PARENT INFORMATION HANDBOOK

White Plains High School



2026-2027

WHITE PLAINS HIGH SCHOOL
550 North Street
White Plains, NY 10605
Tel: (914) 422-2182
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WHITE PLAINS HIGH SCHOOL
550 North Street
White Plains, New York, 10605
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www.whiteplainspublicschools.org

Mr. Emerly A. Martinez
Principal
Ms. Raegan Figueroa
Ms. Sara Hall
Mr. Gaetano Vitiello
Assistant Principals

Mr. Joseph Spero
Mr. Brandon Elezovic
East House Administrators

Mr. Mark Russo
Mr. Juan Herrera
North House Administrators

Mr. Brian Zambrzycki
Ms. Cesile Vega
South House Administrators

August 2026

Dear White Plains High School Families:

I hope your summer has been filled with equal parts meaningful work, relaxation and fun – a vine ripened tomato, an easy summer read, a beach, a roller coaster, a barbecue… The first day of school is just around the corner. Some of you will be new to the high school this year – others will be returning with renewed focus, new dreams, hopes and plans for the new school year.

I want to invite you, on behalf of all of our administrators, faculty and staff, to join us in making this a year of accomplishment, excitement and growth for your child. Please plan to join us at school events and parent workshops. Never hesitate to reach out to us with your questions or concerns. Let us know how we can make this a school where you feel welcome and where your voice is heard.

This Parent Information Handbook is provided for your information and assists you in understanding school resources and policies – I hope it is helpful to you.

I look forward to working with you on behalf of your child.

Respectfully,



Mr. Emerly A. Martinez
Principal

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Agosto 2026

Estimadas familias de los alumnos de la Escuela Secundaria de White Plains:

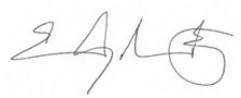
Espero que hayan tenido un verano lleno de trabajos positivos, momentos relajantes, buenas lecturas, playas, parques de diversiones y barbacoas… El primer día de clases está a la vuelta de la esquina. Este es un momento maravilloso para los estudiantes y sus familias. Algunos de ustedes son nuevos en esta escuela, otros están regresando con más enfoque y nuevas metas y planes para este nuevo año escolar.

Los invito, de parte de todos los administradores, nuestra facultad y personal, a unirse a nosotros en hacer de este año, un año de éxitos, emoción y crecimiento para sus hijos. Por favor prepárense para atender los eventos escolares y talleres para los padres. No duden en comunicarse con nosotros si tienen una pregunta o inquietud. Por favor háganos saber cómo podemos hacer esta escuela una escuela donde se sientan bienvenidos y su voz tenga importancia.

Este folleto informativo para los padres y acudientes es suministrado para asistirle en entender los recursos y políticas escolares. Espero sea de utilidad para usted.

Juntos podemos trabajar en beneficio de sus hijos.

Atentamente,



Mr. Emerly A. Martinez
Principal

Administration		
Principal	Emerly Martinez	422-2198
Assistant Principal	Raegan Figueroa	422-2240
Assistant Principal for Guidance Services 6-12	Sara Hall	422-3675
Assistant Principal	Guy Vitiello	422-2185
East House Office		
East House Office	LuzMarina Ramirez	422-2325
East House Attendance	Attendance	422-2289
Administrator for East House	Joseph Spero	422-2349
Administrator for East House	Brandon Elezovic	422-2343
North House Office		
North House Office	Sue Iannucci	422-2135
North House Attendance	Attendance	422-2140
Administrator for North House	Juan Herrera	422-2340
Administrator for North House	Mark Russo	422-2142
South House Office		
South House Office	Shonda Watkins	422-2154
South House Attendance	Attendance	422-2171
Administrator for South House	Cesilie Vega	422-2141
Administrator for South House	Brian Zambrzycki	422-2158
Coordinators		
Athletics	Matthew Cameron	422-2236
Assistant Director of Athletics	Michael Chappas	422-2432
Business, Family/Consumer Science	Rocco Varuolo	422-2338
English	Doug Cronk	422-2180
Fine Arts	Gary West	422-2016
LOTE (Foreign Languages) & ESOL	Yolanda Rodriguez	422-2230
Physical Education & Health	Christopher Trieste	422-2638
Science, Technology, Engineering & Math (STEM)	Irene “Minnie” Iannuzzi	422-2248
Social Studies	Emory Davis	422-2172
Pupil Services		
Guidance Counselors	Yanell Andujar	422-2463
	Jennifer Ayub	422-2468
	Kaylin Fitzsimons	422-2149
	Steven Fraietta	422-2147
	Yolainny Minaya	422-2167
	Lillian Diaz-Withers	422-2148
	Erin Harrison	422-2150
	Jeffrey Hirsch	422-2232
	Genevieve Little	422-2427
	Silvana Mazurek-Lazala	422-2175
	Marcos Monteagudo	422-2168
	Emily Falber	422-2164
	Michelle Bason	422-2163
Health Services Office	School Nurses	422-2231/3256
Homeless Liaison	Melville Francis	422-2262
School Psychologists	Luis Gonzalez	422-2187
	Christopher Wong	422-3065
	Pam Schneider	422-2186
School Social Workers	Susan Murphy	422-8096
	Erika Richardson	422-2189
	Glen Setterstrom	422-2188

Speech Therapist	Sara Gonzalez	tbd
CSE Chair / Psychologist	Christina Russo	422-2151

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GUIDING PRINCIPLES OF THE WHITE PLAINS SCHOOL DISTRICT

WE BELIEVE THAT:

- All people have intrinsic value
- Celebrating and embracing diversity enrich life
- All people can learn, grow and contribute
- Every choice matters, and that people are responsible for their choices
- Respect, honesty and trust empower
- When people serve the community, both the individuals and the community benefit
- High expectations promote high achievement

MISSION OF THE WHITE PLAINS PUBLIC SCHOOLS

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.

STRATEGIC OBJECTIVES

- All students will achieve challenging district standards of literacy across all disciplines.
- All students will continually choose to explore and enrich communities.
- All students will choose to apply their knowledge and skills to solve problems meaningful to them.

