



A HANDY GUIDE  
TO  
WHITE PLAINS HIGH SCHOOL

THIS BOOK IS THE PROPERTY OF

ANDY TANENBAUM

Homeroom: B 101

Homeroom Teacher .....

Counselor .....

This guide has been compiled to make your days in White Plains High School easier, and to create a better understanding of the rules, regulations and services of the school. It does not replace the Student Handbook, (published by the General Organization), which explains the student activities more fully. Please read your guide carefully and keep it for reference.

Please let your parents see your copy of the Handy Guide.

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## II

### CLOSING DATES FOR ESTIMATE PERIODS

Marks are reported to parents and pupils six times each year. The reporting intervals are called estimate periods. Parents are notified by mail early in the year of the dates on which the estimate periods end.

### REPORT CARDS

Grades will be put on report cards on the Monday following the end of the estimate period, and cards will be sent home by students, or by mail, as soon as attendance is recorded.

On the day when marks are recorded, both heavy and thin report cards are passed out to pupils in the home-room. Pupils take both copies from class to class during the day, and each teacher records the mark for his own subject. At the close of the day the homeroom teacher collects the cards. A copy on a heavy card is retained in the office and a duplicate, thin paper copy is sent home.

### III EXAMINATION SCHEDULE

October 16-17 .....	New York State Regents Scholarship Examination
January .....	Departmental Examinations
January 19-22.....	Regents Examinations
June .....	Departmental Examinations
June 12-18 .....	Regents Examinations

### COLLEGE BOARD EXAMINATIONS

White Plains High School serves as a testing center for the College Entrance Examination Board tests. These tests are required by many colleges of all their applicants during the senior year of high school. Many high school juniors find it advisable to take the scholastic aptitude portion of the tests for "familiarization" and preliminary planning. Each college sets its own pattern for admis-

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## I

### SCHOOL CALENDAR FOR 1958 - 1959

#### 1958

September 8	School Opens
October 13	Columbus Day Observed
October 24	Southeastern Zone Meeting
October 25	Fest-i-Fair
November 4	Election Day
November 11	Veterans Day
November 26	Thanksgiving Vacation Begins at Noon
December 1	School reopens
December 23	Christmas Assembly. Christmas Vacation Begins at the End of Day.

#### 1959

January 5	School Reopens
February 12	Lincoln's Birthday
February 23	Washington's Birthday
March 25	Spring Vacation Begins at End of the Day
April 2	School Reopens
June 22	Commencement
June 23	School Officially Closes

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sions test requirements, and each student is responsible for ascertaining those of interest to him. Counselors are available to assist the student in understanding these requirements.

Applications for the tests and bulletins of information regarding the tests are available in the guidance offices.

Fees for 1958-1959 are as follows:

Scholastic aptitude	\$ 7.00
Achievement	9.00
Scholastic Aptitude and Achievement	16.00 (when both are taken on same day)

#### 1958

Saturday, December 6	Complete Program—Scholastic Aptitude and Achievement Tests
Saturday, December 13	N. R. O. T. C. examination (morning only)

#### 1959

Saturday, January 10	Scholastic Aptitude only
Saturday, February 14	Scholastic Aptitude only
Saturday, March 14	Complete Program
Saturday, May 16	Complete Program — Juniors planning on college are advised to take the morning session. Counselors should be consulted regarding advisability of taking afternoon test.

#### Scholarship Qualifying Test

Wednesday, October 21, 1958 This test is administered under direction of the College Entrance Examination Board to applicants for a listed number of associations.

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Spring 1959 (Juniors)	Scholarship Qualifying Test for National Merit Scholarship Program.
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### IV ENTRANCE REQUIREMENTS

**Mandatory:** Three units of credit including ninth grade English.

**Recommended:** Four units of credit including ninth grade English, ninth grade general science, ninth grade social studies, one ninth grade elective, plus satisfactory completion of the minimum requirements set by the State of New York for health and physical education.

### V DIPLOMA REQUIREMENTS

#### THE WHITE PLAINS HIGH SCHOOL DIPLOMA

Every graduate of White Plains High School must satisfactorily complete an approved four-year course which includes the following:

	Units
A. 1. English—four years .....	4
2. Ninth Grade Science .....	1
(or equivalent)	
3. Ninth Grade Social Studies.....	1
(or equivalent)	
4. World History .....	1
5. American History .....	1
6. Health Education .....	1/2
(or equivalent)	
B. A major sequence (3 units of .....	3
work in any field other than English or Citizenship Education)	
C. Electives to complete a total of 16 units	
D. Satisfactory performance in Physical Education throughout period of enrollment in this school	

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## NEW YORK STATE HIGH SCHOOL DIPLOMA

The Regents diploma, issued by the New York State Department of Education, may be obtained by:

- a. The satisfactory completion of an approved four year course of study as outlined above,
- b. The passing of Regents examinations in English, World History, American History, and in the courses making up the major sequence, and
- c. The filing of an application for a Regents diploma, signed by the principal.

## VI SERVICES TO STUDENTS

### GUIDANCE AND COUNSELING SERVICES

The school provides specialized guidance services to assist each student to understand himself and his environment and to make the best use of his abilities, in and out of school. To these ends each student has the help of classroom teachers, a homeroom teacher and a guidance director.

