



# Port Chester High School

One Tamarack Road  
Port Chester, New York 10573  
914.934.7950

Mitchell A. Combs, Ph.D.  
Principal  
Assistant Principals  
Fortunato R. DiRenno  
Juan C. Sanchez  
Luke A. Sotherden

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## 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.

Mitchell A. Combs, Ph.D.  
Principal

Fortunato R. DiRenno  
Assistant Principal

Juan C. Sanchez  
Assistant Principal

Luke A. Sotherden  
Assistant Principal

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**PORT CHESTER PUBLIC SCHOOLS CALENDAR**  
**2016-2017**

September

5	Labor Day	School Closed
6	Opening Day for Students	Schools Open
2	Early dismissal for students only	

October

3-4	Rosh Hashanah	School Closed
10	Columbus Day	School Closed
12	Yom Kippur	School Closed

November

8	Superintendent's Conference Day	Staff Only
11	Veteran's Day	School Closed
23	Early dismissal for students only	
24-25	Thanksgiving Recess	School Closed

December

7	Early Dismissal for students only	11:33 a.m. Dismissal
23	Early dismissal	
24-31	Holiday Recess	School Closed

January

2	New Year's Day	School Closed
16	Martin Luther King Day	School Closed
18	Early dismissal for students only	

February

1	Early dismissal	
20-24	Winter Recess	School Closed

March

14	Superintendent's Conference Day	Staff Only
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April

10-17	Spring Recess	School Closed
26	Early dismissal for students only	

May

29	Memorial Day	School Closed
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June

12-22	Regents Exams Begin	
22	Regents Rating Day	
21-23	Dismissal-Elem Students Only	
23	Last Day of School	
23	Graduation Day (6:30 p.m.)	
24	Graduation Rain Date (10:00 a.m.)	

**EMERGENCY CLOSINGS:**

1. If the district uses an emergency closing day from September through November 4, November 8 will be a make-up instructional day for students.
2. In the event that either the November 8 or March 14 Superintendent's Conference Days are needed and used for make-up instructional days, a make-up Superintendent's Conference Day will be held on June 26 (**Note: Superintendent Conference Days are for Staff only**)

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

3. If 1, 2, or 3 Emergency Closing Days are used, there will be no changes in the calendar other than those described in Rules 1 and 2.
4. Beginning with the 4<sup>th</sup> Emergency Closing Day, make-up instructional days will occur in the following order: March 14, April 17, April 11, April 12, April 13, April 10.
5. 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.
6. If fewer than 3 emergency closing days are used, schools will be closed on May 26.

**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](http://www.portchesterschools.org).***

## **PORT CHESTER HIGH SCHOOL FACULTY**

**2016-2017**

### **VISUAL ART AND MUSIC**

Barnett, Kathleen  
Castillo, Daniel  
Dessereau, April (Arts Liaison)  
Stamboni, James  
Ventura, Linda  
Vitti, Bob

### **COMPUTER TECHNOLOGY**

Jorry Dorelian  
Mooney, Louis  
Ruggiero, Veronica

### **ENGLISH**

Backelman, Barry  
Barbara, Lise (Special Education)  
Bottiglieri, Maria  
Correa, Maria (Librarian)  
Darrow, Stephanie  
Diaz, Nelson  
Donnelly, Patricia (Special Education)  
Fernandez, Jesse  
Giacopelli, Deborah  
Glazer, Aaron  
Knudsen, Brian (English as a New Language)  
Mannel, Joyce (English as a New Language)  
Marziani, Estrella  
Miletti, Karin (English as a New Language Chair)  
Minicozzi, Crista  
Newcome, Aaron  
Osmani, Aferdita (Special Education)  
Parker, Kevin  
Penate, Nitai (Special Education)  
Savel, Sandra (English as a New Language)  
Shepard, George  
Stio, Sara  
Torres, Michael (English as New Language)  
Venegas, Marjorie (English as New Language)  
Watts, Stephanie  
Zappone, Kathryn (English as a New Language)

### **WORLD LANGUAGES**

Caba, Olvin  
DiBerardino, Annamarie (World Languages Chair)  
Pelletier, Debbie  
Puzzo, Krysten  
Rodman, Caryn  
Sendoya, Martha  
Terry, David  
Torres, Ramon

### **GUIDANCE OFFICE**

Bonilla, Denise  
Cafaldo, Stacey  
Clay-Williams, Vanessa  
Davis, Andrea  
Sandoval, Marta  
Somers, Maria  
Coronado, Mario (Somers—Sept L.R.)

