

NEW ROCHELLE HIGH SCHOOL  
265 CLOVE ROAD  
NEW ROCHELLE, NEW YORK 10801-1247

**DR. COREY W. REYNOLDS**  
SUPERINTENDENT OF SCHOOLS  
PHONE: 914-576-4502

**DR. DAGOBERTO ARTILES**  
PRINCIPAL  
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# NEW ROCHELLE HIGH SCHOOL

## STUDENT - PARENT HANDBOOK



*The information in this Handbook is accurate at the time of publication but may be subject to change. For the most up-to-date information, contact New Rochelle High School directly, visit <https://nrhs.nred.org> or refer to the City School District of New Rochelle website at [www.nred.org](http://www.nred.org)*

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# NEW ROCHELLE HIGH SCHOOL

## **Building Principal**

Dr. Dagoberto Artiles

## **Assistant Principals**

Ms. Zahida Aminy

Ms. Valerie Cadet Simpkins

## **House Principals**

*House 1:* Ms. LaToya Thompson

*House 2:* Ms. Janet Aguirre

*House 3:* Ms. Rebecca Nixon

*House 4:* Mr. Seth Busching



# CITY SCHOOL DISTRICT OF NEW ROCHELLE

## **Board of Education**

*President: Mr. William Iannuzzi*

*Vice President: Ms. Adina Berrios Brooks*

Ms. Margaret E. Bavosa

Ms. Katie Castellano Minaya

Ms. Makeda Lewis

Mr. David Peters

Ms. Roshanie Ross

Mr. Don Vega

Ms. Valarie D. Williams

## **Superintendent of Schools**

Dr. Corey W. Reynolds

## **Assistant Superintendent for Curriculum and Instruction**

Dr. Olivine Roberts

## **Interim Assistant Superintendent for Business**

Mr. Carlos X. Leal

## **Assistant Superintendent for Student Support Services**

Dr. Gail Joyner

## **Assistant Superintendent for Human Resources**

Ms. Joan Garone

# Message from the Superintendent

Dr. Corey W. Reynolds, Superintendent of Schools



Dear New Rochelle High School Learning Community,

Welcome to the new school year! Every day, we seek to create a clear path for our current scholars to provide them with the necessary tools they will need to become the new generations of global competitors and actively-engaged, compassionate citizens. This handbook, which is filled with information and answers for our new and returning students and their families, is intended to serve as a blueprint of the norms for a safe and supportive learning environment. This manual provides insight on grading, co-curricular activities, parents' rights, behavior supports, and resources that help foster a strong foundation for social and emotional wellness. It also highlights our distinguished programs, designed to provide you with enriching experiences.

Creating positive learning environments, particularly at our flagship school, requires the full participation of every member of New Rochelle – from our students, parents, and educators -- to the greater New Rochelle Community. I know that, working collaboratively, we can and will develop our talented students into the workforce, leaders, and innovators of tomorrow who will shape our community, nation, and world into a better place for all – inclusive of all. This is a special time for our students to evolve, and in some cases discover, their talents and interests. These years are intended for them to make lifelong friends and plan for a future full of possibility and promise. I am humbled and grateful to have the opportunity to support you in your journey as your Superintendent. We are One New Rochelle.

With warm regards,

A handwritten signature in black ink that reads "Corey W. Reynolds". The signature is written in a cursive, flowing style.

Dr. Corey W. Reynolds  
Superintendent

# Message from the Principal

Dr. Dagoberto Artiles, Principal of NRHS



Greetings Huguenots,

Welcome to the 2023-2024 school year. We are happy that you are joining us as we embark on another exciting journey of teaching and learning at New Rochelle High School. To the Class of 2027, welcome to the New Rochelle High School family! We are looking forward to seeing you, getting to know you and assisting you in every possible way to achieve your academic and personal growth.

This year my pledge is to continue NRHS' commitment to excellence in all that we do, as we strive to provide a world-class education with the expectation that all students can learn and be successful in every class. I look forward to working with and supporting you by collaborating to overcome academic challenges, find flexible ways to complete work, be college or work-force ready, and to have the opportunity to participate in advanced academic learning. I pledge to work with you and support you to continue the implementation of initiatives to promote high-quality teaching and learning. We will engage all of our stakeholders by communicating often. This school year we will continue to advance our graduation rate and 9th grade students' successful completion of the school year. The leadership team is eagerly looking forward to partnering with parents, guardians and family in this effort, which will positively impact student performance in every content area, and in their overall academic growth.

I am excited for all that this new school year has to offer and look forward to working collectively as a family to ensure that our students are provided with the educational experience possible to be critical thinkers, responsible citizens, and prepared to be successful in their goals after high school. The New Rochelle High School family is committed to excellence and being a world-class institution of teaching and learning. However, in order for us to achieve this goal, you must be involved and maintain an open channel of communication. Parents, please make sure your phone number and email is accurate and up to date and that your Home Access account is active.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Artiles', with a stylized flourish at the end.

Dr. Dagoberto Artiles

NRHS Principal

Blurb about Home Access Here...

## HOME ACCESS - PROCEDURE

Go to: <https://nrhs.nred.org/>

Click on

HOME ACCESS CENTER

This will redirect you to the

**Home Access Website**



Use the dropdown arrow to select  
**New Rochelle CSD** for the district

Welcome to  
**Home Access Center**

Select a District  
New Rochelle CSD

User Name

Password

Forgot My User Name or Password  
Click Here to Register for HAC  
Click Here to Register with Access Code

Sign In

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Enter the username and password provided by the House Office.

If you do not have one, please contact  
your child's House Office Secretary

**Username:**

**Password: Welcome123**

Upon sign in you will be asked to change the given password for one of  
your own.

***For any other questions or concerns please contact  
the office secretary by phone or email.***

House 1- Victoria Firmin- [vfirmin@nredlearn.org](mailto:vfirmin@nredlearn.org)

House 2- Maria Gomes- [mariagomes@nredlearn.org](mailto:mariagomes@nredlearn.org)

House 3- Ernestine Keeler- [ekeeler@nredlearn.org](mailto:ekeeler@nredlearn.org)

House 4- Deborah Pereira- [dpereira@nredlearn.org](mailto:dpereira@nredlearn.org)





# HOME ACCESS

Valla a: <https://nrhs.nred.org/>

Haga clic en

HOME ACCESS CENTER

Esto lo redirigirá a la  
**Página Web de “Home Access”**

Utilice la flecha para seleccionar  
**New Rochelle CSD** para el distrito

Ingrese el nombre de usuario y la  
contraseña proporcionada por la  
oficina.

Si no tiene uno, por favor póngase en  
contacto con la Secretaria de la Casa  
de tu hijo/hija.

Al inicio de la sesión, se le pedirá que cambie la contraseña proporcionada  
por una propia.

Welcome to  
**Home Access Center**

Select a District  
New Rochelle CSD

User Name

Password

[Forgot My User Name or Password](#)  
[Click Here to Register for HAC](#)  
[Click Here to Register with Access Code](#)

**Sign In**

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**Nombre de Usuario:**

**Contraseña: Welcome123**

***Para cualquier otra pregunta o inquietud, comuníquese con la secretaria por teléfono o correo electrónico.***

House 1- Victoria Firmin- [Vfirmin@nredlearn.org](mailto:Vfirmin@nredlearn.org)

House 2- Maria Gomez- [mariagomes@nredlearn.org](mailto:mariagomes@nredlearn.org)

House 3- Ernestine Keeler- [Ekeeler@nredlearn.org](mailto:Ekeeler@nredlearn.org)

House 4- Deborah Pereira- [Dpereira@nredlearn.org](mailto:Dpereira@nredlearn.org)



## Permission Opt-Out Form

Dear Parent/ Guardian:

The City School District of New Rochelle and schools post useful information to web sites, as well as in school and district publications, such as newsletters, yearbooks, brochures, school web site, and on cable TV. Classroom and school activities and student work are sometimes photographed or recorded by the school or media for news, information, and educational purposes.

### **INSTRUCTIONS FOR THIS FORM:**

Complete and return this form to your child's school main office ONLY if you DO NOT give permission for your student's image, or select directory information to appear in school or District publications or school web sites, or if you do not give permission to the school or District to release basic directory information, such as name, participation in school activities, awards.

- DO NOT submit this form if you permit images or basic directory information of your child to be published in school newsletters and school publications.

---

## Parent/Guardian Permission Opt-Out Form

I \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, student at  
\_\_\_\_\_ School,

DO NOT give permission to the City School District of New Rochelle to release or publish my child's image, directory information, or student work in any collection.

DO NOT give permission to the City School District of New Rochelle to release my child's name, address, and telephone number to the United States Armed Forces. (11<sup>th</sup> and 12<sup>th</sup> graders)

Parent/Guardian Signature Required: \_\_\_\_\_ Date \_\_\_\_\_



# **NRHS Mission & City School District of New Rochelle Vision**

## **Mission Statement**

New Rochelle High School, with its smaller learning communities, is dedicated to developing responsible, respectful, tolerant citizens who value cultural diversity and who possess the intellectual, social and emotional independence to become lifelong learners and contributing members of a global society.