Although the classroom teacher usually works with a student for only one year, that teacher is in the most favorable position to evaluate the student's current progress in his subject area and to advise him regarding further study in that area. The teacher contributes also with his knowledge of the vocational opportunities related to his subject area.

The student is assigned a homeroom teacher and a guidance director for his entire three years of high school. The homeroom teacher assists the students in the day-to-day adjustments to school life, works with him in planning his school program for the following year, and is the student's first resource for information about the school, its policies, regulations, courses of study, and other services.

The guidance director is a professional counselor, available at all times for consultation with the student and his parents regarding school adjustment, personal

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On alternate years the American Tuberculosis Association provides the facilities and personnel for a chest x-ray for all students.

Students who become ill during the school day may be excused by the classroom teacher and given a permit to go to the school nurse.

### FIRST AID

First Aid will be given to pupils and teachers in the building by the school nurse in the Health Room. In more serious cases the school physician will be called.

### STUDENT EMPLOYMENT

A placement service is provided all year, including the summer months, to serve students wishing to secure full or part-time employment. The department keeps in contact with local merchants and business establishments to keep posted on job vacancies. An effort is made to find employment for students which will afford them practical experience in their future vocations. The Student Placement Office is located in room 303, the southwest corner of the building, on the third floor.

### LIBRARY

The library is a service center of the school offering aid to everyone and contributing to every course offered. The librarians are always ready to assist students. Unless restricted for reference work, books may be borrowed for two weeks. The library is open from 8:15 a. m. to 3:30 p. m. Any student is welcome to use the library before or after school. Library permits are needed for use during school hours. Instruction is given to all students regarding the use of library materials.

### THE STUDENT LOAN FUND

A student loan fund has been established to assist present and former students overcome financial difficulties encountered in the pursuit of their educational goals. The fund is administered by a committee composed of the following officers of the School: Coordinator of Pupil Personnel Services, Chairman; The Assistant Principal; and the Registrar. The Secretary-Treasurer of the School is custodian of the Fund and responsible to the

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adjustment, educational and vocational planning, and other matters. The guidance director also maintains a library of school and college catalogs, occupational information, scholarship announcements, and other resource materials for educational and vocational planning.

When a student seeks help with problems requiring other specialized services, the guidance director assists him in identifying and contacting the appropriate sources of help in the school system and the community.

### HOMEROOM SERVICES

The homeroom is the smallest school administrative unit and the homeroom teacher has an important role. Homerooms are opened at 8:15, or earlier, for the benefit of students who may come there for study in reasonable quiet. The homeroom teacher records the attendance, receives absence and tardiness excuses, and provides the guidance services described above.

### HEALTH SERVICES

*Physical Examinations.* The health service program includes procedures which contribute to the understanding, maintenance, and improvement of the health of the student.

Under the ruling of the State Education Department every pupil must have a physical examination each year. This examination may be made by the school physician or the family physician. Pupils who are to be examined by the school physician take waivers home for signature and bring them back to homeroom teachers within a week. All others secure special printed forms from the nurse to be filled and signed by the family physician.

The physical examination is an important phase of the health program, and students are requested to keep their health room appointments. The school doctor has an allotted day and a very limited time in the high school. His work can be greatly facilitated if students come on time for their appointments.

During the year arrangements are made for all students for hearing tests, eye tests, etc.

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Student Loan Fund Committee for clerical administrative actions.

## VII STUDENT LOAD AND HOMEWORK

### STUDENT LOAD

The normal student load is four units of credit plus physical education. (in 10th grade Health Education may be taken in addition to the 4 units). With the consent of parents and Guidance Director, an exceptionally able student may be permitted to enroll for an additional unit. This privilege is withdrawn if there is evidence that the student is not achieving in accordance with his ability.

### HOMEWORK

Homework is an important part of the high school experience. The New York State Education Department defines a unit of credit as a year's work in one subject requiring four or five periods weekly of classroom work and an equivalent amount of outside preparation throughout the year. In shops an additional period per day is taken in lieu of the outside preparation. Time spent in the study hall is limited and is not a substitute for home study.

## VIII SCHOOL MARKS

### WARNINGS

A warning report is sent to parents when the teacher believes that they should be notified of continued unsatisfactory work.

### MARKS

Letter marks of A, B, C, D and F are used in this school. When a pupil receives an F, which is a failing mark, a percentage is recorded with the F. Marks for each estimate period represent the teacher's evaluation of the pupil's work to date.

A pupil's semester mark and final marks will be computed as follows:

The final mark for a one-semester or a whole-year course is computed as follows:

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1. Convert the last estimate letter mark to a numerical score, using the following table of equivalents: A—95; B—85; C—75; D—67; F—the percentage mark attached to the letter.

2. Multiply the numerical score by three and add the final examination mark.

3. Divide this sum by four and convert the quotient to a letter mark using the following table of equivalents: 90 to 100—A; 80 to 89.999—B; 70 to 79.999—C; 62 to 69.999—D; below 62—F.

A final mark of A means that the pupil has done *superior* work; B means *above average* work; C means *average* work; D means *below average* work; and F means *unsatisfactory* and *failing* work. No credit is allowed for courses carrying a final mark of F.

#### FINAL EXAMINATIONS

Final examinations (either Regents or department) are given in all courses and count one-fourth of the final mark.

