

**DOBBS FERRY
PUBLIC
SCHOOLS**



**HANDBOOK
1960-1961**



Administration

Albert R. Brinkman — Superintendent of Schools — B. A., Montclair (N. J.) Teachers College; Ed.M., Temple University; Ed.D., Columbia.

William Z. Lindsey — Principal of the High School — B. S., M. A., New York University.

Loren M. Evory — Principal of the Elementary School — B.Ed., New York State Teachers College, New Paltz; M.A., New York University.

Florence L. McNamara — Assistant Principal of the Elementary School — B.S., Beaver College; M.A. and Professional Diploma, Columbia.

Doris G. Burton — Supervisor of Reading Instruction; B.S., M.A., New York University.

Secretarial Staff

Josephine E. Anderson — District Registrar.

Mary Belarge — Guidance Office Secretary.

Matilda Insinga — Secretary to the Superintendent of Schools.

Elvira Marconi — Clerk-Typist, Switchboard Operator, Superintendent's Office.

Frances W. McCarthy — Secretary to the Principal of the Elementary School.

Marguerite Miller — Secretary to the
Principal of the High School.

Florence Sanborn — Clerk-Typist, Ele-
mentary School.

Medical Staff

Vito Barbieri, M.D., Medical Inspector.

Rose DeLuca, R.N., B.S., M.A., Columbia
School Nurse - Teacher.

Harriet Hotell, R. N., — School Nurse -
Teacher and Attendance Supervisor.

Marie U. Copp — Dental Hygienist, Co-
lumbia.

Special B. O. C. E. S. Staff

Murray I. Blustein — Psychologist; B.S.,
Long Island University; M.A., New
York University.

Jay Samsky — Speech Therapist; B.A.,
City College; M.A., New York Univer-
sity.

Board of Education

John A. Creedy, President (1963)

A. Nicholas Mason, Vice President (1962)

Michael G. Fritz (1962)

Henry M. Chapin (1961)

George Robinson (1961)

George Speyer (1961)

Albert J. Baviello, Treasurer

Anna C. Weiderhold, Clerk

Genevieve S. Puzzuoli, Accounts Clerk

Dobbs Ferry Public Schools

School Calendar

1960-1961

September

- | | | |
|---------|---|----------------------------------|
| Thurs., | 1 | New teacher orientation |
| Tues., | 6 | General meeting—
all teachers |
| Wed., | 7 | School opens |

October

- | | | |
|-------|----|-----------------|
| Wed., | 12 | Columbus Day |
| Fri., | 28 | Zone Conference |

November

- | | | |
|---------|----|-----------------------|
| Fri. | 11 | Veterans Day |
| Wed., | 23 | Schools close at Noon |
| Thurs., | 24 | Thanksgiving Recess |
| Fri., | 25 | |

December

- | | | |
|-------|----|---|
| Wed., | 21 | Schools close at end of
day - Christmas recess |
|-------|----|---|

January

Mon.,	2	New Year's Day
Tues.,	3	School reopens
Wed.,	25	Regents Examinations
Thurs.,	26	

February

Mon.,	13	Lincoln's Birthday
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March

Wed.,	29	Spring Vacation begins at end of day
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April

Mon.,	10	School reopens
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May

Mon.,	29	Memorial Day
Tues.	30	" "

June

Mon.	19-23	Regents Examinations
Fri.,	23	School closes Commencement

Educational Objectives of The Schools In Dobbs Ferry *

Teachers, administrators, Board of Education members, and parents participated in the development of the following statement of educational objectives for the children in Dobbs Ferry Schools. These statements of purpose remain "the stars by which we steer."

1. To develop in the child a sense of responsibility, and of moral and ethical values.
2. To prepare the child to take his place in the school and the community as a useful thinking citizen.
3. To stimulate interest in learning, arouse creativeness, develop the child's reasoning and sense of judgment.
4. To develop useful work habits and lay the foundation for further education and development.
5. To teach the basic skills of reading, writing, arithmetic, and a fundamental knowledge of history.

* Quoted from The Cooperative Survey of the Dobbs Ferry Public Schools, (Evaluation and Testing) pp. 1, 2, 1948.

These educational goals were further implemented by a general statement as to how these goals might be achieved. The general procedures suggested were:

1. To develop in the school a democratic climate with active participation of students and faculty to promote loyalty and morale.
2. To provide effective personal, educational, and vocational guidance.
3. To provide a variety of social, recreational, and cultural experiences that can be drawn upon in living a happier, healthier, fuller and better adjusted life.
4. To make the school the center of community education, to utilize fully the resources of the community, and to develop a close and active cooperation between the staff and the public.
5. To have a school adapted to the differences of all children and the needs of the community today.

Elementary School Faculty

Abercrombie, Levanche L., Mrs. — 3rd Grade, Geneseo State Teachers College; B.S., M.A., New York University.

Alfano, Joyce G., Mrs. — 3rd Grade, B.A., Hunter.

Barlow, Betty M., Mrs. — 6th Grade, B.S.M., Oberlin College; New York University.

Bellotto, Louis F., Mr. — 6th Grade, B.A., University of Denver.

Biller, Donna M., Miss — 1st Grade, B.S., New York State Teachers College, Buffalo.