ATHLETIC ELIGIBILITY

The Athletic Handbook is available online and in the Athletic Office.

ATTENDANCE

It is the responsibility of parents or guardians to insure that their children attend school in accordance with the district calendar. It is the obligation and responsibility of each White Plains High School student to attend all classes as specified on his/her schedule. Continuity of instruction is a crucial part of any educational program. Regular school attendance is important because it is directly related to academic success.

- ❖ Attendance will be taken during each class.
- ❖ Parents/guardians must provide written documentation of any absence immediately upon the student's return to school.
- ❖ Students who are legally absent have the opportunity to make up missed work.
- ❖ Students are responsible to make up work missed as the result of a legal absence in a timely manner as determined after a discussion with their teacher.
- ❖ Parent(s)/guardian(s) will be notified of poor attendance patterns.
- ❖ Parent(s)/guardian(s) are responsible for the regular attendance of their children.
- ❖ Students may be denied credit for courses when they exceed, in total, the following numbers of (A) unexcused absences and/or (B) excused absences for which make-up assignments were not submitted in a timely manner:
  - seven (7) or more absences in a one-half (½) credit course,
  - fourteen (14) or more absences in a one (1) credit course, and
  - twenty-one (21) or more absences in a one (1) credit lab course.

  Each case is decided on an individual basis based on the data.
- ❖ Further absences may disqualify students from attending summer school.
- ❖ Students who fail to attend and are not considered legally absent, summative assessments may be awarded a zero.

The White Plains Board of Education recognizes that regular school attendance is a major component of a student's academic success. Through the implementation of these procedures in accordance with the comprehensive Student Attendance Policy No. 5111, the Board of Education and Administrators encourage full attendance by all students, and the reduction of unexcused absences, tardiness, and early departures. In order to accomplish these objectives, it is recognized that parents/guardians, school staff, and the students themselves, all have responsibility to contribute to a positive pattern of attendance. Under New York State Education Law Section 3205 and Section 104.1 of the implementing Regulation of the New York State Commissioner of Education, parents are responsible for the regular attendance of their children.

- Parents/guardians must ensure that their children arrive to school each day on time, remain in school for the full day, and attend school consistently throughout the year. Parents/guardians are encouraged to contact the student's House Office to verify student attendance:

  East House 422-2289 North House 422-2140 South House 422-2171
- School staff must effectively communicate with parents/guardians and students regarding attendance patterns, especially when those patterns relate to ongoing absences, tardiness and early departures.
- Parents/guardians must be notified by teachers of absences in a timely manner. Teachers should not wait for interim reports and reports cards as the only form of communication.
- School Staff will use the following measures to inform parents/guardians of a student's attendance pattern:
  - Home contact forms

- E-mail
- Interim Reports
- Report Cards
- Phone Calls

• Students must ensure that they attend school every day (except for legal absences), arrive on time, attend each of their classes on time, and not leave the school building and/or grounds without permission.

Excused absences, also known as legal absences, are defined as absences, tardiness and early departures from a specific class(es) due to personal illness, illness or death in the family, emergency medical or dental appointments, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, school-sponsored activities (including field trips, interscholastic athletics, musical and other competitions), approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the district.

Parents/guardians must notify the appropriate school office by telephone on the morning of the student's absence. Immediately upon the student's return to school the student must submit a written note from a parent/guardian to the House Office stating the reason(s) for such absence.

A student who is legally absent from class and therefore has missed work is expected to consult with their teacher to make up the work needed to earn full credit for the quarter. All work missed as a result of an excused absence must be made up by the date specified by the student's teacher for the class in question. Staff members are encouraged to require any work missed as a result of an excused absence to be made up within ten (10) days. Failure to makeup work in a timely manner may result in denial of course credit.

Unexcused absences

Unexcused absences, also known as illegal absences, are all absences, tardiness and early departures from school or specific class(es), other than those listed above as excused (or legal). Unexcused absences from school will result in disciplinary consequences that are intended to increase the likelihood of attendance and serve as a deterrent to future absenteeism, tardiness, or early departures from school and are consistent with the district's Code of Conduct. Such disciplinary consequences include but are not limited to:

- Verbal/written notifications of attendance problems to parents and students.
- Parent/student conferences with building and/or central office administrators related to attendance problems.
- In-school or after-school detention.
- Denial of privileges to participate in athletic and co-curricular activities, i.e. sport teams, clubs, productions, etc.
- Denial of participation in summer school programs.
- Denial of course credit.

It is understood that all discipline related to attendance problems will be "progressive"; i.e. disciplinary action will move from less to more severe penalties as patterns of behavior warrant. Each case will be reviewed individually and decisions will be based on all relevant factors.

In addition, students may be denied credit for courses when they exceed, in total, the following numbers of (A) unexcused absences and/or (B) excused absences for which make-up assignments were not submitted in a timely manner:

- **seven (7) or more absences in a one-half (½) credit course,**
- **fourteen (14) or more absences in a one (1) credit course, and**

• twenty-one (21) or more absences in a one (1) credit lab course.

Further absences may disqualify students from attending summer school.

In the event course credit is denied and a parent/guardian and/or student is dissatisfied with the decision, the parent/guardian and/or student may appeal the decision to the Principal within five (5) school days of the date of the decision. Should a parent/guardian and/or student wish to obtain a review of the Principal's decision, the parent/guardian and/or student may appeal the decision to the Assistant Superintendent for Pupil Services by requesting an appeal in writing within five (5) school days of the decision.

To ensure that parents/guardians and students are aware of the implications of this attendance requirement, the teacher and/or other designated staff member(s) will advise the student, and will contact the parent(s)/guardian(s) by telephone and/or mail at the following intervals:

- 3rd and 5th absence in a one-half (½) credit course
- *7th and 12th absence in a one (1) credit course*
- 10th and 19th absence in one (1) credit lab course

In serious situations where patterns of poor attendance are not effectively addressed, the District may seek to have the student adjudicated by Family Court as a person in need of supervision (PINS), and/or file educational neglect charges with Child Protective Services (CPS).

