



Port Chester High School

One Tamarack Road
Port Chester, New York 10573
914.934.7950

Luke A. Sotherden
Principal

Assistant Principals

Keith Allen

Fortunato R. DiRenno

Juan C. Sanchez

WELCOME

It is with great pleasure and enthusiasm that we welcome you to Port Chester High School!

The tower of Port Chester High School beckons above the campus, calling us to great heights. We believe this school should be a flagship of the district, an institution that students and staff are proud to call home. A culturally diverse student body is one of our greatest strengths, and together, we have the opportunity to build on the school's legacy and rich traditions.

We are committed to providing a safe, orderly, and supportive educational environment. This handbook contains information, policies, and procedures to guide you. A productive, satisfying, and wholesome learning environment depends upon an atmosphere that permits students to learn and teachers to teach. Respect for other people, honesty, and courtesy promote a positive atmosphere, and students who violate school rules will be subject to firm, fair, and consistent disciplinary action.

At Port Chester High School, a dynamic administrative team leads a school community that is focused on teaching and learning. Students are supported by professionals who value the importance of academic achievement and are dedicated to ensuring that you receive the highest quality education possible. Everyone here feels part of a team whose mission it is to help you do your best. We offer opportunities for you to develop and grow outside the classroom through participation in numerous athletic, musical, and other venues. Outstanding programs and dedicated people work to ensure that the district's mission of "Success For Every Student" is accomplished.

You have our best wishes for a successful school year.

Luke A. Sotherden
Principal

Keith Allen
Assistant Principal

Fortunato R. DiRenno
Assistant Principal

Juan C. Sanchez
Assistant Principal

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PORT CHESTER PUBLIC SCHOOLS CALENDAR
2021-2022

September

2	Opening Day for Students	School Open
6	Labor Day	School Closed
7-8	Rosh Hashanah	School Closed
16	Yom Kippur	School Closed

October

11	Columbus Day/Indigenous People's Day of Observance	School Closed
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November

2	Superintendent's Conference Day Staff Only	
11	Veteran's Day	School Closed
17	Early Dismissal Elementary students only	
24	Early Dismissal – Students and Staff	
25-26	Thanksgiving Recess	School Closed

December

23-31	Holiday Recess	School Closed
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January

17	Martin Luther King Day	School Closed
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February

21-25	Winter Recess	School Closed
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March

9	Early Dismissal Elementary	Students Only
15	Superintendent's Conference Day	Staff Only

April

11-18	Spring Recess	School Closed
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May

30	Memorial Day	School Closed
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June

14-22	Regents Exams Begin	
20	Juneteenth Observance	
22-24	Dismissal-Elem & Middle School	Students Only
23	Regents Rating Day	
24	Last Day of School	
24	High School Graduation Day	

EMERGENCY CLOSINGS:

Emergency Closing Make-Up Instructional Days will be scheduled as follows:

1. If 1, 2, or 3 Emergency Closing Days are used, there will be no changes in the calendar.
- 2a. If permitted by NYSED, Port Chester Public Schools shall hold remote instruction and not lose instructional days beginning with the 4th Emergency Closing Day.
- 2b. If not permitted to hold remote instruction in lieu of closing, beginning with the 4th Emergency Closing Day, make-up instructional days will occur in the following order: March 15, April 18, April 11, April 12, April 13, April 14.
3. If all make-up days are exhausted due to excessive emergency closings, 1 additional day will be absorbed and not affect the calendar. However, if 1 this additional day is absorbed, as necessary the Board will revise the school calendar to ensure that the SED mandated number of instructional and Superintendent Conference Days are held.
4. If fewer than 3 emergency closing days are used, schools will be closed on May 27.

Total Days:

Teacher: 185

Student: 181

No irrevocable vacation plans are to be made for potential make-up emergency closing days. ***Inclement weather and emergency schedule procedures are available at www.portchesterschools.org.***

MARKING PERIODS

At the midpoint of each marking period, progress reports are mailed to the parents of students whose work warrants commendation or is deficient in any respect. **In addition, teachers are strongly encouraged to contact the home at any time during the marking period when a student's performance rises or falls dramatically so that parents can play an active role in helping their child improve and so that parents are aware before report cards are issued that their child's performance has drastically changed; hearing the news from teachers in advance is preferred to parents' being surprised when an unexpected report card grade arrives in the mail.**

FIRST MARKING PERIOD SEPTEMBER 2, 2021 - NOVEMBER 12, 2021

Midpoint: October 8, 2021
Progress Reports: Will be issued by the week of October 18th
Report Cards: Will be issued by the week of November 22nd

SECOND MARKING PERIOD NOVEMBER 15, 2021 - JANUARY 28, 2022

Midpoint: December 14, 2021
Progress Reports: Will be issued by the week of December 27th
Report Cards: Will be issued by the week of February 7th

THIRD MARKING PERIOD JANUARY 31, 2022 - APRIL 8, 2022

Midpoint: March 8, 2022
Progress Reports: Will be issued by the week of March 21st
Report Cards: Will be issued by the week of April 25th

FOURTH MARKING PERIOD APRIL 19, 2022 - JUNE 24, 2022

Midpoint: May 17, 2022
Progress Reports: Will be issued by the week of May 23rd
Report Cards: Will be issued by the week of June 27th

PORT CHESTER HIGH SCHOOL PHONE DIRECTORY

Principal's Office	934-7952 or 7953
Assistant Principals' Office (Attendance)	934-7956, or 5080, or 1266
Guidance Office	934-7964, or 7965, or 7966
Health Office	934-7967
Athletic Department	934-7913
Dignity Act Coordinator (Luke Sotherden)	934-7955

DISTRICT NON-DISCRIMINATORY POLICY

The Port Chester-Rye Union Free School District advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, disability, national origin, race, age, color, creed, religion, marital status, genetic predisposition, carrier status, or sexual orientation. Inquiries regarding this non-discrimination policy may be directed to the District Title IX/Section 504 Compliance Officer.

POLITICA NO- DISCRIMINATORIA

El Distrito Escolar de Port Chester avisa alumnos, padres, empleados, y el público general que en si, ofrece oportunidades educativas, incluyendo preparación vocacional, sin discriminación a sexo, impedimentos, origen nacional, raza, edad, color, credo, religión, estado civil, predisposición genético, estado portador, o orientación sexual. Preguntas acerca de esta política no discriminatoria pueden ser dirigidas.

