

**GENESEO CENTRAL SCHOOL
HANDBOOK FOR PUPILS
4th Edition**

**“OPPORTUNITIES”
”ACTIVITIES”
”STANDARDS”
”RULES and REGULATIONS”**

(Note: Original mimeograph handbook provided by Alice Servis-Molodec. Any spelling errors can be attributed to the OCR software.)

INTRODUCTION

Here is a brief handbook outlining some of the information that every pupil needs to know in Geneseo Central School. This outline will remove some of the doubts that arise in every pupil's mind. Your suggestions for improvement for next year will help to make this handbook more complete and useful.

TIME SCHEDULE

In the morning the outdoor warning gong sounds at 8:25 o'clock when pupils are expected to start for their homerooms. The classroom bells ring at 8:28 when pupils should be in their seats. Any announcements will be made at this time over the public address system. Roll call is taken at this time and a pupil is tardy unless he is in his room at 8:30. Doors are open to pupils at 8:15. Do NOT come before this time. Upon arrival pupils should go to lockers and proceed without delay to homerooms. All books for morning classes should be taken to homerooms.

The school will operate on a one-session day -- a continuous program from 8:30 a.m. to 3:15 p.m. At the end of the fourth period, at 11:27 a.m., those pupils who have no class or scheduled activity will have lunch in the cafeteria or go home for lunch if they can do so in 45 minutes. The sixth period will begin at 12:15 and pupils who have not had lunch will go at this time. Other pupils who have no class or activity will report to homeroom for study. Roll call for the afternoon will be taken at 12:58 p.m. in homerooms. Seventh period classes will pass at 1:00 p.m.

At the end of each period, three minutes are provided to change classes. If you are dismissed from class immediately at the bell, three minutes are long enough to reach your next classroom.

ATTENDANCE

When a pupil is absent he shall bring a written excuse from his parents to the office the first time he returns to school and then secure his attendance card to take to his homeroom. Failure to bring your excuse for more than two times during a semester will result in a penalty of 30 minutes after school. When a pupil is tardy, he will come to the office to obtain his card but no written excuse will be necessary. For more than two illegal tardy excuses, the same penalty will be given. Excuses for absense due to illness should be taken to the school nurse before bringing them to the office.

WORKING CERTIFICATES

There are now three kinds of working permits -- Standard Employment Certificate, Vacation Work Permit, and Farm Work Permit. A physical examination is required for all and the application must be filled out by parents. The Standard Employment Certificate is issued to those over 16 years old. The Vacation Work Permit is issued to those 14-16 years old for employment in limited occupations. The Farm Work Permit is for those 14-16 years old to work on a farm other than the home farm.

DIPLOMAS

Geneseo Central School offers three kinds of diplomas: College Entrance, Academic, and School.

For a College Entrance diploma you need to maintain an average of Regents marks of 75% in English 4, three or four years of Social Studies, Plane Geometry, Intermediate Algebra, and either three years of a language or three years of sciences including General Science.

For the Academic diploma you need to pass four years of English, three or four years of Social Studies and complete a three-year sequence in any field of language, mathematics, science, commerce, industrial arts, homemaking, art or music. Of course, 16 units are required for all diplomas. A school diploma will be awarded if you obtain 70% in school marks even though you fail the Regents examinations.

MARKS

The passing mark is 70%. You will find that it pays to keep your marks up from day to day and week to week. Work left undone today is difficult to make up tomorrow or next week. Make a habit of having your lessons for the day all prepared when you report to the first morning class; then use your free periods to prepare tomorrow's lessons. Ask your homeroom teacher or Mr. Walker to assist you in making a time study budget.

Each quarter the honor roll is made up of pupils who have maintained 90% or more for 10 weeks. An honorable mention list is recorded for those obtaining 85% to 90%.

Young people are finding that when they apply for jobs or continue their education in higher schools, the pupil with good marks goes farther toward success. Form the habit in high school.

If you maintain an average of 90% or above you MAY be excused from quarter examinations but-not from final examinations.

STATE SCHOLARSHIPS

Five State Scholarships of \$350 for 4 years are offered in Livingston County. Winners are selected each May by taking a comprehensive examination over a two-day period. The test is general in nature and attempts to determine a pupil's fitness for college work. The best preparation is probably excellent ability in English and wide reading in many fields. Mathematics, Social Studies and Science are also covered. The Regents marks you receive in your three-unit sequence also count in the selection of scholarship winners.

