

WHITE PLAINS HIGH SCHOOL
STUDENT HANDBOOK 2009-2010

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550 North Street
White Plains, New York
422-2182

Dear Students:

On behalf of the faculty and staff, we welcome you to the 2009-2010 school year. Our school provides a broad spectrum of opportunities: academic, co-curricular, interscholastic, athletic, and community and service oriented. We have a strong commitment to our “Tradition of Excellence”, and urge you to contribute to that tradition to the best of your ability.

The primary purpose of any school is to help each and every student reach their fullest academic as well as personal potential. The ability to get along with and learn from other people is of equal importance to your academic growth. Your participation in school activities and events are essential to not only your individual success, but to the success of the school as a whole. This is your school. The reputation it enjoys will be maintained only by your commitment to excellence.

The information and rules in this handbook are written for you. A careful review of these regulations will help you make your years at the high school a pleasant and meaningful educational experience. If you have any questions see your school counselor, teacher, administrator, or any member of the staff.

The following pages describe many of the opportunities, privileges, and responsibilities available to you. Keep this planning guide, read through it, and refer to it often. We hope that this planner will be a beneficial tool for your study skills and personal organization. Best wishes in this new school year.

Sincerely,

The High School Administration

To Parents:

In order to ensure timely responses to situations involving your child, we encourage you to speak to your child's teacher first when and if issues arise. Often, problems can be resolved quickly when parents and teachers work through them together.

BELL SCHEDULE

Regular Bell Schedule*

7:40 - 8:23
8:28 - 9:11
9:16 - 9:59
10:04 - 10:47
10:52 - 11:35
11:35 - 12:11 LUNCH
12:16 - 12:59
1:04 - 1:47
1:52 - 2:35

Early Dismissal Schedule*

7:40 - 8:15
8:20 - 8:55
9:00 - 9:3
9:40 - 10:15
10:20 - 10:55
10:55 - 11:30 LUNCH
11:35 - 12:10
12:15 - 12:50
12:55 - 1:30

One Hour Delay *

8:40 - 9:16
9:21 - 9:57
10:02 - 10:38
10:43 - 11:19
11:24 - 12:00
12:00 - 12:32 LUNCH
12:37 - 1:13
1:18 - 1:54
1:59 - 2:35

Two Hour Delay *

9:40 - 10:08
10:13 - 10:41
10:46 - 11:14
11:19 - 11:47
11:52 - 12:20
12:20 - 12:56 LUNCH
1:01 - 1:29
1:34 - 2:02
2:07 - 2:35

*Order of classes depends upon cycle days.

ATTENDANCE

By law, any student 5-21 years of age is eligible to attend public school. Students 6-16 years of age are required by law to attend school.

The attendance policy at White Plains High School is designed to ensure that every student obtains the best possible education.

- 14 absences (illegal) in a 1 credit course
- 21 absences (illegal) for a lab course
- 7 absences (illegal) in a ½ credit course

Attendance accountability begins on September 10, 2009, the first day of school. There will be no make-up sessions for missed classes, with the exception of physical education classes where 2 sessions may be made up; however, **all work missed** as a result of an excused absence must be made up. Absences due to extended illness, suspensions, All-Day Detention, school-related activities, college visits, impassable roads, doctor appointments and sickness, or death in the family will not count toward the student's accumulated absences. **Students may appeal to their House Administrator if they suspect that attendance information is incomplete or inaccurate.** Students who lose credit will not be permitted to take exams or get credit for class work. **Please note: A student who has more than 21 unexcused absences may not be permitted to attend summer school to make up the class.**

We have instated a call out procedure for students who have missed classes on any given day. Each night students who missed a class and were not excused will have their home contacted. Should there be an error parents are requested to contact the house office of their child in order to make the correction; **North House 422-2140, South House 422-2171.**

Absence/Lateness Procedures To School

On the first day the student returns to school after any absence/ tardiness, a written note with a phone number and signed by the parent/guardian stating the reason and the dates of absence/tardiness **must be submitted** to the House Attendance Clerk, as required by New York State

Education regulations. **Notes must be handed in within 5 school days after student returns to school.** Illegal absences are applicable to the Attendance Policy. Truancy from school or class is not permitted and will lead to appropriate disciplinary action. **If a note is not handed in within the 5 days then the absence becomes an illegal absence.**

Extended illness is defined as three or more consecutive days of absence due to an illness or illness identified as chronic and on record in the Nurse's office, e.g. asthma. A physician's note stating the reason, dates of the absence, and date of return to school must be submitted to the student's House Attendance Clerk **upon return to school.**
North House Office 422-2140
South House Office 422-2171

Prolonged Illness

Once it is determined a student's absence from school is due to a prolonged illness or hospitalization of more than 5 days, the following staff members will become involved: Assistant Principal, House Administrator, School Counselor, Nurse and Registrar. Home Instruction may be requested through the House Administrator for lengthy illnesses.

When a student returns to school, a medical note must be submitted to the Attendance Clerk. He/she will then refer the student to the nurse who will discuss medical restrictions and recommendations with the student. A student with a chronic medical condition must have their physician contact the school nurse.

Worked Missed During an Absence

Upon immediate return to school, a student must consult teachers regarding (make-up) work missed due to legal absences as confirmed by a note from his/her parent.

Work will not be permitted to be made up if the absence is illegal. All work must be made up by the date specified

by the teacher. Staff members are encouraged to require work to be made up within ten days.