#### ABSENCE FROM A FINAL EXAMINATION

##### *Legal Absence*

Should a student be unable to take all or part of the final examination because of illness, death in the family or other emergency, an incomplete (inc.) will be recorded on the records with a mark indicating the quality of his class work. This "incomplete" may be removed when the pupil completes the examination requirement at the next time within a year that that particular examination is given. No credit is allowed until the pupil completes the course with a mark of D or better.

##### *Illegal Absence*

If a final examination is missed for any other reason, the examination mark is recorded as zero and the final grade for the course is computed according to the usual procedure explained above.

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e. *Duration.* He shall be eligible for competition only during the eight consecutive semesters after his date of entry in the 9th grade and he shall be eligible for only four years in any one sport. The date on which he first enrolled for three or more 9th grade units is, for the purpose of determining athletic eligibility, the date of his entry in the 9th grade. Enrollment for any part of a semester counts as one semester's attendance for the purpose of athletic eligibility.

f. *Previous Participation in Institutions of Higher Learning.* A boy who has enrolled in a college, university or normal school, or who has been a member of any athletic squad in any of the above-mentioned schools may not represent White Plains High School in interschool athletics.

g. *Outside Participation.* No contestant may play with any outside team in a sport after the beginning of the season in that sport. This applies to all varsity, junior varsity, or second-team games. If a player does play on any outside team in a sport he becomes ineligible in that sport until the end of that sport season.

h. *Amateur.* He must be one who has never used and is not now using, his knowledge of or skill in athletics for gain, and who has always contested under his own name. This rule does not apply to recreational or playground work of a public or semi-public nature.

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## IX INTERSCHOLASTIC CONTESTS AND ATHLETIC ELIGIBILITY REGULATIONS

1. Eligibility Standards. Each member of an interscholastic athletic squad (including manager and manager candidates) must conform with all the following standards:

a. *Citizenship.* A pupil whose citizenship and behavior, in or out of school, is unsatisfactory may not represent the school in any inter-scholastic contest or activity until the unsatisfactory behavior has been corrected to the satisfaction of the assistant principal. Unserved detentions, illegal tardiness to class or school, truancy, class-cutting, or failure to apply himself to his school or community standards, rules and regulations may be cause for revoking a pupil's eligibility.

b. *Age.* He shall be eligible for interschool competition only between his 14th and 19th birthdays. If he attains the age of 19 years on or after September 1st, he may continue to participate during that school year in all sports.

c. *Registration and Attendance.* He must be a bona fide student; he must have enrolled during the first fifteen school days of the semester and he must have been in regular attendance at least 80% of the school time. Bona fide absences caused by personal illness are excepted.

d. *Transfer.* A boy who transfers to White Plains High School from another high school or school of equal rank shall become eligible two weeks after enrollment here, provided his parents or guardians have established a legal residence in White Plains.

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## X ATTENDANCE AND TARDINESS

Attendance requirements of the school are based on the New York State Education Law, and the regulations of the New York State Education Department are observed.

#### LEGAL ABSENCE

Under the Education Law of the State of New York, the following are the ONLY LEGAL REASONS for absences or tardiness:

1. Sickness
2. Sickness or death in the family
3. \*Impassable roads or weather making travel unsafe
4. Religious observance
5. Quarantine
6. Required appearance in court
7. Approved music lessons
8. Attendance at organized clinics
9. Remedial health treatment

\*The Superintendent of Schools is the only person authorized to make decisions and rulings for the operation of this provision.

#### TRUANCY

In cases of truancy (absence from school without the prior knowledge and consent of parents) the student will be required to make up time lost. The time to be made up in the detention hall will be determined by the assistant principal.

#### TARDINESS

*Late arrival at school.* All students who are not in their homerooms at the ringing of the tardy bell at 8:30.

1. Because of late bus—entire group report to main office immediately, secure tardy bus slips, go then to homeroom, or to first class, after going to locker, if the homeroom has been dismissed.

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2. For other reasons—report to homeroom until 8:45 a.m. After 8:45 o'clock all students arriving report to the office. Excuses from home should be brought by all pupils who leave home too late to report by 9:15.

*Tardiness to class:* (Four (4) minutes are allowed between classes, and students must be in their seats when the bell rings). One detention is automatically given when a student is tardy to class. This detention must be served in the Study Hall the afternoon of the same day.

#### RETURN TO SCHOOL AFTER AN ABSENCE

The first day the student returns to school *after* an absence, he should bring an excuse, signed by parent or guardian, stating reason for absence and giving all dates of absence.

Excuses shall be on paper, or card, approximately 3" x 5" to help in filing. All excuses for absence are to be presented to homeroom teacher, who will issue regular excuse slips. Negligence in the matter of bringing excuses for absence is subject to detention.

#### DEPARTURE — EARLY DISMISSAL FROM

##### BUILDING

###### 1. REGULAR

Pupils sixteen years of age or over who because of work wish to leave the building regularly before the usual time of dismissal will:

- a. Follow the procedure outlined under "Working Papers."
- b. Secure from the Registrar a permit for regular early dismissal, to be shown to the homeroom teacher.

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if in the judgment of the teacher the student should have more or less time, but teacher and student together should settle in advance the length of the time required.

#### ILLEGAL ABSENCE

A. *Truancy, suspension or illegal absence* not authorized or required by parents or guardian. Students are not given the privilege of making up work missed for these reasons.