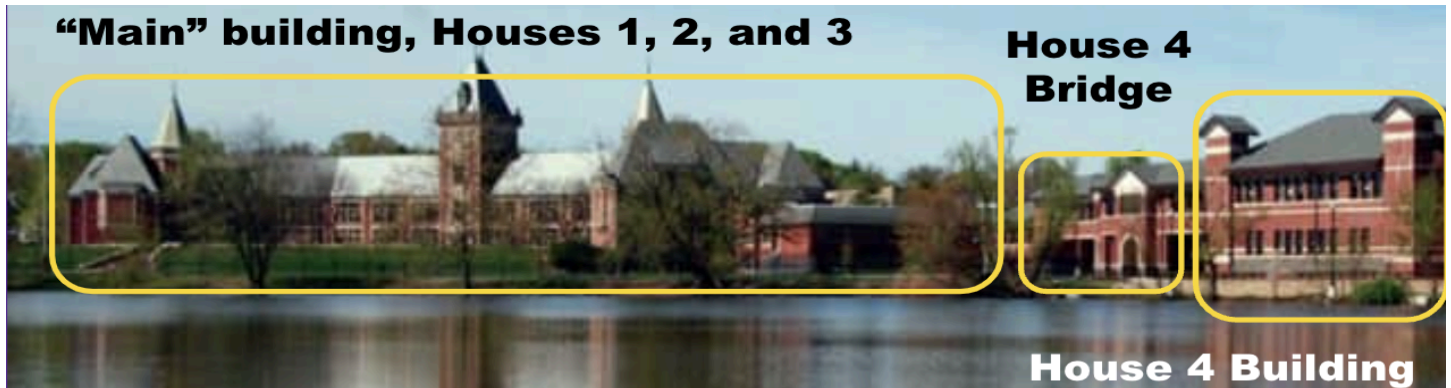
## **Vision Statement**

We are committed to creating an engaging and enriching academic experience to empower students to become academic risk takers, develop their fund of knowledge, hone their critical thinking skills and fortify their character. We will do this by:

- Creating a culture of high quality instruction rooted in our commitment to a culturally responsive and sustaining education for all students.
- Promoting holistic student growth inclusive of recognizing student voice as a means to enhancing relationships, leadership and decision making.
- Promoting the “One Community” model by continuing our partnership with families and community organizations to secure learning opportunities in and out of the classroom and a safe learning environment for all students.
- Committing to the utilization of funds to promote equitable and purposeful distribution of resources.

## House Structure

Students are separated into one of four houses starting their freshman year. They stay in this house for the remainder of their high school experience. In their freshman year students of the same house largely have the same ELA and Social Studies teachers. They are assigned to one of the several guidance counselors specific to that house who will meet continuously with them throughout their academic career. Each house also has a House Secretary and House Principal who help ensure the success of all students within the House. It is critical that students and House staff build meaningful relationships to foster a strong community and support students' academic success.



## Department Chairs, Directors, and Supervisors

Department Chairs at NRHS work with teachers to ensure that students receive standards-aligned instruction. Students can contact department chairs to better understand academic pathways and opportunities within each discipline, and learn about systems of support that help students maximize their full potential during their four years at NRHS. Students and families should feel free to email the department chairs to find out more information about academic programs.

New Rochelle High School Department Chairs and Supervisors Contact Information			
<b>Lydia Adegbola</b>	English Department Chair	Direct Line: Extension:	ladegbola@nredlearn.org
<b>Xiomara Gonzalez</b>	Mathematics Department Chair	Direct Line: Extension:	xgonzalez@nredlearn.org
<b>Rekha Liveris</b>	Science Department Chair	Direct Line: 814-576-4610 Extension: 10696	rliveris@nredlearn.org
<b>Gustavo Barbosa</b>	Social Studies Department Chair	Direct Line: Extension:	gbarbosa@nredlearn.org
<b>Elizabeth Goodwin</b>	World Language & ELL Department Chair	Direct Line: Extension:	egoodwin@nredlearn.org
<b>Tilsa Rodriguez</b>	Supervisor of PE and	Direct Line: 914-576-4577	tgonzalez@nredlearn.org

<b>Gonzalez</b>	Health	Extension: 10800	
<b>Matthew Lucero</b>	Director of Performing Arts & Visual Education	<b>Direct Line:</b> <b>Extension:</b>	mlucero@nredlearn.org

## Huguenot Academy



The Huguenot Academy is a part of New Rochelle High School which has been designed to provide students with a small, supportive setting in which to pursue their high school diploma. In 2023-24 the Academy will be located on the campus of Monroe College in downtown New Rochelle at 140 Huguenot Street.

This program provides students with smaller classes, personalized attention, additional academic supports, counseling supports, and a variety of instructional approaches in order to help each student achieve and experience success in their high school education.



The program is available to all students who are interested in an alternative to the main campus. Interested students should contact their Guidance Counselors or House Principals to make a referral to the Huguenot Academy program.

<b>Huguenot Academy Contact Information</b>			
<b>Andrea Schwach</b>	Director of Huguenot Academy	<b>Direct Line:</b> <b>Extension: 11900</b>	aschwach@nredlearn.org
<b>Emily Cirilo</b>	HA Receptionist	<b>Direct Line:</b> <b>Extension: 11613</b>	ecirilo@nredlearn.org
<b>Marcus Siotkas</b>	HA School Counselor	<b>Direct Line:</b> <b>Extension: 10643</b>	msiotkas@nredlearn.org
<b>Angelica Gael</b>	HA Social Worker	<b>Direct Line:</b> <b>Extension:</b>	agael@nredlearn.org
<b>Brittney??</b>	HA Psychologist	<b>Direct Line:</b> <b>Extension:</b>	
<b>TBD?</b>	HA Nurse?	<b>Direct Line:</b> <b>Extension:</b>	

## Extended Day Program

The Extended Day Program at New Rochelle High School provides students with an additional opportunity to obtain the necessary credits for graduation. Students can attend on a full or part-time basis. Students wishing to take a course for the first time (for the purpose of gaining additional credits) must attend the program

full-time. Classes are held in the evening from 4:00-9:40 p.m. Monday-Thursday. The school year is divided into a Fall and Spring semester. The program offers all of the basic courses available in a day school.

- A full-time day-school student should only take two courses in Night School/Extended Day.
- The forms necessary for applying to the Extended Day Program must be obtained from the student's school counselor.
- The form must be completed by the parent, student, and returned to the day-school counselor.
- The day-school counselor will complete the registration for the student and coordinate the initial meeting between the student and the Extended Day Director.
- The day-school counselor will continue to meet and communicate with the Extended Day Director on the progress of the student they registered in the Extended Day Program.
- The 2023-24 Fall semester begins \*\*\*\* and runs until \*\*\*\*. The Spring semester begins \*\*\* and runs until \*\*

Extended Day Program Contact Information			
<b>Maureen Maire</b>	Director of Extended Day & Summer School	Direct Line: Extension:	mmaire@nredlearn.org
<b>Kevin Austin</b>	Counselor for Extended Day	Direct Line: Extension:	kaustin@nredlearn.org

## Diploma Requirements

Below are the credit and course requirements by subject to receive either a Regents Diploma or a Regents Diploma with Advanced Designation.

SUBJECT	REGENTS DIPLOMA	REGENTS DIPLOMA WITH ADVANCED DESIGNATION	REQUIRED REGENTS	
			REGENTS DIPLOMA A, B, D	ADVANCED DESIGNATION C, D
English	4 Credits	4 Credits	English	English
Social Studies	4 Credits	4 Credits	Global History and U.S. History	Global History and U.S. History
Mathematics	3 Credits	3 Credits	Integrated Algebra	Integrated Algebra, Geometry, and Algebra 2/ Trigonometry
Science	3 Credits (E)	3 Credits (E)	One Regents Exam in Science	One Exam in Life Science, and One Exam in Physical Science
Language Other Than English (LOTE)	1 Credits (G)	3 Credits (F, G)		Comprehensive Exam
Art or Music	1 Credit	1 Credit		



Health	0.5 Credits	0.5 Credits		
Electives	3.5 Credits	1.5 Credits		
Physical Education	2 Credits	2 Credits		
<b>TOTAL:</b>	22 Credits	22 Credits		

**Legend:** (A), (B), (C), (D), (E), (F), and (G) descriptions on the following page.



## Diploma Requirements Explained

- (A) New Rochelle High School provides students with unlimited opportunities to retake required Regents examinations to improve their scores. Students who fail, after two attempts, to attain a score of 65 or above on a required Regents examination shall be given an opportunity to appeal that exam score. To be eligible for an appeal, students must:
- i. pass the course in the subject area of the Regents examination under appeal;
  - ii. score at least a 62 on the required Regents examination; and
  - iii. have a 95% attendance rate. A standing committee shall review the appeal to determine that the student has demonstrated the knowledge and skills required under the State learning standards in the subject area in question.
- (B) Students identified as having a disability who have an IEP or 504 Accommodation Plan and who fail a required Regents examination may fulfill testing requirements for a local diploma by scoring between 55-64 on the Regents examination.
- (C) Students entering grade nine in September 2009 and thereafter who complete all course work and testing requirements for the Regents diploma with advanced designation in mathematics and/or science, and who pass, with a score of 85 or better, three Regents examinations in mathematics and/or three Regents examinations in science, will earn a Regents diploma with advanced designation, with an annotation on the diploma that denotes mastery in mathematics and/or science, as applicable.
- (D) Students can earn either a Regents diploma or a Regents diploma with advanced designation, with a technical endorsement by completing an approved Career and Technical Education (CTE) program. State-approved Career

and Technical Education programs are available at the Southern Westchester BOCES Center for Career Services and in the NRHS Architectural Design program.

- (E) At least one course shall be a life science and another shall be a physical science.
- (F) Students completing a five-unit sequence in career and technical education or the arts (visual arts, music, dance, and theater) are not required to complete the additional two units of the Language Other than English requirement for the Regents Diploma with Advanced Designation but must still meet the requirements for the total number of credits.
- (G) Students identified as having a disability which adversely affects the ability to learn a language may be excused from the Language other than English (LOTE) requirement if the Individualized Education Plan (IEP) indicates that this requirement is not appropriate. Students approved for a language exemption must still meet the requirement for the total number of credits required for a diploma.

# Daily Bell Schedule

## A/B Rotation Day A & Day B

New Rochelle High School, an all-Regents high school, offers its students a variety of courses in four program areas. Its curriculum reflects the expanding fields of knowledge, the shifting concerns and needs within society, and the changing needs and interests of its students. The courses provide a major sequence of study for students continuing their formal education beyond high school, pursuing a trade or technical career, entering the business world, and/or the field of performing arts.

Periods 4, 5, and 6 are building-wide lunch periods. School breakfast and lunch remains free for all students. Additional meals and snacks are also available for purchase in the House 1 and House 4 cafeterias.

The Extra Help period is a tremendous resource available to students to receive extra support in their academic classes. Teachers offer at least one period of extra help during the school day and one period after school each week. Students should check with their individual teachers to find out the day each week they provide extra help. This information will also be available on our building website under [23-34 NRHS Extra Help Schedule \[LINK COMING SOON\]](#).