Early Leaving

Students are not excused from school without written parental permission. Parental requests for early leaving must be presented to the House Attendance Clerk **before 7:40 a.m. or upon arrival the morning of the day of dismissal**. A follow up telephone call to the parent/guardian will be made by the House Attendance Clerk. **A student who absents him/herself from any class or from the building without prior permission is considered truant and the absence will be considered an illegal absence, i.e. a cut.**

BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

Pursuant to Section 100.2(1) (1) of the Regulations of the Commissioner of Education, a Bill of Student Rights and Responsibilities is established.*

It is the responsibility of students in the White Plains School District to:

- Be familiar with and abide by all District policies, rules and regulations pertaining to student conduct.
- Work to the best of their abilities in all academic and co-curricular pursuits and strive toward the highest level of achievement possible.
- Conduct themselves when participating in or attending School sponsored co-curricular events, as representatives of the White Plains School District and, as such, hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

A student in the White Plains School District shall have the right to:

- Take part in all district activities on an equal basis regardless of race, sex, or national origin.

- Address the Board of Education on the same terms as any citizen.
- Take part in student government activities unless properly suspended from participation pursuant to the district's discipline policy.
- Present in all disciplinary matters, his/her version of the facts and circumstances leading to imposition of disciplinary sanctions.
- The protections of Education Law 3214 before he/she is suspended from instruction.
 - *It is impossible to list all student responsibilities and rights. The preceding rights shall not be construed to deny or limit others retained by students.

BOOKS

Students are responsible for books and materials that are issued throughout the school year. The student must report lost book(s) to the subject teacher who will arrange issuing a new book upon payment for the lost book. Failure to meet financial obligations may result in withholding of caps and gowns and **graduation tickets**. Students are responsible for returning books and/or fines associated with the book or other school supplied materials.

BUSES

Rules that apply to student conduct in the building/school grounds also apply on buses. **Students need bus tickets to ride on school buses. Tickets may be purchased at the School Store during lunch only. Students must be seated and refrain from all behavior that interferes with or distracts the driver. Refusal to provide a bus ticket on a consistent basis will result in loss of bus privileges; student will have to find alternative ways of traveling to and from school.**

CAMPUS CONDUCT

Students, faculty, and administrators of White Plains High School take pride in our school's appearance, reputation,

and the respect of others in the community. As a result, there are high expectations concerning conduct and specific rules. **Students are to dress appropriately, move promptly from class to class, use acceptable language, be fully prepared for class with all required materials, and act in a mature manner at school sponsored activities.**

These rules are required for a healthy, safe, clean, secure and positive learning environment:

1. New York State Education Law prohibits smoking on school campus and grounds. The grounds include sidewalks, the North Street bus stop area, driveways, and in vehicles using driveways or parking areas.
2. **Early dismissal students must have Early Dismissal Validation on their ID Cards. Students with Early Dismissal must leave the building and grounds within five minutes of their class or must report to their House Administrator for permission to remain in the building.**
3. Late entry students must have the proper Late Entry Validation on their ID Cards and enter the building at the appropriate time. Students who enter (re-enter) the building earlier than 5 minutes prior to the period are to remain in the North House entry area.
4. Early dismissal or late entry students will be considered in violation of the school code when found loitering in the building during class time and may result in having privileges revoked and possibly receive disciplinary consequences.
5. Students **are not permitted** to trespass on our neighbors' property (e.g. church, YWCA, golf course, adjacent private property). Police involvement for such action is possible.
6. Students are not permitted on off-limit areas such as: tennis courts, stairwells, North Street bus stop,

neighboring yards, the YWCA, etc. except during designated time periods.

7. **Students remaining in the building after 2:35 p.m. must be under the supervision of a staff member.**
8. Headgear is prohibited and will be confiscated. This includes headbands, hair picks, caps, scarves, doo rags and stocking caps of all types. Clothing with indecent or offensive pictures, language, or representing secret/illegal organizations is prohibited.
9. Gang or gang like items, colors, or beads will not be permitted. Students wearing them may be asked to remove them or replace them.
10. **Administrators may request a student to change clothing to more appropriate attire as per the Code of Conduct**, and students are not permitted to go barefoot.
11. Cell phones, Smart phones, PDA's, radios, CD/tape players, walkman, I Pods, portable computer games, and/or similar devices are not allowed during instructional time, exam time, or if used inappropriately at any time causing a disruption. Hybrid electronic devices are included in this restriction. White Plains High School will not be responsible for lost or stolen articles.
12. **Cellular phones and beepers must not be used or visible during class time, in restrooms, or in changing areas during the school day and must be placed on vibration.** Students are strongly advised **not** to bring cell phones and iPods' or other electronic devices to school. Students must surrender these devices if requested by a teacher, security or an administrator. White Plains High School will not be responsible for lost or stolen articles.
13. Laser pointing devices are not allowed on campus. These items will be confiscated.
14. Gambling and card playing are not allowed.

15. Students are not permitted to bring water guns or water balloons to school or engage in water fights. Snowball throwing is prohibited.
16. Students are advised not to bring large sums of money or valuable possessions to school. If it is necessary, bring items to your House Office. **Do NOT leave valuables in your hall locker or gym locker.**
17. Students are expected to be in all classes, including study halls, on time. Passing time is meant to move from one class to another. Students found off campus during study hall will be disciplined.
18. Students are responsible to obtain a pass from a staff member when moving through the halls during class time and proceed directly to their destination. This pass must be presented when requested by any staff member.
19. Students are expected to behave properly in All-Day Detention. Failure to do so will result in an Out-of-School Suspension.
20. Chronic offenders of the tardiness regulations will face serious disciplinary action (e.g. parent conference, probation, Principal's Hearing) and revocation of privileges.
21. Students must identify themselves using appropriate school ID when requested by a staff member. Failure to carry ID to identify oneself will be construed as defiance and may result in suspension. Students must have a form of ID on them at all times and produce them when requested.
22. Students are expected to place all trash in trash bins.
23. Students who demonstrate unacceptable behavior during lunch will lose their right to socialize during lunch for a designated period of time.
24. All students are assigned and expected to attend the specified study hall and follow all rules and regulations. Students must carry their class schedule to display for study hall monitors.