Block, Barbara D., Mrs. — Librarian, B.A., George Washington University; M.S., Columbia University School of Library Service.

Bowen, Kathleen, Miss — 6th Grade, B.S., New York State Teachers College, Plattsburg; M.Ed., St. Lawrence University.

Eurrows, Shirley R., Mrs. — 2nd Grade, B.A., Mt. Holyoke College; M.A., Columbia.

Carter, Loretta, Mrs. — 4th Grade, B. S.,
M.A., New York University.

Carter, Roger, F., Mr. — Elementary
Science Coordinator, A.B., New York
University; M.A., Columbia.

Cook, Mary, Mrs. — 6th Grade, Oneonta
State Teachers College.

Cresci, Barbara, J., Miss — Kindergarten,
B.S., New York State Teachers College,
New Paltz.

Dingley, Dorothy, Miss — Kindergarten,
B.E., U. C. L. A.; M.A., Columbia Uni-
versity.

Gill, June Marie, Mrs. — 4th Grade, B.A.,
Hunter College.

Fishman, Barbara, Miss — 3d Grade,
B.A., Hunter College.

Hildenbrand, Edith, Miss — 1st Grade,
B.S., Mt. St. Vincent; M.A., Columbia.

Holladay, Pearl T., Miss — 2d Grade,
B.A., West Virginia State College.

Hutchinson, Janet B., Mrs. — 5th Grade,
B.S., Syracuse; M.A., University of
North Carolina.

Jones, Ward K., Mr. — School District
Director of Athletics; Physical Educa-
tion, Elementary School Boys, Cortland
Normal School; B.S., Ithaca College.

Kastberg, Helen, Miss — Kindergarten,
Hunter Kindergarten Training School.

King, Ruth, Miss — 2d Grade, State
Teachers College, New Paltz.

Kleinaitis, Irene, Miss — Vocal Music,
Music B.S., State Teachers College,
Danbury, Conn.

Koster, Caroline M., Miss — Instrumental
Music, B.S., Connecticut State
Teachers College; M.A., Columbia;
Aspen Music School.

Lombardi, Annette, Miss — 1st Grade,
B.S., New York State Teachers College.

Lupo, Elena A., Miss — Art, B.S., College
of New Rochelle; M.A., Columbia.

Morrison, Christine, Mrs. — Helping
Teacher, Mills College of Education;
B.S., Adelphi College; M.A., New York
University.

Olivet, Genevieve, Miss — 3d Grade, B.S.,
in Ed., New York State Teachers Col-
lege, New Paltz.

Paul, Joyce B., Mrs. — 2d Grade, B.A.,
Hunter College.

Pearce, Barbara, Miss — 3d Grade, B.E.,
New York State Teachers College, New
Paltz; M.A., New York University.

Quigley, Robert J. — 6th Grade, Ed.B.,
College of Education, Rhode Island.

Robinson, Grace, Mrs. — 5th Grade, B.S.,
Mt. St. Vincent; M.A., Columbia.

Ross, Harriet, Mrs. — 4th Grade, B.S.,
City College of New York.

Rudin, Olga, Mrs. — 5th Grade, B.S.,
Columbia.

Salabert, Marianne, Miss — Physical Ed-
ucation, B.S., New York State Teachers
College, Cortland.

Stannard, Jane, Miss — 5th Grade,
B.S., Castleton State Teachers College;
M.A., Columbia.

Thomsen, Gloria, Miss — 1st Grade, B.S.,
Adelphi College; M.A., Fordham Uni-
versity.

Whalen, Nora, Mrs. — 2d Grade, B.A.
Good Counsel College.

The Elementary School Daily Schedule

A.M.

- 8:00 — Morning double session classes start.
- 8:45 — First bell rings — doors open.
- 8:55 — Last bell rings.
- 9:00 — Regular Morning Classes start.
- 11:40 — Dismissal for regular morning classes.

P.M.

- 12:00 — Dismissal for morning double session classes.
- 12:15 — Afternoon double session classes start.
- 12:45 — First bell rings — doors open.
- 12:55 — Last bell rings.
- 1:00 — Regular Afternoon Classes start.
- 3:20 — Dismissal for regular afternoon classes.
- 4:15 — Dismissal for afternoon double session classes.

Every Wednesday of the school year school is dismissed at 2:30 P. M., except for pupils attending classes for religious instruction, who are dismissed at 2:00 P. M. Pupils assigned to afternoon double session classes who are excused for religious instruction at 2:00 P. M. will be expected to return to their classrooms at 3:00 P. M.

The Elementary School

1. The Home and School Association

The organization in Dobbs Ferry which has worked most closely with the schools' personnel and Board of Education in promoting "the best education our village can afford" is the Home and School Association. This organization, composed mainly of parents of elementary and high school pupils, is primarily interested in developing opportunities for the faculty and citizens of Dobbs Ferry to meet and discuss problems of mutual interest. It is an incorporated organization. The Association sponsors several evening meetings during the school year which relate to education and the schools. All citizens of Dobbs Ferry are eligible for membership whether or not they have children attending the public schools. The program dates will be announced by the Association through special notices in the newspapers.