Morning announcements will take place daily at the end of 2nd period. Students may also visit our school website,

PERIOD	TIME OF DAY
AM / 0	7:22 - 8:10
1	8:15 - 9:03
2 Morning Announcements*	9:07 - 9:52 *9:52 - 9:55
3	9:59 - 10:47
4 (Lunch)	10:51 - 11:39
5 (Lunch)	11:43 - 12:31
6 (Lunch)	12:35 - 1:23
7	1:27 - 2:15
8	2:19 - 3:07
Extra Help / 9	3:12 - 4:00

# City School District of New Rochelle | 2023-2024 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">JULY 2023</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td style="background-color: #c0c0c0;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2023							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>4 - Independence Day (Observed)</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4b618c; color: white;"> <th colspan="7">JANUARY 2024</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: #c0c0c0;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2024							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>1 - New Year's Day</b> <b>15 - Martin Luther King, Jr. Day</b></p> <p><b>21 (staff), 21 (students)</b></p>							
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- = Schools Closed
- = Staff Only, No Students
- = Weather Make-up Day
- = Half Day for Students

Student Days = 180 + 2 Weather Make-ups  
 Staff Days = 182 + 2 Weather Make-ups  
 Superintendent's Conference Days = 2  
**Bold & Underlined** = Schools & Offices Closed



Found on the District's Website: <https://www.nred.org/article/1056414>

## **Attendance Policy**

New York State law requires that students attend school on a regular basis. It also specifies that the school district, the students themselves, and the parents are responsible for ensuring student attendance.

Students show evidence of learning when they actively participate in class, successfully complete assignments, and demonstrate proficiency on assessments. In order for students to demonstrate their understanding of the subject matter and to participate meaningfully in the learning process, they must be present in class. Therefore, in order to receive academic credit for any course, students must earn the necessary academic average *and* meet the school's standard of attendance. Students demonstrating egregious attendance concerns may become ineligible for participating in or attending co/extra-curricular activities.

The Board of Education recognizes the important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Teachers are required to keep accurate and daily attendance records. Students who are absent due to a prolonged illness (with medical documentation) and/or students absent due to illness resulting in homebound instruction will be exempt from the class participation requirement at the time of their illness and their grades will not be adversely impacted due to such absence from class participation.

## **Arrival Procedures**

- Students should arrive at school no later than 8:10 a.m. for first period class starting at 8:15. Those students with a 0 period (P.A.V.E., P.E., etc.) should arrive no later than 7:17 a.m. for class starting at 7:22 a.m.
- If a student arrives after 8:30 a.m. students can only enter the building through the Rotunda.
- Students will then swipe in, collect their late pass, and report directly to their scheduled class.

## **Absences from Class Defined:**

For the purpose of determining credit for a course, all absences—excused and unexcused—are tallied with the following exceptions:

1. Prolonged illness with medical documentation.
2. Illnesses resulting in homebound instruction as per State Education Law.
3. Curricular alteration of a student's schedule with prior approval, e.g., scheduled music lessons, school testing, curriculum-based field trips, and participation in school athletic events.
4. Guidance and/or intervention counseling.
5. Suspension.
6. Legal placement/court appearances.

## Procedure to Report Student Absences from School

When a student is going to be absent from school, their parent/guardian must contact the House Office to excuse their absence. This notification must be made in writing for the absence to be officially excused.

House Clerical Contact Information			
House 1	Victoria Firmin	Direct Line: 914-576-4513 Extension: 10920	<a href="mailto:vfirmin@nredlearn.org">vfirmin@nredlearn.org</a>
House 2	Maria Gomes	Direct Line: 914-576-4520 Extension: 10922	<a href="mailto:mariagomes@nredlearn.org">mariagomes@nredlearn.org</a>
House 3	Ernestine Keeler	Direct Line: 914-576-4530 Extension: 10924	<a href="mailto:ekeeler@nredlearn.org">ekeeler@nredlearn.org</a>
House 4	Deborah Pereira	Direct Line: 914-576-5093/5658 Extension: 10926	<a href="mailto:dpereira@nredlearn.org">dpereira@nredlearn.org</a>

## Parental Notification of Student Absences

Parents/guardians are expected to contact the school to report their child's absence as described above. The following interventions are in place to help keep families aware of any student absence:

- Each evening, an automated phone call will be made to the home to report student absence(s) from class.
- Families registered in Home Access will receive an email with information regarding which specific periods were missed. ***Please note that families who are not signed up for Home Access, will not receive automated emails regarding absence(s) by period.***
- For students with excessive absences, the house team may notify parents/guardians and arrange a conference with the student, parent/guardian, teacher, school counselor, and any other members of the support team. Other supportive measures, such as daily Yellow Cards, or weekly Pink Cards, may be put into place to help promote positive student attendance.
- Teachers will provide an opportunity for students to complete missed work for excused absences.
- Teachers are not required to provide make-up work for an unexcused absence. However, teachers are permitted and encouraged to provide makeup work to help support students' overall academic and social-emotional progress.

## Early Dismissal Procedures

If a student needs to leave school during the regular school day, the student must be officially dismissed by their House Office. Students who need dismissals during the school day for routine medical and dental appointments should report to their House Office/House Secretary. The procedure to follow is:

- No student is permitted to leave the school campus early without prior written permission from their parent/guardian. Special circumstances or conditions must be approved by the Principal or Building Administrator.
- Parents/guardians MUST enter the school through the Embassy to sign out their child. No student is permitted to sign themselves out of the building.
- A note from home MUST be brought or emailed to the House Office secretary as early in the day as possible.
- The dismissal will be verified by phone in order for the dismissal slip to be issued.
- Upon return to school, the student must show the dismissal slip to teachers of all missed classes.

In every instance of leaving early, students are responsible for completing any missed class work, homework, or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work.

**No student is permitted to leave the school campus without a note from their House Office.**

**New Rochelle High School is a closed campus.**

**Students are expected to remain on-campus for the duration of the school day.**

## Lateness to Class Defined:

Students are expected to be in every class every day. Class cutting is not permitted and will result in disciplinary action consistent with the District Code of Conduct.

### Proposed language/changes:

- Students expected to report to each class on-time each day.
- Teachers will keep track of lateness and communicate with students if a pattern emerges.
- Communicate with families/administration.
- Students may be assigned to attend 9th period- extra help to recover lost time and make up assignments

## BOCES Attendance Policy

Students attending BOCES may not exceed five (5) absences in any one marking period and remain a viable BOCES student. Students exceeding the limits established by this policy must return to the traditional high school program. Unusual circumstances such as extended documented illnesses will be subject to appeal should such a request be made.

## Code of Conduct

The City School District of New Rochelle regularly reviews and revises the Code of Conduct. This document is the guideline for which schools base their building-level policies on. A copy of this document can be found at the website below:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/2207/NRPS/2864706/8.5.22\\_New\\_Rochelle\\_Code\\_of\\_Conduct\\_Rev\\_Final\\_.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/2207/NRPS/2864706/8.5.22_New_Rochelle_Code_of_Conduct_Rev_Final_.pdf)

## Electronic Device / Cell Phone Policy

New Rochelle High School strongly believes that personal technology devices can be useful tools for student learning. However, use of personal technology devices in school must be regulated to ensure that the use of such devices does not disrupt or interfere with the educational process or school operations.

**To support student engagement with an environment free of distractions during school hours cell phones/electronic devices must remain off or silent.**

- Cell phones/electronic devices should remain out of sight during instructional time unless explicitly instructed by the teacher.
- Cell phones/electronic devices must remain off or silent, For the safety of your device, we encourage all students to secure their devices out of sight and in a safe location.
- Cell phones/electronic devices may not be used in any location or where such use could violate another person's reasonable expectation of privacy.
- We expect that students will not use cell phones/electronic device(s) in any way that violates the Code of Conduct.

Failure to comply with the above school wide expectations regarding the use of cell phones/electronic devices may lead to disciplinary action.

The school is not responsible for any damaged, lost, or stolen electronic device. Families and students may use an office when communicating messages from home or school.

***Out of sight, out of mind, until you are out of the building***

## Classroom Passes

During class time, no student should be in the hallway without a pass. Security will escort students without a pass to the nearest house office to determine where they belong.

- Every classroom will have a sign out sheet & binder. All students asking to leave the classroom complete the signout sheet at the front of the classroom in order to receive the necessary pass.
- Restroom passes will not be issued during the first and last 5 minutes of the class period.
- Students are expected to use the appropriate restroom facilities located nearest to their classroom.
- Upon return, students must sign back into the classroom and return the pass to its designated location.

# Chromebooks

Every student at New Rochelle High School is issued a Chromebook for academic use. With 1:1 technology, every student at New Rochelle High School has the physical tools necessary for academic success.

Chromebooks offer students the opportunity to access their classes' Google Classrooms with ease and perform the fundamental requirements of their academic courses. To ensure success, students are expected to charge these devices nightly and treat them with care and respect.



- All new enrollees in grades 10-12 can pick up their Chromebooks Wednesday August 30 and/or Thursday August 31.
- New enrollees in the 9th grade can pick up their devices during their orientation on Tuesday August 29, Wednesday August 30, or Thursday August 31.
- Students rising from Albert Leonard and Isaac E. Young Middle Schools must first return the Chromebooks issued to them by their schools. They will then be issued a new device during one of the aforementioned dates.

Students who miss these dates will receive their new devices during the opening weeks of school.

In accordance with district requirements, students are expected to adhere to the following policies regarding internet use and acceptable device use:

**Acceptable Use Policy:**

<https://app.droplet.io/form/yMEbQy>

**Internet Safety Policy:**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1458515/2009-INTERNET\\_SAFETY\\_POLICY-6550\\_Internet\\_Safety\\_Policy\\_3.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1458515/2009-INTERNET_SAFETY_POLICY-6550_Internet_Safety_Policy_3.pdf)

Students in the building are able to meet with Mr. Erik Brillon, located in room 2213A to resolve any issues.