### **MATHEMATICS**

Aberasturi, Kristen  
DeProssino, Joseph (Special Education)  
Desharnais, Michael  
Ferraro, Giselle  
Gomez, Carlos  
Jadav, Virginia  
Kippes, Ginna  
Kleiman, Matthew  
Lepes, Alex (Mathematics Chair)  
Li, Mike  
Peña, Rosa  
Ridder, Henry  
Sabol, Judith  
Smith, Joyce  
Tenzer, Joshua (Special Education)  
Tillman, Chanel  
Woodford, Mitchell  
Yzeiraj, Violeta (Special Education)

### **PHYSICAL EDUCATION & HEALTH**

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

### **PSYCHOLOGIST**

Ford, Ana Maria

**SCIENCE**

Albert, Paul  
Aubry, Renee  
DellaVecchia, Antoinette  
Ferrante, Lucia (Special Education)  
Fontana, Joseph  
Guido, Maxwell  
Guido, Rosann  
Janson, Adele  
Jones, Natika (Special Education)  
Keener, Kim  
Martinez, Manuel  
Miller, Alexander  
Moore, Alexander  
Perez, Erika  
Recchia, Maria (Science Chair)  
Ruvolo, Ayse (Special Education Chair)  
Santana, Cenia  
Stabile, Michael

**SOCIAL STUDIES**

Bassett, Cathyann (Special Education)  
Chepiga, David  
Clark, Kevin (Special Education)  
Conway, Margaret  
DeChiara, Laura  
Gibaldi, Steve  
Gilson, Joseph  
Gonzowitz, Porfirio  
Josephson, Thomas (Social Studies Co-Chair)  
Kazim, Chris (Special Education)  
Kravitz, Jeffrey  
Lagana, Santo  
Latasa, Marc  
Moravick, Thomas (Social Studies Co-Chair)  
Mouracade, Michael  
Querfeld, Jeffrey  
Romashko, Justina (Special Education)  
Talia, John

**SOCIAL WORKER**

Marroquin, Heidi

**SPEECH THERAPIST**

Iasillo, Jennifer

**TEACHER ASSISTANTS**

Fabrizio, Lauren  
LaBella, Donna  
Menegazzo, Sheila  
Van Vlack, Ken  
Vita, Peter  
Woods, Fatima

**ADMINISTRATION**

Combs, Mitchell A. (Principal)  
DiRenno, Fortunato (Assistant Principal)  
Sanchez, Juan (Assistant Principal)  
Sotherden, Luke (Assistant Principal)

**SECONDARY SUPERVISORS**

Barone, Diantha (English 7-12)  
Ritacco, Michael (Mathematics 7-12)

**DISTRICT SUPERVISOR**

Orozco, Felipe (ENL K-12)

**DISTRICT SOCIAL WORKER**

Aristy, Amy

**PRINCIPAL'S OFFICE**

Gooden, Mattie  
Perez, Amelia

**ASSISTANT PRINCIPALS'  
OFFICE**

Henriquez, Lilian  
Paniccia, Dawn

**GUIDANCE OFFICE**

Escalante, Verni  
Grau, Sandra  
TBD

**HEALTH OFFICE**

Dorazio, Nicole  
Hinz, Patricia  
Spinelli, Jeanette

**LIBRARY/MEDIA CENTER**

Soriano, Richard

**CUSTODIANS**

Brent, Eddie  
Campos, Arturo  
Como, John  
Dietz, Guy  
Gamble, Adam (Night Supervisor)  
Gordon, Gil  
Grant, Arthur  
Ramos, Manny  
Sapione, William (Head Custodian)

**HALL MONITORS**

Catalano, Christine  
Davis, Danny  
Domestico, Gregory  
MacAllister, Laurie  
Marrero, Jose (Tony)  
Mood, Mark  
Ordonez, Sandra  
Ostrowski, Jason  
Rodriguez, Giselle  
Sundheim, Ed