Class Participation

For each marking period a percentage of a student's final grade may be based on active participation in the learning process and progress toward the objective for the lesson. Classroom participation, as well as the student's performance on homework, tests, papers, projects, etc. may be part of the criteria of the quarter grade. To have the opportunity to earn full course credit, students are encouraged to be present, prepared, and to actively participate in the learning activities each day. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may affect a student's grade.

Dissemination and Notice

Copies of these procedures will be provided to parents/guardians at the start of each year. In addition, copies will be made available upon request.

Absence/Lateness Procedures

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.

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.**

East House Office 422-2289 North House Office 422-22140 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 House Office. The student will then be referred to the nurse who will discuss medical restrictions and recommendations. A student with a chronic medical condition must have their physician contact the school nurse.

- **Work 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 parent. Except in extraordinary circumstances, such as extended absence of many days or weeks, make-up work will be completed within a period of ten school days commencing on the date of return.
- **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. cut.**

BILL OF STUDENT RIGHTS AND RESPONSIBILITIES

Pursuant to Section 100.2(l) (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 representative 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 through 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. Students are responsible for returning books and/or fines.

BUSES

Rules that apply to student conduct in the building/school grounds also apply on buses.

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.

It is our belief that every student has the right to be educated in a safe environment in which they can move freely and enjoy the privilege of education without the threat of physical or emotional harm. We will not tolerate inappropriate verbal or physical behavior or the misuse of social networks. It is our expectation that peer-to-peer interaction be appropriate. This means that students should use appropriate language (no cursing, racial or sexual slurs) when speaking to one another. It is also our expectation that students will not inappropriately touch one another or engage in physical altercations. **We expect our students to seek out adult assistance if they are having a disagreement or find themselves in conflict with another student so that the situation can be mediated immediately.**

It is the expectation of the Administrative Team, Faculty and Staff that the highest level of respect be given to the adults in the building, that all directives and requests be adhered to by students and that the rules outlined in the Code of Conduct are followed. Insubordination, rude or defiant behavior will not be tolerated.

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

DISCIPLINE GUIDELINES

Special Note:	Depending on the severity of the situation, the administration has the prerogative to exceed or reduce the following consequences.
A student may be suspended from school or subjected to other disciplinary action when the student:	
Engages in conduct which is: Insubordinate, i.e., failing to comply with the lawful directions of any member of the school community in the performance of his /her duties.	
INFRACTION (S)	CONSEQUENCE (S)
• Disorderly, reckless or potentially dangerous • Making unreasonable noise • Obstructing vehicular or pedestrian traffic • Using abusive or obscene	• Verbal or written warning • Verbal/Written notification to parents • Counseling with the appropriate services • Detention • Suspension from any of the following: • Transportation

language or gestures (including ethnic slurs) • Fighting or engaging in violent behavior • Creating a hazardous or physically offensive condition • Threatening or intimidating others • Engaging in gang-related activities	• Athletic participation • Social or co-curricular activities • Any other privileges • Exclusion from a particular class event • After-School Detention • In-House Detention • Superintendent's Hearing
Endangers the safety, health or welfare of others by an act, including but not limited to:	
INFRACTION (S)	CONSEQUENCE (S)
• Gambling • Smoking • Engaging in lewd behavior • Stealing • Hazing • Initiating a false report warning of fire, bomb threat, or other catastrophe, including any misuse of 911. • Selling, using or possessing obscene materials • Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia;	• Verbal or written warning • Verbal/Written notification to parents • Counseling with the appropriate services • Detention • Suspension from any of the following: • Transportation • Athletic participation • Social or co-curricular activities • Any other privileges • Exclusion from a particular class event • After-School Detention • In-House Detention • Meeting with the Principal • Principal Review • Superintendent's Hearing
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:	
INFRACTION (S)	CONSEQUENCE (S)
• Skateboarding; • Hitting golf balls; • Operating any unlicensed Vehicle; or Rollerblading • Selling, using or possessing weapons, fireworks, or other dangerous instruments or	• Verbal or written warning • Verbal/Written notification to parents • Counseling with the appropriate services • Detention • Suspension from any of the following: • Transportation • Athletic participation • Social or co-curricular activities

contraband.	• Any other privileges • Exclusion from a particular class event • After-School Detention • In-House Detention • Superintendent's Hearing
Engages in any of the following forms of academic misconduct:	
INFRACTION (S)	CONSEQUENCE (S)
• Tardiness, missing or leaving school or class without parental permission • Cheating, including but not limited to: • Copying • Using unauthorized help sheets Illegally obtaining tests in advance • Plagiarism • Unauthorized use of Electronic Devices	• Verbal or written warning • Verbal/Written notification to parents • Counseling with the appropriate services • Detention • Suspension from any of the following: • Transportation • Athletic participation • Social or co-curricular activities • Any other privileges • Exclusion from a particular class event • After-School or In-School Detention • In-House Detention • Meeting with the Principal • School Contract • Superintendent's Hearing • A score of zero on plagiarized assignments or when student is found to have engaged in cheating or academic dishonesty of any kind.
Computer Network Violations	
INFRACTION (S)	CONSEQUENCE (S)
• Accessing e-mail, chat rooms, games, peer to peer networks, and viewing obscene material • Using printer without permission Tampering/Vandalism • Tampering with or damaging the server or it components • Uploading computer viruses	• Verbal or written warning • Verbal/Written notification to parents • Counseling with the appropriate services • Detention • Suspension from any of the following: • Transportation • Athletic participation • Social or co-curricular activities • Any other privileges • Exclusion from a particular class event • After-School Detention

	• In-House Detention • Meeting with the Principal • School Contract • Superintendent's Hearing
Any of these actions may result in probation or recommended alternative placement.	

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.

DRESS CODE

All students are expected to dress appropriately for school and school-sponsored functions. The district believes that to do otherwise 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 hoods or items that cover the face for a medical or religious purpose except as permitted at White Plains High School main campus.
- Not wear garments that expose the midriff, the lower part of the buttocks and chest.