2. Parent-Teacher Conferences

Such conferences give both the teacher and the parent an opportunity to discuss the child's health, his interests, problems, needs, likes and dislikes; so that both teachers and parents may better understand, en-

courage, and guide the child. Parents are urged to arrange such conferences through the office or with the teacher personally. Casual or unplanned visits are seldom satisfactory because of interferences caused by the presence of others or by the teacher's many other obligations.

3. Visiting Classrooms during the School Day

Parents are welcome to visit with their child's class. Such visits should be planned and the time arranged with the teacher. If it is impossible to contact the teacher directly, the principal's office may be called upon to arrange a visit for you with the teacher.

4. Released Time For Religious Instruction During School Hours

In accordance with education law of State of New York, all pupils in the Elementary School whose parents sign a request form available at the school or the church, will be dismissed at 2:00 on Wednesday afternoons to attend schools for religious instruction.

The time and day were arrived at through common agreement among the various churches providing re-

ligious instruction. Although the school does not assume responsibility for attendance at religious schools, it retains the right to deny the privilege of released time if such time is misused.

5. Admission and Transfer

Admission to the Kindergarten Class

By ruling of The State Department of Education any child who is five years of age at the opening of school in September or who will become five by December 31st of that year is eligible for admission.

Transfer from the Dobbs Ferry Schools

All children who plan to leave the Dobbs Ferry Schools, should have their parents call at the school in person to secure transfer forms.

Transcripts of a transferred pupil's school record are forwarded to the new school on request of that school.

6. Attendance Information

Regular and punctual attendance is important to the continuity of each child's educational growth. No child can get the most out of his educational experiences if for various rea-

sons his attendance is irregular. Good health, however, is more important both for your child and his associates. Whenever it becomes evident that your boy or girl will be absent from school for any length of time, arrangements can usually be made with the school for study at home.

There is another reason for urging your cooperation in the matter of attendance. State aid is computed on the basis of our average daily attendance. Simply stated, the better our attendance the greater the State aid to the School District. Unnecessary absence is costly to you as a taxpayer.

Excuses from School

Written requests are required to have your child excused during school hours, and should be approved by the principal before the morning or the afternoon sessions begin. Please do not phone the school to have a pupil excused.

Arriving at School

Pupils in regular session classes should not arrive at school before 8:45 A. M. and 12:45 P. M. Parents are requested not to permit their children to arrive earlier than the hours indicated.

Keeping children at home

In order to assist in preventing and controlling communicable diseases and in maintaining good health conditions for all children, parents are requested to keep their children at home when any symptoms of illness appear. Many children's diseases begin with a fever, upset stomach, or cold or rash.

What to do when your boy or girl is absent from school

Each day the District Records Clerk calls the homes of all absentees. Parents are urged to phone the District Records Clerk (OW 3-0885) whenever they want to communicate information regarding absence.

A written note from the parent is required by state law following each absence or tardiness, even though the home has been contacted by telephone. Home visits by the Attendance Supervisor are made when necessary.

What to do if you are tardy

A pupil who is tardy to school, must report to the school office and secure an Admission Slip which he gives to his teacher.

Legal excuses for absence

The State Education Department considers the following as legal excuses for absence:

Sickness.

Sickness or death in family.

Impassable roads or weather making travel unsafe.

Religious Observances (by written request from parent).

Quarantine.

Remedial health treatment.

Requirement to be in court.

Attendance at organized clinics.

School supervised curricular projects.

Music lessons (with school consent).

Notification of emergency school closing or delayed school opening due to inclement weather or hazardous road conditions:

Bulletins will be issued between 7:00 and 9:00 A. M. over Radio Station W. F. A. S. (123) White Plains.

Local Signal 7:30 A. M. Fire whistle — 3 blasts. (If no school for the day)

11:00 A. M. no school for P. M. — 3 blasts.

On days when the weather is such that road conditions are hazardous school will open one hour or one and one-half hour later than usual. If it becomes necessary to close school for the day, it may be necessary to make it up on vacation time. If no vacation time exists, then it will be made up by attending school on some other day when school would not ordinarily be in session.

Leaving school grounds at lunch hour or after returning to school on the bus:

No child is permitted to leave the school grounds at that time unless a note requesting permission is sent by the parents. Obviously this rule is difficult to enforce and parents are urged to cooperate in impressing upon their children the importance of this regulation. This ruling is discussed with children in their classrooms.

7. All-School Conference Period

Special Days at mid-year are set aside for parent-teacher conferences from 1-4 P. M. Parents will receive a note inviting them to come to school at this time.

Every parent is urged to make an effort to visit his child's teacher at this time.

8. Lost And Found

To aid the school in insurance against the loss of items of clothing,

All clothing such as rubbers, overshoes, hats, coats, gloves, and scarves should be plainly marked so that ownership can be determined.

Claiming lost articles

All persons who have lost any article or book should consult the office before or after school hours.

9. Physical Education Regulations

For reasons of safety and because of the high cost involved in maintaining the gymnasium floor, it will be necessary for children to wear sneakers in the gymnasium for indoor recesses and physical education classes. Shorts or slacks are required wear for girls in the upper grades; to be worn only during the physical education class. Permanent excuses from physical education must be signed by the family physician or the school medical inspector. Temporary excuses may be requested by parents whenever necessary in case of colds, sprains, injections, etc.