PRIZES AND AWARDS

Geneseo Central School's supporters and patrons have made available the following prizes to be awarded at commencement: American Legion Award for Girls Medal

For Citizenship and Service	
American Legion Award for Boys	Medal
For Citizenship and Service	
Rotary Club Prize for Girls	\$10.00
For School Service and Cooperativeness	
Rotary Club Prize for Boys	\$10.00
For School Service and Cooperativeness	
Bausch and Lomb Science Award	Medal
For outstanding work in Science	
Women's Relief Corps History Prize for Girls	\$2.50
For highest Regents mark in American History	
Women's Relief Corps History Prize for Boys	\$2.50
For highest Regents mark in American History	
William Carr Memorial Athletic Award For	\$5.00
Athletic Ability and Sportsmanship	
Theodore W. Fetzer Memorial Award	Medal and
For highest Regents average in English	Name on
4 years and American History	Plaque
Frederick B. Holcomb Memorial Award	\$10.00
For senior who has had to overcome	
difficulties in achieving graduation	
Senior Music Award	\$5.00
Awarded by music department for	
musicianship, cooperation, and participation	
Class of 1948 Award	\$5.00

CARE OF BUILDING AND GROUNDS

When you returned to school this fall, the building and grounds looked fresh and clean. The custodians have done an excellent job in refinishing the gym floor, waxing classroom floors and painting. A little thought about the appearance of our school property will preserve it for years. Let us all accept the responsibility and refrain from:

1. Running and sliding in the corridors.
2. Marking on walls, lockers and desks.
3. Thoughtlessly dropping paper, food, etc. on the floor or stuffing them in empty desks.
4. Playing on lawn areas in front of building.
5. Cutting corners when using sidewalks.

RULES AND REGULATIONS OF HEALTH SERVICE

A Health Service is provided for your use. Its aim is to help you to obtain and maintain the best of health possible. There are a few things which, of necessity, are required of you, others are there for your use and we want you to make use of them.

The nurse is available from 8:00 A.M. until 8:30 A. M. daily for checking you on your return to school from absence due to illness. If you will report directly to the nurse's office on arrival at school your health and that of others will be more adequately protected. If you have any problem with which you feel the nurse may be able to help you, you may come in at the above time or between 10:30 and 11:45 A.M. or stop and make an appointment for a convenient time. If the nurse is not in, stop at the main office and they can tell you when she is expected. If you become ill at any time, come directly to the nurse or, if she is not in, to the main office and you will receive attention. If at any time you are injured in physical education or elsewhere in the school building or on the grounds, please report to the instructor in charge or the nurse immediately so that you may receive prompt attention.

Physical examinations, weighing, eye and ear testing are required. Please watch the main bulletin board for the date and time your physical examination is scheduled. Please report promptly. All girls are to bring with them two bath towels and two safety pins.

Will you please bring these to school at the time physical examinations are announced and keep them in your lockers until you have had your examination by the doctor.

Remaining at home and caring for acute colds, sore throats swollen glands, and skin rashes will shorten the length of your illness and protect those with whom you associate.

DENTAL SERVICE

Each year during the second semester a trained dental hygienist is provided. She will examine your teeth, clean them, and keep a record of the condition of your teeth. She will let you and your parents know whether your teeth need the care of a dentist. It is important for your future that you keep your teeth in sound condition while you are in high school

HEALTH AND PHYSICAL EDUCATION

Each pupil will receive two instructional periods in physical education per week. High School pupils will have one or two additional periods devoted to either the laboratory aspects of instruction or individual gymnastics {corrective work}.

Pupils will be given a mark in physical education at the end of each quarter. This year, health will be taught in the sophomore class, one period per week

ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC SPORTS

{Taken from N. Y. State Handbook}

The contestant must be a bona fide student and must be taking at least 3 academic subjects. He must have been enrolled during the first 15 school days and be in regular attendance 80% of the time. A boy is eligible only between his 14th and 19th birthdays. If he attains the age of 19 years on or after September 1st, he may continue to participate during that school year. {A boy who attains the age of 15 years while enrolled in a grade below the 9th grade is also eligible.} The contestant must maintain a scholastic average satisfactory to the local school authorities.

FREE TEXTBOOKS

Textbooks are provided by the Board of Education. However, to encourage excellent care of the books, a deposit of \$1.00 is required when the books are issued. This deposit is returnable in full next June if the books are returned in good condition. Deductions will be made for improper care, lost-books, books without covers, etc. Be sure your name is on the paper cover of each book and on the gummed label inside the front cover.

CAFETERIA

When service starts, the cafeteria is open at 11:30 a.m. Every effort is made to provide adequate, well-balanced meals. The cafeteria will be glad to have you bring food in exchange for meals.

See Miss Henty. Rules for using the cafeteria are simple:

1. Talk in low tones.
2. Do not remove chairs from where they have been placed.
3. Do not leave milk bottles, lunch papers or food on the tables when you have finished.
4. If something is dropped or broken, secure the cloths or mop to clean it up.
5. No meals are charged.

