

John Jay High School
2011-2012

Student/Parent A-Z Handbook



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The rules and regulations applying to all students in the Katonah-Lewisboro School district are available in the detailed District Code of Conduct. However, it is the intent of this handbook to highlight and emphasize the more common rules, regulations and disciplinary action taken at the high school.

September, 2011

Dear Students and Parents:

Welcome to John Jay High School. We hope that your years here will be filled with a sense of possibility, achievement and wonder.

The years you spend in high school will be characterized by change and challenge.

We will expect a great deal of one another during this time. We will expect as much of you as we know you are capable of giving. You should have great expectations of us too. We are a community of educators who stand ready to assist you as you meet the academic and social challenges that await you.

This handbook has been developed to ensure consistency of procedures and expectations for our school community. Please read it carefully. Be sure that you have returned any forms or releases we have sent home to you.

I look forward to a wonderful school year.

Sincerely,

Ellen Doherty
Principal

JOHN JAY HIGH SCHOOL STAFF

ADMINISTRATIVE STAFF

Ellen Doherty	Principal
Vincent Bell	Assistant Principal
Lisa Kor	Assistant Principal
Kim Piccolino	Assistant Principal
Christopher Griffin	Director of Counseling
Christian McCarthy	Director of Athletics, P.E., Health & Wellness
Connie Hayes	Director of Pupil Personnel Services

CLERICAL STAFF

Linda Binns	Front Desk
Susan Brancati	Library – Secretary
Nancy Cogswell	Secretary
Amy DeCrenza	Registrar
Caryn Gilbert	Attendance Clerk
Debra Fried	Secretary to Assistant Principal, Account Clerk
Joann Kisling	Counseling Secretary
Diana Mc Loughlin	Secretary to Director of Counseling
Christine Schroeder	Secretary to Assistant Principal
Barbara Semenetz	Secretary to Principal
Lori Villata	Athletic Secretary

WHO TO SEE AT JOHN JAY HIGH SCHOOL

Debra Fried	Club and Class Accounts	Main Office
Caryn Gilbert	Early Dismissals, Absentee Notes, and Late Excuses	Main Office
Counselors	Academics, Scheduling, College, and Career Information	Counseling Office
Front Desk	Lost and Found, Bus Notes, Locker Information, Working Papers	Main Office
Pamela Hagele/Phyllis Tarnowsky	Illness	Nurses' Office
Christine Schroeder	Walking Passes and Parking Stickers	Main Office
Lori Villata	Athletic Information	Athletic Office