10. Psychological Services

Psychological services are provided to help promote the main business of the school which is "learning." Children ought to be free from any difficulties or problems which interfere or prevent them from acquiring the knowledge, skills, and attitudes for mentally, physically, and emotionally successful school experiences. Without emotional well-being a pupil cannot profit fully from his educational experiences and will not be able to make the best use of his ability and skills in school or in later life. This may result in a tragic loss not only to himself, but to the community and nation.

Pupils are routinely referred to the psychologist by the teachers, principal or other staff members in the elementary school and mainly through the principal or guidance office in the junior and senior high school, on problems of learning, or social and emotional behavior. Parents and pupils may also make appointments with the psychologist, directly or through the teachers, principals or guidance counselor.

Mr. Blustein is available on Mondays, Wednesdays and Thursdays.

11. Lunchroom

The lunchroom is maintained primarily for pupils whose parents are working. Pupils are supervised by teachers both in the lunchroom and on the playground during the lunch hour.

Parents are urged to have their children eat at home. It is felt that eating at home with parents provides a more leisurely and quiet break in the school day. If too many eat in school, and if too many return early, the program will not be workable. If your child must eat lunch at school everyday please send a note to his teacher stating the reason so that we can estimate how many we shall have to accommodate.

As the new primary school opens and additional facilities become available all children not within walking distance may stay for lunch.

12. Banking

In cooperation with the Educational Thrift Service and the Greenburgh Savings Bank, children are encouraged to establish habits of regular saving. Bank Day is held every Wednesday morning for Grades 1, 2, and 3, and all deposits must be made

at that time. To open an account or to withdraw money, each depositor must have his parents sign a special form.

13. Parking

Parking on school grounds during school hours is prohibited except in a few limited areas. There is a parking area at the north end of the high school. Cars are not permitted to drive on elementary school drives or grounds.

14. Student Accident Insurance

Insurance is available to students on a voluntary basis. Coverage is provided for accidents students are likely to encounter to and from school and while under school supervision. Information on premium costs and applications will be sent home with the students early in the school year.

The School Health Program

1. An annual health inspection by the school physician unless parents request this service by the family physician.
2. An annual dental inspection by the school dental hygienist.
3. An annual vision test using the Snellen Eye Chart.

4. An annual hearing test using the audiometer.

5. First Aid Care for emergencies and illness occurring during school hours.

6. Follow up on any defects found in the above inspection. Parents are notified and urged to consult their family physician for advice regarding this condition. Correction or treatment of defects is most essential for the optimum health of the child. The health department will assist the parents through clinics if private physician care is not possible.

7. Health inspections to aid us in the prevention and control of communicable diseases. These include daily class room inspection by the teacher, inspection by the nurse of absentees before returning to the classroom, special inspections of contacts when communicable diseases are present. Immunization for small pox, diphtheria, whooping cough, tetanus, and Polio are very important. Parents are requested to consult their family physician regarding these and necessary booster injections. Clinic facilities are available for those not under private physician care.

8. The establishing of good health habits such as cleanliness, adequate

sleep, good nutrition, outdoor exercises and pleasant environment are essentials in the development of a happy, healthy child.

9. An accumulative health record is kept for each child showing his growth and development.
10. The principles of healthful living are studied in school and their practice in all situations is encouraged.
11. Should a child be hurt or become sick at school, the school nurse will telephone the home and call the family doctor if necessary. In either case no child is sent home alone. It is wise for parents who are employed to list their business phone with the school so that they may be contacted in an emergency.

Communicable Disease Control

In order to prevent the spread of communicable diseases and to insure rapid recovery with a minimum of after-effects, it is advisable to keep a child home from school when he shows any of the symptoms listed below:

Chills	Red or Discharging Eyes
Coughing	"Running" Nose
Earache	Skin Eruption

Enlarged Glands	Sore Throat
Fever	Stomach-ache or Diarrhea
Headache	Vomiting

If any of these symptoms is found in a child at school parents will be notified and the child will be sent home.

When a child becomes ill at home, parents should notify the school immediately if the disease is diagnosed as communicable. Following an absence from school, the child must be checked by the nurse before he can be readmitted to the classroom, and must bring a note from a parent giving the reason for the absence.

Rules and regulations are based upon those of the New York State Department of Health and the School Medical Inspector.

Exclusion From School Of Other Children Where Contagious Diseases Exist

Chicken Pox, German or Regular Measles, Mumps or Whooping Cough; Children will not be excluded until the first signs of the illness appear.

Streptococcal Sore Throat (Including Scarlet Fever); Readmission to classes will be by written certification of attending physician.

All school children who recently have been in close contact with contagious diseases and are presumably not immune (but have ceased all contact with the patient) shall report to the nurse for observation each school day until otherwise directed.

