

# WHITE PLAINS HIGH SCHOOL

The mission of the White Plains City School District is to educate and inspire all students, while nurturing their dreams, so they learn continually, think critically, pursue their aspirations and contribute to a diverse and dynamic world.

STUDENT HANDBOOK 2018-2019

**Ellen Doherty, Principal**

John Orcutt, Assistant Principal

Raegan Figueroa, Assistant Principal

Sara Hall, Assistant Principal, Guidance Services

Will Dixon, South House Administrator

Jessica Rappaport, South House Administrator

Mark Russo, North House Administrator

Khali Murrell, North House Administrator

Matthew Cameron, Director of Athletics

Gaetano Vitiello, Administrator of HBI, Superintendent's Hearings and HS Student Activities

550 North Street  
White Plains, New York  
422-2182

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight.

Printed on recyclable paper 

Dear Students:

On behalf of the faculty and staff, we welcome you to the 2018-2019 school year. You will have many opportunities to succeed and grow here in the areas of academics, co-curriculars, interscholastics, athletics, and community service.

The purpose of any school is to create a learning environment in which you are safe, cared for and given opportunities to succeed. Your responsibility as a member of our school community is to attend your classes, abide by our code of conduct and ask for assistance when you need it. You will need to collaborate with and learn alongside your classmates who will share many of your experiences but will also offer you the opportunity to learn from others whose experiences are different than yours. We respect each other's differences here- we expect you to treat others with kindness and respect- always. Your participation in school activities and events is 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 doing the right thing.

The information and rules in this handbook are written for you. A careful review of these rules will help make your years at the high school pleasant, meaningful and productive. If you have any questions or concerns we are here to assist you.

The following pages describe many of the opportunities and privileges, available to you and the responsibilities that come along with them. Keep this planning guide, read through it, and refer to it often.

Have a fantastic school year!  
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 - 9:35

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

## **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.

## **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**

*The Code of Conduct has been updated in a number of minor ways; however, the principal changes to the Code are to insure compliance with the Dignity for All Students Act. The White Plains School District is committed to providing an educational and working environment that promotes respect, dignity and equality. The school district recognizes that discrimination, harassment, hazing and/or bullying are detrimental to student learning and achievement. To this end, the school district condemns and strictly prohibits all forms of discrimination, harassment, hazing and/or bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Please refer to the district webpage for the complete Code of 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 and respectful 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 schedule.** Students with Early Dismissal may leave the building and grounds when their scheduled day is complete.
3. **Late entry** students must have the proper Late Entry Validation on their schedule and enter the building at the appropriate time.
4. Students remaining in the building after 2:35 p.m. must be under the supervision of a staff member.
5. Students must dress appropriately for school, as outlined in the Code of Conduct. **Administrators may request a student to change clothing to more appropriate attire as per the Code of Conduct.** Students are not permitted to go barefoot.
6. Clothing with indecent or offensive pictures, language, or representing secret/illegal organizations is prohibited.

7. Gang or gang like items, colors, or beads will not be permitted. Students wearing them may be asked to remove them or replace them.
8. Cell phones, Smart phones, PDAs, radios, CD/tape players, walkman, iPods, portable computer games, and/or similar devices **are not allowed during instructional time unless directed by a teacher**, 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.
9. **Cellular phones must be turned off and put away during class time, in restrooms, or in changing areas during the school day.** 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.
10. Laser pointing devices are not allowed on campus. These items will be confiscated.
11. Gambling and card playing are not allowed.
12. Students are not permitted to bring water guns or water balloons to school or engage in water fights. Snowball throwing is prohibited.
13. 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.**
14. 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.**
15. All students are assigned and expected to attend the specified study hall and follow all rules and regulations.
16. Students must obtain a pass from a staff member when moving through the halls during class time and should proceed directly to their destination. This pass must be presented when requested by any staff member.

17. Students are expected to behave properly in all-day Detention. Failure to do so will result in an Out-of-School Suspension.
18. Chronic offenders of the tardiness regulations will face serious disciplinary action (e.g. parent conference, probation, Principal's Hearing) and revocation of privileges.
19. Students must carry their class schedules.
20. Students are expected to place all trash in trash bins.
21. Students who demonstrate unacceptable behavior during lunch will lose their right to socialize during lunch for a designated period of time.
22. Students involved in **fighting on** one of our **buses**, any time, on a school trip or during an activity sponsored by the school on or off campus will be subject to **suspension**.
23. 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**.
24. 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.
25. 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 Administrator.
26. Fraternities, sororities, and other similar organizations are prohibited by the Board of Education.
27. 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:**

- a. 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 will result in disciplinary consequences.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Parents must report the corrected information to the Family Information Center 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 the parent to log into the portal to make the change.