B. *Illegal absence other than truancy and suspension.* Extended weekends, travel, early departure before vacations, late return after vacations, and other absences not specifically classified as "legal" by the state education law, are illegal. The school can assume no responsibility for the make-up of work missed because of illegal absence. However, students who anticipate illegal absence are encouraged and expected to take all possible action to minimize their loss of work during such absence. School credit and grades in courses, from which time is lost for illegal absence, will be determined individually for each course on the basis of (1) the requirements of the state education department, and (2) the adequacy of the make-up work. The following general principles will guide in planning and evaluating such make-up:

1. Long-term assignments such as book reports, notebooks, term papers, and compositions which will fall due during the period of absence should be completed and turned in prior to the absence. Such work handed in ahead of time will be evaluated according to the regular standards.

2. Students should obtain from each teacher in advance an estimate of the work to be covered during the absence and should make every effort to learn this work thoroughly during the absence. Mastery of the material will not fulfill the requirement of classroom instruction, but it may enable the student to return to the class and profit from the remainder of the course.

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- c. See that the homeroom teacher indicates on his elective card for the following term the periods when the pupil will not be in school.
- d. Select studies consistent with early dismissal.

2. **CO-OPERATIVE SELLING.** Although early dismissal and downtown employment are expected automatically in the case of cooperative selling pupils, they should, nevertheless, take the steps indicated above.

3. **OCCASIONAL.** a. If the pupil knows before coming to school on any day that he should be excused early, he will bring a written request from his parent to present to his homeroom teacher, just as in case of absence. The homeroom teacher will issue a permit showing hour of dismissal.

b. *Illness.* If a student finds it necessary to be dismissed early because of illness, he will report to the school nurse to be issued a permit to leave, if in her opinion it is necessary. He will show this permit to the secretary in the office before leaving the building. This permit is valid **ONLY FOR DAY HE IS EXCUSED.** Written excuse is brought for any additional days absent. Should the nurse be unavailable, he will report directly to the office. *In no case will he leave the building without permission.*

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##### MAKE-UP OF WORK MISSED DURING ABSENCE FROM SCHOOL

###### LEGAL ABSENCE

Immediately upon his return to school after an absence a student should consult his subject teachers about making up work missed because of absence. Except in extraordinary circumstances, such as an extended absence of many days or weeks, make-up work will be completed within a period of ten school days after the student's return. This ten-day period may be extended, or shortened,

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3. The time requirement in instruction can be met only by (1) enrollment in an accredited secondary school or (2) with prior approval, tutoring for an equivalent amount of time by a teacher holding the New York State certificate to teach the subject in question. A final examination missed for illegal absences will be graded zero and will count as one fourth of the student's final grade. By special arrangement made in advance with the guidance director, the examination may be made up at a subsequent time when such examination is given in the course according to the standard procedure of the school.

4. (a) Such courses as physical education, the shops, public speaking, some art courses, etc., do not lend themselves to substitution of any kind of experience other than classroom instruction. In some cases, absence from such courses may be made up in summer school or in a subsequent semester in the senior high school. When planned and approved in advance, final grades in such courses may be withheld until the planned program of make-up has been completed.

(b) In some cases students returning before the end of the year may make up the time missed by enrolling for additional periods.

#### XII FIRE AND AIR RAID DRILL REGULATIONS

The New York State Education Department requires every school to hold fire drills and bomb shelter drills periodically. These drills are regulated in cooperation with the White Plains Fire Department and the Civilian Defense authorities. Detailed instructions for these drills are explained and posted in the homerooms. Only general regulations are given below.

##### FIRE DRILL

The signal for fire drill is 4-4-4.

1. At the fire signal *all* students, with their teacher in charge, proceed in double line to the exit designated for the room.

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2. There is to be no talking from the time the fire signal sounds until the signal is sounded to re-enter the building.

3. At the return signal students re-enter the building and return by the same route followed in leaving the building, in a quiet, orderly manner.

#### AIR RAID DRILL

The signal for air raid drill is 10-10-10.

1. Each room has an assigned space in an area set up in the corridors of first and second floors and basement.

2. All students will proceed in double line, with the teacher in charge, to shelter station assigned.

3. All persons on the campus will enter the building by the nearest door and proceed to shelter in basement.

4. When the "All Clear" is sounded, pupils will return to classes promptly observing normal corridor behavior.

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## OTHER REGULATIONS AND PROCEDURES

### PASSES AND PERMITS

Within the regular school hours, except when classes are passing, or when accompanied by a teacher, students are not to be in the corridors without a permit which is properly filled out by a teacher or other member of the school staff.

#### LIBRARY PERMITS

A student who wishes to go to the library during school hours obtains a permit from his *subject teacher*, making sure that the permit is completely filled out. He reports directly to the library at the beginning of the period specified on the permit and presents it to the librarian before the bell rings. A library permit *requires* a pupil to remain in the library during the entire period.

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#### HOME LUNCH PERMITS

A student who lives near enough to the school *to walk to and from home* within the period may be excused during his lunch period to eat at home if he obtains from the school office a home lunch permit and returns it to the office signed by himself and by his parent.

Should a student with a home lunch permit wish to remain in school on a particular day, he will register in the office in the morning and obtain a cafeteria permit.