Exclusion Of Children From School

Disease	Incubation Period	Exclusion from School
Chicken Pox	11-24 days	At least 6 days. Longer if scabs have not fallen off.
German Measles (Rubella)	14-21 days	Until recovery and at least 4 days from onset.
Measles	5-18 days	Until recovery and at least 1 week from onset.
Mumps	12-26 days	Until glandular swelling subsides and at least 10 days from onset.
Whooping Cough	2-4 days	Not less than 6 weeks or longer than 8 weeks.
Poliomyelitis	5-21 days	Until released by County Department of Health.
Smallpox	5-21 days	As above.
Diphtheria	1 day	Indefinite "
Scarlet Fever	1-7 days	" "
Strep Throat	1-7 days	" "

High School Faculty

Abbott, Joan, Guidance-Counselor
A.B., Colby, M.A., Columbia

Boyce, John W. Jr., Art
B.F.A., Syracuse

Christos, Stephen, Jr., Band Director
B.M., Bethany College,
M.M., Northwestern University

Clickner, Erma, Director of Guidance
A.B., Syracuse,
M.A., New York University

Costello, Mary E., Spanish
A.B., Elmira College, M.A., Columbia

Cziner, Jerome, General Education
A.B., M.A., New York University

Danahar, Walter V., Social Studies
A.B., Manhattan, M.A., Fordham

DeMaio, Francesco F., Guidance Counselor
B.S., New York University,
M.A., Columbia

Donnelly, Patricia, Science
B.S., M.S., University of Toledo

Ferguson, Janet, Home Economics
A.B., Ohio Wesleyan

Dyer, Peter T., Phys. Educ., Football
B.S., University of Maryland,
M.Ed., Springfield

Greenfield, Kathleen E., Librarian
Visual Aid Coordinator
A.B., Hartwick,
B.S., in Library Science, Albany State

Hadden, John D., Gen. Ed., Social Studies
B.S., Gorham Teacher College,
M.A., Columbia

Hennessey, Thomas C., General Education
A.B. Boston College,
M.A., Boston University

Hildenbrand, Frederick W., Ind. Arts
B.S., Oswego, M.A., Columbia

Jones, Ward K., Director of Athletics
B.S., Ithaca College

Kelley, Edna T., General Education
B.S., M.A., Columbia

Kohl, William F., Phys. Ed., Basketball
B.S., Kansas State College,
M.A., Columbia

Lifton, Sheldon, Science
B.S., Bowling Green,
M.S., Washington State

MacGregor, John M., Social Studies
A.B., Central College,
M.Ed., William and Mary

Maloney, Adrian K., Jr. High Mathematics
B.Ed., New Paltz,
M.A., New York University

McKay, Wallace, A., Science
A.B., American International College

McManus, Marie L., English
A.B., M.A., New York University

Meyers, Edward J., Science
B.S., Jersey City State Teachers College,
M.A., Columbia

Mignogna, Milton E., Science
B.S., M.A., New York University

Mikulsky, Walter A., English, Driver Ed.,
A.B., Manhattan,
M.A., New York University

Miller, Frank J., Latin and French
B.S., Fordham, M. A., Brown University

Miller, Margaret, Home Economics
A.B., University of Washington,
M.S., Hunter

Nicol, Gordon D., General Education
A.B., Hamilton, M.A., Columbia

Passman, David, General Education
A.B., New York University

Petix, Joseph R., Industrial Arts
A.B., M.A., New York University

Petronis, Frank J., Business Education
B.S., Albany State,
M.A., New York University

Polly, Glenn S., Mathematics
A.B. M.A., Columbia

Robbins, Bernice R., Jr. High Mathematics
Bloomsburg State College

Robinson, Donald B., Vocal Music
B.S., M.A., Columbia

Tunney, Margaret E., Business Education
B.S., Plattsburgh, M.A., Columbia

Williams, William I. J., Mathematics
B.S., Wilkes College, M. A., Columbia

Wolfe, Robert W., English
A.B., A.M., Columbia

Zurliss, Keith, Girls Physical Education
B.S., M.A., Columbia

High School Calendar 1960-1961

1960

- Sept. 23—Student Council Dance
Sept. —Senior Educational Trip Day
Oct. 10-11—Regents Scholarship Exams
Oct. —Sophomore Class Function
Oct. 21—Report Cards Issued
Nov. 4—First Quarter Ends
(40 days)
Nov. —A. F. S. Orientation Committee Dance
Dec. 2—Report Cards Issued
Dec. 10—Dramatic Club Play
Dec. 20—Christmas Program

1961

- Jan. 14—Freshman Class Function
Jan. 20—Second Quarter Ends
(44 days)
Jan. 23-27—Midyear Examinations
Jan. 27—Report Cards Issued
Jan. 30—Second Semester Begins

- Feb. —Junior Class Function
Mar. 4—Senior Class Play
Mar. 9—Honor Society Assembly
Mar. 10—Report Cards Issued
Mar. 18—Band Concert
Mar. 22-24—Middle States Association Evaluation
Mar. 29—Third Quarter Ends
(42 days)
Mar. 30-
Apr. 7—Easter Recess
Apr. 15—Student Council Dance
May 4—Report Cards Issued
May 6—Student Council Dance
May 17—Senior Processional
May 23-26—Achievement Week and Elections
June 16-22—Final Examinations
June 22—Senior Dinner — 6:30
June 23—Junior Prom — 9-12
June 23—Report Cards Issued
June 23—Graduation at 8:15

Time Schedule For Year 1960-61

The special music groups will hold practice before school classes begin.