While some of these garments are inappropriate under this Code for older students, they might be appropriate for children in the prekindergarten or the early primary grades. In administering this Code, principals/directors (or their designees) will use their discretion in enforcing the policy in these early grades.

While these garments are inappropriate for wear during the school day, an exception may be made for school dances and proms by the individual building.

The decision regarding consequences for inappropriate clothing are under the purview of building administration. Students may be required to modify their appearance by covering or removing the offending item 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 a range of disciplinary actions listed in Section V.

ELECTRONIC DEVICES

Personal "Smart" Cell Phones:

1. What does the new law and school policy say?

New York State law now prohibits the use of personal internet-enabled devices (such as smartphones, smartwatches, and tablets) at any time during the school day, unless an approved exception applies. Our Board of Education policy #5695 puts this state required law into effect for all public school districts and also sets rules for other personal electronic devices.

2. What counts as an "internet-enabled device"?

An internet-enabled device is any device that can connect to the internet and allow the user to access online content, including social media. These include, but are not limited to:

Smartphones
Smartwatches
Tablets
Other internet-capable devices not provided by the district

District-issued devices (such as Chromebooks or iPads for learning) are not prohibited under the law.

3. What about other electronics?

Other personal electronic devices that are not internet-enabled—including, but not limited to e-readers, calculators, cameras, music players, headphones/earbuds, and fitness trackers—are also covered by the policy when they cause distractions or are used inappropriately or during instructional time.

4. Where and when can students use their devices?

Public school students are prohibited from accessing/using personal, internet enabled devices for the full duration of the school day (7:40 AM-2:30 PM). This includes classrooms, hallways, restrooms, locker rooms, lunch, study halls, and during passing time.

All personal, internet enabled devices must be silenced and stored for the full duration of the school day.

5. How will I contact my child during the school day?

Parents/guardians may contact the school's main office should they need to speak with their child. Students may also contact their parent(s)/guardian(s) from the main office or nurse's office.

6. Who is responsible if a personal device is lost, stolen, or damaged?

The district is not responsible for lost, stolen, or damaged personal electronic devices.

7. May a high school student use their device during the school day off campus?

Yes, high school students who are permitted to leave campus (11th and 12th graders) may remove their personal electronic devices from their locker/storage to take **off campus** for use during lunch or free periods. However, under state law, personal internet enabled devices are prohibited at all times, on campus, during the school day.

8. Are there any exceptions to the state law?

Yes. A personal internet enabled device use may be utilized on campus during the school day if:

1. The use is a necessary educational accommodation and written into an IEP or 504 plan
2. Needed for a personal medical reason (with healthcare provider documentation)
3. Approved by the student's principal or designee for use in translation services
4. Approved by the student's principal or designee for students with caregiving responsibilities at home (case-by-case basis)

Parents/guardians must submit a written request, annually, to the building principal for exceptions.

9. What happens if a student uses a personal internet enabled device on campus, during the school day, without permission?

First Occurrence: Administrator Conference/Reminder and/or Detention. Parent/guardian notified.
Second Occurrence: Device stored in the school office until the end of the day. Student may retrieve it following the close of the school day; parent/guardian notified.
Third Occurrence: Parent/guardian must pick up the device from the school office during school hours.
Subsequent Occurrence: Device may be kept in the school office for longer periods; daily drop-off required; student is prohibited from bringing the devise to school.

Additional consequences may include detention, in-school suspension, exclusion from extracurricular activities, or loss of privileges due Code of Conduct infraction (insubordination), however, students cannot be suspended, out of school, solely for personal cell phone use.

10. How does the law impact state testing?

No personal internet enabled device/ cell phones or electronic devices are permitted in testing rooms. Proctors may collect devices before the test and return them afterward. Students who refuse to release their device during testing will not be permitted to take the test.

11. How will the district make sure the policy is fair?

Starting in September 2026, the district will publish an annual accounting on how this policy is enforced during the preceding academic year, including data to check for fairness across different student groups.

12. Where can I read the full policy?

The policy is posted on the district website ***HERE*** and available in multiple languages upon request. It will also be included in student and family handbooks.

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 Student Activities Office, C129Q. 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 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 Department.

GRADES AND GRADING

Progress reports are sent five weeks into each quarter only to students failing or in danger of failing. 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+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A -	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	65 – 66
B-	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.

HEALTH SERVICES

Health Room 422-2231

New York State mandates policies regarding immunizations and tuberculin testing and is 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. 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 F, U, INC, or NM
- Honor Roll; 83% average, No grades below 65, No F, U, INC, or NM

Honors/Advanced Placement Courses

WPHS provides access to honors and Advanced Placement (AP) courses to all students. Students currently in an AP or honors course may plan their academic program for the appropriate subsequent AP or honors course. Since honors and AP courses are rigorous, with increased expectations regarding the level of student work, conversations should take place between the student, parent, and school counselor to determine if placement in one or more of these courses is in the best interest of the student. Students will, however, still be required to have taken prerequisite courses where applicable. Please note that our dual enrollment courses taken for college credit from Westchester Community College, SUNY Albany, Syracuse University, Marist College and Rochester Institute of Technology have specific prerequisites which can be found in the course description.

ID CARDS

Each fall, all students will receive a Student ID card. Students are to have the ID card 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. Replacements can be made in the Student Activities Office, C129Q.

LATENESS TO CLASS

Students are considered to be tardy if they enter after 7:40 a.m. Lateness up to two minutes may result in contact with a parent or guardian, by teacher and administrative intervention.

LIBRARY/MEDIA CENTER

The Library/Media Center offers a wealth of research and reading materials for class and individual 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 3:00 p.m. Guidelines for the use of the Media Center during study halls will be distributed during the first week of school.

LUNCH PRIVILEGES

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 parent or guardian on file with their House Office and approved by their house administrator.
- Juniors/Seniors must show their schedule with appropriate validation when requested by staff and security.
- **Sophomores and Freshmen <u>MAY NOT</u> leave campus and <u>MAY NOT</u> have Out-To-Lunch privileges.**
- Seniors, with parental permission, may leave campus during study hall.

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 neighbors' property.