**LUNCH MONITORS**

Carroll, Janelle  
Pride, Shante

**SPECIAL EDUCATION  
TEACHER AIDES**

Cassone, Christian  
Schmoor, Justin

**TELEVISION STUDIO**

Lauer, Bill

**FAMILY SERVICES OF  
WESTCHESTER**

Alvarado, Hortenzia  
Salazar, Diana

**EMPLOYMENT SERVICE  
COORDINATOR FOR THE  
WORKFORCE INVESTMENT GRANT  
PROGRAM**

Tavarez, Josefina

**HOMELESS LIAISON-  
MCKINNEY-VENTO PROGRAM  
OFFICER**

Sutherland, Kathy



### **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.

### **WORKING PAPERS**

Students must be 14 years old in order to apply for papers that authorize them to work. Students should pick-up an application for working papers in the Health Office and must be accompanied by a parent. The following are required: a social security number, proof of a physical examination in the past calendar year, and a parent's signature.



## **GUIDANCE SERVICES AND POLICIES**

Port Chester High School is a public, four-year secondary school of about 1200 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, Honors, Regents, and elective classes depending on ability, talents, interest, and motivation.

### **THE GUIDANCE OFFICE**

Each student has the services of a guidance 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 feel free at all times 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 GUIDANCE 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 26th. NO SCHEDULE CHANGE(S) WILL BE MADE AFTER SEPTEMBER 26<sup>th</sup>.**

Guidance 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.

## THE GUIDANCE STAFF

### Student Distribution by School Counselor and Administrator

LAST NAME	COUNSELOR
C, D, E, and V	Ms. Denise Bonilla
Q, R, S, T, U, and W	Mrs. Stacey Cafaldo
G, H, I, J, K, and L	Mrs. Andrea Davis
M, N, O, and P	Mrs. Marta Sandoval
A, B, F, X, Y, and Z	Mrs. Vanessa Clay-Williams
ESL STUDENTS	Ms. Maria Somers

### GUIDANCE CALENDAR

	<u>Event</u>	<u>Grade(s)</u>
Sept.	15 Senior/Parent College & Career Night (6:30 p.m)	12
Oct.	15 PSAT	11
	18 College Conference - County Center (6:30-9:30 p.m.)	12
	22 ACT	12
	26 Freshman Parent Night (6:30 p.m.)	9
Nov.	2 Sophomore Parent Night and IB Diploma Program Presentation	10
	5 SAT	12
Dec.	3 SAT	12
	8 Financial Aid Night	
Jan.	21 SAT	11 & 12
Feb.	8 Junior/Parent College & Career Night* (6:30 p.m)	11
	*Snow date – February 13 <sup>th</sup>	
	6 8 <sup>th</sup> Grade Parent/Student Orientation at Port Chester High School	
	8 College & Career Night for Juniors (6:30 p.m.)	
	*Snow date – February 9 <sup>th</sup>	
	11 ACT	11
March	11 SAT (No SAT Subject Test)	11
April	8 ACT	11
	24 College Conference – County Center at 6:30 p.m.	
May	1 AP Exam Week 1	10, 11, 12
	6 SAT	11
	8 AP Exam Week 2	10, 11, 12
	18 AP Exam Week 3	10, 11, 12
	18 Senior Scholarship Night (6:30-Auditorium)	12
June	3 SAT	11
	10 ACT	11
	23 Graduation (6:30 p.m.)	12
	24 Graduation (Raindate-10:00 a.m.)	12

### **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. 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.
4. 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.

## GRADE WEIGHTING

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

	<u>Weight</u>
Advanced Placement Courses	1.100
Honors, Pre-AP/IB Courses	1.050
International Baccalaureate Courses	1.100
Regents Level Courses	1.025
Local Courses and Electives	1.000

## HONOR ROLLS

An honor roll will be published for each grading period. To be placed on the high honor roll, you must be carrying a minimum of four courses, not including physical education, and must have an average of 90 or above with no grade lower than 65. To be placed on the honor roll, you must be carrying a minimum of four courses, not including physical education, and must have an average of 85 or above with no grade lower than 65. To be placed on the merit roll, you must be carrying a minimum of four courses, not including physical education, and must have an average of 80 with no grade lower than 65. For honor roll purposes, AP, honors, and Regents course grades will receive a weight factor. Students with a drop/fail in any marking period will be disqualified from the Honor Roll for that marking period.