VISUAL ART, MUSIC AND THEATRE**ART**

Barnett, Kathleen
Bickford, Sallee
Keogan, Kelly
Maniscalco, Erik

MUSIC

Miceli, Michael
Neyer, Melissa
Pereira, Jonathan

THEATRE

Baurle, Christina

COMPUTER TECHNOLOGY

Mooney, Louis

EDUCATIONAL TECHNOLOGY**SPECIALIST (6-12)**

Ruggiero, Veronica

ENGLISH

Backelman, Barry
Barbara, Lise (Special Education)
Darrow, Stephanie
Diaz, Nelson
Donnelly, Patricia (Special Education)
Fernandez, Jesse
Glazer, Aaron
Kim, Sung (English as a New Language)
Knudsen, Brian (English as a New Language)
Guarino, Gregory
Laconi, Rich
Macchia, Emily (Librarian)
Mannel, Joyce (English as a New Language)
Martinez, Rigoberto
Marziani, Estrella
Miletti, Karin (English as a New Language Chair)
Mulvihill, Brian (Special Education-Bilingual)
Osmani, Aferdita (Special Education)
Parker, Kevin
Puma, Stephanie (English Chair)
Rose, Victoria
Stio, Sara
Thomas, Justin
Torruella, Eric
Zappone, Kathryn (English as a New Language)

WORLD LANGUAGES

Caba, Olvin
Carreras, Yomahira
Padilla, Magdalena
Pelletier, Debbie
Puzzo, Krysten
Rodman, Caryn (World Languages Chair)
Sendoya, Martha
Tobias, Dina
Venegas, Marjorie (& TASC)

GUIDANCE OFFICE

Avila, Santos
Bonilla, Denise
Cafaldo, Stacey
Clay-Williams, Vanessa
Gramajo, Darwin
Martinez, Yudelca
Sandoval, Marta

MATHEMATICS AND COMPUTER SCIENCE

Aberasturi, Kristen
DeBellis, Samantha
DeProssino, Joseph (Special Education)
Desharnais, Michael
DiNome, Eric
Ennis, Chanel
Ferraro, Giselle
Gomez, Carlos
Kippes, Ginna
Kleiman, Matthew
Maggi, Caitlin
Peña, Rosa
Perciavalle, Anthony
Peterson, Virginia
Raskin, Anton
Ridder, Henry
Sabol, Judith
Tamucci, Daniel
Tenzer, Joshua (Special Education)
Yzeiraj, Violeta (Special Education)

PHYSICAL EDUCATION AND HEALTH

Bisignano, Jackie (Physical Education Chair)
Crane, Corey
Facciola, Joseph
Gibbs, Gareth
Holcomb, Craig
Plato, Jonathan

PSYCHOLOGIST

Ford, Ana Maria
Paula, Dania
Schur, Sarah

PORT CHESTER HIGH SCHOOL FACULTY

2021-2022

SCIENCE

Aubry, Renee
Ceccarelli, Dante
Cegielski, John
DellaVecchia, Antoinette
Ferrante, Lucia (Special Education)
Fontana, Joseph (Science Co-Chair)
Gjika, Ferzileta
Guido, Maxwell
Janson, Adele
Keener, Kim
Martinez, Manuel
Miller, Alexander
Moore, Alexander
Penate, Nitai (Special Education)
Perez, Erika
Recchia, Maria (Science Co-Chair)
Ruvolo, Ayse (Special Education Chair)
Sepulveda, Alexandra
Stabile, Michael

SOCIAL STUDIES

Chepiga, David
Clark, Kevin (Special Education)
Gilson, Joseph (Social Studies Chair)
Josephson, Thomas
Kazim, Chris (Special Education)
Kravitz, Jeffrey
Lagana, Santo
Latasa, Marc
Maldonado, Ligia (Special Education)
Messina, Elizabeth
Moravick, Thomas
Mouracade, Michael
Perez, Ashley
Piero, Anthony
Querfeld, Jeffrey
Romashko, Justina (Special Education)
Schwartzberg, Stephanie
Talia, John

SOCIAL WORKER

Rosario, Carmen

SPEECH THERAPIST

Iasillo, Jennifer

TEACHER ASSISTANTS

Catalano, Laurie
Funes, Perla
LaBella, Donna
Menegazzo, Sheila
Van Vlack, Ken
Vita, Peter

SPECIAL EDUCATION

(Note: Special Education teachers are also listed in the departments in which they primarily work)

Barbara, Lise
Clark, Kevin
DeProssino, Joseph
Donnelly, Patricia
Ferrante, Lucia
Kazim, Chris (Special Education Co-Chair)
Maldonado, Ligia
Mulvihill, Brian
Osmani, Aferdita
Penate, Nitai
Romashko, Justina
Ruvolo, Ayse (Special Education Co-Chair)
Tenzer, Joshua
Yzeiraj, Violeta

LIFE SKILLS

Burns, Margaret
Magnotta, Brooke

TEACHER AIDES

Camacho, Sonia
McNabb, Crystal
Menegazzo, Nicole

TEACHER ASSISTANTS

Cassone, Christian
Fanelli, Kim

ADMINISTRATION

Allen, Keith (Assistant Principal)
DiRenno, Fortunato (Assistant Principal)
Sanchez, Juan (Assistant Principal)
Sotherden, Luke (Principal)

DISTRICT DIRECTORS

Carroll, Coleen (Curriculum)
Memoli, Tatiana (Special Education)
Orozco, Felipe (K-12 ENL and Bilingual Programs)
Ritacco, Michael (Technology)
Ryan, James (Physical Education and Athletics)
Sinsabaugh, Dr. Katherine (Spv. of Fine and Performing Arts)

PRINCIPAL'S OFFICE

Garcia, Sonia (Provisional)
Gooden, Mattie

ASSISTANT PRINCIPALS' OFFICE

Paniccia, Dawn
Yapur, Sandra

GUIDANCE OFFICE

Burns, Elizabeth
TBD-Maida, Joanne-Leave Replacement
Henriquez, Lilian

HEALTH OFFICE

Dorazio, Nicole
Ginovker, Julia
LaDore, Dineen

LIBRARY/MEDIA CENTER

Johnston, Lisa
Macchia, Emily

CUSTODIANS

Alford, Cleveland
Dietz, Guy
Gamble, Adam (Night Supervisor)
Gooden, Eric
Grant, Arthur
Parham, Greg
Ramos, Manny
Sapione, William (Head Custodian)
Yanez-Lopez, David

CLEANERS (3 ½ HOURS)

TBD (12:00-3:30 p.m.)
Medina, Mario (8:20-12:00 p.m.)
TBD (11:30-3:00 p.m.)
Turner, Mike (3:30-7:00 p.m.)

ATHLETIC DEPARTMENT

Ryan, James (Director)
Baxter, Dawn

HALL MONITORS

Bierne, Darrell
Carroll, Janelle
Castaneda, Donna
Catalano, Christine
Davis, Danny
Domestico, Gregory
MacAllister, Laurie
Ordonez, Sandra
Ostrowski, Jason
Parris, Raynard
Pride, Shante
Stacker, Robert
Sundheim, Ed

LUNCH MONITORS

TBD
TBD

SPECIAL EDUCATION TEACHER AIDES

Hartnack, Alma
Messina, Cameryn
Mutino, Peter
Soriano, Rick
Vlahna-Nezaj, Ditere

TELEVISION STUDIO

Lauer, Bill

FAMILY SERVICES OF WESTCHESTER

Alvarado, Hortenzia
Salazar, Dahiana

GIRLS INC

Logan, Kimberly, Interim Executive Director
Mullings, Diamond, Director of Program

P.C.H.S. ALMA MATER

When the sun is in the valley,
And the day dies in the west.
Hear the music on the campus,
Hail the school we love the best.

