

Offenses	Minimum Corrective Measures
Alcohol & Drug Offenses: Possession and/or use of Alcohol, illegal drugs or other illegal substances.	<b>1<sup>st</sup> Offense</b> - Confiscation, three (3) days of Out of School Suspension (OSS), three (3) weeks of Social Suspension during which time the student may not participate in any extracurricular or co-curricular activities. When applicable, police will be notified in the case of illegal drugs and/or other illegal substances. A breathalyzer test will be administered, when applicable, upon reasonable suspicion as per Policy #5445 - Breathalyzer Testing Policy
Assault/Fighting-Physical	Out of School Suspension
Assault/Verbal/Profanity	Detention(s) or Suspension
Bias Statement and/or Action	Detention(s) /or Suspension
Bullying/Cyber bullying	Parental/Guardian contact / Guidance Intervention / Detention(s) - Refer to Policy #0115 - Student Harassment and Bullying Prevention & Intervention and see also Section XXIV of this Planner
Defamation	Parental/Guardian contact / Guidance Intervention / Detention(s)
Destruction of property/Vandalism	Detention(s)/ Out of School Suspension/Restitution
Discrimination	Parental/Guardian contact / Detention(s). Refer to Policy #0100 - Equal Opportunity and Nondiscrimination and see also Section XXIII of this Planner.
Disrespect	Parental Contact/ Guidance Intervention/Detention
Disruptive Behavior (Major)	Detention(s) or Suspension
Disruptive Behavior (Minor)	Detention(s)
Endangering the welfare of oneself or others	Out of School Suspension
Insubordination	Detention(s) or Suspension
Plagiarism	Refer to Policy #4325.2 - Academic Integrity and see also Section IV of this Planner Policy Decision
Slander or Libel	Detention(s)/Suspension
Smoking, vaping, or possession or use of tobacco products including cigarettes, chewing tobacco, smokeless tobacco, electronic smoking devices, vaping devices, or vaping products	<b>1st Offense</b> - Confiscation, Detention(s) or In School Suspension, and two (2) weeks of Social Suspension, during which time the student may not participate in any extracurricular or co-curricular activities. The record of the suspension will be expunged if the student attends a sanctioned smoking cessation program.

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.manhassetsschools.org](http://www.manhassetsschools.org) and click the Secondary School Link.

## Students and Personal Electronic Devices

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.*

**Detention: 3:15 pm–4:15 pm**  
**Monday - Thursday**  
**Room 208**  
**Late Bus–4:20 pm**

# MANHASSET SECONDARY SCHOOL ATTENDANCE AND DISCIPLINE POLICIES

2025-2026



Dr. Rich Roder  
Principal  
267-7605

Dr. Matthew Coleman  
Assistant Principal Grades 7 & 8  
267-7501

Keri Crocco  
Assistant Principal Grades 10 & 12  
267-7770

Kim Braha  
Assistant Principal Grades 9 & 11  
267-7637

## Welcome to the 2025-2026 School Year!

This pamphlet was created to serve as a reference for parents in case their child has any attendance or lateness issues. Parent(s)/Guardian(s) support plays an important role in the area of attendance. Our mutual goal is to make every attempt to ensure 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 email the attendance office before 9:30 a.m. at the following email address:

**SecondarySchoolAttendance  
@ManhassetSchools.org**

Please indicate your child's name, grade, and the reason for his/her absence. If you do not 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, your child is required to sign in late in the Attendance Office immediately upon entering the school. Each tardy student is required to have 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(s) is required to be present to sign out the student indicating the reason for the early dismissal.** In emergency cases an e-mail, and/or a follow-up phone call will be accepted. Leaving school without proper authorization (the Nurse's office, parent permission, etc.) will result in an appropriate disciplinary consequence.

## GENERAL ATTENDANCE PROCEDURES

- Attendance will be taken during each class period.
- The Manhasset Secondary School uses an automated parent(s)/guardian(s) notification system. This system will inform parents/guardians via an automated phone message of the student absence by class period and date on a daily basis.
- Parent(s)/Guardian(s) receiving phone calls are required to 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/guardian 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 UNEXCEUSED LATENESS & ABSENCE

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

**Illegal Absence(s) (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.

**Lateness (individual periods)** - If a student exceeds three latenesses to school per quarter, then a single detention will be assigned for every lateness thereafter for the remainder of that quarter.

## 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 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 is required to be filled out and returned to the Attendance Office the next day. The 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.