#### LOCKERS

##### *Hall Lockers*

Hall lockers are provided for the storage and protection of wraps, books, etc. Lockers are assigned and the keys given out by homeroom teachers during the first week of school. At the end of the school year, locker keys must be returned to the homeroom teacher.

##### *Gymnasium Lockers*

Each student will secure from his physical education teacher a combination lock for the gymnasium locker in which he keeps his physical education equipment.

LOCKERS MUST BE KEPT LOCKED at all times when they are not being used to deposit or withdraw possessions. If a key is lost, the pupil reports this loss to Mr. Zilembo. A new key must be secured at a cost of fifty cents. While a lost key is being replaced, no charge is made for opening the locker with a master key. However, at other times when a pupil forgets his key, a charge of ten cents is made for opening the locker. As a payment for his service, this fee is paid to an authorized student who opens the locker.

Lost locker keys which are found should be turned in at the office. The school cannot be responsible for anything taken from an unlocked locker.

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#### STUDY HALL PERMITS (Yellow)

Study Hall permits may be issued by any teacher who wishes to have a student spend the study period with him. These yellow slips are commonly used when a pupil has to make up work, or when the teacher wishes to have the pupil with him for a conference, test, etc. The yellow study hall permit is left by the student on the study hall desk before he goes to the teacher's room indicated on the permit.

#### GYM MAKE-UPS

Gym Make-up slip—the yellow study hall slip.

Boys and girls must obtain these slips from the physical education teachers during the following times: 8:30-8:45; 3:00-3:15; or during his regularly assigned gym period. No student is to be excused from any class, lunch or study group, or the library, to go to the gym unless he has such an initialled slip, or is called through the main office. Make-ups are to be given only during the individual's study periods. These slips must be presented to the teacher in charge of any group before the late bell (four-minute bell).

#### GUIDANCE APPOINTMENTS (Blue)

A student may secure an appointment with his guidance director from the secretary in his guidance office before or after school. Appointments are made for study periods.

The student reports to the study hall, and as soon as the study hall teacher has taken attendance, he presents the appointment slip for teacher's signature and brings it with him to the guidance office.

Frequently appointments are initiated by the director of guidance and the appointment slips sent to students in their homerooms.

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A student should NOT leave money or other valuables in his locker. If it is necessary for a student to bring valuables to school, he should bring them to the school office and ask that they be deposited in the school vault for temporary safekeeping.

#### LOST AND FOUND

The school office maintains a lost and found department to facilitate the recovery of lost items. Students are urged to cooperate in turning in to the office all articles which are found, and to inquire there for articles lost.

#### PARKING AND TRAFFIC

Parking and traffic regulations have been established at the request of the White Plains Department of Public Safety. Those regulations, with necessary revisions, will remain in force and are as follows:

1. The speed limit on the high school campus is *10 Miles Per Hour*.

2. No car may be parked (except cars driven by visitors) anywhere on the campus any time without permission. Permission is granted by the Principal through the Director of Traffic and Safety. Evidence of permission is indicated by an official decal which must be affixed to the car according to directions.

3. Permission to park will not be granted to any pupil who does not meet the following requirements:

- He must live beyond the following boundary: A line beginning at the corner of Bryant Avenue and Mamaroneck Avenue and proceeding westerly to Byron Avenue and Sterling Avenue to Soundview Avenue, then southerly along Soundview Avenue to Old Mamaroneck Road and Ridgeway, easterly on Ridgeway to Mamaroneck Avenue and northerly along Mamaroneck Avenue to the starting point at Bryant Avenue.
- He must be able to submit medical evidence that he is unable to walk to school if he lives within this boundary.

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- c. He must have a driving record which is free of traffic violations.
  - d. He must operate a car which meets safety requirements of the vehicle and traffic law and in addition is equipped with properly affixed bumpers and fenders.
  - e. He must have complied with the New York State insurance requirement.
  - f. He must have filed an application for a parking permit which has been signed by one of his parents or his legal guardian.
4. Any pupil who is granted permission to park on the campus must meet the following requirements:
- a. Maintain all requirements listed in paragraph 2 above.
  - b. Avoid parking his car north of the building (boys' gym entrance) or in front of the building during school days. He may not park his car in any space which is marked for no parking or as reserved anywhere on the campus. *The reserved spaces at the back of the school are marked off with a double line crossing the parking space. No pupil may drive his car over the double lines.*
  - c. Drive and park carefully and quietly. The speed limit on the campus is ten (10) miles per hour.
  - d. Stay off the grass.
  - e. Affix the official decal according to directions.
  - f. Stay out of and away from his car during school hours.

5. THE ROADWAYS NORTH OF THE SCHOOL AND IN FRONT OF THE SCHOOL ARE STRICTLY ONE WAY AS ARE THE DRIVEWAYS LEADING TO HARTSDALE AND DAVIS AVENUES.

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6. Parking on the streets adjacent to the campus is regulated by the City Police Department.

7. Any pupil who does not meet the requirements for a parking permit, and who is taking automobile shop, may obtain a special permit from Mr. Grubiak. It is to be understood that this permission is granted for the purpose of doing definite work on the car and is limited to the date or dates listed on the card which **MUST BE DISPLAYED** in a side window of the car. The responsibility for obtaining and displaying this card belongs to the pupil and no one else.

8. These regulations and restrictions are imposed for one reason only: that is for the safety and convenience of all. It is assumed, therefore, that all responsible people will give 100% cooperation.