When a hush falls on the mountain,
And the shadows creeping long...
Listen to the twilight vespers.
Praise the blue and white in song.

Sing to thee our Alma Mater,
With our voices raised as one.
Send our music to the Heavens.
Hail to thee, when day is done.

Clement Barton

Port Chester's Traditional "Fight Song"

Stand Up and Cheer

Stand up and cheer,
Stand up and cheer for old Port Chester;
For today we raise the Blue and White
Above the rest, above the rest,
Our team is fighting,
And we're about to win the game.
We've got the team (rah! rah!)
We've got the steam (rah! rah!)
For this is old Port Chester's day.

GUIDANCE SERVICES AND POLICIES

Port Chester High School is a public, four-year secondary school of about 1500 students accredited by the New York State Board of Regents and the Middle States Association. It is a comprehensive high school offering curricula which:

1. prepares students for schools of higher education
2. gives students training in entry level skills for business & trades and,
3. provides training suited to students' abilities in fine arts, and music.

You may take Advanced Placement, International Baccalaureate, Honors, Regents, and elective classes depending on ability, talents, interest, and motivation.

THE GUIDANCE OFFICE

Each student has the services of a School Counselor to assist in academic and career planning as well as to assist with personal problems. Your counselor will work with you in attempting to find solutions to your educational, vocational, and social needs. During each school year your counselor will hold individual conferences with you to discuss program planning and will also conduct group guidance sessions to discuss College Board examinations and career opportunities. You should always feel free to seek out your counselor when you have questions regarding your course of study. Parents are also invited to talk over problems with the counselor.

IF YOU WISH TO SEE YOUR SCHOOL COUNSELOR YOU MUST MAKE AN APPOINTMENT DURING A PERIOD IN WHICH YOU HAVE NO SCHEDULED CLASS OR BEFORE OR AFTER SCHOOL.

During the school day, you may not come to the Guidance Office without a pass. You may arrange to see your counselor by asking the guidance secretary to set up an appointment or by signing the appointment sheet on the counter in the Guidance Office. Counselors often send for students using a pass system which indicates the time to report to the Guidance Office. You must bring the pass with you. STUDENTS WHO SIMPLY WALK INTO THE GUIDANCE OFFICE AND SPEND TIME WAITING WILL BE CHARGED WITH A CLASS ABSENCE.

DO NOT REQUEST THAT YOUR COUNSELOR MAKE A CHANGE AFTER SEPTEMBER 24th. NO SCHEDULE CHANGE(S) WILL BE MADE AFTER SEPTEMBER 24th.

School Counselors and Assistant Principals will work in concert to monitor student truancy with the goal of improving student attendance and academic performance. Parents are encouraged to communicate with the school to work with us in ensuring their child's success.

SCHEDULING

Annual Course Registration:

Each year, at the beginning of the second semester, students and parents are provided information regarding the process for selecting courses for the coming school year. School Counselors work closely with students individually to review academic plans, monitor graduation requirements, and provide appropriate support and guidance in the course selection process. Students are encouraged to discuss course selections with their parents.

Course Availability:

In the event of insufficient enrollment, staff considerations, and fiscal restraints, Port Chester High School reserves the right not to offer a course or to limit the number of course sections available.

CREDIT RECOVERY

Make-Up Requirements for Failed Courses:

Students who fail a high school course and have **fewer than 46 absences** in a full-year course or **fewer than 24 absences** in a half-year course may be eligible to remediate the course by participating in Port Chester High

School's Credit Recovery Program. If the failed course is not offered in the credit recovery program, students may elect to complete the course in an authorized summer school program in a neighboring school district. Failure to complete either a credit recovery or summer school program could result in the student taking the same course the following year. * *The number of absences is subject to be changed by the principal.*

Student Repeating Course(s):

Students who fail a high school course and did not attend Port Chester High School's Credit Recovery Program may be scheduled by their School Counselor to repeat the course. If the student successfully passes the first semester and Regents examination, if applicable, the current teacher of record may grant the student credit for the repeated course by completing a Grade Change Form in the Guidance Office. It is not until this document is submitted that a student can be removed from the course.

Credit by Examination:

In accordance with the Education Law section 100.5 (d) Diploma Requirements, a student who earns a score of at least an 85 on a Regents examination shall be able to petition to receive one unit of credit in that course (see section 100.5[d] for details).

EARLY GRADUATION

The Board of Education; in certain instances; shall grant students who wish to graduate from high school in less time than the ordinary four-year sequence the permission to complete the graduation requirements on an alternative schedule. To this end, all normal graduation requirements must be completed for early graduation.

In regard to individual student requests, the following factors may be considered: the student's grades, performance in school; his/her future plans; and benefits that would accrue to the student if the request for early graduation were to be approved. The Building Principal shall make the final decision on whether to grant permission after consultation with the student's counselor; the English department chairman; the student; and the student's parent(s) or guardian(s).

TRANSFERRING STUDENTS AND GRADES

Grades provided on an official transcript and/or report card from another educational authority count toward that student's performance for that year or part of the year. The grades should count if a teacher here is calculating a final average for a student; however, the grades cannot and should not be entered into the system as if the student had been here. Teachers can only be responsible for the grades that they give and not those others give. Ultimately, the teacher awarding the final grade has the right to account for the totality of a student's performance in determining a final grade that they will be owning. We treat the grades transferring on paper from another school in a professional manner, but if our determination is that the child deserves a grade higher than the mathematical calculation of a final average, we honor that and say that a 50, 50, 50, 90, e.g. probably ought to be a higher final grade than the mathematical average of those numbers, since the child's performance here with us seemed so much better (near the end of a course where he/she is clearly demonstrating mastery) than how he/she was doing in the previous school. However, we also honor grades that might have been higher than we'd give when they come from another school (i.e., 90, 90, 90, 50 would not mean that the child should fail for the year because we feel in our one quarter of work the child just isn't getting it) because we treat educators wherever they come from as like professionals—the same way that we would expect that grades from PCHS would be honored by the school that we send a transferring student to. None of that is new. Grades, as you know, even with a formula to be used, are a very subjective thing. The general rule that we expect to see followed is that we err on the side of the child.

We cannot create a phantom report card entry for quarters during the year when a student did not attend our school. That would be like falsifying records, and we'd need to explain how a student got a grade for a marking period if they never attended the class and did not enroll until a certain date. Similarly, each Regents Examination grade must be recorded in the appropriate bucket for that exam (January, June, or August).

If a student changes from one teacher to another for the same course, School Counselors will trail it in E-school. The only course exempt from this procedure is physical education. Physical Education Teachers must request from the School Counselor the grades from a previous teacher of record.