- 8:00 - 8:45 — Special Music groups
 8:35 - 8:45 — Homeroom attendance
 8:45 - 8:53 — Homeroom period and announcements
- 8:56 - 9:41 — Period 1
 9:44 - 10:29 — Period 2
 10:32 - 11:17 — Period 3
 11:20 - 12:05 — Period 4
 12:05 - 1:05 — Noon hour
- 12:55 - 1:06 — Homeroom Attendance
 1:09 - 1:54 — Period 5
 1:57 - 2:42 — Period 6
 2:45 - 3:30 — Period 7

On Wednesday the schedule will be arranged as follows:

- 8:56 - 9:31 — Period 1
 9:34 - 10:09 — Period 2
 10:12 - 10:47 — Period 3
 10:50 - 11:25 — Period 4
 11:28 - 12:03 — Period 5
 1:09 - 1:44 — Period 6
 1:47 - 2:22 — Period 7

Requirements For The Dobbs Ferry High School Diploma

In order to obtain a Dobbs Ferry High School diploma, the student shall

1. Satisfactorily complete, with passing grades, one of the courses of study.
2. Comply with all rules and regulations of the Dobbs Ferry Schools.
3. Be present in proper attire at commencement exercises to receive the diploma (exception — a graduate of August).

Subjects Required Of All Students

GROUP I

English 4 years — (English 3 years*)	4 units
Citizenship Education	3 units
General Science 9th year or Earth Science	1 unit
Biology	1 unit
Physical Education	

Total 9 units

GROUP II

Major sequence in one field 3 units

A. Academic (Select any three subjects)

1. Mathematics: Elementary Algebra, Math 10*, Math 11*.
2. Languages: Latin 1, 2*, 3*; French 1, 2*, 3*; Spanish 1, 2*, 3*.
3. Science: General Science 9 or Earth Science; Biology*, and either Chemistry* or Physics*.

B. Business Education

1. Required — Business Training and Typewriting and 2 units
2. Business Arithmetic*, Salesmanship and Business Management or 2 units
3. Shorthand I, Shorthand III* and Secretarial Practice 3 units

* Regents examinations required for State Regents Diploma.

GROUP III

Electives — See listings of possible choices under year designations

Page 37 6 units

Total Units for

State Regents Diploma 18 units

The Dobbs Ferry School Diploma for graduation requires 16 units.

Band and Chorus is $\frac{1}{4}$ unit per year. Credit may be claimed toward Diploma requirements on the basis of $\frac{1}{2}$ units only.

The Subjects Offered In The Dobbs Ferry High School Grades 9-12

FRESHMAN YEAR

English I	General Science
Latin I	Elementary Algebra
Spanish I	Elem. Bus. Training
Citizen Education	General Shop
Earth Science	Gen. Homemaking

SOPHOMORE YEAR

English III	Typewriting
Latin II	Shorthand I
Spanish II	Bus. Arithmetic
French I	Art
Math. 10	Metal Shop
Biology	Homemaking
	Leather Craft

JUNIOR YEAR

English III	Bookkeeping I
French II	Shorthand III
Spanish III	& Transcription
World History	Mechanical Drawing
Math. 11	Homemaking
Chemistry	Woodworking

SENIOR YEAR

English IV	Physics
French III	Secretarial Practice
American History	Industrial Arts
Solid Geometry	Homemaking
Advanced Algebra	Driver Education
Public Speaking	Music Appreciation

Course Of Study, Grades 7 and 8

The Course of Study for students in Grades 7 and 8 will consist of the integrated subject matter which includes English, Social Studies, Spelling and Reading, and will be taught by one teacher. Arithmetic and Science will be taught by different teachers. This year one section of the 7th Grade will be taught aural French, while another section will cover the arithmetic of both grades in one year. In addition, each student of the 7th and 8th Grades will have the exploratory subjects of vocal music, drawing, household arts (girls) and industrial arts (boys) for specified times through the year.

What We Should Know

Over the years there are questions which arise frequently. The list of statements below will explain the policy on these items.

1. Gym Uniforms — All students are required to have the standard gym uniform and sneakers in all gym classes. Boys' and Girls' gym uniforms are to be purchased at Reider's Store, Main Street, Dobbs Ferry, or Zimkin's, Cedar Street, Dobbs Ferry. Boys — Champion shirt and trunks, numbered, \$2.75. Girls — E. R. Moore style No. A-44-66, \$4.00.

2. Smoking — Students are not permitted to smoke either in the school building or on the school grounds during the school day from 8:00 A. M. to 6:00 P. M. Smoking restrictions apply to a student riding in an automobile. A student not following this regulation is suspended until the parents come to the school for their child's reinstatement.

3. Truancy — Truancy is a permitted plan not to attend classes. Truancy has a penalty of 5 nights detention and a suspension from participation in school activities for ten school days. If truancy is repeated, the student is suspended from school.

4. Shop Aprons — All students are required to have a shop apron for use in shop work. They may be obtained through the teacher. Cost is approximately \$1.00.

5. Students may leave the school grounds during the school sessions ONLY by permission from the school nurse, principal or superintendent.

6. Automobiles — Parking facilities are limited. Therefore students driving cars to school are to observe the following regulations in order to park on the school grounds:

- a. File in the office the identification of the car and its license plate number.

- b. Only licensed drivers may park on the school grounds.
- c. Obtain approval by the Principal for the need of driving to school.
- d. Student-driven cars must be parked at the West End of the parking area — cars are not to be parked on the play area until the winter season.

Faculty cars are to be parked in the parking area North of the school or in the quadrangle between the schools. (all day)

Entrance and Exit-Way during school hours is the North Driveway.