25. Students involved in fighting on one of our buses, during school, on a school trip or during an activity sponsored by the school on or off campus will be subject to suspension.
26. Any student found with a weapon (e.g. gun, knife of any kind including and not limited to a Swiss army knife, pen knife, kitchen knife, key chain with small knife, box cutter, razor blade, etc.) in school (including school grounds and buses) or during school sponsored activities will be immediately referred to a Superintendent's Hearing.
27. Any student who seriously threatens staff or fellow students with violence will be referred to a Principal's Hearing, and may be subject to further disciplinary measures.
28. No written or printed materials may be distributed or sold on the campus without approval of the Principal. Students who wish to distribute materials must first see their Administrator and/or the Student Activities Coordinator.
29. Fraternities, sororities, and other similar secret organizations are prohibited by the Board of Education.
30. Photography and videotaping without permission from the administration is prohibited.
- **Chronic offenders of the above rules and regulations are subject to any or all of the following actions:**
 1. Parental Conference
 2. Case Conference
 3. House Administrator's Review
 4. Probation
 5. Principal's Hearing
 6. Superintendent's Hearing

Any of these actions may result in probation or recommended alternative placement. In addition to everything listed here any conduct, dress, language, etc. That is disruptive to the educational environment will not be tolerated and may result in disciplinary consequences.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students must report the corrected information to the Main Office as soon as possible. Change of address requires a copy of a lease or deed and a Con Ed bill. Change of telephone number requires a recent telephone bill.

COLLEGE & CAREER CENTER

The College and Career Center located in Room C141 is available to all students who wish to conduct research and investigation into all aspects of their college and career planning. The center contains many valuable resources such as books, handouts, pamphlets, bulletins, videos, CD's, scholarship and financial aid information, college and university catalogs, summer program information, standardized exams and test prep information, NCAA eligibility information and much more. The College and Career Center serves as the meeting place for our Colleges and Schools Visitation Program. It also hosts career and college presentations, workshops, seminars and other meetings.

Students must adhere to the following procedures, except during lunch and study halls, when meeting with college representatives in the College and Career Center:

1. Students must have a pass from their guidance counselor.
2. Students must complete the sign-up sheet in their house guidance office.
3. Students are responsible for obtaining their teacher's permission, in advance, to attend the conference.
4. Students must make up all missed class work.
5. Students must complete the College/School Visitation Pass, and obtain all signatures.
6. Students must sign the attendance sheet at the college/school conference.

DISCIPLINE

The Administration of White Plains High School affirms its belief and support of an orderly educational environment encouraging pupils to be self-disciplined and respectful to all members of the school community. Students whose efforts, attitude, or behavior do not meet reasonable standards expected of a pupil at White Plains High School may be directed by the teacher to remain after school for extra help, counseling, or discipline. Pupils directed to remain after school are to be informed by the teacher at least one full day in advance. The deliberate failure, by a student, to report for an assigned after school appointment will result in appropriate disciplinary action. Depending on the nature of the violation, it is the Board's intent that a student's discipline be progressive, and if appropriate, that a student's first violation merit a lighter penalty than subsequent violations. It is also the Board's intent that a staff member takes into account all relevant factors in determining an appropriate penalty including the possession of 504 Plan and Individualized Educational Plans (IEP).

DISCIPLINE CODE

- I. A student may be suspended from school or subjected to other disciplinary action when the student:
 - A. Engages in conduct which is:
 1. Disorderly, reckless or potentially dangerous
 - a) Making unreasonable noise
 - b) Obstructing vehicular or pedestrian traffic
 - c) Using abusive or obscene language or gestures (including ethnic slurs)
 - d) Fighting or engaging in violent behavior
 - e) Creating a hazardous or physically offensive condition
 - f) Threatening or intimidating others
 - g) Engaging in gang-related activities

2. Insubordinate, i.e., failing to comply with the lawful directions of any member of the school community in the performance of his /her duties.
- B. Endangers the safety, health or welfare of others by an act, including but not limited to:
- a) Gambling
 - b) Smoking
 - c) Engaging in lewd behavior
 - d) Stealing
 - e) Hazing
 - f) Initiating a false report warning of fire, bomb threat, or other catastrophe, including any misuse of 911.
 - g) Selling, using or possessing obscene materials
 - h) Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;
- C. Engages in conduct which violates Board and High School rules and regulations for the maintenance of public order on school property
Any potentially/dangerous activities, including but not limited to:
- a) Skateboarding;
 - b) Hitting golf balls;
 - c) Operating any unlicensed Vehicle; or
 - d) Rollerblading
 - e) Selling, using or possessing weapons, fireworks, or other dangerous instruments or contraband.
- D. Engages in any of the following forms of academic misconduct:
1. Tardiness, missing or leaving school or class without parental permission

2. Cheating, including but not limited to:
 - a) Copying
 - b) Using unauthorized help sheets
 - c) Illegally obtaining tests in advance
 - d) Plagiarism
 - e) Unauthorized use of Electronic Devices
- E. Computer Network Violations
 1. Accessing e-mail, chat rooms, games, peer to peer networks, and viewing obscene material
 2. Using printer without permission
 3. Tampering/Vandalism
 - a) Tampering with or damaging the server or its components
 - b) Uploading computer viruses, etc

II. Permissible Disciplinary Actions

- A. The range of actions that may be imposed for violations of the Student Discipline Code includes the following:
 1. Verbal or written warning
 2. Verbal/Written notification to parents
 3. Counseling with the appropriate services
 4. Detention
 5. Suspension from any of the following:
 - a) Transportation
 - b) Athletic participation
 - c) Social or co-curricular activities
 - d) Any other privileges
 6. Exclusion from a particular class event
 7. After-School Detention
 8. In-House Detention
 10. Principal's Hearing
 11. Probation
 12. Superintendent's Hearing

Depending on the nature of the violation, it is the Board's intent that a student's discipline be progressive, and if appropriate, that a student's first violation should merit a

lighter penalty than subsequent violations. It is also the Board's intent that a staff member takes into account all relevant factors in determining an appropriate penalty.