Students coming as new entrants must be placed in courses for the purposes of auditing them if (1) they arrive with no academic records for that school year (and none are later provided) and (2) after the midpoint date of the third marking period (i.e., usually a date in early March [the date in the 2019-2020 school year is March 3, 2020]). A teacher may determine that a student placed in her/his class for the purposes of auditing has mastered the material enough to earn a passing grade and may give such a final grade to a student. That decision shall be made by the teacher. For these new entrants, teachers will provide students either an AUD (for auditing) or a P (for passing) or a passing number grade as a final grade.

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian of each graduating class shall be the student in the graduating class holding the highest GPA. The Valedictorian must have been in attendance for at least 6 semesters at Port Chester High School (each year a student is in the high school is two semesters). The Salutatorian of each graduating class shall be the student in the graduating class holding the second-highest GPA. The Salutatorian must have been in attendance for at least 6 semesters at Port Chester High School. Students who complete fewer than 6 semesters of high school study at Port Chester High School shall not be eligible to be the Valedictorian nor Salutatorian.

CALCULATION OF GRADE POINT AVERAGE FOR THE PURPOSES OF DETERMINING THE VALEDICTORIAN AND SALUTATORIAN

For the purposes of determining the Valedictorian and Salutatorian, the GPA calculation shall be made approximately five months prior to the graduation date and should include all work completed by students inclusive of the first semester of their senior year.

DETERMINATION OF THE TOP TEN PERCENT

Designation as being in the Top Ten Percent of a graduating class for the purposes of honoring students at the Senior Scholarship Night and Commencement Ceremonies shall be subject to the estimated size of the graduating class and determined using accurate enrollment numbers during May of the year in which the cohort will be graduating (e.g., 310 students graduating would mean the Top Ten Percent would be the 31 students with the highest GPA at that point in the year). The calculation should include all work completed by students inclusive of the first semester of senior year. Students who complete fewer than 4 semesters of high school study at Port Chester High School shall not be eligible to be in the Top Ten Percent (i.e., students who transfer to Port Chester High School after the beginning of their junior year are not eligible to be in the Top Ten Percent).

WORKING PAPERS

Students must be 14 years old in order to apply for papers that authorize them to work. An application for working papers is available online at, https://shs.portchesterschools.org/working_papers. Applicants are to complete parts 1 and 2 only with **STUDENT** information. A parent must sign where indicated in part 1. An updated physical from your doctor done within one year from the date of your working paper application is needed. If the file with the health office is current, that one will be used. If not, you will need to provide one. Email completed application and physical to: workingpapersPCHS@portchesterschools.org. Once received, your application will be processed, and your work permit will be mailed to your home address with instructions on where the student should sign. To avoid delay, please make sure your application is legible and includes **STUDENT'S** information, not the parents. A parent's signature is the only item required.

THE GUIDANCE STAFF

Student Distribution by School Counselor and Administrator

LAST NAME	COUNSELOR	ADMINISTRATOR
A, B, F, W, X, Y, and Z	Mrs. Vanessa Clay-Williams	Mr. Juan Sanchez
C, D, and E	Mrs. Denise Bonilla	Mr. Keith Allen
H, I, J, K, L, P, and Q	Mr. Santos Avila	Mr. Keith Allen
G, U, V, and Senior ELLs	Mr. Darwin Gramajo	Mr. Keith Allen
M, N, and O	Mrs. Marta Sandoval	Mr. Fort Direnno
R, S, and T	Mrs. Stacey Cafaldo	Mr. Fort Direnno
Underclassman ELLs	Mrs. Yudelca Martinez	Mr. Juan Sanchez

GUIDANCE CALENDAR

	<u>Event</u>	<u>Grade(s)</u>
Sept.	11 ACT	
	14 Senior/Parent College & Career Night (6:00 p.m.)	12
Week of	27 th Financial Aid Night	11, 12
Oct.	2 SAT	12
	TBD College Conference - County Center (6:30-9:30 p.m.)	11,12
	16 PSAT	10,11
	23 ACT	12
Nov.	2 Sophomore	10
	6 SAT	12
Dec.	4 SAT	12
	11 ACT	12
Jan.	5 Junior/Parent College & Career Night* (6:00 p.m.)	11
	*Snow date – February 6 th	
Feb.	12 ACT	11
March	12 SAT (No SAT Subject Test)	11
	TBD 8 th Grade Parent/Student Orientation at Port Chester High School	
April	2 ACT	11
	24 College Conference – County Center at 6:30 p.m.	
May	1 AP Exam Week 1	10, 11, 12
	7 SAT	11
	8 AP Exam Week 2	10, 11, 12
	18 AP Exam Week 3	10, 11, 12
	19 Senior Scholarship Night (6:00 p.m.-Auditorium)	12
June	4 SAT	11
	11 ACT	11
	24 Graduation	12
	25 Graduation (Rain Date)	12
July	16 ACT	16

COURSE CREDIT/GRADE LEVEL GUIDELINES

For the purpose of grade level designation and to ensure sufficient credits for graduation, students need the following minimum credits to enter each grade:

5 units to enter grade 10

10 units to enter grade 11

15 units to enter grade 12

GRADING POLICY

1. In a **full-year course**, no student shall receive a grade lower than 50 in the **FIRST AND SECOND MARKING PERIOD**. This mandatory minimum grade must be used in calculating a student's final average.
2. In marking periods 3 and 4, students will earn grades based upon their actual performance.
3. In a **half-year course**, no student shall receive a grade lower than 50 in the **FIRST or THIRD MARKING PERIOD**. This mandatory minimum grade must be used in calculating a student's final average. In marking periods 2 or 4, students will earn grades based upon their actual performance.
4. The final grade for a half-year course will be determined by doubling each grade in each marking period, adding it together with the final exam and dividing it by 5.
5. The final grade for a full-year course will be determined by doubling each marking period grade for the four marking periods, adding together with the mid-term and final exam and dividing the total by 10.
6. Students enrolled in physical education courses will receive the grade they earned each marking period. The 50-policy mentioned above does not apply.

GRADE WEIGHTING

For Honor Roll and College Transcripts, courses are weighted as follows:

<u>COURSE TYPE</u>	<u>WEIGHT</u>
Advanced Placement Courses International Baccalaureate College-Level Courses	1.100
Honors-Level Courses	1.050
Regents Courses	1.025
Local Courses and Electives	1.000

HONOR ROLLS

An honor roll will be published for each grading period. To be eligible for placement on honor roll, you must be enrolled in a minimum of four courses, not including physical education. Students with a drop/fail in any marking period will be disqualified from the Honor Roll for that marking period.

Roll	Conditions
High Honor Roll	Have an average of 90 or above with no grade lower than 85.
Honor Roll	Have an average of 85 or above with no grade lower than 80.
Merit Roll	Have an average of 80 with no grade lower than 70.