Drive with extreme caution and very slowly on the school grounds.

7. **Bicycling** — Bicycling around the building is prohibited. Bicycles are to be taken to the bicycle rack by way of parking area.

8. The school ground and building are not under supervision after school and on holidays or weekends. Therefore, students are directed to go home after school unless the student is requested to remain by a faculty member.

9. All school dances are to end at 11:30 o'clock.

10. **Class Meeting** — A faculty advisor must be in attendance at all class

meetings. The business of the meeting can not begin until the advisor is present.

11. **Educational Trips** — Class groups and clubs who plan educational trips must have them approved by the Advisor and the Principal. A class trip must be an educational class project. An activity group trip must relate to the function of the activity. Educational trips must be completed by December 9, 1960 for the first term, and by May 12, 1961 for the second term.

12. A "Unit" is the value given to a subject pursued five periods a week for 45 minutes each period, for one year.

13. **Number of Subjects** — Each student, after counselling with the subject teacher and the guidance counselor, must take five subjects unless he is working out of school during a half-day school session. Permission for outside work during school hours must be obtained from the Principal.

14. **Elective Subjects** — A student who follows a sequence of elective subjects should indicate his ability to continue in the sequence by obtaining a satisfactory grade in the subject. Unless unusual circumstances underlie the reason for low grade, it is advisable for the student to attend summer school to obtain a quality

background for the second year of the sequential subject. Generally the basis for a satisfactory background would be a grade of 75%.

15. Dropping a Subject — A student may drop a subject only after counselling with the subject teacher and the Guidance Counselor. The following requirements must be met: (1) the student will still be enrolled in four major subjects, and (2) the student will present to the Guidance Counselor a statement of agreement signed by one of the parents, the subject teacher, the Guidance Counselor, and the Principal.

16. Every student is required to take a subject test in January and June.

17. Time Requirements for Examinations — "No student shall, under any circumstances, enter a regents examination more than 45 minutes late, and no student shall leave the examination room within 45 minutes after distribution of the question papers." Reg. 7, Principals Handbook, State Education Department.

In order to have uniformity of rules, the rule shall apply to the non-regents school examination.

18. Honor Roll — In order to have his name listed on the Honor Roll Board, a student must have a grade of at

least 85% in all subjects. A grade of 90% or better in all subjects places the name under High Honors.

19. Activities and Interscholastic Sports — To participate in a sport or activity a student must be attending classes in at least 5 subjects and must pass at least 3 unit subjects every January and June.

20. Absence as it Affects Activities and Sports after School — A student who is absent in the morning or afternoon, legal or illegal, cannot participate in the activity practice or play in an athletic contest on the day of absence, unless the absence has been approved through prior written notice by the Principal, Nurse or Superintendent.

21. Absence as it Affects Outside After-School Work — A student who is working in outside employment after school hours, is expected to have regular attendance at school. Otherwise, the school authorities may deem it advisable to withdraw the working papers of the student by notice to the employer.

22. Yearbook Activities — Student Activities are listed in the yearbook only when the activity participation through the Junior class is recorded on the permanent record cards.

23. Senior Class Activities and Yearbook Pictures — Only after a student has become a senior may he participate in senior class meetings, functions, senior dinner or yearbook pictures.

24. Summer School — Approval for students to take a subject in a Summer School will be given only if the student has failed the subject. Approval for advanced sequence subjects in a Summer School will be given only to a student who has attained an average of 85% during the past year. A student may be required to take a reexamination at D. F. H. S. to receive credit for Summer School work.

25. Promotions in the 7th and 8th Grades — Promotions are to be by grades, not by subject and made on the following basis.

- a. Local Examination grade.
- b. Achievement test record.
- c. Report card grade on daily work.
- d. Teacher estimate of ability.
- e. Social achievement and behavior of student.

What Grade Am I In?

26. (a) To enter Junior High School (7th grade) completion of 6th grade.

(b) To qualify as a Sophomore, 4 units.

(c) To qualify as a Junior, 8 units.

(d) To qualify as a Senior, 12 units.

(e) To qualify as a Senior in January, 14 units.

(f) To graduate — A student is graduated with a high school diploma upon certification by the Principal.

Final January - June Grades In All Subjects

27. A subject is successfully passed in January when the Final grade is 65% or above. The January Final Grade is determined by (a) doubling the term average and (b) the January test grade, (c) the sum of (a) and (b) divided by 3 gives the final grade. (The sum of (a) and (b) must be at least 195 to obtain a passing grade.)

28. A subject is successfully passed in June when the "Final" grade is 65% or above. The "Final" June grade is determined by the sum of (1) the January "Final" grade (2) the second term average, and (3) the June test grade (Regents or Non-Regents, (4) divided by 3.

(The sum must be at least 195 to obtain a passing grade.)

29. The "Final" grade of a term subject shall be determined as stated in No. 27 above.

Report To The Home

30. A progress report is sent six times yearly to the parents of all pupils, showing their attendance and subject grades (see Pages 32-33). This report card should be inspected and signed by the parent.

We invite the parents to communicate with the Principal or the Guidance Counselor in regard to the interpretation of the results shown on the report card. A mutual understanding will help the pupil to a well-adjusted school life.