III. Initiating of a Student Disciplinary Proceeding:

- A. Any teacher, administrator, board member, parent or other person may report a violation of the Student Disciplinary Code to the principal (or designee). The principal will then make an investigation of the charges and institute an informal or disciplinary proceeding.
- B. An Administrator may order In-School Detention for up to two days without first referring the case to the principal. The Administrator must give the student notice of the reasons for the detention and opportunity to discuss the facts.
- C. The Board of Education, pursuant to Education Law #3214, recognizes the student's right to an appeal before a suspension in excess of five days and a Superintendent's Hearing is imposed. The board also recognizes the student's right to appeal to the Board of Education any penalty that is imposed by the Superintendent.

DRESS CODE

Students

All students are expected to dress appropriately for school and school-sponsored functions. The district believes that to do otherwise is a distraction and takes away from the learning process. **It is the responsibility of both parents and students to ensure that the student's dress (including jewelry) is safe and appropriate, and does not materially and immediately disrupt or interfere with the educational process. A student should:**

- Not wear items that are vulgar, obscene, libelous, or denigrate others.

- Not wear items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Make sure that underwear is completely covered with outer clothing.
- Not wear low-riding pants that expose underwear and/or the upper part of the buttocks.
- Not wear head coverings except for a medical or religious purpose.
- **Not wear suggestive or revealing garments** such as, but not limited to; tank tops, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff tops, see-through garments, nor shorts, skirts, and dresses of inappropriate length.

While these garments are inappropriate for wear during the school day, some might be appropriate attire at school dances and proms.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending items and, if necessary or practical, replacing it with an acceptable item. Students who refuse to modify their dress or who repeatedly fail to comply with the dress code shall be subject to disciplinary actions, which may include requesting the parents to pick up their child or bring appropriate attire.

FIELD TRIPS

It is policy of the school to furnish supervision for school groups leaving school grounds. The high school makes all transportation arrangements. The administration does not sanction students or staff to drive cars and/or transport other students to and from any off-campus event planned and/or sponsored by the high school. Students must return home with the group they left with, unless they present to the faculty member in charge the completed

Transportation Release Form, which can be obtained in the Students Activities Office, C101. Students may have to pay their own transportation expenses on field trips and must secure from the teacher a “Trip Waiver” which is taken home for the signature of a parent or guardian and returned. Students are responsible for completing all missed, written assignments. Students are reminded that they must adhere to all school rules and regulations while on school trips. A mandatory parent meeting may be required for all overnight trips. A luggage search will be conducted for all overnight trips.

FREE/REDUCED LUNCH PROGRAM

Applications are mailed to each family during the summer with other opening of school information. Completed applications are returned to the House Office. Once approved, applications are forwarded to Food Services (Staff Development Center). The following are basic procedures for students who qualify for free/reduced lunch:

1. ID Card authorizes the student to get free/reduced lunch. This card is not transferable and must be presented when receiving lunch.
2. If student fails to bring or loses their ID Card, student is issued a voucher for a peanut butter jelly lunch.

GRADES AND GRADING

Progress reports are sent five weeks into each quarter. Report cards are issued four times a year at the end of each marking period. White Plains High School uses letter grades, which represent the following percentages:

A+	(99)	97 – 100	C+	(78)	77 - 79
A	(95)	93 – 96	C	(75)	73 - 76
A-	(91)	90 – 92	C-	(71)	70 - 72
B+	(88)	87 – 89	D+	(68)	67 - 69
B	(85)	83 – 86	D	(65)	65 - 66
B-	(81)	80 – 82	F	Numerical Grade Below 65	

Note that grades below 65 are numerical. Also, grades issued in Honors and Advanced Placement courses carry a 1.3 multiplier where class rank is determined. See course catalog for further information.

GUIDANCE

North House	South House
Mrs. King..... 422-2147	Ms. Day..... 422-2167
Ms. Csikortos.... 422-2148	Mrs. Holloway... 422-2163
Mr. Cafaro..... 422-2149	Mr. Mathews..... 422-2168
Mr. Silverman... 422-2150	Mrs. Pollard..... 422-2164
	Ms. Martas.....422- 2175

HALL RULES

Students are not permitted in the halls without a pass while classes are in session, nor are they permitted in any area of the building without staff supervision. Students who are not involved in after school activities or detention must leave the building and grounds. Students remaining for after school activities must be under the direct supervision of an advisor, teacher or coach. Students found in the building after school who are not supervised will be asked to leave the building, and may be disciplined.

HAZING

The practice of hazing or initiating students new to White Plains High School is **FORBIDDEN**. Any pupil who violates the spirit or the content of this rule will be subject to serious disciplinary action up to and including a Superintendent's Hearing.

HEALTH SERVICES

Health Room 422-2231

New York State mandates policies regarding immunizations and tuberculin testing which are required prior to a child being admitted to school. More specific

information can be obtained by contacting the school nurse or the Office of Medical and Health Services, 422-2011.