ADDING/DROPPING COURSES

The selection of courses requires careful planning, serious thought, and proper guidance. For any schedule change, a **Change of Schedule Request Form** must be obtained from your School Counselor. Students must use this form to collect information; opinions about the proposed change; and signatures from teachers and parents. Once completed, students must meet with their School Counselor to discuss any change. **A student must continue to attend classes in their schedule until the schedule change has been made official.**

1. Adding a course:

The deadlines for adding courses are:

For a semester course:

The deadline is on or before 5 school days.

For a full-year course:

The deadline is on or before 10 school days.

**Exceptions are students transferring from another school system.*

2. Dropping a course:

The deadlines for dropping courses are:

For a semester course:

The deadline is **five** days after the first marking period progress report is issued, or after the third marking period progress report for second semester courses.

For a full-year course:

The deadline is **five** days after the first marking period report card is issued.

**If a course is dropped on or before the deadline noted below, no record is made on the student's transcript. If a course is dropped after the deadline, a grade of "WF" (withdrawal failure) or "W" (withdrawal) will be recorded on the student's official school transcript.*

HOMEWORK

- Homework provides an excellent opportunity for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. To supplement the school's program, homework is assigned. Homework is assigned for several reasons: to provide students with a means to practice, reinforce, and integrate their newly acquired skills; to read material that will be discussed in class; and to develop responsibility, self-discipline, and the ability to study independently.
- Meaningful homework is considered an important part of each course because it improves student understanding and classroom performance.

- Homework is assigned regularly. Specific types and amounts vary from subject to subject; but, in general, **all students will have homework every day.** Parents should help monitor the completion of this work by conferring with their son or daughter about the assignment.
- Parents will be informed of the specific nature of homework assignments for individual classes as part of the "**Meet the Teachers Night.**" If parents are concerned that their son/daughter is receiving too little or too much homework, they should contact their child's teacher.
- According to Board of Education policy, students can receive between two and three hours of homework daily and on weekends in grades nine-twelve. A minimum of three subjects can be assigned daily. Special projects and research projects will be assigned on a regular basis in the core subject areas. Ten to twenty percent of the students' grade will reflect the completion of homework.

LIBRARY/MEDIA CENTER

Students are urged to use the Library/Media Center (L.M.C.) for research purposes, studying, and reading. The L.M.C. is a place where students develop reading, viewing, listening, research, and study habits, guided and assisted by the library-media specialist and teachers. Both print and non-print materials are provided for the use of students and staff. Laptop computers and a photocopier are also available. Students without a scheduled class may enter the L.M.C., only at the beginning of the period. All students must have a pass signed by one of their teachers if they have been sent to the L.M.C. during a class period. **TO USE THE INTERNET, A SIGNED ACCEPTABLE USE POLICY FORM MUST BE ON FILE IN THE HIGH SCHOOL.**

HEALTH OFFICE

A fully trained nurse is on duty in the Health Office to ensure that:

1. required physical examinations are completed.
2. immunizations required of all students are documented.
3. hearing and vision screenings are conducted.
4. physical examinations required for participation in athletics are completed prior to practice and play.
5. a cumulative health record for every student is maintained.

The School Nurse is also available for health counseling and follow-through on health findings with students, teachers, and parents. In the event that a student becomes ill or is involved in an accident during the school day, the School Nurse will determine appropriate care. Any student who must take medication prescribed by a physician must deposit such medication with the School Nurse and take the medication in her presence. The School Nurse cannot dispense aspirin or medicines of any kind without written authorization from the physician and the parent.

ADMINISTRATIVE OFFICES

You are encouraged to seek the assistance of the Principal or Assistant Principals to resolve problems that cannot be resolved through one of the support services provided in the school.

CAFETERIA

You may bring your lunch from home, or you may purchase lunch in the cafeteria. Food may not be eaten anywhere in the school building or on school property except in the cafeteria. As an expression of your pride, deposit all litter in the trash receptacles provided. There will be no cards, or card playing, dice, dominoes, pitching/tossing coins or any such activities on school grounds. **Students must use their I.D. card to purchase food in the cafeteria.**

CO-CURRICULAR ACTIVITIES

Research studies show that students who participate in co-curricular activities have better academic records than students who do not participate. Port Chester High School provides a full program of sports, publications, performing groups, student government, and clubs. You are strongly urged to participate and enjoy the benefit of some of these activities.

FIELD TRIPS

All students participating in a field trip must return to their teacher written parental consent. Permission slips will be distributed by teachers well in advance of any scheduled trip. **Students are reminded that, while on a field trip, the same rules of conduct apply as when they are in school.**

ASSEMBLY PROGRAMS

Student assemblies are part of the overall educational process and are conducted for the enjoyment and enlightenment of the student body. All students must attend as scheduled. Courtesy is a sign of maturity and pride in yourself and your school. Students are expected to display proper behavior at assemblies.

LOITERING

You may not remain in the halls after a class period has begun. Students who need to leave a classroom during a class period must obtain a pass to present to the hall monitor or teacher on hall duty. **Students with no scheduled class must report to the cafeteria.**

UNAUTHORIZED VISITORS

STUDENTS ARE NOT PERMITTED TO HAVE GUESTS IN THE BUILDING. No person may visit any classroom or other part of a public school. Infants and other children may not accompany students to school under any circumstances. The responsibility for the safety and welfare of such individuals cannot be assumed by the school system.

BALLOONS

Balloons are not allowed in the school for any reason.

ELECTRONIC DEVICES

Personal electronic devices of any kind, (i.e., cellular phones, iPod, MP3 players, video games, toys, etc.) should be turned off and be out of sight when students are in any classroom. Students will be permitted to use these electronic devices only in the hallways, cafeteria, and outdoors only and not during class time. If during the school day a student needs to make a phone call, then a student should come to the Attendance Office (between classes and during lunch periods). Expensive electronics can be a target for theft, and the school cannot be held responsible when they are lost or stolen. Please do not use outlets in classrooms or offices for recharging your electronic devices. Students who do not comply with this policy will have the electronic device confiscated and may have an Administrative Detention assigned for insubordination.

EMERGENCY PROCEDURES

During any emergency situation, it is expected that students will follow the explicit directions of the administrators and faculty.

FIRE DRILLS

A fire evacuation route is posted in each classroom. A special signal will sound for fire drills requiring that everyone evacuate the building. **DURING AN EVACUATION, ABSOLUTE QUIET AND ORDER MUST BE MAINTAINED.** Administrators will ensure that everyone has exited and that outdoor fire lanes are open.

EMERGENCY REQUIRING DISMISSAL

It is estimated that the great majority of students in the high school could safely walk to their homes within 30 minutes. If the need arises to send students home, the principal or designee will make an announcement over the public address system for everyone to evacuate the building.

ACADEMIC ELIGIBILITY TO PARTICIPATE IN CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

According to the Board of Education of the Port Chester-Rye Union Free School District, all student participants in co-curricular and extracurricular activities must meet established eligibility requirements, which shall be applied equally to all students. All student participants in co-curricular and extracurricular activities have the obligation to

act in a responsible manner because of the leadership roles they play in the school environment. In addition to behavioral and training standards, eligibility requirements also include academic standards.