### **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 referred to their House Administrator.

### **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;
  - i) Cyber bullying
- 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;
  - d) Rollerblading

- e) Selling, using or possessing:
  - i. weapons,
  - ii. fireworks, or other dangerous instruments
  - iii. 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. PERMISSABLE 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
9. Principal's Hearing
10. Probation
11. 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 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).

### 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. 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 each students' 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 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, or 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 from their lockers, House offices, or by requesting a parent to pick up their child or bring appropriate attire. **Students who refuse to modify their dress or who repeatedly fail to comply with the dress code shall be subject to disciplinary actions.**

#### **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. Students may have to pay their own transportation expenses on field trips. 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).

### **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. 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

Ms. Diaz-Withers 422-2147	Ms. Day..... 422-2167
Ms. Csikortos.... 422-2148	Ms. Velasquez ... 422-2163
Mr. Cafaro..... 422-2149	Mrs. Pollard..... 422-2164
Ms. Harrison... 422-2150	Mr. Monteagudo...422-2168
Mr. Hirsch .....422-2232	Ms. Martas.....422- 2175
Ms. Little ...422-2427	

### 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 10<sup>th</sup> 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.

### **YOUR HOUSE ADMINISTRATOR**

The House Administrator 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 IDCARD in their possession at all times.** Cards are used for identification and library usage. Students who lose their ID card will be required to replace it. A quick-link is posted to our High School website. The link enables students to request online their student photo identification card.

### **LATENESSTO CLASS**

Students are considered to be **tardy** if they enter first period **after the second bell**. Lateness to two minutes may result in contact with a parent or guardian or administrative intervention.

## 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. The school is not responsible for money, jewelry, iPad, smart watches, cellular phones, cameras, and other valuables, which are at high risk for theft.

- Damaged or inoperative lockers should be reported to the students House Office. Students must fill out a Locker Repair Request. **Remove all items until the locker has been repaired.**
- The Physical Education staff assigns gym lockers for students to store their clothes during class. 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.**

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 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 schedule with appropriate validation when requested by staff and security.
- Sophomores must meet academic eligibility requirements to receive this privilege for SECOND SEMESTER ONLY.
- **Freshmen CANNOT leave campus and CANNOT have Out-To-Lunch privileges.**

Out-To-Lunch Permission Cards are filed in each House Office. Out to lunch means that students can leave campus. Students are not permitted to loiter in the neighborhood or trespass on our neighbors' property.

## 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 passes are 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 indicating 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.

### **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.

### **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 lost books, Library/Media Center fines, test fees, lost/damaged athletic equipment, etc. These obligations should be dealt with as soon as they incur. Failure to do so will result in parental contact/conference and 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. Visit the College and Career Center to pick up scholarship applications.

#### **Prom**

No guest over the age of 20 will be permitted to attend the Senior Prom or the Junior Semi Formal (Prom).

## 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 or 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 are 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 the Activities Administrator, early in the school year to learn about the criteria one must meet in order to run for office.



## **2018-2019 Clubs and Co-Curricular Activities**

Academic Challenge	Martial Arts
Advocates for the Earth	Math Team
Asian Club	Midnight Run
Black Awareness Club	National Art Honor Society
Class Governments	National Honor Society
Dream Team	<i>The Oracle</i>
French Club	<i>The Orange</i>
Gay-Straight Alliance	Orchestra
German Club	Ping- Pong
G.O. General Organization	<i>The ROAR</i>
Italian Club	Sci-Fi Club
Jazz Band	S.E.E.D.
J.E.T.S.	Songwriters Club
Key Club	Spanish Club
Latino Coalition	The STEP Team
Marching Band	Wonder Women
Mariachi Band	

## **2018-2019 General Organization Officers**

### **Co-Presidents**

Tanya Magana and Manuel Mateo-Saja

### **Co-Vice Presidents**

Ryan Grafman and Jackson Reynolds

### **Corresponding Secretary**

Elma Mrkulic

### **Recording Secretary**

Kathleen Ryan

### **Co-Treasurers**

Lauren Azrin and Adam Malev

## 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 the Media Center.** 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.

### **2018-2019 ATHLETIC ACTIVITIES**

#### **FALL**

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

#### **WINTER**

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

#### **SPRING**

Baseball (V/JV)  
Golf (Coed)

Softball  
Tennis (V/JV Men)

Lacrosse (V/JV Men)  
Lacrosse (V/JV Women)

Track (Outdoor – Men)  
Track (Outdoor -Women)

### **STUDENT CAFETERIA**

The "H" Cafeteria will be used as a junior/sophomore study hall area. Except for lunchtime, the "H" Cafeteria will only be open to juniors and sophomores.

### **SUMMER SCHOOL**

Summer school is operated for six weeks with a limited course offering. Summer school classes must be approved in advance by the student's counselor.