More information can be found on the District webpage regarding the use of District-issued technology, connecting to WiFi, and loner/replacement.

# Grading

## Grade Classification

To qualify as a member of the following grades, students must have earned a *minimum* of the following credits:

Grade Level Qualification	Minimum Earned Units Required
10th	5.5 units of HS credit
11th	11 units of HS credit
12th	16.5 units of HS credit

## Grading Policy

The following is defined breakdown of the grading policy by numerical value, letter equivalent, and description:

Numerical Grade	Letter Equivalent	Description
95 - 100	<b>A+</b>   4.0	Mastery
90 - 94	<b>A</b>   4.0	Mastery
85 - 89	<b>B+</b>   3.7	Proficiency
80 - 84	<b>B</b>   3.0	Proficiency
75 - 79	<b>C+</b>   2.3	Emerging
70 - 74	<b>C</b>   2.0	Emerging
65 - 69	<b>D</b>   1.0	Difficulty
Below 65	<b>F</b>   0.0	Failing

INC = Incomplete | INC grades must be made up within the first two weeks after the end of the marking period.

Change of grades forms are to be secured from your guidance counselor, completed with the proper signatures, and turned into the Data Processing Office in the Main Office.

## GRADING PRACTICES

Final grades for year-long classes are calculated as follows:

$$\frac{MP1 + MP2 + MP3 + MP4}{4} = \textit{Final Grade}$$

**Example:**  $\frac{70 + 70 + 70 + 50}{4} = 65$  is the final grade

All marking period grades of INC (incomplete) should be resolved as soon as possible, ideally within 5 weeks. Students should collaborate with teachers to identify a plan of action to resolve any INC grades.

MD (medical exclusion) cannot remain as a final grade for any student.

## High Honor & Honor Roll Requirements

High Honor Roll will require a 90 or higher average with no grade lower than 85 per marking period. Honor Roll will require an 85 or higher average with no grade lower than 75. Physical Education is not included in the average for marking period and class rank.

## Report Cards

Report cards are mailed home approximately one week after the conclusion of each marking period and are also available on Home Access. These reports include grades, attendance, teachers' comments, and weighted accumulated average for the particular marking period.

## 2023-24 Marking Period & Report Card Dates

Marking Period	Start & End Date	Report Cards Published to Home Access Center	Report Cards Arrive Home no later than...
<b>MP 1</b>	September 6, 2023 - November 9, 2023	November 22, 2023	December 2, 2023
<b>MP 2</b>	November 13, 2023- January 26, 2024	February 8, 2024	February 15, 2024
<b>MP 3</b>	January 29, 2024 - April 12, 2024	April 30, 2024	May 8, 2024
<b>MP 4</b>	April 15, 2024 - June 26, 2024	July 1, 2024	July 6, 2024

## Progress Reports

Progress reports are issued five weeks into each marking period, as indicated on the academic calendar. These reports are intended to provide formal correspondence between teacher and home to inform on student progress. **It is the goal that the information communicated on the progress report is to be used to support**



student growth and academic achievement through school-home partnership. However, it is critical that parents/guardians and students are consistently and ongoingly monitoring student progress to develop this growth and achievement at all points in the marking period.

## 2023-24 Marking Period & Progress Report Dates

Marking Period	Start & End Date	Interim Progress Reports Published to Home Access Center	Interim Progress Reports Arrive Home no later than...
<b>MP 1</b>	September 6, 2023 - November 9, 2023	October 6, 2023	October 17, 2023
<b>MP 2</b>	November 13, 2023- January 26, 2024	December 15, 2023	December 22, 2023
<b>MP 3</b>	January 29, 2024 - April 12, 2024	March 8, 2024	March 16, 2024
<b>MP 4</b>	April 15, 2024 - June 26, 2024	May 17, 2024	May 25, 2024

## New York State Regents

As organized in the above chart of Diploma types and requirements, New York State administers a wide-array of subject-specific exams based on State developed standards. These exams are offered every June at the culmination of the subject-area course, and then offered for retake in August and (some) the following January.

## Regents Responsibility, Doubles and Triples

It is the students' responsibility to get a list from their counselors of all exams needed to fulfill their graduation requirements. To sit for Regents or RCTs students must also obtain a pass for each exam either from the subject teacher or from the department office. On occasion students will have multiple Regents exams scheduled for the same day. Students who have doubles or triples (exams that conflict because they are scheduled by the State Board of Regents on the same day at the same time) must notify both the counselor and the department office. The department will then make special testing arrangements.

# 2024 Regents Exam Schedules

## January 2024

REGENTS EXAMINATION SCHEDULE: JANUARY 2024			
Tuesday, January 23	Wednesday, January 24	Thursday, January 25	Friday, January 26
8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.
ELA	Geometry US History & Government	Global History & Geography II	Earth Science Chemistry
12:15 p.m.	12:15 p.m.	12:15 p.m.	<u>Uniform Admission Deadlines</u> Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.
Living Environment	Algebra I Physics	Algebra II	

## June 2024

REGENTS EXAMINATION SCHEDULE: JUNE 2024									
Tuesday, June 4	Friday, June 14	Monday, June 17	Tuesday, June 18	Wednesday, June 19	Thursday, June 20	Friday, June 21	Monday, June 24	Tuesday, June 25	Wednesday, June 26
8:15 a.m.	8:15 a.m.		8:15 a.m.		8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.	8:15 a.m.
Algebra I	ELA	Eid al-Adha Observed	US History & Government	Juneteenth Holiday Observed	Earth Science	Geometry	Algebra II	Physics	Rating Day
	12:15 p.m.	Rating Day for Schools Not Closed	12:15 p.m.		12:15 p.m.		12:15 p.m.	<u>Uniform Admission Deadlines</u> Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.	
	Living Environment		Global History & Geography II		Chemistry		World Language Assessment Locally developed Checkpoint B Exams		

## August 2024

REGENTS EXAMINATION SCHEDULE: AUGUST 2024	
Monday, August 19	Tuesday, August 20
8:15 a.m.	8:15 a.m.
Algebra I ELA	US History & Government Earth Science Chemistry
12:15 p.m.	12:15 p.m.
Global History & Geography II Algebra II	Geometry Living Environment
<u>Uniform Admission Deadlines</u> Morning Examinations: 10:00 a.m. Afternoon Examinations: 2:00 p.m.	

## NYSESLAT (NY State English as a Second Language Achievement Test)

The New York State English as a Second Language Achievement Test (NYSESLAT) is administered annually to English Language Learners in kindergarten through grade 12. The test measures students' annual growth in English language development. There are four components to the NYSESLAT: listening, speaking, reading, and writing.

Testing Component	Testing Date Window
Speaking	4/15/24 - 5/24/24
Listening Reading Writing	5/13/24 - 5/24/24

## 2023-24 AP Exam Schedule

	8:00am	12:00pm
<b>Monday, May 6, 2024</b>	★ US Gov't & Politics	★ Art History ★ Chemistry
<b>Tuesday, May 7, 2024</b>	★ Human Geography ★ Microeconomics	★ Seminar ★ Statistics
<b>Wednesday, May 8, 2024</b>	★ English Lit & Composition	★ Comparative Gov't & Pol. ★ Comp. Sci A
<b>Thursday, May 9, 2024</b>	★ Chinese Lang & Culture ★ Environmental Science	★ Psychology
<b>Friday, May 10, 2024</b>	★ European History ★ US History	★ Macroeconomics ★ Spanish Lit & Culture
<b>Monday, May 13, 2024</b>	★ Calculus AB ★ Calculus BC	★ Italian Language & Culture ★ Precalculus
<b>Tuesday, May 14, 2024</b>	★ English Language & Composition	★ African American Studies ★ Physics C: Mechanics
<b>Wednesday, May 15, 2024</b>	★ French Lang & Culture	★ Computer Sci & Principles

	★ World History: Modern	★ Music Theory
<b>Thursday, May 16, 2024</b>	★ Spanish Language & Culture	★ Biology ★ Japanese Lang & Culture
<b>Friday, May 17, 2024</b>	★ German Lang & Culture ★ Physics 1: Algebra- Based	★ Latin ★ Physics 2: Algebra-Based

The AP late-testing dates are **Wednesday, May 22 through Friday, May 24**. You can find the late testing schedule [here](#).

## Student ID Cards

Students are required to carry school issued Student ID cards on them at all times. These identification cards help to ensure the safety and security of community members here at New Rochelle High School. If a student is asked to present their ID card by faculty or staff, students are expected to comply with this request.

Student IDs are necessary to SWIPE into many common areas (ie. restrooms, library, cafeteria, gymnasium, etc). Students may also download the SWIPE app onto their mobile devices. Physical IDs are required to check in for regents and other standardized exams; the phone app is not sufficient.

## MetroCards/Passes

Eligible students in grades 6 through 12 may purchase a MetroCard or student pass at a subsidized rate for use on the Bee-Line (Liberty Lines) which is Westchester County's bus system.

A transportation application must be completed and submitted to the transportation department ([transportation@nredlearn.org](mailto:transportation@nredlearn.org)) in order to determine eligibility prior to purchasing a MetroCard or Pass.

Students must live 1.5 miles or more away from NRHS to be eligible. Passes and MetroCards must be picked up in person.



### MetroCards are available for pick-up:

- Wednesday, August 30 from 9 am - 12 pm & 1:00 pm - 3:00 pm, in the Rotunda (next to Main Entrance)
- Thursday, August 31 from 9 am - 12 pm & 1:00 pm - 3:00 pm, in the Rotunda (next to Main Entrance)
- Starting September 7, passes can be picked up in Room 264 during lunch periods

The price for a **student pass will be \$115.00** per five month period (Sept-Jan & Feb-Jun) and the price of the **MetroCard will be \$9.00 per card** (For 8 trips; limited to 2 per month). These card privileges are not interchangeable.

Once you are registered for either a MetroCard or a Student Pass you may not switch until the following September.