Parking Permit Info

A recent transportation and safety audit highlighted the need to better track vehicles that are parking on campus daily. Additionally, and as expected, ongoing construction has impacted available parking spaces. During the construction process, approximately 80 parking spaces have been impacted, and while some will be restored once the project is completed, the overall number of parking spaces will be reduced. Because of this, we are implementing a parking application process to help us manage student parking as fairly, safely, and efficiently as possible.

At this time, only Seniors are eligible to apply for parking permits. As we move through the registration process, we will notify Juniors if there is additional parking availability. We continue to look for ways to maximize parking opportunities for our students.

Thank you for your understanding and cooperation as we begin the new school year. We look forward to working together to make this the most successful and memorable year yet for our students. Please see below for some FAQs that have emerged from conversations with our students.

My family and I alternate the car we use, is it possible to have multiple parking permits for each vehicle that I will park with on campus?

- Yes. If you need a parking pass for a secondary vehicle, please email Mr. Herrera directly with the details (make, model, registration, and license plate number) of the secondary vehicle.

How are applications being approved?

- Applications are being approved on a first come first serve basis. Students will be notified in the next week of their application status. Once an application is approved, students will be notified via their WPHS email address with instructions for picking up their parking sticker.

Will I be assigned a specific parking space if my application is approved?

- No, you will not be assigned a specific space. You may park in any of the orange lined spaces in the Auditorium Parking Lot. White spaces are designated for faculty and staff.

What happens if my application is not approved?

- If your application is not approved, you will be placed on a waitlist.

Is there a specific deadline to apply to parking?

- While there is not a specific deadline, we will begin enforcement of parking regulations on September 15th.

I don't have my driver's license yet, but I will get it during the school year. Can I apply now using my learner's permit?

- No. Once you have your New York State driver's license, you will be able to apply for a parking permit.

Can Juniors park on campus?

- At this time, we are prioritizing Senior applications. As we move through the application process, we will notify Juniors if there is parking availability.

SCHEDULE CHANGE POLICY

Lateral changes (changing periods or teachers but remaining in the same course) are not permitted.

Students who are in Honors or AP courses, especially if this is their first experience with courses at this level, are encouraged to remain for a minimum of five weeks so that they can get used to the difference in depth and pacing before deciding to leave the course.

Schedule changes that involve adding a new course or changing from a Regents level to an Honors or AP level course must be done prior to the fifth week of a full year course, or the third week of a one-semester course.

Schedule changes that involve moving from an AP or Honors to a Regents level course need to be completed within **5 days of the progress reports during 2nd quarter**. When entering a new course, the student may be responsible for completing assignments in the new course.

A student who drops a course outright (does so without changing levels) may do so up until the halfway point in the course without any notation being made on the student's transcript. Any course dropped after that will appear on the student's transcript with a "W".

Schedule changes of any kind should be made only after a thorough discussion with the student's current teacher and his/her school counselor.

Please note that there are times when schedule changes are prohibited. No classes may be changed during the first or final week of any quarter.

White Plains High School Bell Schedule
2026-2027

Period	Start	End
1	7:40 a.m.	8:21 a.m.
2	8:26 a.m.	9:07 a.m.
3	9:12 a.m.	9:53 a.m.
4	9:58 a.m.	10:39 a.m.
5/lunch	10:44 a.m.	11:25 a.m.
6/lunch	11:30 a.m.	12:11 p.m.
7/lunch	12:16 p.m.	12:57 p.m.
8	1:02 p.m.	1:43 p.m.
9	1:48 p.m.	2:29 p.m.

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Principal
Ms. Raegan Figueroa
Ms. Sara Hall
Mr. Gaetano Vitiello
Assistant Principals

Mr. Joseph Spero
Mr. Brandon Elezovic
East House Administrators

Mr. Mark Russo
Mr. Juan Herrera
North House Administrators

Mr. Brian Zambrzycki
Ms. Cesile Vega
South House Administrators

Dear Parent,

White Plains High School, along with 44 other secondary schools in Westchester County, is continuing a Student Assistance/Project SUCCESS Program for the 2026-2027 school year. This program is funded by the NYS Office of Addiction Services and Supports through the Westchester County Department of Community Mental Health, the school district, and by corporate and private donations. The program will provide alcohol, nicotine, vaping, and other drug prevention activities and counseling for students including support for students and families experiencing bullying situations, and/or problem gaming or gambling. It is anticipated that this combination of services will accomplish the following goals:
I. prevent substance use and social and emotional problems among students
2. reduce the incidence of substance use and social emotional problems among students
3. improve school performance and attitudes toward school, and support social emotional skill development

Zotica Medina is returning as the Student Assistance Counselor at White Plains High School. She will be working full time at the high school and will have evening hours available to meet with parents and community groups. Ms. Medina is a Licensed Clinical Social Worker with experience working with adolescents, and specialized training in prevention and early intervention strategies with adolescents at risk of having substance, gaming or gambling related problems. She is being paid and supervised by Student Assistance Services Corporation and the school.

Ms. Medina will be meeting with students individually and in small groups for education and prevention activities to correct erroneous perceptions about substance use, to support social and emotional health, and to teach students skills to identify and resist social and situational pressures to use substances or participate in other unhealthy behaviors. She will also provide multi-session educational programs for students who are vaping or under the influence of substances at school or school sponsored activities. Parent meetings corresponding to our prevention program will also be offered. Ms. Medina will be available to see students who are using substances, vaping, gambling or have personal, peer, school, or family issues that could increase their risk of using substances, developing mental health problems, and/or being involved in bullying situations. If you would like to speak to the Student Assistance Counselor about your child or another student, please call her directly at (914) 422-2339. All calls will be confidential.

We are hopeful these programs will show promising results. Data will be collected to assess the overall effectiveness of the program in preventing and reducing risk factors for alcohol, nicotine, other drug use, mental health problems, and problem gambling.

Please feel free to call me if you have any questions about the program.