### **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. Electronic devices may not be in use in class at any time, unless directed by a teacher. If you must reach your child, including emergency situations, please call the child's respective House office.

## **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 jeopardize 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 or email their former teachers for appointments if they plan to visit during the school day.

## **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](http://www.whiteplainspublicschools.org/411212372711250/lib/411212372711250/Code_of_Conduct_2004.p)

## DISCIPLINE GUIDELINES (ADMINISTRATIVE)

This reference chart identifies selected infractions of school rules and regulations and the disciplinary action to be taken. For a comprehensive list, and descriptions of each, please refer to the Codes of Conduct. Special note: depending on the severity of the situation, the administration has the prerogative to exceed or reduce the following consequences.

### INFRACTION

#### **Cheating/Plagiarism**

### 1<sup>st</sup> OFFENSE (may include)

Receive zero; Parent contact;  
Conference with Dept. Coordinator

### SUBSEQUENT (may

include) 1 day internal  
detention

#### **Class Disruption**

(Educational Disruption)

P.M./lunch detention;  
In-school  
suspension/detention  
Parent contact

In-school suspension  
Out of school suspension  
Administrator's review

#### **Computer Violation**

Accessing email, chat rooms,  
using printer without  
permission; viewing obscene  
material or games.

House Administrator's Review  
Loss of Usage for a specified time

House Administrator's Review  
Loss of usage for the year

#### **Computer Tampering/ Vandalism**

Tampering with or damaging  
the server or its components,  
uploading viruses, etc.

House Administrator's Review

House Administrator's Review  
Parent contact  
In-school or out of school  
suspension

<b>Defiance</b>	Lunch/pm detention In-school suspension Parent Contact	Administrator's Review (may result in probation); Parent conference; In-school or out of school suspension
<b>Under the influence of Drugs or Alcohol possession</b>	In/Out of school suspension Referral to PPS; Police Contact; Parent Contact	Superintendent's Hearing including a 5-day suspension Administrator's review
<b>Firearms, weapons, fireworks</b>	Out of school suspension; Police Contact; Superintendents Hearing including a 5-Day suspension	Superintendent's Hearing including a 5-day suspension
<b>Drug &amp; Alcohol possession, Drug Paraphernalia, and/or Drug Distribution</b>	Parent contact; Referral to PPS Police contact Administrator's Review In-school or out of school suspension Superintendent Hearing including a 5-day suspension	Superintendent's Hearing including a 5-day suspension Police contact
<b>Extortion</b>	In-school or out of school suspension Parent Contact	Superintendent's Hearing including a 5-day suspension Parent Contact Administrator's review
<b>Fighting/assault/hazing</b>	Lunch/ detention; Parent contact In-school or out of school suspension Administrator's conference	In-school or out of school suspension; Parent contact Administrator's review

	Superintendent's Hearing including a 5-day suspension	Superintendent's Hearing including a 5-day suspension
<b>Gambling</b>	Lunch detention Confiscate gambling property	In-school or out of school suspension; Parent contact
<b>Harassment:</b> Physical, verbal or sexual	In-school or out of school suspension Parent contact; Police contact Administrator's review Superintendent's hearing including a 5-day suspension	Administrator's review Superintendent's Hearing including a 5-day suspension
<b>Laser Pointing Devices</b>	Confiscation; Parent contact Possible in-school or out of school suspension	In-school or out of school suspension; Parent contact
<b>Parking Lot Violation</b> (Including reckless driving)	Possible in-school or out of school suspension; Parent contact	In-school or out of school suspension; Extended parking suspension
<b>Violation of parking suspension</b>	Loss of Parking Privileges for 1-2 weeks	Possible permanent loss of parking privileges In-school or out of school suspension; Parent contact



<b>Profanity, obscenity, Abusive language</b>	Lunch detention House Administrator's review	In-school or out of school suspension; Parent contact
<b>Smoking</b>	Lunch detention Parent contact	In-school or out of school suspension; Parent contact Referral to Stu. Assist. Couns.
<b>Tardiness to school &amp; class</b>	Lunch detention Period detention (absence noted)	In-school or out of school suspension; Parent contact
<b>Theft</b>	In-school or out of school suspension Parent contact; Police contact Administrator's review	Administrator's review Superintendent's Hearing including a 5-day suspension Possible police contact
<b>Trespassing (WPHS student)</b>	In-school or out of school suspension Possible police contact	Administrator's review Police contact
<b>Truancy/cutting/ loitering</b>	Lunch/ detention In-school or out of school suspension	In-school or out of school suspension; Parent contact Administrator's review
<b>Vandalism/Graffiti</b>	In-school or out of school suspension Restitution	Administrator's review Superintendent's Hearing including a 5-day suspension and possible police contact