Record Cards

31. Every student has a permanent record card on file, on which is listed—

- (a) Grades received in all subjects taken in the 7th through 12th grades;
- (b) The extra-curricula activities participated in;
- (c) The honors and awards earned by the student;
- (d) The attendance and tardiness of the student; and
- (e) The results of our testing program.

32. Instructions When Absent

Every absentee must report to Home Room first for attendance and then to Nurse's office with absentee slip made out by Home Room teacher. Reason for Absence will be filled in by the Attendance Officer and pupil is to return slip to Home Room teacher for pupil record in the register.

How To Get Working Papers

33. Every boy or girl between the ages of 14 and 18 must obtain a working certificate before employment is legal.

34. Between the ages of 14 and 16, a student may obtain Vacation Permits only. This certificate makes employment possible only when school is not in session (after school and Saturdays). This certificate cannot be obtained for employment in a factory (where machines are used).

35. Between the ages of 16 and 18, a student or graduate obtains a Standard Certificate. This certificate permits employment in all kinds of industry.

36. To obtain a certificate

- (a) Bring birth certificate to Records and Registration office and
- (b) Obtain "Pledge of Employment" slip, have it signed by employer, or

(c) Obtain application, properly filled in, then

(d) Employer fills in the application.

(e) Students report to nurse for approved health certification. Outside students have physical examination by high school doctor (Dr. V. Barbieri).

(f) Return the application to the Records and Registration Office. (first floor).

(g) Obtain the final employment certificate.

37. Each job requires a new certificate.

38. Application may be obtained during the school term any time during the school day.

39. During Summer vacation, applications may be obtained during the hours of 9:15 to 11:45 A. M. only.

Library Rules

40. Use of Library—The Library may be used by students before school from 8:15 until 8:40 A. M., and after school from 3:30 until 4:15 P. M.

41. Students coming to the Library from classes must bring permits signed by their classroom teachers. The permits will be signed by the Librarian when the student is ready to return to his classroom.

42. Fines of two cents per school day are charged on all overdue books.

First Aid And Medical Care

43. The Board of Education has no legal right to assume the responsibility for the medical care of students who are injured in school. Its policy is determined by definite direction from the State Education Department and it has no alternative but to follow these directions.

Students are permitted to purchase at the parents' option a "special school child accident policy" for the parents' protection. The premium, paid by the parent, has been approximately \$2.25 per year. The school is a permissive agency in the transaction. Details of the benefits are furnished the student by the insurance company. The Board of Education obtains an insurance coverage for the students in interscholastic sports and in gym classes. This coverage pays certain stated amounts for injuries received in regularly scheduled games in sports with other schools. Expenses of treatment beyond the amount allowed by coverage must be borne by the parents or guardians.

The Guidance Department

44. The Dobbs Ferry High School offers guidance to all students. Each period during the day, there are counselors in the Guidance Office who will welcome an opportunity to talk quietly and confidentially with you about any school or personal problem that may confront you during your entire stay in the Dobbs Ferry High School.

Here are only a few things the counselors can do for you:

1. Help you plan a course of study which will be most helpful to you in living a purposeful life and in preparing you to earn a living after leaving school. Every attempt is made on the basis of tests, previous scholastic achievements, needs, interest and accomplishments to guide you into courses where you will be most likely to succeed.
2. Aid you in changing your course of study if for any reason you need to change. No changes may be made except upon the advice of a counselor, with approval of the parent, subject teacher, and the Principal.
3. Help you try to find a reason and a remedy for your failure in school subjects.

4. Help you select school activities in which you may participate.
5. Help you determine where and how you may continue your education after high school, whether or not you are going to college.
6. Help you to investigate the world-of-work by giving you accurate and usable knowledge about jobs, occupations, and training, including requirements, opportunities, and trends.

The Guidance office maintains a file of up-to-date information on colleges, nursing, technical, and other specialized schools. Pamphlets, pictures, and other types of college literature as well as information on occupations not requiring college education are available. Throughout the year the office is in touch with the College Entrance Examination Board, the N. Y. and U. S. Civil Service Offices, and the various Recruiting Offices for the Armed Services. Each and everyone of you is welcome to come in and browse around the Guidance Library at your leisure.

The National Honor Society

The Delta Phi Chapter of the National Honor Society was instituted in the Dobbs Ferry High School in March, 1937. Members are selected by the faculty in accordance with the rules and regulations of the National Chapter and the qualifications of Scholarship, School Service, Leadership and Character.

Members of Class 1960

Uday Abhyankar, Rosalie Annicharico, John Bonadies, William Brockman, Patricia Chapin, David Gifford, Barbara Gordon, Paul Kendall, Vivian Lee, Anne O'Reilly, Arthur Price, Joan Trachtenberg.

Members of Class of 1961

Patricia DeLuca, Edward Doyle, Jon Edwards, Christine Eisenhauer, Anne Flesch, Virginia Hay, David Husband, William Pisani, Anne Sekaer.

Telephone

To telephone any office in the
school system call:

OWens 3-1500



After 4:00 P. M. Call:

OWens 3-1501 High School Office

OWens 3-1502 Head Custodian

OWens 3-1503 Elementary School Office

The school is glad to answer any telephone inquiries. Parents are urged, however, not to request the office to deliver messages to their children except in extreme emergencies.