Sincerely,

Emerly A. Martinez
Principal

Safety Tips: The Surgeon General declared adolescent vaping an epidemic, and Westchester is not immune. Recent data indicate that almost all youth who vape are using products containing nicotine or THC concentrates. All products that are vaped carry risks related to lung, heart, and gum health. Also, please monitor the use and storage of all prescription and non prescription medications in your home to reduce misuse by youth. Unused medications can be returned at the White Plains Police Department, 77 South Lexington Avenue, White Plains, NY 10601, 914-422-6400

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Estimados padres:

La Escuela Secundaria White Plains, junto con otras 44 escuelas secundarias del Condado de Westchester, continúa con el Programa de Asistencia Estudiantil/Proyecto ÉXITO para el año escolar 2026-2027. Este programa está financiado por la Oficina de Servicios y Apoyo para Adicciones del Estado de Nueva York, a través del Departamento de Salud Mental Comunitaria del Condado de Westchester, el distrito escolar y donaciones corporativas y privadas. El programa ofrecerá actividades de prevención del consumo de alcohol, nicotina, vapeo y otras drogas, así como consejería para estudiantes, incluyendo apoyo para estudiantes y familias que experimentan situaciones de acoso escolar o problemas con el juego o las apuestas. Se prevé que esta combinación de servicios logre los siguientes objetivos:
1. Prevenir el consumo de sustancias y los problemas socioemocionales entre los estudiantes.
2. Reducir la incidencia del consumo de sustancias y los problemas socioemocionales entre los estudiantes.
3. Mejorar el rendimiento escolar y la actitud hacia la escuela, y apoyar el desarrollo de habilidades socioemocionales.

Zotica Medina regresa como consejera de asistencia estudiantil en White Plains High School. Trabajará a tiempo completo en la escuela preparatoria y dispondrá de horas vespertinas para reunirse con padres y grupos comunitarios. La Sra. Medina es trabajadora social clínica con licencia y experiencia trabajando con adolescentes, con capacitación especializada en estrategias de prevención e intervención temprana con adolescentes en riesgo de tener problemas relacionados con el consumo de sustancias, el juego o las apuestas. Recibe remuneración y es supervisada por la Corporación de Servicios de Asistencia Estudiantil y la escuela.

La Sra. Medina se reunirá con los estudiantes, tanto individualmente como en grupos pequeños, para realizar actividades educativas y de prevención con el fin de corregir percepciones erróneas sobre el consumo de sustancias, apoyar la salud socioemocional y enseñarles habilidades para identificar y resistir las presiones sociales y situacionales que los llevan a consumir sustancias o a participar en otros comportamientos nocivos. También ofrecerá programas educativos de varias sesiones para estudiantes que vapean o se encuentran bajo la influencia de sustancias en la escuela o en actividades patrocinadas por la escuela. También se ofrecerán reuniones con padres de familia correspondientes a nuestro programa de prevención. La Sra. Medina estará disponible para atender a estudiantes que consumen sustancias, vapean, apuestan o tienen problemas personales, con sus compañeros, escolares o familiares que podrían aumentar su riesgo de consumir sustancias, desarrollar problemas de salud mental o verse involucrados en situaciones de acoso escolar. Si desea hablar con la Consejera de Asistencia Estudiantil sobre su hijo/a u otro estudiante, llámela directamente al (914) 422-2339. Todas las llamadas serán confidenciales.

Esperamos que estos programas muestren resultados prometedores. Se recopilarán datos para evaluar la eficacia general del programa en la prevención y reducción de los factores de riesgo del consumo de alcohol, nicotina y otras drogas, los problemas de salud mental y la ludopatía.

No dude en llamarme si tiene alguna pregunta sobre el programa.

Atentamente,



Emerly A. Martinez
Principal

Consejos de seguridad: El Director General de Salud Pública declaró el vapeo entre adolescentes como una epidemia, y Westchester no es inmune. Datos recientes indican que casi todos los jóvenes que vapean utilizan productos que contienen nicotina o concentrados de THC. Todos los productos que se vapean conllevan riesgos para la salud pulmonar, cardíaca y gingival. Además, supervise el uso y almacenamiento de todos los medicamentos con y sin receta en su hogar para reducir el abuso entre los jóvenes. Los medicamentos no utilizados pueden devolverse al Departamento de Policía de White Plains, 77 South Lexington Avenue, White Plains, NY 10601, 914-422-6400.

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Dear White Plains High School Families:

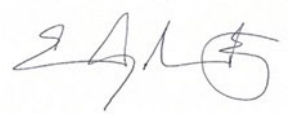
White Plains High School is proud of its Community Service Program. The Program is designed to encourage volunteer service by our students and to make them aware of the needs and concerns of the community. We are available to assist students in finding placement opportunities at facilities in the community or in school offices and programs.

All students who are registered in the Program become eligible for Community Service Credit on their school transcripts. Each 60 hours of community service earns one-half (.5) Service Credit; 120 hours earns one (1) credit. A student may earn one (1) whole credit within each school year and up to four (4) Service Credits throughout his/her high school career. Students who have reported hours beyond the 120 per school year will receive special recognition at an end-of-year ceremony.

Over the years, students who have participated in the Community Service Program have received honors, awards and monetary scholarships from local businesses and groups. In addition, some students have found volunteering a path to future careers.

Students can register for the Program and receive more information by contacting the Coordinator of Volunteers at 422-2013 or wphscommunityservice@wpcsd.k12.ny.us. Information is also available on the District website.
We hope that many students will become involved in serving their community and help fulfill White Plains High School's mission, which seeks "…to create opportunities for the development of responsible and productive citizenship." Your interest and encouragement are greatly appreciated.

Respectfully,



Mr. Emerly A. Martinez
Principal

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Estimados Estudiantes, Padres y Tutores:

La escuela Secundaria de White Plains está muy orgullosa del Programa de Servicios Comunitarios. Este programa está diseñado para incentivar a los estudiantes a hacer servicios comunitarios y que palpen las necesidades de la comunidad. Nosotros estamos disponibles para ayudar a los estudiantes a encontrar oportunidades de servicios en la comunidad o en los programas de la escuela y sus oficinas.