JOHN JAY HIGH SCHOOL FACULTY

Ellen Doherty – Principal

Vincent Bell – Assistant Principal

Lisa Kor-Assistant Principal

Christopher Griffin – Dir.Counseling

Kim Piccolino – Assistant Principal

Christian McCarthy – Dir. of Athletics, P.E., Health and Wellness

<p><u>ART</u> Julie Evans-Kaser Marijane Hamren Holly Kellogg Diane Nerwen Judi Offenberg</p> <p><u>BUSINESS/TECHNOLOGY ED.</u> Severino D’Amico Ken Haskins Jennifer McLean Joseph Rocchio</p> <p><u>COUNSELING</u> Carlyn Bochicchio Beth DeBeer Erin Harrison Lucy Liberatore Malerie Simon Susan Tewksbury Joann Travis</p> <p><u>ENGLISH</u> Jeanetta Bryant Christina Carmona Anne Cunniff Bill Friedman Peggy Hefferon Chandler Lewis Jason Mahlke Jill Veleas Therese VonSteenburg Victoria Weiss Patsy Whitbourne/Maurica Pitocchi Jane Willis Candy Wilmot</p> <p><u>ELL</u> Ann Morris</p> <p><u>LEARNING STRATEGIES</u> Christine Bueti</p> <p><u>LIBRARIAN</u> Lauren Carrigan</p> <p><u>MATHEMATICS</u> Dina Bleakley Theodore Cann Michelle Gaudio Kathryn Grande Laura Ingram Nancy Liedtke Melissa Minichino</p>	<p><u>MATHEMATICS</u> Henry Prusinski Renee Psihontas Thomas Rizzotti Xiaomei Tang</p> <p><u>NURSE</u> Pamela Hagele Phyllis Tarnowsky</p> <p><u>PERFORMING ARTS</u> Bill Friedman Amy Geiger Steven Morse Jeff Richardson</p> <p><u>PHYSICAL EDUCATION</u> Jim Clark Geoffrey Curtis Elizabeth Ferrara Erik Hoaglund Joseph Mammoser Christi Mitchell</p> <p><u>PSYCHOLOGIST</u> Jennifer Carde</p> <p><u>SCIENCE</u> Linda Burke Emilia Camporese Matthew Funnell Joseph Gaudio Erin Gelb David Gewanter Michela Gilarde- Green Anne Marie Lipinsky Daniel Longhurst Frank Noschese Yadira Nova James Panzer Paul Plutzker Jodi Riordan Stuart Shippee Amy Shimberg Anna Stathis Caroline Weldon</p>	<p><u>SOCIAL STUDIES</u> Tim Cairl Kathleen Dailey Christine DiCosola Michael Guarini Vincenza Guiliano Erika Kostik Tricia Maloney Noelle Maoriello Marc McAlley Charles Morales-Thomason Paul Rosenzweig Paul Saloom Alex Smith</p> <p><u>SOCIAL WORKER</u> Patricia Bragdon Kiri Ryan</p> <p><u>SPECIAL EDUCATION</u> James Brandt Judy Farrell Christine Ferrarone Christine Kahn Jennifer Keegan Kerrie Kuntz Paul LoFaso Meghan Lynch Michelle Mancinelli Kristie Moran Mark Nedell /Gina Cooney Peter Neidell Karen Ursitti</p> <p><u>SPEECH/LANGUAGE</u> Melinda Benson</p> <p><u>TEACHING ASSISTANTS</u> Linda Devine Lena Gallagher Bairbre Hanson ChrisAnne Hoyt Donna McNamara Nancy Priezler Matt Rocchio Ronnie Thompson</p> <p><u>WORLD LANGUAGE</u> Tracy Albanese Consuelo Campos-McGuire Jennifer Cocuzzo Matthew Knittel Hanky Kutscher Janet Maroccia Ofelia Moreno Carole Rumpf Maria Vales Lauren Wood-Radcliffe</p> <p><u>PERMANENT SUBSTITUTES</u> Ilene Kramer Michael Newman</p>
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Class Advisors and Class Officers

Freshmen Class –

President – Karen Beaty
Vice President – Laura Bart
Secretary – Jackie Ricca
Treasurer – Emma Jansen
Historian – Jeffrey Stechler

Sophomore Class –

President – Aidan Cadley
Vice President – Rachel Yasgur
Treasurer – Carly Kilgore
Secretary – Samantha Lutt
Historian – Kieran White and Susannah Rogers

Junior Class –

President – Ava Cilia and Nicole Menkel
Vice President – John Loffredo and Kelsey Sklar
Secretary – Janice Choi and Gigi Antonelle
Treasurer – Joe Hyland and Ben Jadow
Historian – Frazier Bostwick and Charles Bocklet

Senior Class –

President – Kendall Coniaris and Lauren Murray
Vice President – Mike Jones and Jenna Yasgur
Secretary – Julia Conrad and Victoria Gullen
Treasurer – Jenny Veith and Hannah Casill
Historian – Christina Hafkemeyer and Clare Hogan

Campus Congress Representatives

Speaker: Jonathan Li
Vice Speaker: Dan Fulop
Secretary: James Pardo
Parliamentarian – Mary Sarlitto
BOE Member: Jeremy Sabath

Class of 2012

Kase Aufmesser
Kendall Coniaris
Elliya Cutler
Kelsey Davey
Matt Emmer
Ruby Engel
Kiley Gorman
Gus Lehmuller
Jon Li
Samantha Lish
Ali Mitchell
Stephanie Riocci
Michael Rosenthal
Jeremy Sabath
Mary Sarlitto
Ashley Sobel