State Education Law requires a physical examination for students entering the 10th grade and for new entrants to the school district. If certification of an examination, within that school year, is not submitted for a student whose exam is mandated, the student will be examined by a school physician sometime during the school year. Parents/Guardians will be notified by mail if we have not received a copy of their current exam. An appointment will be scheduled with the school physician, unless we are notified otherwise. Annually, the school nurse gives a hearing test to every 10th grade student. The school nurse performs a vision test, a scoliosis screening, and weighs and measures every student under the age of 16. All phases of the health appraisal are important, and students are asked to promptly keep their appointments in the health room.

Requests for the administration of any type of medication must be made with the school nurse. An Administration of Medication Form must be signed by a parent/guardian and the prescribing physician. Parent/Guardian must deliver all medication in the original container to the school nurse. Students may not carry medications on their persons, with the exception of inhalers and certain other medications, as determined in consultation with the school nurse.

Parents/Guardians are requested to notify the school if their child develops a contagious disease/illness and/or injury. A physician's note is required when the child returns to school.

A student who becomes ill during the school day may be excused by the classroom teacher and given a pass to the school nurse. If the nurse feels the student should go home, the nurse will contact a parent/guardian by telephone. It is the policy of White Plains High School to dismiss a student during the school day only with the knowledge and consent of a parent/guardian or emergency contact.

The White Plains Board of Education requires a physical examination prior to participation in interscholastic sports. This exam may be performed by the student's own physician or by a school physician. Private physician exams must be submitted on district-approved forms. These exams are valid for 12 consecutive months. Student health information is confidential and will not be shared with others unless it is absolutely necessary for the safety and well-being of the child.

HONOR ROLL

The following criteria have been established for students to have their names placed on the Honor Roll:

High Honor Roll; 93% average, No grades below 65, No incompletes

Honor Roll; 83% average, No grades below 65, No incompletes

Requirement for Honor/Advanced Placement Classes including research classes

Students who are in Honor/Advanced Placement classes must have a final average of a B or above. If the grade is below a B the student will not be allowed to remain in the Honors level and will automatically be placed in Regents level.

HOUSE SERVICES

White Plains High School is divided into two Houses, North and South. Each House functions as a smaller high school, providing essential services and opportunities. Administration, counseling, secretarial, and health services are among those based in each House. Each House Administrator (two in each House) is responsible for approximately half of the students in the House. The House Administrator coordinates the various services of the House and consults daily with the teaching staff, counselors, and parents. In addition, he/she works with various other student activities and is responsible for

administering discipline and over-seeing student attendance. Despite the house arrangement, any administrator may address issues regarding any student in the school, as necessary.

ID CARDS

Each fall, all students will receive a Student ID Card. **Students are to have their ID CARD in their possession at all times.** Cards are used for identification, reduced lunch, out to lunch privileges, early dismissal, late arrival, and library usage. **ID Cards are also used for admission to all “student only” events.** Once you enter a school sponsored event, such as a dance, Junior Semi Formal, Senior Prom, etc. you **can not** leave the function and return. Once you leave the function you will not be readmitted. Students who lose their ID card will be required to replace it. Duplicate cards are available through the students House Office.

1. The ID Card authorizes the student to get free/reduced lunch. This card is not transferable and must be presented when receiving lunch.
2. If a student fails to bring or loses his/her ID Card, that student is issued a voucher for a peanut butter jelly lunch.
3. A Replacement picture ID card must be requested through the Students House Office at lunch time.

LATENESS TO CLASS

Students are considered to be tardy if they enter first period after the second bell. Lateness up to two minutes will result in After-School Detention or teacher imposed consequence. Students late to any class more than two minutes without a valid pass will be assigned to the Detention Room for the period and an absence will be noted for course credit purposes. **An Administrator may discipline students who are more than ten minutes late. See ATTENDANCE for further information.**

LIBRARY/MEDIA CENTER

The Library/Media Center offers a wealth of research and reading materials for class and individual use. Two computer labs are also located within the Library/Media Center. A variety of equipment, including DVD/VCR players, laptop computers, cameras, and portable projectors, is available for classroom use. Students may use the library as a study hall site when they have quiet work or research to do. They may also work there during lunch and before and after school. Daily hours of operation are from 7:30 a.m. to 5:00 p.m. Guidelines for the use of the Media Center during study halls will be distributed during the first week of school.

LOCKERS

Lockers are provided for the storage of outer garments, books, and materials and are the property of the school. Lockers must be kept locked. **Money and valuable possessions should not be stored in them.** Students **must not** share lockers, give others their combination, or take lockers of friends who may have left the school. We strongly advise purchasing a second lock for additional security. If it is necessary to bring valuables to school, they should be left in the House Offices. The school is not responsible for money, jewelry, radios, walkmans, beepers, cellular phones, cameras, and other valuables, which are at high risk for theft.

- Damaged or inoperative lockers should be reported to Mrs. Mallary in the Main Office. Students will fill out a Locker Repair Request. **Remove all items until the locker has been repaired.**
- The Physical Education staff assigns gym lockers. Please place your clothes in the locker. Students should use only her/his assigned locker. **Do not store money, cell phones or valuable possessions in the locker.**

Damaged or inoperative lockers must be reported to the Physical Education Office.

- Stickers are not permitted to be placed inside or outside hall and gym lockers.
- All lockers must be totally cleaned out at the end of the school year. **The Administration is not responsible for any items left in any lockers and discourages sharing of lockers.**

The Administration reserves the right to search lockers and remove anything that is illegal or detrimental to students and staff.

LOST AND FOUND

Items recovered are first turned into the North House Office, South House Office, the Main Office, or Physical Education Office. Students assume sole responsibility for valuables and personal possessions brought to school.