According to Board of Education Policy (5305 and 5305-R) and our High School Eligibility Policy the following academic standards apply:

Overview

To participate in co-curricular and extracurricular activities, “Students must be enrolled in at least three (3) academic subjects plus physical education” (5305-R). For the purpose of determining academic eligibility to participate in co-curricular and extracurricular activities, mid-quarter progress reports and end-of-marking-period report card results will be examined. Athletes are to demonstrate personal responsibility and monitor their own academics throughout the marking period. Students who repeatedly cut or are truant to school will become ineligible to participate in co-curricular and extracurricular activities. At that point, a student may appeal to an administrator.

1 F=Concern

If a student is failing one subject on a mid-quarter progress report or a quarterly report card, then the student is permitted to participate in co-curricular and extracurricular activities and should also work diligently at addressing areas of poor academic performance by seeing his/her teachers.

2 Fs=Academic Probation Leading to Possible Ineligibility

If a student is failing two subjects on a mid-quarter progress report or a quarterly report card, then the student is placed on academic probation and may continue to participate in co-curricular and extracurricular activities. A probationary list shall be distributed to all coaches and activity advisors. In order to maintain eligibility, students are required to attend mandatory tutorial sessions three times a week and students must no longer be failing two or more subjects five weeks after the mid-quarter or end-of-marking-period report that first placed them under probation. If a student is still failing two or more subjects five weeks after the mid-quarter or end-of-marking-period report, then a student becomes ineligible to participate. At that point, a student may appeal.

3 or More Fs=Ineligibility

If a student is failing three or more subjects on a mid-quarter progress report or a quarterly report card, then the student is automatically ineligible to participate in any co-curricular or extracurricular events, matches or games. Students who are ineligible will be permitted to continue practicing **if and only if** the student attends mandatory tutorial sessions four days a week until such time as the student is failing no more than one subject.

Appeal Process

“To afford students the opportunity of appeal, an academic review council appointed by the High School Principal, will be charged with reviewing such student appeals” (5305-R). A student must submit to the High School Principal a written request for appeal that is sponsored by a faculty/staff member. Teachers of the student will be surveyed for feedback on issues such as class effort, participation, attendance, etc. The Academic Review Council shall meet, review student data, interview the student, and make a determination regarding continued student eligibility. The decision of the Academic Review Council may be appealed to the Superintendent of Schools whose decision is final.

ANY STUDENT REQUIRING A SUPERINTENDENT’S HEARING AND FOUND GUILTY MAY BE INELIGIBLE TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES FOR THE REMAINDER OF THE YEAR. Students suspended from school are automatically suspended from the sports, extracurricular activity, field trips, and all school related activities during the duration of the suspension. Repeated offenses may result in extended ineligibility.

LEAVING CAMPUS

Port Chester High School is a closed campus. Students may only leave campus when they are finished for the day or have authorization to leave. Leaving the campus at any time without authorization or without signing out is a serious breach of school policy and will result in disciplinary action.

Seniors may leave campus during lunch and during periods in which they have no assigned classes if the senior:

1. is academically eligible.
2. has a signed parent/guardian permission slip to leave campus on file in the Attendance Office.
3. presents his/her student I.D. to a hall monitor.

Student I.D. Cards: All students will be issued a School I.D. Card and are responsible for always carrying an I.D. Card with them. If you lose, destroy, or misplace your Student I.D. Card you will be charged \$3.00 for the first replacement card, \$5 for the second replacement card, and \$10 for each card thereafter. Students not carrying I.D. cards will be subject to disciplinary actions.

TEXTBOOKS/MATERIALS

Any materials such as textbooks are your responsibility. Loss of textbooks or other school-issued materials by any means, e.g., "lost," stolen, destroyed by accident, etc., means the student/parent must pay the replacement cost of the item. Fees for purchasing materials or for lost textbooks, etc., are to be paid in cash or money order. A receipt will be provided as proof of payment. If you owe monies, you will not receive your report card, nor will transcripts be sent.

ATTENDANCE

You must arrive at school in time to go to your locker and be in your first scheduled class on time. **If you are late, you are not allowed to go to your locker during class time.** Attendance will be taken in all classes. The following overall points about attendance need to be stressed:

1. **Relationship between attendance and achievement:** Research indicates that there is a high correlation between high attendance and academic success. **THUS, EVEN OCCASIONAL ABSENTEEISM CAN REDUCE YOUR COURSE AVERAGE. A HIGH RATE OF ABSENTEEISM PLACES YOU AT HIGH RISK OF FAILURE.** Families are urged to schedule doctor appointments, dental appointments, road tests, etc., outside the school hours or during vacations.
2. Students must attend a total of five periods in the school day in order to participate in any extracurricular and co-curricular activities scheduled for that day, including, but not limited to athletic events, concerts, dances, etc.
3. Students who cut class or are truant may not participate in an athletic event, concert, dance, etc. If a student does knowingly participate when ineligible, then he/she will be subject to disciplinary actions from school administrators.

If a student will be absent from school for illness, family situation, etc. a **parent** should call the Attendance Office at **(914) 934-7956** to leave a message or write an email to PCHSattendance@portchesterschools.org. A call or email may be made at any time but not later than 10:00 a.m. the day the student will be absent. Students will be marked truant from school if a parent is not heard from by the end of the school day. **Calls and emails from students are not acceptable.** If a student has to be released from school early for a doctor's appointment, etc., a **parent** must call in or send a note with a phone number where he/she can be reached.

PORT CHESTER HIGH SCHOOL ATTENDANCE POLICY

Eligibility for Summer School

Students who fail a course will be eligible for that course in summer school if they do not exceed 36 total absences (excused or unexcused) in a one-credit course. Any students exceeding this minimum attendance requirement will be required to repeat the course.

Absence Determination

State regulation authorizes school districts to adopt minimum requirements that distinguish between excused and unexcused absences for the purpose of awarding course credit. Port Chester distinguishes between excused and unexcused when determining the total number of days absent from each course.

A. Excused Absences—An absence shall be considered excused if a student is authorized by school officials to be somewhere other than in a regularly scheduled class. Students must make up work in all such instances.

1. An absence shall be considered excused if a student's parents/guardians contact the Assistant Principals' Office to notify the Office of their child being absent, for instance, in the case of illness or family emergency. All absences in which the Office has not been notified will be recorded as unexcused until a written note from the parent is received. All students are required to return to school with a written excuse signed by a parent or guardian on the first day following an absence. **Notes presented beyond two (2) school days after return from an absence will not be accepted and the absence will be counted as unexcused against the student's record.** All excused absences permit a student to make up work missed.
2. An absence shall be considered excused if a student is absent for a mandatory college orientation (documentation and advanced approval required by School Counselor) or a maximum of three college visitation days (with documentation and advanced approval required by School Counselor).