- The RevTrak online payment system is the PREFERRED method to purchase Student MetroCards.  
RevTrak Link:  
[https://nred.revtrak.net/transportation/#/v/Copy-of-Student-Pass-2023-24-\(Grade-6-12-Only\)-52](https://nred.revtrak.net/transportation/#/v/Copy-of-Student-Pass-2023-24-(Grade-6-12-Only)-52)
- If you use RevTrak, BRING A COPY OF RECEIPT TO SCHOOL AS PROOF OF PAYMENT.
- Alternatively, check or money order payments may be written payable to CSD of New Rochelle.
- Only EXACT CHANGE will be accepted for CASH payments.

Please visit the CSDNR Transportation site below for more information on the MetroCard Program.

<https://www.nred.org/documents/services/transportation/240840>



## School Counselor Role

The City School District of New Rochelle offers a comprehensive counseling program for all students, their parents, and members of the school community. The school counseling staff is available for the following services:

- Assisting students and families in decision making and problem solving
- Providing course scheduling information
- Providing post-secondary educational planning
- Conducting in class and small group instruction
- Providing individual student academic counseling
- Interpreting aptitude and achievement tests such as the PSAT, SAT and ACT
- Providing counseling for students who are tardy or absent
- Providing counseling to students who have disciplinary issues
- Collaborating with teachers to present counseling core curriculum lessons
- Collaborating with teachers on interventions provided to students with academic and social challenges
- Analyzing grade-point averages in relationship to achievement
- Ensuring student records are maintained as per state and federal regulations
- Evaluating student records
- Collecting and evaluating data to assess the effectiveness of the comprehensive school counseling program
- Advocating for students at individual education plan meetings, student study teams and school attendance meetings

NRHS School Counselors' Contact Information			
<b>Leah Lugovina-Freitas</b>	Director of Counseling	Direct Line: 914 576 4542 Extension: 10640	lfreitas@nredlearn.org
<b>Maria Gomez</b>	House 1 Counselor	Direct Line: 914 576 4515 Extension: 10612	mgomez@nredlearn.org
<b>Christine Grogan</b>	House 1 Counselor	Direct Line: 914 576 4512 Extension: 10609	cgrogan@nredlearn.org
<b>Giselle Martinez</b>	House 1 Counselor	Direct Line: 914 576 4513 Extension: 10611	gmartinez@nredlearn.org
<b>Claire Mayer</b>	House 1 Counselor	Direct Line: 914 576 4637 Extension: 10610	cmayer@nredlearn.org
<b>Amy Costa</b>	House 2 Counselor	Direct Line: 914 576 4527	acosta@nredlearn.org

		Extension: 10616	
<b>Joann Jankowski</b>	House 2 Counselor	Direct Line: 914 576 4528 Extension: 10617	jjankowski@nredlearn.org
<b>Maria Nunez</b>	House 2 Counselor	Direct Line: 914 576 4490 Extension: 10642	mnunez@nredlearn.org
<b>Joseph Zimmerman</b>	House 2 Counselor	Direct Line: 914 576 4522 Extension: 10641	jzimmerman@nredlearn.org
<b>Heather Brown</b>	House 3 Counselor	Direct Line: 914 576 4595 Extension: 10643	hbrown@nredlearn.org
<b>Jessica Dorsett</b>	House 3 Counselor	Direct Line: 914 576 4536 Extension: 10623	jdorsett@nredlearn.org
<b>Jennifer Paternoster</b>	House 3 Counselor	Direct Line: 914 576 4535 Extension: 10622	jpaternoster@nredlearn.org
<b>Robyn Scherz-Reich</b>	House 3 Counselor	Direct Line: 914 576 4533 Extension: 10813	rreich@nredlearn.org
<b>Christopher Tuck</b>	House 3 Counselor - NCAA	Direct Line: ??? Extension: ???	ctuck@nredlearn.org
<b>Grace Addow-Langlais</b>	House 4 Counselor	Direct Line: 914 576 5601 Extension: 10626	gaddowlanglais@nredlearn.org
<b>Kevin Austin</b>	House 4 & Extended Day Counselor	Direct Line: 914 576 5077 Extension: 10644	kaustin@nredlearn.org
<b>Johanna Kennedy</b>	House 4 Counselor	Direct Line: 914 576 3208 Extension: 10624	jkennedy@nredlearn.org
<b>Laura Solano</b>	House 4 Counselor	Direct Line: 914 576 5006 Extension: 10625	lsolano@nredlearn.org

## Discipline and College Applications

During the college search and application process, New Rochelle High School does not proactively inform colleges of disciplinary records on students, however, the Common Application, as well as those colleges and universities that do not subscribe to the Common Application, are explicitly asking students as part of the application whether or not they have been found responsible for a disciplinary violation at any educational institution they attended from 9th grade. This explicitly includes violations related to academic misconduct or behavioral misconduct that resulted in probation, suspension, removal, dismissal, or expulsion from the institution. We encourage students to answer this question honestly and openly. In those instances when the question is answered in the affirmative, counselors will assist families in developing a personal statement that will help contextualize the situation. In the event the disciplinary infraction occurs after the college application has been submitted the student is expected to notify the admission office of the infraction.

On the occasion when a college calls New Rochelle High School to inquire about a suspension we require written permission from families before we would discuss a disciplinary matter.



## College and Career Center

Connected to the Library, the New Rochelle High School College and Career Center is a resource offered through the Guidance and Counseling Department. The College and Career Center offers a centralized location for all post secondary experiences, including information regarding all different college and technical school experiences, information regarding military recruitment, gap year information and career development. The C&C Center offers college representative visits from over 100 schools every Fall and a College Fair every Spring. Additionally, there is college and career resource materials available, as well as support with applications and financial aid.

NRHS College & Career Center Contact Information			
Hope Herzog	College & Careers TITLE?	Direct Line: ??? Extension: 10681	hherzog@nredlearn.org

## PSAT/National Merit Scholarship Qualifying Test (NMSQT)

NRHS will administer the PSAT/NMSQT to nearly all 10th and 11th grade students on Wednesday, October 18, 2023. More information will be shared with families regarding our modified schedule and activities for all grades in the weeks to come.

## SAT & ACT Schedule

NRHS will offer SATs and ACTs on the following dates below. Please reach out to the Director of Counseling's office or see the College Board website ([www.collegeboard.com](http://www.collegeboard.com)) for registration information:

	SAT	ACT
October	October 7, 2023	October 28, 2023
November	November 4, 2023	
December	December 2, 2023	December 9, 2023
February		February 10, 2024
March	March 9, 2024	
April		April 13, 2024
May	May 4, 2024	
June	June 1, 2024	June 8, 2024

## Courses at NRHS

New Rochelle High School offers a robust selection of advanced level, dual enrollment, regents, special education, and electives classes for students to choose from. More information about courses of study is available in our [COURSE CATALOG](#).

We encourage each student to select the most challenging course of study appropriate to their future goals. We also acknowledge that, at times, students/parents/counselors may later realize another option may be necessary or preferred. Below are the course add/drop deadlines and procedures; please note that whole year courses can only be changed/dropped during Semester 1:

	No Penalty Deadline	Late Drop Period	Final Deadline
Fall Semester Class	October 13, 2023	October 14, 2023 to December 1, 2023	December 1, 2023
Spring Semester Class	March 23, 2024	March 23, 2024 to May 3, 2024	May 3, 2024
Notes	<i>Before this deadline, students can transfer into a different class without penalty. No grades will be recorded or entered on their transcripts.</i>	<i>If students drop a course in this timeframe, a WP (Withdrawal-Passing) or WF (Withdrawal-Failing) will be entered on their transcripts based on their class average at the time of the drop. Students will not be penalized in any classes entered into at this time.</i>	<i>Students may not drop courses after this deadline except in extreme extenuating circumstances (e.g. serious medical concern).</i>

Program changes are accepted using the following steps:

- School counselors will review each program change request and if the reason for the change is valid, a preliminary check will be made to verify if such a change can, in fact, be made.
- Program change request will then be submitted for review and approval by the parent, current teacher, department chair or director, and House Principal.
- Counselors will give students a new copy of their schedule and inform teachers and parents/guardians when the official change is made.

## Computer Lab

A variety of software programs are available for student use. Programs include Microsoft Office Suite, Google Apps for Education and others. Internet access is available in each lab, but limited by the District Internet Policy. Students who would like to do papers for any of their courses are welcome to use any of the available computers. In addition, SAT software is available as well as several challenging and entertaining programs for students to explore.

## Working Papers

New Rochelle High School is committed to helping students move themselves into the workforce while successfully completing their academic requirements. The necessary forms and directions for receiving working papers may be secured from the Pupil Personnel Office, on the third floor in City Hall, 515 North Avenue, New Rochelle. Should students need assistance they should contact their Guidance Counselor.



## School Psychologist

School Psychologists are specialists in normal and abnormal child development, learning, motivation, and social-emotional functioning. They apply this knowledge when counseling and consulting with children, parents, school personnel, and community agencies.

## School Social Workers

School Social Workers are available to all students and families and provide professional services that enhance the students' functioning in school, home, and community. Social workers offer in-school counseling, individual or group sessions, or, where appropriate make referrals to community resources. Crisis services are also offered through the school Social Work Department.

## Speech and Hearing

Speech pathology consultation and/or therapy is offered to any student who requests it. Problems addressed include stuttering, articulation disorders, language disorders, and voice problems. Students with language disorders may receive 0.5 credit for a full year of programming.

## Student Assistance & Project Success Programs

The Student Assistance Program headed by Pina Palmisano-Berardi has hours on Monday to Friday 8:00 AM to 3:00 PM in room 133. This service is available to any student requesting confidential assistance for himself/herself, a friend, or a family member concerning substance abuse or family sessions are offered along with referrals to community agencies that deal effectively with these situations.