LUNCH PRIVILEGES

Sophomores, Juniors, and Seniors

To leave campus for lunch, the following criteria must be met:

- Juniors/Seniors must have an Out-To-Lunch Permission Form signed by their parent or guardian on file with their House Office and approved by their house administrator.
- Juniors/Seniors must show ID Card with appropriate color-coded validation (adhered to the back) when requested by staff and security.
- Sophomores must meet academic eligibility requirements to receive this privilege for **SECOND SEMESTER ONLY**.
- **Freshmen CAN NOT leave campus and CAN NOT have Out-To-Lunch privileges.**

Out-To-Lunch Permission Cards are filed in each House Office. Seniors will have a color-coded validation for extended out-to-lunch privileges. Out to lunch means that students leave campus and go down town. No student is

permitted to loiter in the neighborhood or trespass on our neighbors' property.

NONDISCRIMINATION POLICIES

In compliance with Section 504 of the Rehabilitation Act, with Title IX and with Title II of the Americans with Disabilities Act, the White Plains School District does not discriminate on the basis of disabling condition or gender in its educational programs, activities or employee practices. These policies of nondiscrimination include the following areas: recruitment and employment of personnel, employment pay and benefits, access by students to educational programs, course offerings and student activities.

Individuals who need auxiliary aids for effective communication or a reasonable modification to participate and benefit equally from programs and services are invited to make their needs and preferences known to the ADA Compliance Coordinator. Parents are to make such requests no later than two weeks prior to the event. The district official responsible for these compliance issues is the Assistant Superintendent for Pupil Services, who may be reached at 422-2039.

OVERNIGHT TRIPS

School rules are in effect on all school sponsored overnight trips. School staff sponsoring trips may designate other stipulations. The parent/guardian and student must sign trip consent forms and may be required to attend a mandatory parents meeting prior to the overnight trip. All luggage will be inspected by an administrator prior to departure. Students are not allowed to bring bottled beverages on an overnight trip. The trip advisor, if deemed necessary, will send home, after notifying parent/guardian, any student who violates the rules. It is the parent/guardian's responsibility to arrange for their son/daughter's transportation home at their expense. Should a student

violate any law, which necessitates arrest and/or incarceration, the parent will be notified by a school official and required to deal with the authorities. Any medical expenses incurred by the student while on the overnight trip are the responsibility of the parent/guardian. Male and female students are not permitted to be in each others rooms or cohabit.

PARKING/TRAFFIC REGULATIONS

Parking privileges will be for JUNIORS and SENIORS only. Students may park only in the North House parking lot. Improper parking, such as designated fire lanes, handicapped parking, wrong areas, blocking roadways, straddling lines, and backing into spaces, is prohibited. Violators will be subject to loss of parking privileges. Each student who drives a car to school must register his/her car **PRIOR** to parking on campus every school year (**including the first day of school**). The Permit Tag must be placed on the rear view mirror in the car. Tags may be obtained in the House Offices. Campus speed shall not be in excess of **15 MPH**. Cars must be driven so as to provide maximum protection and safety to other people and their property.

- Cars must be locked at all times.
 - No student is to loiter in a car while on school property.
- Students who violate the rules pertaining to parking will have their privileges suspended for a minimum of ONE MONTH. Repeated violations will result in permanent loss of parking privileges and suspension from school.**

PASSES

Students need a pass to move about the building during class time. The most commonly used pass is the Hall Pass (to House Administrators, nurses, social workers, and school psychologists), and the Guidance Appointment Slip. Each pass must be on the school issued pass form, written in ink indication the student's name, date, time, and

destination; a staff member must sign it. The student must show the pass to any staff member upon request.

PLAGIARISM

Academic Integrity, the honest production and presentation of a work product, is one of the primary values of White Plains High School. As such it is the purpose of this policy to instruct students as to both acceptable as well as unacceptable behaviors in the production and presentation of their work.

Definitions

- Academic Integrity: the honest production and presentation of student work product.
- Academic Misconduct: engaging or assisting another in plagiarism, cheating, forgery, the altering of records, the misuse of computers, software, the internet/intranet accounts, hacking or other destructive acts that damage and/or compromise the network.
(See Code of Conduct).
- Plagiarism: taking ideas or writings, in whole or in part, and presenting them, as one's own. This applies to words or ideas taken without proper acknowledgement from any published source, from any Internet site, or from another student.
- Cheating: engaging or assisting another in deliberate actions with the goal of achieving an unfair advantage.

Acceptable Behavior

1. Discussing the assignment with others for clarification
2. Discussing ideas and details in a literary work for understanding
3. Participating in classroom or teacher directed activities pertaining to the writing process: prewriting, drafting, revising, peer editing

Unacceptable Behavior

1. Plagiarizing

2. Surrendering one's paper ,notes, or computer work to another student to use without ensuring that the use will be consistent with the provisions of this policy
3. Knowingly allowing another student to plagiarize one's work
4. Using sources not properly cited
5. Submitting in whole or in part an assignment written for another course

Penalties for Plagiarism

It will be presumed that any one who either submits plagiarized work or who in violation of this policy allows their work to be used by another, has done so with the intent to deceive. As such, the penalties will be as follows:

- I. For A First Offense:
 - A. The student will receive a grade of zero for the assignment.
 - B. At the discretion of the teacher, the student may be required to meet with the subject area coordinator. Parents will be notified as to the outcomes of this meeting.
 - C. A record of the offense will be noted on the Student's application for induction into any honor society.
 - D. A record of the offense will be kept in the Subject coordinator's file, but will not appear in the student's permanent file

- II. For Any Subsequent Offense:
 - A. The student will receive a grade of zero for the assignment.
 - B. The student's parents will be informed of the plagiarism.
 - C. The student and his/her parents will meet with the subject area coordinator and administrator.
 - D. Continuance in any special program (Honors, AP, Authentic Research, etc.) may be placed in jeopardy.