## ADDING/DROPPING COURSES

1. Adding a course:  
You will not be permitted to join a class after the twentieth meeting for a year-long course or the tenth meeting for a semester-long course. Exceptions are students transferring from another school system.
2. Dropping a course:
  - a. A full-year course may only be dropped no later than two weeks after the end of the First Quarter. Any course dropped after this period will be noted as "Drop/Fail."
  - b. Half-year courses may not be dropped after 6 weeks. Any course dropped after this time will be noted as drop/fail. Any drop/fails during any marking period prevents students' from being placed on the honor roll for that marking period.
  - c. You may not drop a higher-level course to a lower-level course until you, your parent(s), teacher, guidance counselor, and department chairperson meet and discuss the change.

## **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.**

## **LOCKERS**

For your convenience, you will be issued a locker. **All outer garments and hats should be placed in your locker.** It is your responsibility to ensure that:

1. The locker combination remains secure.
2. You give the lock an "extra" turn after closing the door.
3. You close the locker door flush to the frame.
4. You never "share" your combinations with anyone.
5. Port Chester Public School assumes no responsibility or liability for contents of lockers.

**PLEASE NOTE: YOU MAY NOT GO TO YOUR LOCKER DURING CLASS TIME UNLESS YOU HAVE AUTHORIZATION BY A CLASSROOM TEACHER OR AN ADMINISTRATOR.**

## **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. The stadium area is off limits to students during the day.**

## **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, e.g. cellular phones, ipods, 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 carrying an I.D. Card with them at all times. 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. This call 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 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

### Attendance Requirements

#### A. Minimum Attendance Policy

The Board of Education Attendance Policy will establish a minimum attendance standard for course credit. According to Board of Education Policy, Port Chester High School students will lose credit when they exceed: 14 unexcused absences in a one-credit course; 7 unexcused absences in a one-half credit course; 21 unexcused absences in a one-credit lab course.

**Students who exceed the number of unexcused class absences are in violation of the attendance requirements and will be denied course credit.** These students will be responsible for completing course assignments while they continue to attend the course in order to maintain eligibility for summer school. (A new entrant to the District must maintain an acceptable attendance record proportional to the entrance date to the remaining portion of the year.)

#### B. 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 Guidance Counselor) or a maximum of three college visitation days (with documentation and advanced approval required by Guidance 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 and a half hour detention for each absence.

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

### **Intervention Strategies**

The following pertains to the number of unexcused absences in a one-credit course and one-half credit course. Note that a parent will be notified multiple times during this process and multiple intervention strategies will be attempted to modify student behavior. Unexcused student absences will trigger an automated call from the “Night Caller” system to notify parent(s) or guardian(s) of a student’s unexcused absence.

#### **A. One Credit Course**

1. Unexcused Absences 1-4
  - a. *Notification:* Automated “Night Callers” will notify parent(s) or guardian(s) with a phone call in the evening.
  - b. *Intervention:* Teachers will confer with students **and** their parents concerning initial academic and attendance issues.
2. Subsequent Absences: As soon as possible after the fourth, seventh, and eleventh, unexcused absence from a full-year course, the high school administration shall send written notification to the student’s parent(s) and guidance counselor. The letters shall notify the parents/guardian(s) as follows.
  - a. After the 4<sup>th</sup> Unexcused Absence
    - i. *Notification:* Student has been absent a quarter of the number of maximum absences and may lose credit if absences continue. Assistant Principals’ Office will contact parent/guardian(s).
    - ii. *Intervention:* Guidance will confer with students **and** their parent/guardian(s) concerning academic and attendance issues.
  - b. After the 7<sup>th</sup> Unexcused Absence
    - i. *Notification:* Student has missed half the allowed absences and will lose credit if absences exceed the limit. Assistant Principals’ Office will contact parent(s) or guardian(s).
    - ii. *Intervention:* Students who begin to exhibit an excessive number of days absent or tardy will be referred to district pupil personnel service professionals (i.e., guidance counselors, social worker, and psychologist) to try to identify the causes and seek solutions to the problems. They will work with families to find ways to foster better family relationships and improve student attendance. Where necessary, they will assist parents in finding ways to set appropriate limits for children. Additionally, referrals to outside agencies may be made.
  - c. After the 11<sup>th</sup> Unexcused Absence
    - i. *Notification:* Student has only three absences remaining and will lose credit soon if absences exceed the limit. Assistant Principals’ Office will contact parent/guardian(s) for a mandatory meeting.
    - ii. *Intervention:* Student’s Assistant Principal will meet with the student and his/her parent/guardian(s) to review the student’s serious attendance problem and consequences if his/her attendance does not improve.
  - d. After the 14<sup>th</sup> Unexcused Absence: The student will not receive credit due to excessive absenteeism. The high school administration will contact the parent(s) or guardian(s). At this point, a credit recovery option may be initiated (see *Credit Recovery Option*).