NRHS Clinicians' Contact Information			
<b>Joshua Logan</b>	House 1 Psychologist	Direct Line: 914 576 8092 Extension: 10652	jlogan@nredlearn.org
<b>Yvette Ayala-Burnstin</b>	House 1 Social Worker	Direct Line: 914 576 4494 Extension: 10660	yayalaburnstin@nredlearn.org
<b>Joseph Moschetti</b>	House 2 Psychologist	Direct Line: 914 576 4499 Extension: 10650	jmoschetti@nredlearn.org

<b>Melissa Berges</b>	House 2 Social Worker	Direct Line: ??? Extension: 10187	mberges@nredlearn.org
<b>Maria Morris</b>	House 2 Social Worker	Direct Line: 914 576 3071 Extension: 10661	mmorris@nredlearn.org
<b>Deborah Gomez</b>	House 3 Psychologist	Direct Line: ??? Extension: 10651	dgomez@nredlearn.org
<b>Alexis Schwach</b>	House 3 Social Worker	Direct Line: ??? Extension: 10208	alexisschwach@nredlearn.org
<b>Sandra Arcese</b>	House 4 Psychologist	Direct Line: 914 576 3189 Extension: 10219	sarcese@nredlearn.org
<b>Francis McCarthy</b>	House 4 TIP Psychologist	Direct Line: 914 738 2308 Extension: 10425	fmccarthy@nredlearn.org
<b>Gail Polsky</b>	House 4 Social Worker	Direct Line: 914 576 7468 Extension: 10663	gpolsky@nredlearn.org
<b>Pina Palmisano</b>	Student Assistance Counselor	Direct Line: ??? Extension: 10815	ppalmisano@nredlearn.org



## Health Office Staff

New Rochelle High School has an exceptional team of Health Office staff consisting of experienced nurses, support staff, and a District-wide Medical Director. During the school day they play an integral role in supporting students' health and well-being, managing medications, servicing medical issues, and supporting medical eligibility needs, amongst other things.

Health forms, immunization requirements, and additional family resources can be found on the Health Services page of the District website: <https://www.nred.org/page/health-services>.

Health Services Contact Information			
<b>Diane Vetrano</b>	NRHS Nurse	Phone: 914-576-4575 Fax: 914-632-4232	<a href="mailto:dvetrano@nredlearn.org">dvetrano@nredlearn.org</a>
<b>Wendy Miceli</b>	NRHS Nurse		<a href="mailto:wmiceli@nredlearn.org">wmiceli@nredlearn.org</a>
<b>Lisa Grillo</b>	NRHS Nurse		<a href="mailto:lgrillo@nredlearn.org">lgrillo@nredlearn.org</a>
<b>Dr. Louis Corsaro</b>	Interim District Medical Director	Direct Line: 914-576-4264	<a href="mailto:lcorsaromd@nredlearn.org">lcorsaromd@nredlearn.org</a>

## Physicals and Immunizations

The Health Office is located across the hall from the Main Office. Nurses are on duty during the school day. To ensure that the Health Office may best serve all the students, according to NYS Law, the following regulations and procedures must be followed.

All students in the 9th grade and 11th grades, as well as all new students entering the school, regardless of grade, must have a physical examination. Physical exams may be done by a private doctor or school physician by appointment only. The reports must be submitted to the Health Office at the start of the school year. The necessary health forms for physical examinations are available in the Health Office or online.

Students will be screened for vision, hearing, and scoliosis by the school nurse according to NYS Law.

Students must come to the Health Office with a pass during the school day. **If a student needs to be dismissed from the Health Office due to illness, a parent/guardian or adult designated by a parent/guardian (listed as an emergency contact for the student) must come to the Health Office to pick up and sign out the student. Students who are ill are NOT allowed to drive themselves home or take a cab or Uber.**

Please notify the Health Office if any health issues occur with your child during the school year, i.e. injuries, illness, medications, medical work ups, tests, surgeries, etc., so that we may medically meet the needs of your child in school.

## **2023-24 School Year New York State Immunization Requirements for School Entrance/Attendance**

New entrants to school will be required to register with proof of immunizations according to New York State Immunization Requirements for School Entrance/Attendance as follows:

All children must be age-appropriately immunized to attend school in NYS. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the "[ACIP-Recommended Child and Adolescent Immunization Schedule](#)." Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent. Diagram below per: <https://www.health.ny.gov/publications/2370.pdf>

**Dose requirements MUST be read with the footnotes of this schedule**



Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>	Not applicable		1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses		
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable		

## Handicap Access

Students and other persons who are physically challenged have been provided with specially marked parking areas, a ramp located at the main entrance, and an elevator to all floors within our school.

## Health Office Medication Forms

The Health Office may not issue any medication to students without proper documentation. Students requiring medication of any kind during school hours (self-administered or dispensed by the nurse) must obtain medication forms from the Health Office. These forms are to be completed by parents, or guardians, and physician, and returned to the nurse with the appropriate medication. Students are not allowed to carry any medication, including over-the-counter medication with documentation.

## **Home Instruction**

Home instruction is offered to students upon medical request for those not able to attend school for an extended period of time. Home tutoring is offered for approximately 2 hours a day during school hours and only with adult supervision. Forms to request Home Instruction for medical reasons are available through the Health Office. Medical documentation is required.

## **Insurance**

All students are covered against accidental injury under a school-time plan of insurance held by the City School District of New Rochelle. In case of accident or injury, students should obtain an insurance form from the Medical Office

## **Medical Modifications from Physical Education**

1. No students are considered medically exempt from physical education class. Students follow a process for medical modification of class requirements to accommodate medical considerations diagnosed by a medical professional. Formal written verification is required and processed through the nurses' office at New Rochelle High School.
2. All excuses for medical modifications for physical education class should be handed in to the school nurse immediately following the medical diagnosis. Retroactive excuses which are handed in weeks or months after the injury or illness will not be accepted unless extenuating circumstances are present. Such cases will be handled on an individual basis.
3. Students who require a medical modification must attend class as scheduled. Their attendance will be taken for each class. Students are not to report to the library or any other designated area. If a student has an injury that requires special consideration, individual arrangements will be made based on extenuating circumstances that appropriately warrant an alternate location.
4. For each class in which a student requires medical modification, an appropriate written assignment will be given by the physical education teacher.



## Special Education

The mission of the District's Department of Special Education is to improve the quality of life of students with disabilities and their families by developing and disseminating essential skills and competencies through teaching, collaboration, and service.

The Department of Special Education provides a range of supports and services for students identified as having a disability according to federal and state guidelines. Students with disabilities are provided an individualized education program (I.E.P.) as determined by the stakeholders of the Committee for Special Education (CSE). These plans are legally binding and are critical in ensuring students have the best possible, most appropriate, and least restrictive educational experience for their individual needs.

If you have questions regarding special education please reach out to one of the following individuals:

Special and Alternative Education Contact Information			
<b>Michelle O'Bryan</b>	District Director of Secondary Special & Alternative Ed.	Direct Line: 914-576-4267	<a href="mailto:mobryan@nredlearn.org">mobryan@nredlearn.org</a>
<b>Maureen Avione</b>	NRHS Assistant Director of Special Education	Direct Line: 914-576-4513	<a href="mailto:mavione@nredlearn.org">mavione@nredlearn.org</a>
<b>Laura Rutto-Abate</b>	NRHS Special Education Office Manager	Direct Line: 914-576-8222 Extension: 10730	<a href="mailto:lrutto@nredlearn.org">lrutto@nredlearn.org</a>
<b>Josephine Daoud</b>	NRHS Special Education Clerical Support?	Direct Line: Extension: 10743?	<a href="mailto:jdaoud@nredlearn.org">jdaoud@nredlearn.org</a>
<b>Jaqueline McKendry</b> <i>House 1</i>	NRHS Special Education Facilitator / CSE Chairperson	Direct Line: 914-576-8222 Extension: 31685	<a href="mailto:jmccendry@nredlearn.org">jmccendry@nredlearn.org</a>
<b>(TBD)</b> <i>House 2</i>	NRHS Special Education Facilitator / CSE Chairperson	Direct Line: 914-576-8222 Extension: 10736	<a href="mailto:ddeluca@nredlearn.org">ddeluca@nredlearn.org</a>
<b>Lindsay McMorrow</b> <i>House 3</i>	NRHS Special Education Facilitator / CSE Chairperson	Direct Line: 914-576-8222 Extension: 10732	<a href="mailto:lmcmorrow@nredlearn.org">lmcmorrow@nredlearn.org</a>
<b>Natalie Medina</b> <i>House 4</i>	NRHS Special Education Facilitator / CSE Chairperson	Direct Line: 914-576-8222 Extension: 10737	<a href="mailto:nmedina@nredlearn.org">nmedina@nredlearn.org</a>

Additional information about the District Committee for Special Education can be found on the webpage below:

<https://www.nred.org/page/special-alternative-education>



## **World Languages and English Language Learners**

Our World language and English Language Learners (ELL) programs are geared to help new students become active members of a global society. Here, we encourage our students to appreciate not only other languages, but other cultures for their contributions to our multicultural and uniquely diverse environment.

If you have any questions regarding the World Language Department please see the NRHS webpage below

<https://nrhs.nred.org/o/nrhs/page/world-languages-and-ell>

## **New York State Seal of Biliteracy**

Students have the opportunity to earn the New York State seal of Biliteracy, a prestigious award letting colleges and employers know that a student is proficient in more than one language. This distinction is attached to diplomas and transcripts of students demonstrating language mastery in both English and any other language.

The application for this seal is available to any student working towards proficiency in reading, writing, listening, and speaking in English and another language. For assistance, students should contact their counselor or language teacher. Additional information can be found on the NRHS webpage below:

<https://nrhs.nred.org/o/nrhs/page/nys>



## **English as a New Language**

Students who are learning English as a new language are classified as ENL. Other commonly used program names are English Language Learners (ELL) and Multilingual Learners (MLL), and formerly as English as a Second Language (ESL). Our main goal is to ensure that our MLLs experience academically rich, positive, and culturally responsive and sustaining teaching and learning daily to improve their academic, language, and literacy learning.

Please find a list of ENL resources and the ENL Parent Bill of Rights on the NRHS webpage:

<https://www.nred.org/page/enlresourcesnysed>



## Guidelines for Physical Education

Students are encouraged to leave all personal belongings in the locker room. Students are responsible for securing their own belongings and personal items in a locked locker during Physical Education class and should never leave items unsecured in the locker rooms. Due to the number of lockers available it is a first come first serve basis and all items must be taken out of the lockers after the student's physical education class has ended. All students should have their own combination lock.