- E. The student will not be eligible for acceptance into any honor society. If already a member of any honor society, the advisor will be notified for possible action.
- F. A record of the offense will be kept in both the subject area coordinator's file as well as in the student's permanent file.
- G. The student will be subject to internal detention.

A student may appeal the penalties to the Committee on Academic Integrity within three school days of the decision and the decision of the committee will be shared with the high school principal.

PUBLIC CONDUCT & SCHOOL PROPERTY

In accordance with the Education Law #2801, the Board adopts the following regulations to maintain public order on school property:

Prohibited Conduct

The Board of Education prohibits the following conduct/acts on school property by students, teachers, staff members, licensees and/or visitors:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to or destruction of property.
4. The willful disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry into any school building or on any portion of school grounds unless such entry is made in connection with official business with the district or to attend an authorized activity or function.
6. The willful interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property.

8. The possession and/or use of a weapon or any object that can be considered a weapon on school property.
9. The violation of any federal, state, local laws and/or Board policy.
10. The refusal or failure of any person to act as directed by a school official in the performance of his/her duties.
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent or Designee.

Enforcement and Penalties

Any violation of the above shall be reported immediately to the principal or designee who will investigate the case thoroughly and make a written report to the Superintendent. The Principal and/or Superintendent's actions will include, but will not be limited to the following options:

1. Violators will be reprimanded.
2. Violators will be ordered to leave the school property immediately.
3. Violators will be suspended from their classes and/or positions following due process.
4. Violators may be subject to arrest and ejection by public law enforcement officials. Furthermore, violators may be subject to civil or criminal prosecution under pertinent federal, state, or local laws.

SCHEDULE CHANGE POLICY

It is the policy of White Plains High School to ensure that each student is enrolled in courses that challenge and encourage them to work at the highest level of their ability. Since schedules are planned based on student course selections and budget, students are expected to remain in all courses in which they are scheduled.

In the event of extenuating circumstances, *for any courses other than Honors or Advanced Placement*, a student/parent may initiate a request for a course withdrawal after five (5) days from the beginning of the

course but no later than: October 15 for a 1st semester or yearlong course; March 15 for a 2nd semester course. Beginning October 1st, Completion of a Schedule Change Form is required.

Course withdrawals approved after the dates listed above will be noted as a withdrawal on student's record and transcript.

Level changes (course changes that remain within a department, such as moving from English 1H to English 1R) must be approved by the coordinator of the department. The original course will not appear on the student's transcript.

Lateral changes (changes from one section of a course to another section of the same course) are not permitted without documented extenuating circumstances.

Special Notes Regarding Honors and AP Classes

Admission to Honors and Advanced Placement (AP) courses is by application. Details concerning the application process may be found in the Honors Application Booklet.

Any student currently enrolled in an Honors or AP class must achieve a final course grade of at least a 'B' in order to remain in the Honors sequence for that course.

Schedule Change Policy for Honors and AP Courses

Students enrolled in Honors and AP courses must remain in those courses for a minimum of five weeks unless there are documented extenuating circumstances. After this period, but prior to the beginning of the 2nd Quarter, the student may drop an Honors or AP Course, but only with the unanimous approval of the Teacher, Guidance Counselor and Subject Coordinator.

Advanced Placement Courses

Advanced Placement courses are high school courses for which students may earn college credits. Students in AP courses must pay and take the AP examination administered in May in order to receive the weighted final average. Financial assistance is available, by application, for those who are unable to pay the testing fee. The Educational Testing Service grades all AP Tests. Students who achieve a particular score on an examination may be awarded advanced college credit(s) by their college/university and may be recognized for their achievements by The College Board.

SCHOOL CLOSINGS OR DELAYED OPENINGS

If school is to be closed or opening delayed because of inclement weather, announcements will be broadcast by 7 a.m. over the following radio and TV stations: WFAS (1230AM, 103.9FM), WCBS (880AM), WINS, WHUD, WNYW (TV Channel 5), and WRNN (News 12 Westchester).

SENIOR INFORMATION

Student Obligations

A record of all student obligations is maintained. This includes, but not limited to PM detentions, lost books, Library/Media Center fines, test fees, lost/damaged athletic equipment, replacement ID fines, etc. These obligations should be dealt with as soon as they incur. Failure to do so will result in parental contact/conference, denial of cap and gown, graduation tickets, etc.

Scholarships

The senior year is a busy one in planning and making important decisions for your educational and vocational future. All seniors should completely familiarize themselves with all scholarships offered at the high school,

community, and outside organizations. Meet with your Guidance Counselor to review all options related to college. **Submit a résumé including all school and outside activities by the end of December to both your counselor and Mrs. Dalto, Coordinator of Student Activities in C101.**

SEXUAL HARASSMENT

The Board of Education recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, from peers, as well as adults. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or tolerance of, such conduct is made either explicitly or implicitly a term of condition, participation, or rejection from any school district activity; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance of participation in an educational or co-curricular activity, creating an intimidating, hostile or offensive learning environment.

Any student who believes he/she has been the subject of sexual harassment should report the alleged misconduct immediately to their House Administrator, school counselor, social worker or psychologist. Based on the results of an investigation of a formal complaint, appropriate disciplinary measures up to and including suspension or expulsion from school, or termination of the offender's employment will be applied in accordance with contractual and legal guidelines.