## B. One-Half Credit Course

### 1. Unexcused Absences 1-3

- a. *Notification:* Automated “Night Callers” will notify parent(s) or guardian(s) with a phone call in the evening.
- b. *Intervention:* Teachers will confer with students **and** their parents concerning initial academic and attendance issues.

### 2. Subsequent Absences: As soon as possible after the third and fifth unexcused absence from a half-year course, or full-year alternating day course, the high school administration shall send written notification to the student’s parent(s) and guidance counselor. The letters shall notify the parent/guardian(s) as follows.

#### a. After the 3<sup>rd</sup> absence

- i. *Notification:* Student has been absent nearly half of the number of maximum absences and may lose credit if absences continue. Assistant Principals’ Office will contact parent/guardian(s).
- ii. *Intervention:* Guidance will confer with students and their parent/guardian(s) concerning academic and attendance issues.

#### b. After the 5<sup>th</sup> absence

- i. *Notification:* Student has only two absences remaining and will lose credit soon if absences exceed the limit. Assistant Principals’ Office will contact parent/guardian(s) for a mandatory meeting.
- ii. *Intervention:* Student’s Assistant Principal will meet with the student and his/her parent/guardian(s) to review the student’s serious attendance problem and consequences if his/her attendance does not improve.

#### c. After the 7<sup>th</sup> absence: Student will not receive credit due to excessive absenteeism. The administration will contact parent/guardian(s). At this point, a credit recovery option may be initiated (see *Credit Recovery Option*).

## **Parent/Guardian Notification, Appeals Process, and Credit Recovery Option**

### 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 guidance counselors and/or administrators, per the attendance policy.
4. When students reach the maximum attendance threshold, parents will be notified by formal letter and phone call home.

### B. Appeals Process

An Appeals Committee will be established to hear students’ appeals related to unexcused attendance and extenuating circumstances. A written appeal for a hearing must be received in the Assistant Principal’s Office within 5 school days of the date of the loss of credit notice. The Appeals Committee will consist of an administrator, teacher, parent, and student, and the appeal will be heard in a timely basis by the end of the quarter. The student and parent(s)/guardian(s) will be required to appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee will then rule on credit eligibility circumstances. Any further unexcused absence during the appeals process will be considered during the hearing. Decisions of the Appeals Committee may be appealed to the High School Principal.

### C. Credit Recovery Option

Students and parents/guardians of students will be informed after the fourteenth unexcused absence in a one credit course (or after the seventh unexcused absence from a one-half credit course) that credit in that course will not be received due to excessive unexcused absences. The student and parents/guardians will meet with the student’s Assistant Principal to outline conditions of a credit recovery option. The plan is a last chance to earn credit in the course where a student has exceeded the maximum number of unexcused absences.

The student and parent must commit to the following conditions in the course or courses in question:

1. The avoidance of further absences during the recovery period and the student must complete all work and have a passing average for the year.
2. With these conditions met, a student will regain credit.

In every letter to a student’s parent, a request will be made for the parent to contact the child’s guidance 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; however, a conference with the parent(s) or guardian(s) is not a prerequisite to denying academic credit to a student who has failed to meet attendance requirements. **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 four-minute passing period is provided in order to assist in this goal.

1. A student who is chronically late to school will receive an Administrative Detention after every fifth infraction.
2. Port Chester High School has "Zero Tolerance" for lateness to class.
  - a) Teachers will close doors to class after the bell rings to begin class.
  - b) Students loitering in the hallways after the bell rings may be assigned Administrative Detentions.