LOCKERS

The lockers are provided for safekeeping of your books, wraps, etc. It is the duty of every pupil to see that his locker is closed and locked. Please observe the following rules:

1. Keep lockers clean.
2. Do not permit another pupil to know your combination.
3. Do not slam or kick them shut.
4. Do not change your locker without permission from the office.
5. Take all your books for morning classes when you arrive and do the same in the afternoon.

LIBRARY RULES

The school library is for you, the students, to assist you with your studies by getting materials necessary for your reports and to help you find books and magazines suited to your interests for your leisure time.

These few rules help to make the library a working unit:

1. Students are admitted from the study hall where you sign a sheet for the period. No individual passes will be necessary.
2. Books are loaned for a week's time with the privilege of renewal.
3. Magazines are taken for one period only or for just overnight.
4. Books may be charged out or returned at these hours:
 - a. Before school in the morning or at noon.
 - b. During activity periods, by our library helpers.
 - c. During the library period.
 - d. After school.
5. The library is for use of library materials. not to study from textbooks, except during periods when the library may be assigned as a study hall.

There is a library club. Any student may join who completes special work set up by the club. This is your library. The books and the services of the librarian and her helpers are for you.

STUDY HALL RULES

1. Report promptly after your class.
2. Do not ask to study together because of disturbing others.
3. One boy and one girl may ask permission to go to the toilets at a time. You are allowed five minutes.
4. When you ask permission to leave for any other errand, return promptly.
5. Pupils take assigned seats on reporting to study hall.
6. Teacher checks attendance.
7. Pupils sign for library and take sheet to Miss Quirk.
8. A colored slip is used for permission to go to the lavatory.
9. Pupils who anticipate requesting permission to be elsewhere should obtain a slip, in advance, from the teacher concerned. For other reasons to leave study hall teacher will issue pass slip which must be returned when errand is completed. Teacher should require pupil's name and destination to be listed on sheet on desk.

GENERAL RULES

1. Ask to use the office telephone only when absolutely necessary. There is a public telephone booth in the main corridor for your convenience.
2. After dismissal, pupils are expected to go home unless they are engaged in a school activity.
3. There shall be no smoking in the school building.
4. Eating candy or chewing gum is not permitted during school hours.
5. Keep to the right in going through the corridors.
- b. Avoid loud talking or whistling In the school building.
7. Homeroom rules are the same as for study hall.
8. Pupils are not to leave school building or grounds during sessions without permission.
9. In case of illness, report to Miss French or to the office and provision will be made for you to lie down.

LOST AND FOUND

Students should return all articles found to the office. Those losing or misplacing articles should first report the matter to the office. There are many articles brought to the office and never called for.

ASSEMBLY COURTESY

1. Give your attention as soon as the chairman or speaker stands.
2. Listen courteously even though you may not be able to hear or may not enjoy the program.
3. Do not study or write during a program.
4. On dismissal keep your lines intact and wait your turn.
5. Do not slouch in seats.
- b. Do not chew gum or candy.
7. Take the same seat in each assembly with your class group.

SENIOR TRIP

The senior class takes a trip each year, during Easter Vacation. Classes will be wise to begin as early as their freshman year to plan so that fund-raising will be distributed over the four years. A pupil is permitted to take but one trip. Senior class members shall contribute \$10.00 per member toward the class trip. The Board of Education must approve the plans for the trip each year.

CLASS MONEY-RAISING ACTIVITIES

1. Dues shall be 10 cents per month throughout the four years.
2. The goals for each class shall be:
 - a. Freshman Class -- \$125.00 or \$2.00 per member
 - b. Sophomore Class -- \$250.00 or \$4.00 per member
 - c. Junior Class -- \$375 .00 or \$6.00 per member
 - d. Senior Class -- \$1000.00 or \$30.00 per member
3. All money-raising activities must have the approval of the class adviser and principal before plans are begun.

FIRE DRILLS

All public schools are required by law to conduct fire drills. They should be conducted as the words imply -- DRILLS! There should be a conscious regard on the part of pupils for good order in marching I not a rush for exits. The secret of a successful drill will be the acceptance by the pupils of the responsibility involved. All teachers are responsible for the group with which they are working wherever they may be. When the gong sounds, pupils should stand a! attention and await orders from the teacher who should follow them through the drill. Pupils will remain in columns as they leave the building and when the return gong sounds, should merely "about face" and march back. There should be silence during drill in the building.