STUDENT ACTIVITIES

There is a wide range of co-curricular activities available for a WPHS student. The publication, "**Tiger 'tivities**" states the purpose of each organization. Students can obtain

information regarding these activities from the Student Activities Office. Any student who is considering running for office must contact Mrs. Dalto, Student Activities Coordinator, early in the school year to learn about the criteria one must meet in order to run for office.

2009-2010 Clubs and Co-Curricular Activities

Academic Challenge	Latin Club
Advocates for the Earth	Latino Advancement Coalition
Asian Club	Math Team
Authentic Research	Midnight Run
Black Awareness Club	Martial Arts Club
Class Government	
Concerned Students	Model UN
Dance Club	National Art Honor Society
D.A.R.E.	National Honor Society
Film Club	NYS Youth & Government
French Club	<i>The Oracle</i>
Future Educator of America	<i>The Orange</i>
Gay & Straight Alliance	Photography Club
G.O. General Organization	<i>The ROAR</i>
German Club	SDS
Human Rights Coalition	S.E.E.D.
International Club	Songwriters Club
Irish Cultural Club	Spanish Club
Italian Club	S.A.D.D.
Jazz Band	S.T.A.R.S.
J.E.T.S.	Student Volunteers
Key Club	White Plains Theater

2009 – 2010 General Organization Officers

President	Christopher Rivera
Vice President	Idelie Castro
Corresponding Secretary	Sean Mc Gee
Recording Secretary	Rachel Benjamin
Treasurer	Lucy Schwartz

STUDENT GOVERNMENT

The G.O. cabinet and Senate are the official representative bodies of the WPHS students. They are responsible for coordinating activities, promoting school spirit and serving as the student government of WPHS. Meetings are open to **all students** and are held on the first and third **Thursdays each month in room G121-122.** All students running for G.O. or class officer positions must meet ALL of the following requirements:

- A. Have some experience/involvement in student government and/ or school activities, (sports, clubs, etc.), and must have attended three (3) G.O. or class meetings within that school year.
- B. Attend an orientation meeting prior to campaigning.
- C. Pass a review process conducted by the G.O. Advisor concerning character, academic eligibility and school attendance.
- D. Participate in an interview with the G.O. Election Committee and either the G.O. or class advisor to demonstrate knowledge and skills of the power and duties of the office for which he/she is running.

2009-2010 ATHLETIC ACTIVITIES

FALL

Cross Country (M & W)
Field Hockey (Women)
Football
Soccer (Men)
Swimming & Diving (Women)
Tennis (Women)
Volleyball (Women)
Soccer (Women)

WINTER

Basketball (M & W)
Ice Hockey
Swimming & Diving (M)
Track (Indoor – Men)
Track (Indoor – Women)
Wrestling

SPRING

Baseball	Softball
Golf (Coed)	Tennis (Men)
Lacrosse (Men & Women)	Track (Outdoor – Men)
Track (Outdoor – Women)	

STUDENT CAFETERIA

The “H” Cafeteria will be used as a senior/junior study hall area. Except for lunchtime, the “H” Cafeteria will only be open to seniors and juniors.

STUDY HALL

Students will be assigned to grade specific Study Halls. Study Hall guidelines will be reviewed with the students by the administration twice a year at grade meetings.

SUMMER SCHOOL

Summer school is operated for six weeks. Summer school classes must be approved in advance by the student’s counselor. The student’s House Administrator will determine eligibility regarding student’s attendance.

THEFT

Students are responsible for their own belongings and are encouraged not to bring valuable items to school. If they choose to do so, students must keep any valuables (such as cell phones, jewelry, cash, etc.) on their person or properly locked in a secure location. The school district has limited responsibility to investigate the loss or theft of any valuable items that were not properly secured.

TELEPHONE

Students are only permitted to use their cell phones, during lunch or passing time between classes. Cell phones, PDA, or other communication devices may not be in use in class at any time. If requested the item must be surrendered to the teacher, security staff or administrator. No telephone

messages will be given to students during class time except for emergencies.

VIOLENCE

Maintenance of a safe environment is integral to the health and welfare of students and their educational development. Acts by one or more individuals toward another person, which jeopardizes a person's physical health or welfare, will not be tolerated. Serious school disciplinary action up to and including a Superintendent's Hearing for a possible alternative placement, and/or referral to the police will result. Any student(s) contributing to the escalation of any volatile situation or preventing staff from performing their duty in these incidents will be subject to serious disciplinary action.

VISITORS

All Visitors to school must sign in and show ID at the Main entrance or North House entrance to obtain a visitor's pass from the Security Guard in accordance with the provisions of the New York State Education Law. A Visitor's I.D. Badge will be issued and must be worn at all times while a visitor is in the building. Visitors should sign out and return their visitor badges to the security guard before leaving and should exit using the same door through which they entered. Listed below are the entrances, which are available to visitors.

- North House near Student Parking Lot
- Main Entrance off North Street

It is recommended that former WPHS students call their House Administrator before they come to visit the school. Former WPHS students must follow the sign in procedures before proceeding to their previous House Administrator for further validation.

WORKING PERMITS

Any student under 18 years of age who desires to work during the school year must obtain an “Application for Employment Certificate”. Applications are available in the Main Office.

The following documentation must be submitted:

- **Completed application**
- **Proof of birth and social security card**
- **Physical fitness certification authorized by a family doctor, or if a recent physical is on file, by the school nurse.**

Working permits will be distributed to students at **lunchtime only, two days after applying**. Students can talk to the Youth Employment representative concerning job opportunities at lunch in “H Cafeteria”.

DISCLAIMER: All rules and regulations are subject to change and will follow subsequent rules set by the District’s adoption of its District-Wide Code of Conduct dated July 1, 2003.

http://www.whiteplainspublicschools.org/411212372711250/lib/411212372711250/Code_of_Conduct_2004.p