B. Unexcused Absences—The following absences are Unexcused Absences and make-up privileges are not permitted except in the case of tardiness. They include, but are not limited to:

1. Absence without permission (i.e., cutting [absent from a class] and truancy [absent an entire day]);
2. Leaving school due to illness without the permission of the school nurse or an administrator.
3. Leaving school due to an emergency situation without the permission of the high school administration.
4. Excuses such as vacation, shopping, oversleeping, car trouble, job responsibilities, babysitting, etc. are not acceptable and will be listed as unexcused.
5. Tardiness to class of less than 15 minutes (Tardy) five times shall count toward the equivalent of an unexcused absence.
6. Tardiness to class of 15 or more minutes (Illegal Tardy) will be considered an unexcused absence.

Single unexcused absences from class will result in the student receiving a one hour detention for each absence.

Truancy or unverified absences for more than one period may result in a disciplinary action delivered by an administrator.

Parent/Guardian Notification

A. Parent/Guardian Notification

1. Parents/Guardians will be notified daily by phone of unexcused student absences.
2. When students reach certain milestone absences, formal letters will notify parents/guardians.
3. When students reach certain milestone absences, parents/guardians will be scheduled to meet with school counselors and/or administrators, per the attendance policy.

In every letter to a student's parent, a request will be made for the parent to contact the child's school counselor and teacher(s). The counselor will discuss the impact of excessive absences on the student's education and the associated consequences. The student's teachers will reinforce the importance of attendance for academic success. The parent(s) or guardian(s) will have an opportunity to confer with the school staff. **The primary responsibility for a student's attendance in class rests with the student and parent.**

TARDINESS

Research has proven that there is a direct relationship between arriving at school on time and student achievement. **Get to all of your classes on time.** A five-minute passing period is provided in order to assist in this goal.

- A student who is chronically late to school will be addressed by his/her school administrator and face possible disciplinary actions.

SIGNING OUT OF SCHOOL

The School Nurse or an administrator may provide permission for you to sign out of school. A parent may give written permission for you to sign out of school, but the written permission must include a phone number where the

parent can be reached to verify the validity of the request. The school is legally responsible for you during the time you are presumed to be in school. The sign-out sheet is in the Assistant Principal's Office.

DETENTION

Teachers may assign after-school detention for those students who do not abide by classroom rules. Failure to attend a teacher's after-school detention may result in an administrative detention assigned by your Assistant Principal.

Administrative Detentions:

1. Administrative Detention will take place after school.
2. Students will be informed of their assigned detention via phone call, verbally from an administrator, or in a letter informing the student of the days to attend detention.
3. Consequences for failure to attend Administrative Detention will be forthcoming based on individual circumstances.

PARKING

Students are not permitted to park on campus during school hours. Students who drive to school must park their vehicles in legal parking areas on surrounding streets. Violators are subject to disciplinary action and possible ticketing by local law enforcement agencies.

SUSPENSION

If you are suspended for any reason, your parents must speak to an administrator. Any student suspended cannot participate in school activities, e.g., trips, dances, athletic events, extra-curricular rehearsals, practices and special events. A student is held responsible for making up all work missed during a suspension.

Suspension is a means of removing students temporarily for behavior which impedes the conduct of a safe and orderly school. These offenses include but are not limited to:

1. possession, use, or sale of alcohol or a controlled substance
2. threats to another person, fighting (including fighting back)
3. inciting a riot
4. theft; extortion
5. gambling or other illegal activity
6. possession or use of fireworks
7. disruption of a class or authorized activity
8. cursing; use of vulgar or prurient language
9. lewd or lascivious conduct
10. vandalism
11. insubordination, e.g., refusal to surrender any contraband
12. possession, use, or attempted use of a weapon
13. smoking
14. anything else that an Administrator would deem harmful to self and others

In cases where laws have been broken, school authorities will involve the police.

Prior to a student returning to school from a suspension, the student and a parent must meet with a School Administrator and discuss a re-entry plan.

WEAPONS

Students who possess or use any weapon(s) on school property are subject to a Superintendent's Hearing, which may result in a long-term suspension. If you know about a student carrying a weapon at school or talking about bringing a weapon to school, do not try to handle the situation yourself and do not assume it is a joke. Tell a guidance counselor, teacher, administrator, or other trusted adult. You may also call the anonymous and free 1-866-SPEAKUP number to report your concerns.

SEXUAL HARASSMENT

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Concerns about possible sexual harassment should be brought immediately to the attention of a school counselor, teacher, administrator, or other trusted adult.

SMOKING POLICY

The Port Chester Board of Education no-smoking policy for students and staff always prohibits smoking in the buildings or on the grounds.

SUBSTANCE ABUSE STATEMENT

Port Chester High School is a drug and alcohol-free zone. This means that anyone caught in possession, selling, or using drugs or alcohol on this campus is subject to legal prosecution. We have zero tolerance for drugs and alcohol here at Port Chester High School.

If you are concerned with the health and safety of yourself or your friends and have information to provide about alcohol or drug use, please see your school counselor or an administrator. Look out for the health and safety of you and your friends, and let's keep Port Chester High School drug and alcohol free!

POLICY REGARDING STUDENT SEARCHES

Students deserve to learn in safe learning environments. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses anything illegal, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities. The following is excerpted from Policy 5330 of the Board of Education:

In addition, the Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes administrators, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

Students have no reasonable expectation of privacy with respect to student lockers, desks, and other school storage places. This means that these locations may be subject to search at any time by school officials without prior notice to students and without their consent.

PORT CHESTER HIGH SCHOOL STUDENT DRESS CODE

Our Philosophy

Port Chester High School's Student Dress Code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Our Values

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our Goals

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), yoga (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display, or reference: alcohol, drugs or related paraphernalia, or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

PORT CHESTER HIGH SCHOOL STUDENT DRESS CODE

Port Chester High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event.

Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

The school district is responsible for seeing that:

- student attire does not interfere with the health or safety of any student,
- student attire does not contribute to a hostile or intimidating atmosphere for any student, and
- dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be derived from or explained within this dress code.

1. BASIC PRINCIPLE: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, and breasts are covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. STUDENTS MUST WEAR* (while following the basic principle of Section 1 above):

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND

- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
- Shoes/footwear.

*Courses that include attire as part of the curriculum may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for physical education classes).

3. STUDENTS MAY WEAR (as long as these items do not violate Section 1 above):

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Teachers may ask students to remove hats in the classroom, auditorium, or gymnasium.
- Religious headwear.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff). Teachers may ask students to lower their hoodie in the classroom, auditorium, or gymnasium.
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops.
- Athletic attire.
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. STUDENTS CANNOT WEAR:

- Violent language or images.
- Images or language depicting drugs, or alcohol (or any illegal item or activity).
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. DRESS CODE ENFORCEMENT:

All staff share the responsibility for enforcing the dress code. If a staff member feels a student may be in violation of the dress code, please send the student to his or her administrator. The assistance of staff is appreciated in addressing questionable student dress. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing, if available, to be dressed more to code for the remainder of the day.
 - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, or body size/type.
- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;

- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and
- accusing students of “distracting” other students with their clothing.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact their Assistant Principal or the High School Principal.