Class of 2013

Angelo Angelino
Gigi Antonelle
Kathleen Carroll
Janice Choi
Ava Cilia
Hannah Corrie
Dan Fulop
Sam Gordon
Emma Harckham
Ben Jadow
Hannah Rosen
Spencer Schell
Sarah Secret
Kelsey Sklar
Mike Skluth
Mia Tucker

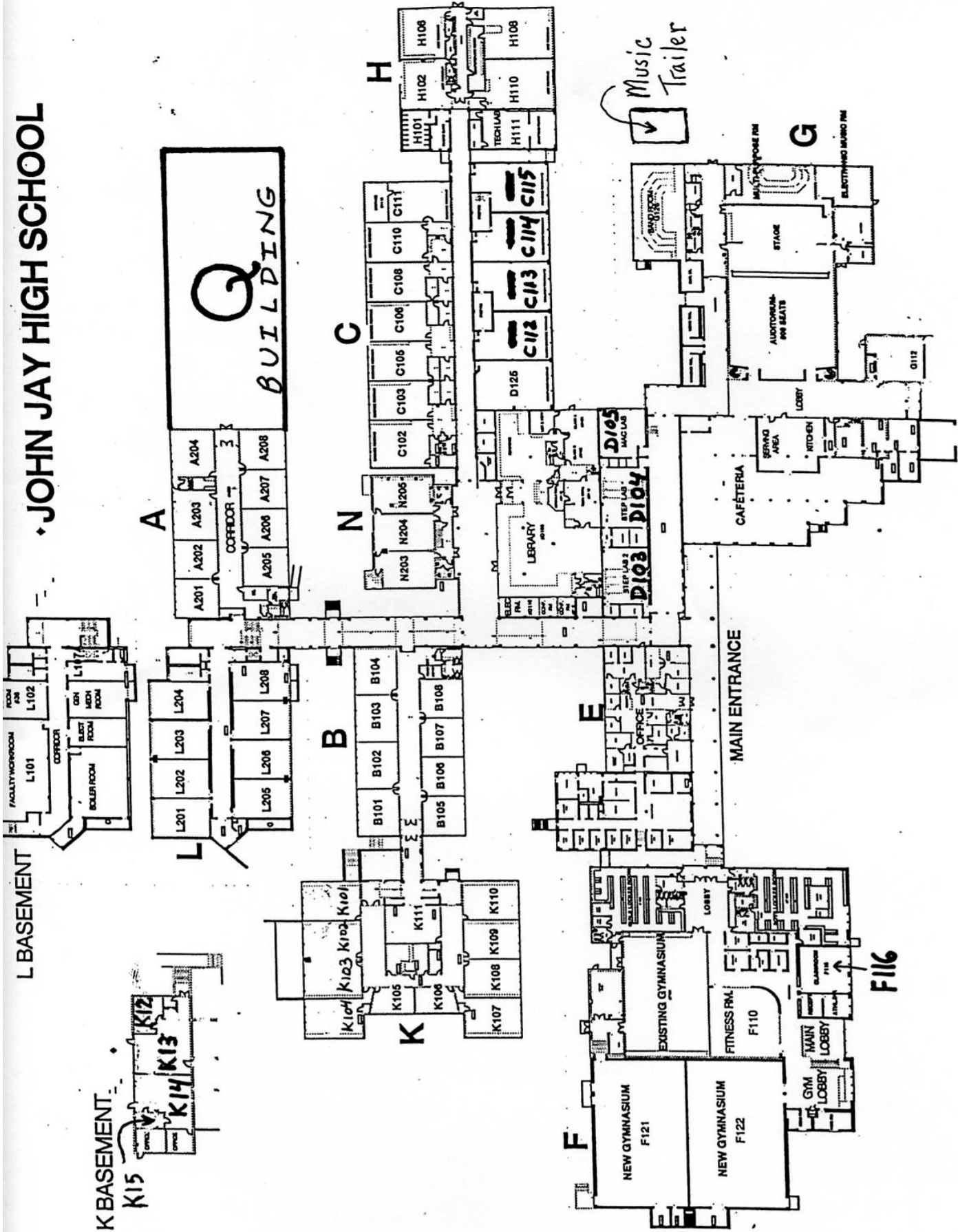
Class of 2014

Stephanie Cajigas
Tyler Fost
Kristin Goett
Kuba Goldstein
Alyssa Haber
Emma Housman
Justin Landzberg
Zachary Lee
Sean MacLean
Harry Nikel
Molly Newcomb
James Pardo
Hannah Sfredo
Susannah Rogers
Jenna Zitomer

Class of 2015

Sam Blum
Ashley Bove
Emily Fagan
Reed Feldman
Chloe Glenn
Grant Goldman
David Gordon
Carter Henry
Andrew Mamo
Ryan Monasch
Eilish Newcomb
Emma Nolan
Lily Sandlund
Julia B. Smith
Briana Tang
Hayden Ticehurst

JOHN JAY HIGH SCHOOL



Academic Eligibility

The philosophy of John Jay High School Academic Eligibility policy is

- Participation in extracurricular activities and athletics has a positive influence on adolescents' academic outcomes and social development
- An academic eligibility policy that maintains high standards for those who participate in extracurricular activities will encourage students to maintain and improve their grade point averages.
- Students who participate in support programs before being declared ineligible are more likely to improve their grades and are more likely to maintain/restore eligibility to participate in athletics and extracurricular activities.

Procedures for Monitoring Academic Eligibility

Students with one failure

- Student may continue to participate in extracurricular activities.
- Student will have a meeting with his/her counselor and consult with his/her teacher to develop a plan of support to help the student improve in his/her studies.

Students with two failures

- Student may continue to participate in extracurricular activities.
- Student will meet with his/her counselor once a week for five weeks to develop and implement a plan of support and to jointly monitor academic progress. The student will consult with his/her teachers to complete a weekly progress report, which will be reviewed by student and counselor.