### **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. Student's names will be placed on a Detention List which will be posted daily outside of the attendance office.
4. Consequences for failure to attend Administrative Detention are:
  - a) The student will be assigned two detentions or
  - b) The student will be suspended from school until a parent brings them in to meet with their assistant principal.

### **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

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

### **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 guidance counselor, teacher, administrator, or other trusted adult.

### **SMOKING POLICY**

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

### **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 guidance 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.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere in the learning process. The Board prohibits attire bearing an expression or insignia which is obscene or libelous, or which advocates racial or religious prejudice. In addition, the Board prohibits the following clothing and/or manner of dress:

1. Clothing worn by boys/girls which allows the midriff section to show.
2. Dressing in a manner that allows underclothes to show.
3. Wearing clothing that drags on the floor causing a health/safety problem.
4. Wearing very short shorts or skirts.
5. Wearing hats, by either boys or girls, anywhere inside the school building.
6. Wearing untied shoes or sneakers.

## **ACCEPTABLE SCHOOL ATTIRE**

1. Shorts, skirts and dresses must be at least 10 inches long.
2. Tank top straps must be at least 1 inch thick.
3. No tube tops or spaghetti strap tank tops.
4. Undergarments (underwear) should not be visible at any time.
5. No headwear (hats, wraps, bandanas, etc.).
6. No bare midriff.

Students who are found wearing inappropriate attire will be asked to either fix their clothes or change their clothes. If you do not have an outfit to change into then your parents/guardians will be contacted and you will be asked to go home and return to school with appropriate attire.

## **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 common sense rules necessary for an orderly school, shall be subject to immediate and appropriate disciplinary action, which will be firm, fair, and consistent.

- A. Verbal warning
- B. Written notification (for in-school detention or external suspension)
- C. Detention
- D. In-School Detention
- E. Suspension from social and extracurricular activities
- F. Suspension from an athletic event
- G. Exclusion from a particular class
- H. Confiscation of item
- I. Compulsory restitution
- J. External school suspension followed by a mandatory parent conference
- K. Alternative placement

## **STUDENT BEHAVIOR CODE**

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

Following each infraction is a listing of suggested penalties/consequences. These are guidelines only and do not prevent the District from seeking or imposing different penalties if circumstances warrant. Letters in parentheses refer to the list of Possible Consequences For Misconduct, which are listed on the previous page.

No student shall...

- hit, restrain, detain, or harass any other student nor threaten to do so. (J,K)
- threaten another in order to take money or property. (H, I, J)
- willfully destroy, damage, or deface school property or grounds. (H, I, J)
- take or use personal property of another or school property without permission. (H, I, J)
- deliberately disrupt the orderly conduct of classes, hall passage, assemblies, or meetings. (A, C, D, G, J)
- use obscene, profane, or insulting language or gestures to other students or to members of the school staff. (A, B, C, D)
- be involved in gambling activities on school property or at school events. (D, H, I, J)
- possess, sell or consume drugs, narcotics or alcoholic beverages. (J, K)
- possess or use firecrackers, smoke bombs, or dangerous weapons in the school buildings or on school grounds. (J, K)
- smoke in the school building or on school property. (A, B, C, D)
- consume food or beverages outside of the cafeteria except under the supervision of a teacher or administrator. (A, C, D)
- use radios, recorders, beepers, cellular telephones, or other electronic devices in the school building without the permission of a teacher or administrator. (A, C, D, H)
- possess or use rollerblades or skateboards inside the school building or on school property. (A, C, D, H)
- 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. (A, C, D, J)
- violate the dress code (see Dress Code for further information). (A, B, C, D, J)
- engage in lewd or lascivious conduct. (J, K)
- forge or use forged notes (D, J)
- take or post video of school events without permission. (A, B, C, D, E, F, G, J)
- 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 21<sup>st</sup> 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.

### **DRESS CODE**

Student clothing, jewelry and accessories must be safe and must not interfere with the learning process. Nothing hateful, mean or obscene is allowed. No alcohol, tobacco or drug logos are allowed. Underwear must be totally covered at all times.

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