. classroom teacher).

***Note: The school is not responsible for any electronic devices brought to school by the student.**

Be responsible for your personal belongings at all times

Detention: 3:15 pm—4:15 pm

Monday - Thursday

Room 208

Late Bus—4:20 pm

MANHASSET SECONDARY SCHOOL ATTENDANCE AND DISCIPLINE POLICIES

2018-2019



Dr. Dean Schlanger, Principal
267-7605

Mr. Peter J. Vercessi
Assistant Principal
267-7505

Ms. Kelly Ramsey
Dean of Students
267-7508

Attendance Office
267-7502

Welcome to the 2018-2019 School Year!

This pamphlet was created to serve as a reference for parents in case their child has any attendance or lateness issues. Parent support plays an important role in the area of attendance. Our mutual goal is to make every attempt to insure that your child attends each and every class—except when legally excused.

REPORTING LEGAL FULL DAY ABSENCES

If your child will be absent for a full day of school because of a legal absence, we request that a Parent/Guardian call before 9:30 a.m. to the Attendance Office.

The phone number to call is 267-7502. Please indicate your child's name, grade, and the reason for his/her absence. If you do not call or email and your child is absent for any class periods of the day; that evening an automated phone call will be made to your home, work, or cell phone informing you of your child's absence.

REPORTING LATENESS TO SCHOOL

If your child will be late to school, he or she will need to sign in late in the Attendance Office immediately upon entering the school. Each tardy student will need a **note** indicating the **reason** for the lateness and the **time** that the child left home.

REPORTING EARLY DISMISSAL FROM SCHOOL

If your child needs to be excused early from school, a parent/guardian needs to be present to sign out the student indicating the reason for the early dismissal. In emergency cases a fax and/or a follow-up phone call will be accepted. In all cases, The students themselves must personally sign the pink dismissal sheet in the Attendance Office Leaving school without proper authorization (the Nurse's office, parent permission, etc.) will result in an appropriate disciplinary consequence.

Manhasset Secondary School General Procedures

- Attendance will be taken during each class period.
- The Manhasset Secondary School uses an automated parent notification system. This system will inform parents via an automated phone message of the student absence by class period and date on a daily basis.
- Students receiving phone calls must provide the attendance office with a note of clearance within a 24-hour period.
- Students who do not provide a clearance note on the next school day will be interviewed by the Attendance Office to determine if the student was illegally absent from class (es).
- Students who fail to provide a clearance note or a parent phone call within 24 hours of their full-day absence will be assigned an unexcused absence and may jeopardize their ability to make up class work for that day.

Disciplinary Consequences

Unexcused absences may result in disciplinary action consistent with the District's *Code of Conduct*. Those penalties may include, for example, detention or suspension. Students may also be denied the privilege of participating or attending extracurricular activities (Social Suspension).

Progressive Disciplinary Consequences for Unexcused Lateness & Absences

Truancy – Students who are illegally absent for a full day without parental acknowledgement will meet with a building Administrator. Consequences may include in school suspension, out of school suspension, extended social suspension, or multiple double detentions.

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

Illegal Lateness to Class – Students are expected to be punctual to class. Students who arrive unexcused to class (without a note or pass) will receive a detention after the third infraction. Any lateness in excess of fifteen minutes will be recorded as an illegal absence for that class.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students must be in attendance at school in order to participate in all district-sponsored activities (athletics, clubs, performing arts, dances, etc.). At the Secondary School level, **each student is required to be in attendance for the entire school day in order to participate in any co-curricular or after school activities including, but not limited to, athletics 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.

DOCTORS APPOINTMENTS

Appointments with doctors should not be scheduled during the school day.

LEGAL ABSENCES INCLUDE:

Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observances, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, medical visits that have been pre-approved by the principal or his/her designee, or other such reasons as may be approved by the Attendance Review Team.

APPROVED COLLEGE VISITS

If a senior or junior attends a college visit during a school day, a form must be filled out and returned to the attendance office the next day. That absence will then be marked as a legal absence from school. The form is in the Attendance and Guidance offices and can be downloaded from the school website.

"Dedicated to Excellence"