- If the student does not participate in the counseling process, a recommendation may be made in consultation with the student's Assistant Principal, to the director of Counseling and/or the Principal to have the student declared ineligible. If the student's progress reports indicate continued poor performance related to effort, then a recommendation may be made, in consultation with the student's Assistant Principal, to the Director of Counseling and/or the Principal to have the student declared ineligible.

Student with three or more failures

- Student may continue to participate in extracurricular activities.
- Student will meet with his/her counselor once a week for five weeks to develop and implement a plan of support and to jointly monitor academic progress. The student will consult with his/her teachers to complete a weekly progress report, which will be reviewed by student and counselor. At the end of the five week probationary period, the student will meet with the Director of Counseling to review academic progress and to develop a plan of support moving forward.
- If the student does not participate in the counseling process, a recommendation may be made, in consultation with the student's Assistant Principal, to the Director of Counseling and/or the Principal to have the student declared ineligible. If the student's progress reports indicate continued poor performance related to effort, then a recommendation may be made, in consultation with the student's Assistant Principal, to the Director of Counseling and/or the Principal to have the student declared ineligible.

Academic Honesty/see also Examinations/Assessments

In order to ensure academic honesty at John Jay High School, the cooperation of students, faculty, and administration is essential. All incidents should be reported.

I. Student and Teacher Responsibility

- Students are not permitted to copy answers, use unauthorized reference material during assessments, illegally obtain tests in advance, substitute for another test-taker, or provide answers to other students. This includes cheating witnessed during an exam, unauthorized

collaboration on homework or other assignments, and the sharing of particular details about a test with students who have not yet taken it.

Individual teachers may have more specific guidelines and restrictions on what may or may not constitute academic dishonesty for a given assignment.