ORDER OF EVACUATION

The first rooms to leave will be those nearest the exits. For example, Mr. Perry's room will lead those on the west side of the main floor, Mrs. Bagg's room on the east side. On the second floor the junior high school pupils will go down the stairs in two single lines with two rooms on each side

FIRE SQUAD

Each of the three floors shall have a boy and a girl assigned to the fire squad. Their duties shall consist of being sure that everyone has left the building. When they have completed their inspection they shall report to the Principal. Then the return gong (outside horn) will recall pupils to the rooms from which they started. The fire squad shall be appointed by the Student Council. Teachers should keep posted, on the bulletin board near the class-room door, a sign to instruct those in the room where their exit is.

PUPILS ON BASEMENT FLOOR:

1. From homemaking, science room, corrective room, girls' locker room and cafeteria, out rear exit.
2. From boys' locker room, out locker room exit.
3. From shop, out shop room exit.
4. From music room, out exit at north side of stage.

PUPILS ON MAIN FLOOR:

1. From rooms 110,111,112, out north front exit and turn left on walk.
2. From study hall, room 106, out main front exit.
3. From auditorium, out exit at north side of stage.
4. From gym, out south side exit.

PUPILS ON SECOND FLOOR:

1. From library and tower room out main front exit.
2. From rooms 201,202,203,265,206, out north front exit and turn right on walk.

STUDENT ASSOCIATION

The Geneseo High School Student Association has been organized to foster school spirit, encourage participation in school activities, further school unity, promote student direction of school activities, and to bring the students and faculty into closer harmony. Each student in the school is a member of the association which is headed by a President and Executive Council. Each class has two members on the Executive Council. There are six committees which function under the direction of the Student Association -- Athletic, Assembly, Calendar, Clubs, Election, and Music committees. Regular council meetings are held on the third Monday of each school month. All students are invited to attend these meetings. Copies of the constitution of the association may be obtained at the office or from one of the association's advisors, Miss Quirk and Mr. Walker.

SCHOOL BUS REGULATIONS

Bus drivers have great responsibility in the transportation of pupils. The driver has the same relation to his riders as the teacher has in the classroom. To insure safe and efficient transportation, you are expected to observe the following:

1. Obey the bus driver.
2. Pass in front of the bus rather than behind it.
3. Do not leave your seat until the bus has stopped.
4. Always take assigned seats.
5. Do not thrust head or arms out of windows.
6. Be on time when bus arrives to pick you up. The bus will wait no more than two minutes.

FRESHMAN WEEK

The activity of Freshman Week shall be governed by the following:

- A. Freshman Week shall be held the week of the first Monday in October of each year.
- B. Monday shall be instruction day, at which time Freshmen will be given formal mimeographed instructions for the entire week. Homeroom period will be

lengthened 15 minutes on Monday for Freshman and Senior Assembly, during which time middle classmen will remain in their homerooms.

C. Tuesday, Wednesday, Thursday, and Friday may be devoted to Freshman initiation. Assembly shall be held Friday. The freshman dance will be held Friday evening at the school.

General Policies:

A. Freshman Week must be completely planned in detail and approved before any part of it may proceed.

B. Complete plans for the entire Freshman Week" A including assembly and dance, shall be drawn up and submitted to a Freshman Week Committee" for approval. This committee shall consist of the Principal Senior Class adviser, Freshman Class adviser, and the Senior Class president plus the president and vice-president of the Student Council. These plans will be submitted to the committee for approval not later than the Friday preceding "Freshman Week". This committee will act as a controlling committee.

C. The complete plans will be mimeographed and given to the freshman and senior classes on instruction day. These will be in the hands of each member of these classes.

Code of Conduct:

A. Initiation may take place only before school, between classes and after school, and then only on the school grounds.

B. Seniors and Freshmen are responsible for being on time for all classes. Any violation will be reported to the controlling committee. If too many violations are committed, this certain form of initiation will be stopped at once.

C. No physical hazing or laying on of hands will be tolerated for the good of all concerned.

D. Freshmen and Seniors are expected to accept in good grace and spirit the responsibilities and privileges of both classes.

NATIONAL HONOR SOCIETY

The Geneseo Chapter of the National Honor Society received its charter in June 1947. Seniors and Juniors are selected on the basis of scholarship (85% minimum), leadership, service, character. The possibilities of service to the school are unlimited in this organization.

GIRLS' ATHLETIC ASSOCIATION

This is a new organization in our school. We have as our tangible objective, the earning of awards through a point system, previously set up in our constitution. The aim of our club is to encourage, develop, and maintain good school spirit, sportsmanship, fair play interest, and to provide and govern good organized recreation for the girls of this school.

We meet once every two weeks during school hours, at which time our sports days, play days, meets and recreation are planned. There will be a general meeting for all who are interested in this organization and at that time all the small details of our club will be explained.

Will we see you there?