Once all belongings have been secured students will proceed to the gymnasium or designation room for physical education. Physical education class are offered in the following spaces:

- Gymnasium A
- Gymnasium B
- The Dance Room (room 1103)
- The Wrestling Room
- The Weight Room

Students will always meet their teacher in one of the latter areas prior to going outside for any outdoor activities. When the class is participating in a unit that utilizes one of the fields, students are required to meet the teacher indoors for attendance prior to proceeding to one of the outdoor facilities. Students while in class must be accompanied by an adult when proceeding to a field for physical education class.

Students who are assigned to a class in either gymnasium A or gymnasium B will be required to show ID to swipe into class. Once students have entered the gym they will proceed to the corresponding area of the gym for class attendance. All students are expected to be on time for attendance.

## Physical Education Appropriate Clothing

Physical Education appropriate clothing is based on what is needed by students to safely and efficiently participate in physical activity. Physical Education is a New York State mandate for graduation. Uniforms for physical education. are not mandatory, however the following guidelines are expected by New Rochelle High School students:

### REQUIRED

- Sneakers
- Loose-fitting T-Shirts
- Athletic Shorts
- Sweatpants
- Leggings

### NOT-ACCEPTABLE

- Boots / High heels
- Hard-bottom shoes
- Cropped T-shirts
- Jeans
- Tank-tops



# What Am I Getting Myself Into?!



## Clubs and Honor Societies



New Rochelle High School offers a variety of clubs and Honor Societies to meet the needs and interests of the diverse student body. There are generally three categories of clubs:

- **Subject-Area Clubs** - Clubs that come from an interest in a subject area taught in school (Math, Literature, Science, etc.)
- **Hobby Clubs** - Clubs built around special interests likely not taught in school (Chess, Dungeons & Dragons, Gardening etc.)
- **Charity Clubs** - Clubs linked to raising money, raising awareness, or helping your community (Key Club, National Honor Society, STAR, etc.)

Joining a club or Honor Society allows students to build a sense of community around an area of common interest, explore new hobbies or organizations, and develop a local and larger network of peers with similar goals. Clubs and Honor Societies help students bolster their resumes for college and career applications. Students are encouraged to recommend additional clubs that have not yet been established.

While a full list of clubs and honor societies can be found on the NRHS webpage, *some of them include:*

- English Honor Society
- Envirothon Club
- ESports
- FEMPowerment
- French Honor Society
- Garden Club
- Get (Lit)erary Poetry Club
- Girls Inc.
- Girl's Rugby Club
- Green Club
- Hispanic Culture Club
- Hope from the Heart
- Huguenot Herald
- Ignite
- Irish Club
- Italian Club
- Jewish Student Union
- JSA
- Math Honor Society
- Midnight Run
- Model Congress
- Model United Nations
- NAACP Youth Council
- National Art Honor Society
- National English Honor Society
- Nintendo Switch Club
- Operation Smile
- P.A.S.S.
- Ping Pong Club
- Portuguese Club
- Robotics Club
- Rochellean Club
- Science Honor Society
- Senior Class
- Social Studies Honor Society
- Sophomore Class
- STAR
- Theater Works
- The Herald
- Tri-M Honor Society
- United Culture Club
- WISE - Westchester Individual Senior Experience
- Young Democrats of New Rochelle



New Rochelle High School has an incredibly diverse offering of Varsity, Junior Varsity (J.V.) and Freshman athletic programs for its students. These teams have received local, regional, state-wide and even national level recognition. Beyond accolades, participation in these programs help students with social and psychological development, in addition to developing self-confidence, self-discipline, communication skills, and a positive connection to the school and greater community.

New Rochelle mandates students to meet specific requirements for eligibility to participate in athletics. It is the responsibility of the student and their families to complete any and all requirements within their specified deadlines. This includes, but is not limited to, registration and completion of forms through Arbiter (FamilyID), and an up-to-date physical. Further information about these requirements, additional resources, and information regarding collegiate-level NCAA eligibility can be found through the NRHS Athletics webpage:

<https://nrhs.nred.org/o/nrhs/page/athletics>

### Fall Sports (starting August)

#### Boys:

- Cross Country - Varsity
- Football - Varsity, J.V., Freshman
- Soccer - Varsity, J.V. (A-team), J.V. (B-team)

#### Girls:

- Cheerleading - Varsity, J.V.
- Cross Country - Varsity
- Soccer - Varsity, J.V.
- Swimming - Varsity
- Tennis - Varsity, J.V.
- Volleyball - Varsity, J.V.

### Winter Sports (starting November)

#### Boys:

- Basketball - Varsity, J.V., Freshman
- Bowling - Varsity, J.V.
- Ice Hockey - Varsity
- Indoor Track - Varsity
- Swimming - Varsity
- Wrestling - Varsity, J.V.

#### Girls:

- Basketball - Varsity, J.V.
- Bowling - Varsity, J.V.
- Tennis - Varsity, J.V.
- Cheerleading - Varsity, J.V.
- Indoor Track - Varsity

### Spring Sports (starting March)

#### Boys:

- Baseball - Varsity, J.V., Freshman
- Golf - Varsity
- Lacrosse - Varsity, J.V.
- Tennis - Varsity, J.V.
- Track & Field - Varsity

- Rugby - Varsity, J.V.

#### Girls:

- Lacrosse - Varsity, J.V.
- Softball - Varsity, J.V.
- Track & Field - Varsity







## Athletic Eligibility

New Rochelle High School recognizes the value of interscholastic sports which promote good health, teamwork, discipline, and athleticism. We encourage our scholar-athletes to maintain a healthy balance between their academic and physical pursuits. A goal for 23-24 will be to form an NRHS Athletic Eligibility Committee to help articulate student academic and behavioral expectations to be eligible to be a member of a school-sponsored sports team. Anyone who is interested should reach out to Valerie Cadet Simpkins or Joseph Donaldson.

## Athletic Option

New Rochelle High School offers interscholastic athletes the option to be released from physical education classes as follows:

- All Varsity Athletes (grades 10-12)
- All Upperclassmen playing JV or Varsity (grades 11-12)

Students who fit the above categories will have the option to be released from Physical Education class during the following quarters:

- Fall Sports - released 1st quarter
- Winter Sports - released 2nd quarter
- Spring Sports - released 4th quarter
- **NOTE** - there will be no release for the athletic option 3rd quarter. All students are expected to attend PE.

Once team rosters have been established, the Athletic Office will update the attendance of students who qualify with the code ADI (activity dismissal = excused absence). At the end of the quarter, the Athletic Office will collect grades from team coaches for students on athletic option and enter onto report cards.

If a student is dropped from the team roster mid-season, the athletic office will inform the PE teacher-of-record, guidance counselor, and parents/guardians. The student is immediately expected to return to PE class.

## Food Services

Food Services are provided in 2023-24 by \_\_\_\_\_. The House 1 cafeteria is open for breakfast. The House 1 and House 4 cafeterias are open for lunch. Students must use their ID card to swipe in to the cafeteria during their designated lunch period in order to enter. Students will not be permitted to enter the cafeteria during any periods other than their designated lunch period.

Students are not permitted to order food delivery to the school grounds during the course of the school day.

### Meal Applications:

Free and Reduced Meal applications can be filled out using the platform linked here:

<https://lingconnect.com/?identifier=AML9K5>

Any family struggling with food insecurity at home should reach out to their student's guidance counselor or House staff for information about school and community resources.

### BREAKFAST:

**Time:** 7:20 a.m - 9:08 a.m.

**Place:** NRHS House 1 Cafeteria

**Price:** One serving of standard breakfast is offered free of charge to each NRHS student. Full price = \$1.50. A la carte foods, drinks, and snacks are also offered.

**Policy:** Breakfast is also offered free of charge or for the reduced price of 25 cents to those who qualify under the National School Lunch Program.

### LUNCH:

Hot and cold meals are prepared on site daily. The menu includes choices of a meal of the day, fresh baked pizza, burgers, pasta bar, sandwiches, salads, and heroes made to order from the Deli Bar as well as fresh fruits, juices, and vegetables.

**Time:** 10:51 a.m. through 1:23 p.m.

**Place:** NRHS House 1 and House 4 cafeterias

**Price:** One serving of standard school lunch remains free for all NRHS students. Full price = \$3.00. A la carte food options, drinks, and snacks are also available.

**Policy:** These same meal choices are also offered free of charge or for the reduced price of 25 cents to those who qualify under the National School Lunch Program. Students with questions may contact the NRHS lunchroom manager, Mrs. Gliatis, ext. 4550.

### FREE & REDUCED LUNCH FORM

English:

Spanish:

## Designated Areas

Students may use corridors to go to the library, media center, computer labs, cafeteria, or House 3 concourse area. Classroom corridors are closed to all students during instructional periods as students should be in their scheduled classes. NO ONE may leave the school campus during school hours without official dismissal from the House Office.

## Lockers

Lockers are issued to students through the Security Office. Students should supply their own key or combination lock. All lockers and locks must be registered with the House Office on the floor where the locker is located. **ANY LOCK NOT REGISTERED WITH THE APPROPRIATE HOUSE OFFICE WILL BE REMOVED.** If a student has any issues with their locker they should reach out to their House Principal.

## Student Restroom Facilities



Location	Pass Color	Boys Restroom	Girls Restroom	Single-stall / Non-binary
House 1 (all 100s)	RED	Next to 140A	Across from 133	*Health Office?
House 2 (all 200s)	YELLOW	Next to 240A	Across from 232	Embassy
House 3 (all 300s)	BLUE	Across from 329	Across from 332	Next door across 332
House 4 (all 400s)	GREEN	Near H4 entrance	Near H4 entrance	Near 423?
1100s-2200s & Gyms	PURPLE	1237- Locker room	1268 - Locker room	Near 1108

## Emergency Closure Procedures

When schools are to be closed due to bad weather or other emergencies, the District provides information to the following media outlets:

- Television: Cable 77 (Cablevision / Optimum)
- Cable TV: Channel 30 (Verizon) - New Rochelle Education Access TV, and
- Westchester News 12 Radio: WVOX-1460 AM, WRTN-93.5 FM, and WHUD-100.7 FM
- Online: <http://www.wvox.com>, <http://www.whud.com>

A District-wide robocall will also go out to all parents and guardians. Please do not call NRHS or Central Office.