- Teachers should ensure that the boundaries of authorized collaboration and use of external resources are clearly defined at the beginning of the course and at the beginning of a test or other assignment as necessary.
- Students should ensure that all work submitted (including papers, exams, homework, etc.) adheres to the standards of academic honesty as set forth by these guidelines and the teacher of their class. Students should understand that those who cheat, plagiarize, or violate other rules of academic honesty may receive a grade of zero on the assignment on which they were found to cheat. A referral will be placed in the student's disciplinary file and will remain active until graduation. The teacher will contact the student's parents. Eligibility in certain programs may also be affected by an act of academic dishonesty.
- Teachers should ensure that the rules of academic honesty are fairly and consistently enforced and will remind students of their obligations and these consequences.
- Students should assist the teacher in enforcing the rules of academic honesty by remaining quiet during the administration of exams until all exams have been collected by the teacher. Students should cooperate with all directions given during a test to ensure that others in the room are given the opportunity to do their best work.
- Teachers should ensure that all tests are given in a quiet, safe environment conducive to the learning process. If a situation arises that requires a teacher to leave the room, a proctor must be brought in to monitor a test or other graded, non-collaborative assignment in progress. Although it is strongly recommended that substitute teachers not administer exams, when it is necessary their first priority must be to enforce the rules of academic honesty. All exams administered in school must be monitored by a proctor.
- Students may report instances of academic dishonesty that they witness directly privately to a teacher. Teachers are encouraged to create multiple versions of tests whenever possible, and when such test would not detract from a fair assessment of students' knowledge.
- Students should prepare themselves for exams and are encouraged to make use of materials provided to them by teachers to assist in this preparation.
- Teachers should ensure that all students are given equal access to test information during the class period. Any discussion of specific test information or distribution of documents similar to an upcoming exam should not be made available during an extra help session unless this information is also available during the class period.
- Students should respect the integrity of assignments and take them seriously. Students, when asked, should assess themselves and their peers fairly.
- Teachers should ensure that any grades given as part of a self-grading or peer-grading assignment be reviewed for accuracy and fairness.

II. Submission of the same work in more than one course without the prior approval of all teachers responsible for said courses is inappropriate. In fairness to all, no student should receive academic credit more than once for the same work product (an identical or rewritten formulation and/or presentation). Extending or expanding previous material may be acceptable if prior approval is obtained from all teachers.

III. Science Department Academic Honesty Information

Students regularly collaborate on lab experiments. This collaboration requires students to gather, organize and discuss information pertinent to the activity. This collaboration *must end* once a student begins to prepare his or her own written report. The report submitted must reflect the individual

student's own manner of expression and demonstrate what that student has learned through the work. The sharing of answers, whether they be in the form of a draft or final version of a written lab report is not allowed, except with specific permission from the teacher.

The penalty for violating this expectation will be a zero on the assignment for all parties involved in the unauthorized collaboration, in accordance with the "Student/Parent A-Z Handbook."

Acceptable Use Policy

The Katonah-Lewisboro School District [(the "District")] provides access for students and staff to state-of-the-art computer technology and the Internet. All school community members must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines. **Students and their parent/guardian must sign the document in order for the student to be granted a user ID.**

When using the District's computers and other technology facilities:

1. I agree to use the computers and other technology solely for lawful and school related or school-appropriate purposes.
2. I will only access sites on the Internet that are considered by staff or administration to be appropriate for school.
 - a. I will only access the Internet under supervision of staff members or in a designated supervised area.
 - b. I will only save or utilize information or graphics from the Internet which are school appropriate
3. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are not to be altered in any way.
4. I agree not to setup or access personal e-mail.
5. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
6. I will adhere to printing, file saving and software usage guidelines as directed by staff.
7. I will protect any password I am granted, in order to maintain the security of the network.
8. I will not release the last name or any other personal information about myself or others on the Internet or any network.
9. I will:
 - a. Respect the documents, files, and intellectual property of others;
 - b. Use the equipment with care;
 - c. Use only software which has been assigned by staff;
 - d. Not install any software or games on any computer or the network;
 - e. Not willfully introduce virus infected files into the District's computers or network nor will I disable virus-scanning software installed by the District;
 - f. Report equipment or software problems to a staff member;
 - g. Leave all material, equipment, and parts in the computer area so that the systems will be maintained in good working order.
 - h. Remember to keep food and liquids out of the computer area;
 - i. Keep the computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.