Todos los estudiantes que se registren en éste programa, serán elegibles para obtener créditos de servicios a la comunidad en sus calificaciones escolares. Cada 60 horas de servicio comunitario se convierten en medio (.5) crédito de servicio; 120 horas se convierten en un (1) crédito. El estudiante puede obtener un (1) crédito dentro de un año escolar y hasta cuatro (4) créditos por servicios comunitarios dentro de sus estudios en la escuela secundaria. Los estudiantes que hayan obtenido más de 120 horas por año recibirán un reconocimiento especial en la ceremonia del final del año.

Anteriormente los estudiantes que han participado en el programa de servicios comunitarios han recibido honores, reconocimientos y becas monetarias de distintos negocios y grupos locales. Además, algunos estudiantes han encontrado en éstos servicios voluntarios su camino a una futura carrera.

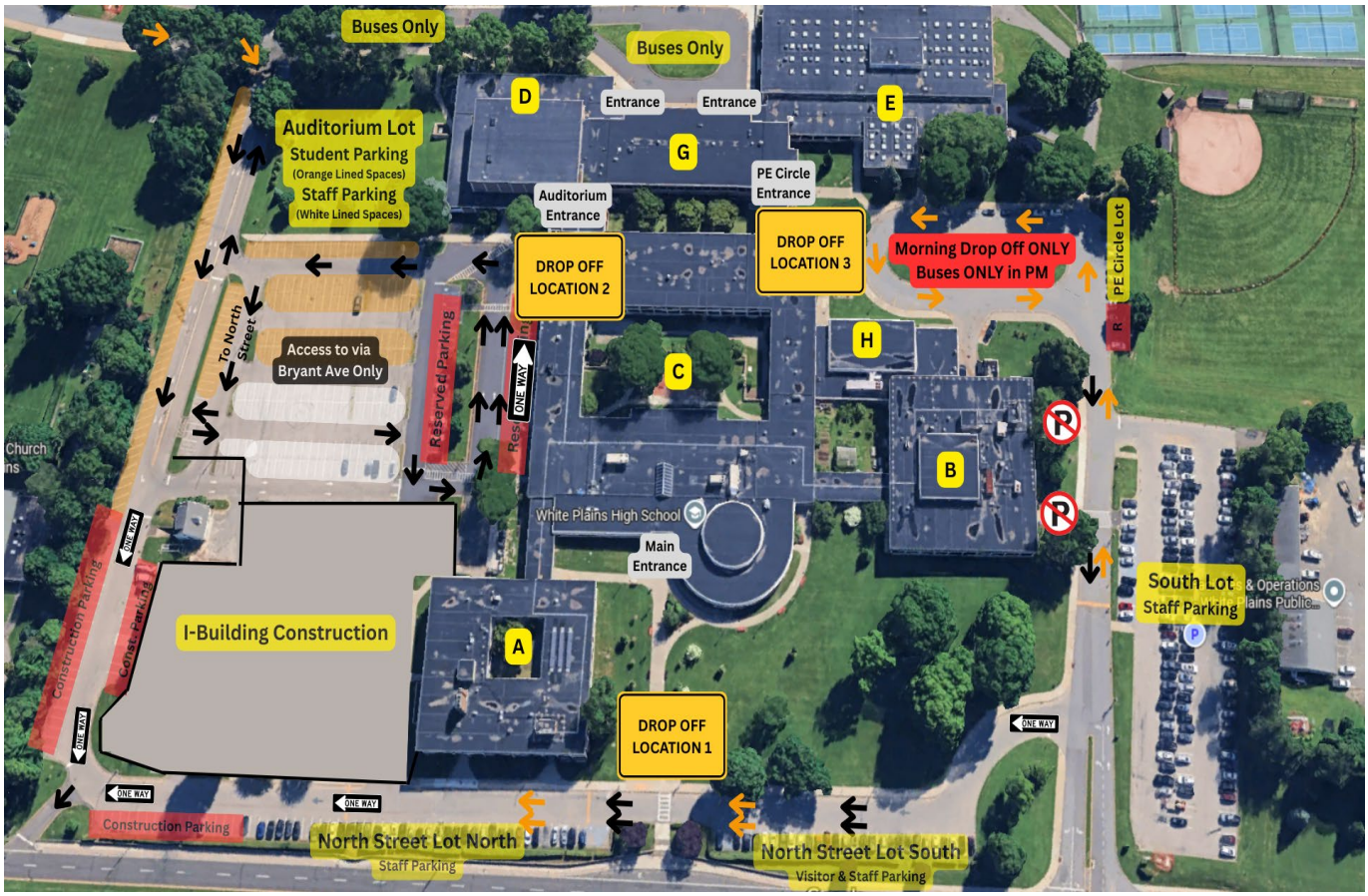
Los estudiantes que desean recibir más información o registrarse en éste programa deben comunicarse con el Coordinador de los Voluntarios al 422-2013 or wphscommunityservice@wpcsd.k12.ny.us. La información también está disponible en el **Website del Distrito Escolar**