## **School Messenger & Anonymous Alerts**

### **School Safety Drill Instructions**

Students Must:

- Use the designated exits from each area of the building for a fire drill.
- Leave the building immediately upon hearing the fire bell signal - a horn alarm
- Stand a distance of 25 yards from the building in class order, with a teacher
- Maintain silence when leaving and returning to the building
- Re-enter the building only when the “all-clear” signal is given by school officials
- Refrain from the use of cell phones during any evacuation, drill or otherwise

### **School Safety Plans and Procedures**

Each room will have safety guidelines posted on the wall. Teachers will inform students of the proper route and assembling area during a fire drill. If necessary, instructions will be given over the public address system. Students must stop talking and follow the teacher to the assigned area.

### **Required Drills**

New York State Department of Education requires that schools complete a certain number of safety drills each year to prepare staff and students in the unlikely event of an emergency. It is vital that all members of the NRHS community, including our students, remain attentive during these drills and follow all adult instructions. Drill types and expectations include:

#### ***Fire Drills - ringing bells, flashing strobes***

- Evacuation routes for each classroom have been posted in each room. Students should review the route for each classroom, so they are aware of the evacuation procedure.
- Students should line up silently in a single file. Help ensure the lights are turned off and the door is shut when the last person leaves.
- Students should remain with classroom teachers and follow the evacuation map as directed. Students with a free period or at lunch in Houses 1-3 should report to the bleachers at McKenna Field. Students with a free period or at lunch in House 4 should report to the interior of the tennis courts.
- Gather with your class at your designated classroom location of the field or courts. Classroom numbers are posted throughout the fields/tennis courts.
- Once at your designated location, teachers will need to take attendance. Make sure you are visible to an adult and accounted for.

#### ***Lockout - PA announcement***

- All exterior doors and windows to the school building will be closed and secured.
- Students who are outside immediately return inside the school building. Staff and students should not leave the building.
- Teachers will take attendance once back inside. Students need to make sure they report to class or to an adult to be accounted for.
- Instruction will continue inside the school building.

- There will only be one monitored point of entry and the visitor policy will be restricted to only essential visitors.

### ***Lockdown - PA announcement or Automated Blue Button message***

- If you are in a classroom, move to a secure location away from windows and doors. If you are in the hallways or stairwells, enter the closest classroom or office space immediately.
- If you are in a non-securable location, do your best to secure the door or hide. Do not move around hallways.
- Ignore the class change bells and fire alarm alerts (unless there is evidence of fire in your area).
- Do not communicate through the door or answer the room phone.
- Stay silent and hidden until physically released by law enforcement personnel.

\*In the event of a drill, a member of the emergency response team will circulate to unlock all doors. All teachers and students are to remain where they are until the end of the drill is officially announced over the PA system.

### ***Hold-In-Place - announced over PA system***

- Students in hallways, bathrooms, or common areas will return to their classroom.
- No students or staff are allowed to go out into the hallway (bathroom, office, classroom, etc.) during a Hold-in-Place.
- If the Hold-in-Place is announced between class periods, students will return to their previous class to await instructions. If the route is blocked, students will go to the nearest classroom and advise the teacher that they are unable to get to their class and await instructions.
- Students outside will be instructed and escorted to a safe location until the Hold-in-Place is lifted.

### ***Shelter-In-Place - announced over the PA system***

A Shelter-in-Place describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado). If there was a need to call a "Shelter-in-Place":

- You will be directed to stop what you are doing and follow specific instructions based on the ***nature of the situation***.
- If there is a situation requiring students and staff to move away from windows and doors (such as a weather emergency), move to the interior of the room or relocate to an interior hallway or room. Students in temporary classrooms or outside of the main building for any reason will be instructed to return to the main school building.
- If the situation is not a threat to the interior of the building, students between classes or outside of their classroom for other reasons should return to their nearest class.

## **Visitors to the Building**

Visitors are not permitted in the school building. An exception is made for a student from outside the school who is considering registering as an NRHS student. Such a student, accompanied by a parent or guardian, would be given a tour of the school building by a member of the staff. Unauthorized persons on school property are guilty of trespassing and will be prosecuted. Students should never bring younger children into the building.

## **Food and Other Deliveries**

New Rochelle High School is a closed campus. Students are not permitted to order food or any other type of delivery such as flowers or gifts to the building. Students must remain on campus at all times throughout their school day.

## **Parking**

Since parking facilities are limited, students are advised to take public transportation whenever possible. Students may park their vehicles only in areas designated for student parking.

Students may NOT park in any of the following areas:

- Administrative Parking Lot
- Area surrounding B Wing
- Clove Road and House IV Faculty Parking Lots

## **Lost and Found**

Lost items will be kept at the Lost and Found locations in the Main Office and in each of the House Offices. Students are advised, however, to keep a close watch on their possessions and to refrain from bringing expensive items and large sums of money to school.

## **Office Telephones**

All office/classroom telephones are reserved solely for business purposes. Students will not be called out of class to the telephone. Only in an emergency situation will a phone message be delivered to a student during class time. All phone messages should be left with the student's assigned counselor.

## **Academic Supports**



## **Extra Help Periods**

## **Outreach Tutoring / PASS**

Student tutoring in Mathematics, Science, English, and Social Studies is sponsored and conducted by members of the National Honor Society. Students who need help in those subject areas may submit their request to their counselors and tutoring support will be arranged.

## **NRBA Tutoring**

## **Tutor.com**

## **NRHS Library Hours**

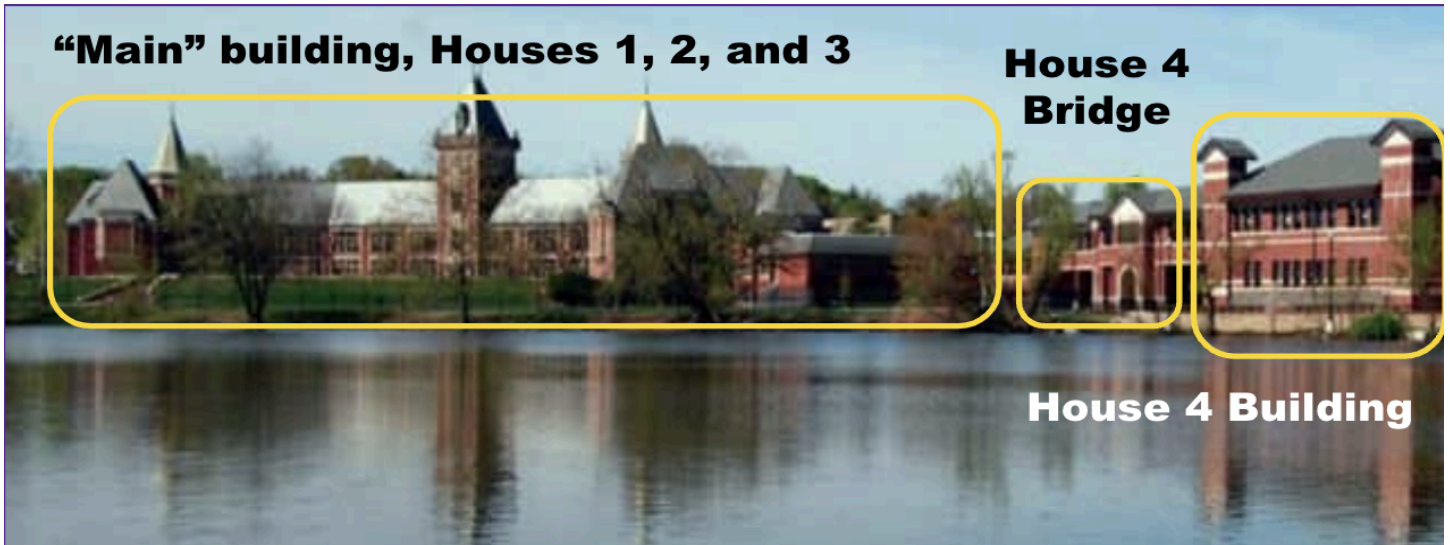
## **Saturday Academy**

## **Edgenuity/Credit Recovery**

## **Extended Day School**

## **Summer School**

## Buildings and Facilities



- The “Main” Building consists of Houses 1, 2, and 3.
- House 1 is on the lowest floor
- House 2 is on the Main Entrance (“The Embassy”) floor
- House 3 is on the top floor
- The House 4 Building is connected to the “Main” Building via the House 4 Bridge





## Entrances

The Main Entrance  
265 Clove Road

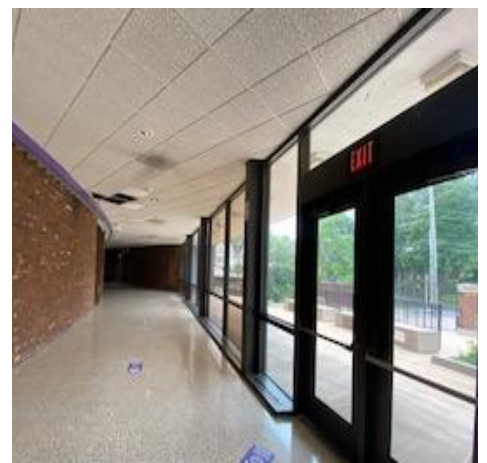
a.k.a. "The Embassy"



House 2 Entrance

"The Bridge"

The Rotunda



at the Whitney Auditorium

**Entrances Continued**



**House 4 Entrance**

**Under the House 4 Bridge**

**Extended Day / Night School Entrance**



## New Rochelle High School Administrators

New Rochelle High School Administrative Team Contact Information			
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	Department Chair	Extension:	
<b>Tilsa Rodriguez Gonzalez</b>	Supervisor of PE and Health	Direct Line: Extension:	tgonzalez@nredlearn.org