I understand that:

1. Any information I have saved is not private and the District may access it at any time.

2. The district will not be responsible for any damages, direct or indirect, that arise out of the use of its technology facilities.
3. Any unauthorized use of the District's technology facilities is strictly prohibited.

Parents are encouraged to review this document with their child.

Violations of the Acceptable Use Policy may result in denial of access to school computers, detention or school suspension.

Access to School Facilities

Right: Registered students have the right to use school facilities subject to the school's routine operating procedures.

Responsibility: Students have the responsibility to use the school facilities in a safe manner and within the school's routine operating procedures. Each student must take the responsibility to help keep the school clean and orderly. Each student must see that his/her use of the school facilities does not infringe on the rights of others to use the same facility.

Accidents and Illness

If a student becomes injured or ill during the school day, he/she should report to the Nurses' Office. The nurse can give immediate assistance and has quick access to emergency services. A pass from the nurse is the only acceptable excuse for classes missed during the day due to illness which occurs. Accidents should be reported to the school nurse immediately. The nurse will administer first aid and, if necessary, contact parents. If the parents are unavailable, the nurse will contact those persons designated by the parent on the health emergency card and appropriate action will be taken. Prompt medical attention will be secured when necessary.

Advanced Placement

John Jay offers a number of AP courses for which high school students may receive college credit if they earn a grade of 3 or higher on the AP examination administered in early May. There is a fee for this examination. You may consult the Course Description Booklet for more specific course information.

Alcohol and Drug Testing Policy

The Board of Education is committed to preventing alcohol *and substance* abuse and educating our students about the dangers of alcohol *and substance* abuse and under-age drinking. In keeping with its commitment to protect all students and our school community from the harm of alcohol *and drug* use, the Board of Education determines that under-age drinking *and the use of illegal substances* is inconsistent with the wellness objectives that our District adopted and also interferes with our District's educational mission. Accordingly, the Board of Education reaffirms that the following are strictly prohibited:

(a) possessing, consuming (with the exception of medication prescribed to the student), transporting, and/or distributing alcoholic beverages *and illegal substances* during school hours or during school-sponsored activities and events, whether on or off of school premises or

(b) being under the influence of alcohol or *illegal substances* during school hours or during school-sponsored activities and events, whether on or off of school premises. In addition to re-affirming and reminding the entire school community of the consequences set forth in the District Code of Conduct for violating these prohibitions, the Board determines that it is advisable to take necessary and appropriate steps to protect students and the school

community from the harms and risks of under-age drinking and alcohol and substance abuse, to deter the use of alcohol and illegal substances by students, and to strengthen the District's existing efforts to promote a safe, healthy and productive educational environment.

The Board, therefore, implements the following alcohol/breathalyzer *and substance abuse/saliva* testing policy:

(a) Properly trained and designated school personnel ("Trained School Officials") who have a reasonable suspicion that a particular student or his/her guest has consumed (with the exception of medication prescribed to the student), alcohol *or used an illegal or controlled substance* prior to or *during school hours* or a school-sponsored event *are* authorized to recommend to the administrator or designated district personnel in charge of *the building* or such event (the "Event Supervisor") that the student or guest be tested by breathalyzer *or saliva test*. Only the Event Supervisor *or a Building Administrator* can authorize breathalyzer or saliva testing. Reasonable suspicion shall be based on objective criteria including, but not limited to, admissions, reliable statements of others, the smell of alcohol *or marijuana* on the person in question, impairment of motor control and/or other outward signs of alcohol *or illegal/controlled substance* use or intoxication.

(b) The District shall maintain and have *on hand in the health office and* at all appropriate school-sponsored events a properly calibrated breathalyzer testing device *and saliva testing materials*. The District shall train or provide for the training of appropriate employees in the use of the breathalyzer *and saliva* testing devices. Trained School Officials shall be limited to nurses, administrators, coaches, advisors, security officers, school resource officer and other school professionals who, in the view of the administration, have an appropriate background in detecting or preventing alcohol *and illegal/controlled substance* use by students.