#### CHANGE OF SCHEDULE

The schedule of each student is made carefully by the schedule committee and includes the subjects requested. This schedule amounts to a contract between the pupils and the school. Students are urged to plan carefully in order to avoid the need for change. Necessary changes are made only by guidance directors and are processed as follows:

1. The student secures from his homeroom teacher a "Petition for Change of Schedule" and fills out completely his part of the form.
2. He gives this form to the homeroom teacher, who reviews it and sends it to the student's guidance director with comments.
3. The guidance director makes an appointment with the student.

When a schedule is changed, a "Change of Schedule" is sent to the student in his homeroom. A "Change of Schedule" must be returned to the guidance director within two days signed by the teachers of all subjects or activities dropped or added.

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#### TELEPHONE

Two pay telephones are available for student calls. The alcoves are located in the first floor corridor, in the front of the building.

#### TELEPHONE MESSAGES

Students will not be called to the telephone except for an emergency. Important messages of an emergency nature will be taken by the office clerk who will endeavor to deliver them to the student. Delivery of telephone messages, however, cannot be guaranteed.

#### CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any change of address, or telephone number, must be reported immediately to the homeroom teacher.

#### SCHOOL NOTICES

A daily school bulletin of notices to students and faculty is prepared for reading in the morning homeroom period. The bulletin is then posted in the homeroom. Students who have, for any reason, been absent from the homeroom during the reading of a daily bulletin should read it at their earliest opportunity.

#### ACCIDENTS

If a student witnesses an accident on the school grounds, or has an accident himself, he should report it immediately to the nurse, to the office, or to any faculty member. The injured person is in no circumstances to be moved until the nurse or other responsible staff member gives authorization.

#### LUNCH PERIOD REGULATIONS

##### Cafeteria Rules

Because of space restrictions, it is necessary to have eight lunch periods and to set up rather rigid procedures in order to expedite the service. With the exception of those having lunch permits, all students will eat in the cafeteria and observe the following regulations:

(24)

1. Enter the cafeteria by the south door (by stairway) and leave by north door.

2. Everyone must take a tray. If you are not going through the line, take a tray from the stack by the columns as you enter the room.

3. Take your place in line. Do not break the line.

4. Use your tray for *your lunch alone*. Let your friend hold his own place in line and bring his own food.

5. Take only one glass on your tray, and do not leave a used glass at the fountain.

6. Consult the menu on the bulletin board and make up your mind before you reach the serving counter; know what you want and have your money ready when you reach the cashier.

7. *As soon as you are through, take your tray to the window* of the dishwashing room. Each pupil is to take his own tray. Do not wait for the end of the period.

8. Leave chairs in proper position at the tables. (The next lunch group arrives in a few minutes). Keep tables and floor clean.

9. Do not leave the cafeteria without permission, and ask only if necessary. Permission is NOT granted to leave the cafeteria to use the telephone or to go to lockers.

Students en route to and from the cafeteria while classes are in session are not permitted to talk or otherwise disturb classes in session.

#### CAMPUS PRIVILEGES

In spring and fall on clear days, pupils may go out of the building during lunch period, after finishing lunch. They are expected to observe the following regulations:

Each group is to remain in the cafeteria for at least ten minutes before going out-of-doors. Pupils will not eat lunches on the campus.

(25)

Students who go outdoors are to leave building through the cafeteria door. Only those with home permits may leave the grounds during lunch periods. The hedge marks the campus boundary except on the Hartsdale Road side. On this south side the top of the embankment is the boundary line.

All who have lunch permits are to enter the campus boundaries as soon as they return from home and remain on campus for the remainder of period. Because classes are in session during lunch periods, pupils will refrain from noise outside our building.

There is to be no smoking on the school grounds except in the stadium.

Pupils will not sit in cars during the lunch period; no cars are to be moved or driven; no motors started.

Boys are not to congregate near the girls' playfield, as this interferes with that program of work.

When a storm arises during a lunch period, pupils will go quietly and directly to the auditorium, and teachers of first-half lunch groups will report to the auditorium to take charge.

Pupils may re-enter the building through any outside door at the close of their lunch periods. If a pupil must re-enter the building before the class-changing bell rings, except when a storm arises, he will re-enter through the door at the northwest corner of the cafeteria and remain in the cafeteria until the end of the period or until he is excused from the cafeteria by the Teacher in Charge.

#### STUDY HALL

Every student is assigned to a study hall when he does not have a regular class. A seat is assigned to each student, and he should take it promptly and get to work immediately.

(26)

#### 3. IF YOU WISH TO BE EXCUSED PART OF SCHOOL DAY for work —

- a. You must be at least 16 years of age, and your working papers must be in order.
- b. You must have your schedule adjusted by guidance director if subjects prevent your being excused.
- c. You must have early dismissal card filled—part 1 by office issuing your certificate or by employer, part 2 by employer, and part 3 by one of your parents—and bring completed card to the registrar.
- d. You will be given "permission to leave" card okaying your early dismissal when all papers are in order. Please carry this card with you to show at any time your leaving building early is questioned.

18 year old pupils do not need papers but MUST follow instructions in paragraph 3-b, c and d.

PLEASE DO NOT LEAVE BUILDING EARLY UNTIL YOU HAVE FOLLOWED INSTRUCTIONS AND BEEN REGULARLY EXCUSED FROM SCHOOL.