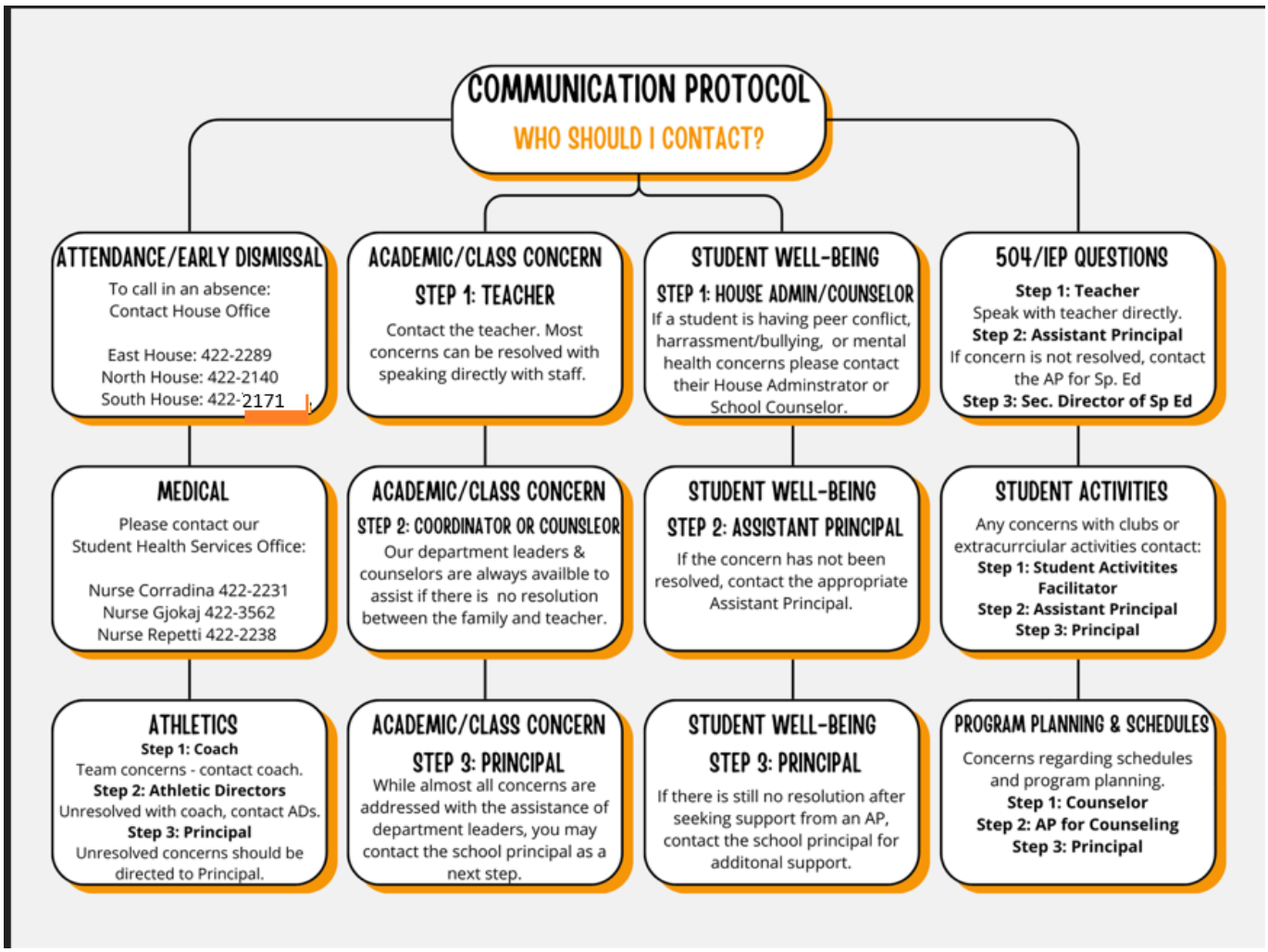
Esperamos que muchos estudiantes participen en servir a la comunidad y ayudar a completar la misión de nuestra escuela Secundaria de White Plains, la cual inspira a los estudiantes a "contribuir a un mundo diverso y dinámico." Su interés es muy apreciado.

Atentamente,



Mr. Emerly A. Martinez
Principal


Buses Only
Buses Only
D
Entrance
Entrance
E
G
Auditorium Lot
Student Parking
(Orange Lined Spaces)
Staff Parking
(White Lined Spaces)
Auditorium Entrance
PE Circle Entrance
DROP OFF LOCATION 2
DROP OFF LOCATION 3
Morning Drop Off ONLY
Buses ONLY in PM
PE Circle Lot
To North Street
Access to via Bryant Ave Only
Reserved Parking
ONE WAY
C
H
B
White Plains High School
Main Entrance
South Lot
Staff Parking
I-Building Construction
A
Construction Parking
Const. Parking
DROP OFF LOCATION 1
Construction Parking
North Street Lot North
Staff Parking
North Street Lot South
Visitor & Staff Parking


COMMUNICATION PROTOCOL
WHO SHOULD I CONTACT?
ATTENDANCE/EARLY DISMISSAL
To call in an absence:
Contact House Office
East House: 422-2289
North House: 422-2140
South House: 422-2171
ACADEMIC/CLASS CONCERN
STEP 1: TEACHER
Contact the teacher. Most concerns can be resolved with speaking directly with staff.
STUDENT WELL-BEING
STEP 1: HOUSE ADMIN/COUNSELOR
If a student is having peer conflict, harrassment/bullying, or mental health concerns please contact their House Adminstrator or School Counselor.
504/IEP QUESTIONS
Step 1: Teacher
Speak with teacher directly.
Step 2: Assistant Principal
If concern is not resolved, contact the AP for Sp. Ed
Step 3: Sec. Director of Sp Ed
MEDICAL
Please contact our
Student Health Services Office:
Nurse Corradina 422-2231
Nurse Gjokaj 422-3562
Nurse Repetti 422-2238
ACADEMIC/CLASS CONCERN
STEP 2: COORDINATOR OR COUNSLEOR
Our department leaders & counselors are always availble to assist if there is no resolution between the family and teacher.
STUDENT WELL-BEING
STEP 2: ASSISTANT PRINCIPAL
If the concern has not been resolved, contact the appropriate Assistant Principal.
STUDENT ACTIVITIES
Any concerns with clubs or extracurrciular activities contact:
Step 1: Student Activitites Facilitator
Step 2: Assistant Principal
Step 3: Principal
ATHLETICS
Step 1: Coach
Team concerns - contact coach.
Step 2: Athletic Directors
Unresolved with coach, contact ADs.
Step 3: Principal
Unresolved concerns should be directed to Principal.
ACADEMIC/CLASS CONCERN
STEP 3: PRINCIPAL
While almost all concerns are addressed with the assistance of department leaders, you may contact the school principal as a next step.
STUDENT WELL-BEING
STEP 3: PRINCIPAL
If there is still no resolution after seeking support from an AP, contact the school principal for additonal support.
PROGRAM PLANNING & SCHEDULES
Concerns regarding schedules and program planning.
Step 1: Counselor
Step 2: AP for Counseling
Step 3: Principal