CHEATING/PLAGIARISM POLICY

The members of the High School faculty find cheating to be totally unacceptable.

The following are some of the actions considered to be cheating:

- Receiving answers during a test, quiz, or in-class essay
- Giving answers during a test, quiz, or in-class essay
- Communicating with classmates during a test, quiz, or in-class essay
- Having knowledge of exam questions before a test, quiz, or in-class essay
- Sharing knowledge of exam questions with other students before those students receive a test, quiz, or in-class essay (for example, between classes, etc.)
- Copying or allowing someone to copy your work
- Using materials (notes, books, etc.) deemed unacceptable by the instructor or proctor during a test, quiz, or in-class essay
- Using materials for research and failing to credit them with proper documentation (plagiarizing)

If it has been determined that a student has cheated, parents will be notified and the following consequences will be in effect as well:

- A student/parent meeting will be held with team/teacher, counselor, and Assistant Principal.
- Students will receive a zero on the test, quiz, in class essay, homework assignment, or project.
- Students who are caught cheating will not be eligible for honor roll that quarter.
- A record of all cheating will be kept in the Guidance and Assistant Principal’s office.
- Students may be denied “Honors” or “AP” designation on their transcript.
- Students may be ineligible for National Honor Society. If the student is presently a member of the National Honor Society, a hearing will be conducted according to National Honor Society guidelines.
- Teachers may be unwilling to write college recommendations.

CHANGE OF ADDRESS, TELEPHONE NUMBER, OR NAME

To keep school records accurate and up-to-date, all students or their parents should notify the Guidance Office and the Assistant Principal’s Office of any changes. Verification of address change is required.

POLICY REVISION

All policies in this handbook are subject to revision by appropriate school authorities throughout the year. Students, parents, and staff will be notified accordingly should revisions take place during the school year. Students interested in the revision of school policies should notify their Student Senate representatives of desired changes so that those desires can be communicated to school administration.

BEHAVIOR POLICIES FOR PORT CHESTER HIGH SCHOOL

Part of the mission of the Port Chester High School is to create a safe and orderly environment that caters to the unique and diverse ethnic, cultural, and intellectual differences of our students.

A productive learning environment depends upon an atmosphere that permits students to learn and teachers to teach. Learning to live and work with others with respect, compassion, and understanding promotes a positive environment.

Rules and regulations help achieve this type of setting by establishing general parameters of acceptable conduct. Students who violate school rules will be subject to appropriate disciplinary action.

GENERAL GUIDELINES FOR STUDENT BEHAVIOR

The following guidelines are in effect to ensure and maintain an appropriate educational environment for students and staff of Port Chester High School.

- Students must display proper and safe conduct while in school.
- No students should be loitering in any area either inside or outside the school building.
- Students with passes must take the shortest route to their destination.
- Electronic devices may not be used in classrooms or hallways without the explicit permission of a teacher or administrator.
- Any games perceived as gambling are not permitted on school grounds.

POSSIBLE CONSEQUENCES FOR MISCONDUCT

Students who violate any of the rules of conduct and discipline, or any commonsense rules necessary for an orderly school, shall be subject to immediate and appropriate disciplinary action, which will be firm, fair, and consistent.

- Verbal warning
- Written notification (for in-school detention or external suspension)
- Detention
- Suspension from social and extracurricular activities
- Suspension from an athletic event
- Exclusion from a particular class
- Confiscation of item
- Compulsory restitution
- External school suspension followed by a mandatory parent conference
- Alternative placement

STUDENT BEHAVIOR CODE

The following rules of conduct focus on personal safety and respect for the rights and property of others.

No student shall...

- hit, restrain, detain, or harass any other student nor threaten to do so.
- threaten another in order to take money or property.
- willfully destroy, damage, or deface school property or grounds.
- take or use personal property of another or school property without permission.
- deliberately disrupt the orderly conduct of classes, hall passage, assemblies, or meetings.
- use obscene, profane, or insulting language or gestures to other students or to members of the school staff.
- be involved in gambling activities on school property or at school events.
- possess, sell or consume drugs, narcotics or alcoholic beverages.
- possess or use firecrackers, smoke bombs, or dangerous weapons in the school buildings or on school grounds.
- smoke in the school building or on school property.
- consume food or beverages outside of the cafeteria except under the supervision of a teacher or administrator.
- use radios, recorders, cellular telephones, or other electronic devices in the school building without the permission of a teacher or administrator.
- possess or use rollerblades or skateboards inside the school building or on school property.
- be permitted to be in the gymnasium except during his/her regularly scheduled physical education class or under the supervision of a teacher or administrator.
- engage in lewd or lascivious conduct.
- forge or use forged notes

- take or post video of school events without permission.
- otherwise violate any additional school rules and regulations detailed in the student handbook or created and promulgated to students in the future.

DISTRICT PLAIN LANGUAGE CODE OF CONDUCT

The Port Chester-Rye Union Free School District is committed to maintaining high standards of education for students in the schools. Because a positive school climate, order and discipline are essential for effective education, we have high expectations for staff and students based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. These are shared responsibilities among school, home and community. We expect all students to demonstrate appropriate and civil conduct and to respect the rights and welfare of other students, district personnel and other members of the school community. We also expect students to take care of school facilities and equipment.

Unless otherwise indicated, this Code applies to all students, school personnel, parents/guardians and other visitors when on school property or attending a school function.

Student Rights:

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

- Have a positive, safe, healthy, orderly and courteous school environment;
- Be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability;
- Learn in an environment free from interruption, harassment, bullying, discrimination, intimidation and fear;
- Access school rules and, when necessary, receive an explanation of those rules from school personnel;
- Be guided by a discipline policy which is fairly and consistently implemented;
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

Student Responsibilities:

It is each student's responsibility to:

- Become familiar with and abide by all District policies, rules and regulations pertaining to student conduct;
- Work to the best of your ability in all academic and extra-curricular pursuits and strive toward the highest level of achievement possible;
- Support a positive school climate
- Accept responsibility for your actions;
- You are a representative of the school district when you are at school sponsored events. Hold yourself at all times to the highest standards of conduct, demeanor and sportsmanship.
- Attend school class regularly and be on time;
- Respect the rights of others, including the right to secure an education in an orderly and disciplined environment;
- Respect school property and help to keep it free from damage;
- Complete class assignments and other school responsibilities by established deadlines;
- Seek help in solving problems that might lead to discipline problems;
- Actively discourage inappropriate behavior of other students and report the incidents to the administration;
- Dress in accordance with our student dress code;

- React to direction given by teacher, administrators and other school personnel in a respectful, positive manner.

BUS BEHAVIOR

We expect students to behave safely on the bus. Keep down the noise. No name-calling, no pushing, shoving or fighting is allowed.

Students are expected to listen and follow the directions of staff and school employees.