#### SUMMER SCHOOL

An eight weeks summer school is maintained each summer. All summer school programs must be approved in advance by the pupil's guidance director.

#### EVENING SCHOOL

*Night School, Attendance by Day School Pupils*

Printed below is a copy of the resolution passed by our Board of Education on October 26, 1953:

(28)

#### WORKING PAPERS

##### 1. IF YOU HAVE NEVER HAD WORKING PAPERS

- a. Secure application and employer's slip from the registrar's office.
- b. Have parent fill and sign first section on application and have employer fill pledge of employment.
- c. Return both papers to registrar, and you will receive an appointment for a physical examination the next time the school doctor is scheduled to be in the building.
- d. When all papers are complete, take them to the registrar if you are a resident of White Plains. If you live outside of White Plains, take them to your home school.
- e. *If you wish school credit for your job*, take your completed working papers to your guidance director. Work experience credit may or may not be allowed depending upon whether or not your school program and employment meet the requirements for such credit.

##### 2. If you HAVE HAD WORKING PAPERS *but are changing your job* —

- a. Have new employer sign pledge of employment, and, if you had a physical examination within SIX MONTHS, take slip to issuing office for new papers for your new employer.
- b. If your physical examination was MORE THAN SIX MONTHS PREVIOUS, bring employer's slip to the registrar for appointment for a recheck by the school physician

(27)

"Whereas the school for adults now established by the Board of Education is intended primarily to provide a program of adult education for adult persons not attending any day school, and whereas the facilities now provided in our program for secondary education are deemed adequate to meet the varied needs of all classes of pupils attending our high school now, therefore be it

RESOLVED that the following regulations shall apply in respect to the admission of high school pupils to adult education classes, to wit:

1. No day school pupil in regular attendance may attend adult school classes until said pupil has attained his seventeenth birthday.

2. Pupils who have attained their seventeenth birthday may attend adult education classes upon approval in writing by the high school Coordinator of Pupil Personnel Services and the Principal of the high school."

#### RELIGIOUS INSTRUCTION

A student will be excused from school for religious instruction during the seventh period each Tuesday provided he secures a religious education permit from the school office and returns it to the office signed by the officer in charge of the religious school.

The school tries to arrange a schedule for a student that will permit him to attend religious instruction without missing another class. If conflict is unavoidable, the student is expected to make up work missed because of attendance at religious education and to complete home assignments that are due on Tuesdays.

#### DISMISSAL FROM CLASS

If sent from a classroom for misconduct, a student reports immediately to the school office with a "Leave the Room" permit signed by the teacher, who also notifies the office by telephone or messenger.

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## SMOKING

Smoking is *not* permitted at any time in the school building, or on the grounds, except:

1. In the stadium (except while engaged in a physical education class or an after school sport).
2. In certain designated corridors of the building during evening dances, basketball games and evening programs.

For the first violation of this rule against smoking pupils will be sent home from school for a period of one week. Subsequent violations may result in permanent suspensions from school.

## CORRIDOR CONDUCT

Students are requested to cooperate in the maintenance of good order in the corridors and on the stairways. Students should pass promptly from class to class without loitering. Running, pushing, shouting, loud whistling, scuffling, and any other forms of disturbance in the corridors constitute an offense at any time.

## DRESS AND GOOD GROOMING

Since appearance is important to students, individually and as a group, and reflects the respect in which they hold themselves and others, it is necessary that they dress neatly and appropriately.

Shorts are not considered suitable. It is requested that girls not wear slacks or blue jeans except in the event of heavy snow.

## DETENTION HALL

The detention hall is used for pupils who are tardy to school and/or class and for such other types of pupil misconduct as the Assistant Principal may direct. Individual teachers may require pupils to report to them at the end of the eighth period.

(30)

- d. The Superintendent of Schools approves. Permission will not be given for any teacher to tutor *for pay* any pupil whom he instructs in his classes.

## FIELD TRIPS

It is the policy of the school to furnish supervision for groups from the school that go to other schools or places to represent White Plains High School in competition, or as members of a field trip. The school also helps to arrange for transportation. When private cars are used, the driver must be approved.

Every student must travel with the group with which he goes unless he presents to the faculty member in charge a written statement from one of his parents giving him permission to do otherwise.

Students are expected to pay their own transportation expenses on field trips and must secure from the teacher in charge a "Trip Waiver" which is taken home for the signature of parent or guardian and returned to the teacher.

Students must consult with all of their teachers in advance of the field trip and comply with their recommendations in respect to work that will be missed.

Sample

### TRIP WAIVER

Date.....

I hereby give .....  
(Name of pupil)

permission to go to .....  
(group)

on.....and assume full responsibility for anything that may happen to (him-her) on the trip.

.....  
Signature of Parent or Guardian

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Detention begins at 3:10 p. m. and ends at 3:55 p. m.

Pupils are expected to bring textbooks to the detention room, and to be busy during the period.

Pupils assigned detentions must serve them immediately. Failure to serve an assigned detention, without the *prior approval* of the Assistant Principal, will result in suspension from school.

## SCHOOL VISITORS

In accordance with the provisions of the New York State Education Law, all visitors except the parent or legal guardian of a pupil in regular attendance must report to the school office. All visitors except those who come by appointment are required to get written permission from the office. Failure to comply with this regulation is a misdemeanor and punishable by law.

## TUTORING

No student may be tutored for pay in the school building or on the school grounds.

The Board of Education of White Plains states:

The tutoring of pupils enrolled within the school (system) by school employees for extra remuneration is not considered a desirable practice.

In cases of high school students, where extenuating circumstances indicate "outside" tutoring to be needed, teachers of our school may be so employed only if the following conditions are met:

- a. The classroom teacher recognizes the need and recommends such service in written statement to the Coordinator of Pupil Personnel Services.
- b. The guidance director approves the need and makes such recommendation to the Coordinator of Pupil Personnel Services, who submits the request to the Principal with endorsement.
- c. The Principal files with the Superintendent of Schools a statement of the conditions and the procedure to be followed.

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## AFTER SCHOOL HOURS

Students remaining in the school building after 3:15 must be under the supervision of a teacher.

All students must be out of the building by 4:30 unless specific authorization to stay until 5 p. m. has been given by the Principal or the Assistant Principal.

## WITHDRAWALS AND TRANSFERS

A student who wishes to transfer to another school or to withdraw from school must have the permission of his parent or guardian. Permission may be given in a written note, a telephone conversation, or a personal interview.

The student should discuss his withdrawal with his guidance director and then report to the registrar, who will explain the procedure of checking out of school.

## NEW REGISTRANTS

A new student who enters school after the opening day reports to the registrar, who determines his eligibility for enrollment, gives him an official registration form, and directs him to the Coordinator of Pupil Personnel Services for homeroom placement and assignment to a guidance director. The guidance director will help in planning his high school course and will make a schedule of classes for him.

## XIV

### STUDENT GOVERNMENT AND STUDENT ACTIVITIES

The General Organization has the responsibility for student participation in school government and extra curricular activities.

#### General Organization Membership

All students in the school are urged to join the General Organization and to fulfill the responsibilities and share the privileges of membership.

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### Cost of Membership

For the nominal sum of 50¢ a student may join the General Organization.

### Blanket Ticket

A student may purchase a Blanket Ticket for \$3.50. In addition to the privileges of G. O. membership this ticket entitles him to:

- a. free admission to all home varsity and junior varsity games and other athletic events
- b. a subscription to the *Orange*
- c. reduced rates to out-of-town games.

### CLASS ORGANIZATION

In the fall sophomore, junior and senior classes elect a president, vice president and secretary for the year. Candidates for these offices must secure the signatures of fifty other students. The names of the candidates are submitted to all students in their respective classes and are elected by a popular majority vote.

### EXECUTIVE COUNCIL

The executive council consists of the G. O. elected officers, the class officers, and a representative from each homeroom.

### STUDENT ACTIVITIES

Student activities are of a wide variety. Early in the year they are explained in the homerooms during Student Activity Week. Students are urged to become a part of their school by participating in its activities. A student should choose his activities wisely and actively support those selected.

### SCHOOL PUBLICATIONS

The school newspaper, known as the *Orange*, is published semi-monthly on alternate Fridays by a student staff under faculty supervision. A subscription to the *Orange* is included in the blanket ticket privileges of General Organization membership.

(34)

The senior class yearbook, known as the *Oracle*, is also organized and written by a student staff of seniors, assisted by a junior board of 11th year students, both under faculty supervision.

### SCHOOL SONGS

#### ORANGE AND BLACK

Although Yale has always favored  
 The Violet's dark blue  
 And the gentle sons of Harvard  
 To the crimson rose are true,  
 We will own the lilies slender  
 Nor honor shall they lack  
 While the Tiger stands defender  
 Of the Orange and the Black.

Through the three long years of High School  
 Midst the scenes we know so well  
 As the mystic charm to knowledge  
 We vainly seek to spell;  
 Or to win athletic victories  
 On the football field or track  
 Still we fight for dear old White Plains  
 And the Orange and the Black.

Rah-Rah-Rah for W.P.H.S.  
 Rah for the Orange and the Black  
 Rah! Rah! Rah! Rah!  
 Rah for the Orange and the Black  
 Rah! Rah!

### DAILY PROGRAM

#### Schedule A

Warning bell	8:28
Tardy bell	8:30
Homeroom ends	8:45
Period one	8:49 - 9:32
Period two	9:36 - 10:19

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Period three	10:23 - 11:05
Period four	11:09 - 11:53 (bell for second half at 11:31)
Period five	11:57 - 12:41 (bell for second half at 12:19)
Period six	12:45 - 1:29 (bell for second half at 1:07)
Period seven	1:33 - 2:17 (bell for second half at 1:55)
Period eight	2:21 - 3:04

\* \* \* \* \*

On days when there is a student assembly (designated 1A and 1B) the following schedule will be used.

Schedule	B (Assembly)	Time
H.R.	8:30- 8:40	10
1A	8:44- 9:24	40
1B	9:28-10:08	40
2	10:12-10:44	32
3	10:48-11:20	32
4	11:24-12:05	41
5	12:09-12:50	41
6	12:54- 1:35	41
7	1:39- 2:20	41
8	2:24- 3:04	40

### CHANGING CLASSES

The ringing of the class-changing bell signals the beginning and ending of class periods. The bell does not dismiss the class. Dismissal is the teacher's responsibility.

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