(c) A student or his/her guest present *during school hours or* at a school-sponsored event, either on campus or off campus, who is believed to have consumed (with the exception of medication prescribed to the student), alcohol, *or used an illegal or controlled substance* prior to *school hours* or during the event, will be discretely escorted by the Trained School Official or the Event Supervisor to a secure location. The test shall be administered by a Trained School Official in the presence of an adult witness. The student/guest will be granted an opportunity to explain or justify a positive test result. After due consideration of the student's/guest's explanation or justification, the Event Supervisor *or Building Administrator* shall make an immediate determination whether to exclude the student or guest *from the school day or events*. If *alcohol or illegal substance* use has been determined, the student's/guest's parent(s) or person in parental relation shall be immediately notified. Any student/guest identified as having consumed (with the exception of medication prescribed to the student), alcohol *or used an illegal or controlled substance* shall be detained under observation until a parent/guardian or other parent designated adult is available to transport the student/guest home. If none of the previous responsible adults is available, the student/guest will be placed in the custody of the police.

(d) In the event that a student or his/her guest refuses the administration of a breathalyzer *or saliva* test in any of the circumstances described above, he/she will be presumed to have

consumed (with the exception of medication prescribed to the student), alcohol *or used an illegal or controlled substance*. The matter shall be processed under paragraph (c), above, in the same manner as if a positive breathalyzer *or saliva* test had been obtained. Any student (a) determined to have possessed, consumed (with the exception of medication prescribed to the student), transported or distributed alcoholic beverages *or illegal or controlled substances (other than medication prescribed to the student) during the school day* or at a school-sponsored activity or event, whether on or off school premises, (b) determined to be under the influence of alcohol *or an illegal or controlled substance (other than prescribed medication) during the school day* or at a school sponsored activity our event, whether on or off school premises, and (c) who consumed (with the exception of medication prescribed to the student), alcohol *or used an illegal or controlled substance (other than prescribed medication) before or during school* or at a school-sponsored activity or event, whether on or off school premises, and who tests positive for alcohol *or an illegal or controlled substance* as a result of a breathalyzer *or saliva* test administered pursuant to this policy, shall be subject to (i) immediate removal from school, the activity or event by the Event Supervisor *or Building Administrator* and (ii) suspension from *school and* further school-sponsored activities and events, including but not limited to athletics, interscholastic activities, trips, dances, the prom and graduation following an informal meeting with the Building Principal. Any such student may also be subject to discipline in accordance with the District Code of Conduct. Students and parents/guardians will be notified, in writing, at the beginning of each school year that a breathalyzer *or saliva test* may be used when there is a reasonable suspicion of alcohol consumption and/or illegal/controlled substance use during school hours or at any extracurricular or school-sponsored event and also the consequences of such use.

Adopted: February 10, 2011

Anti-Discrimination

We are committed to providing an atmosphere at school, in classrooms, in sports, in activities, on school buses and at school events, that is respectful of each person, and free of hostile or harassing conduct (verbal, physical, graphic or written), bullying, and discrimination among students, teachers, administrators and parents. We celebrate differences and strengths of culture, religion, race, national origin, and gender.

Hostile or harassing conduct (verbal, physical, graphic, pictures, or written) will not be tolerated. This includes names, epithets, characterizations, disparaging and derogatory statements that are about culture, religion, race, national origin and gender.

Example: A word that is commonly used to disparage a particular national origin has also been used in music lyrics. Is it ok to direct that term to people at school? No. Not if it's possibly offensive. If it might be offensive, then it's your responsibility to find some other word to use. At John Jay, our Community of Acceptance means that everyone should feel accepted. So, we do not use language that will insult or disparage any person for any reason.

Students found to be in violation of the Anti-Discrimination Policy will face serious disciplinary consequences which may include suspension. In addition, a session with one of the school social workers may be required.

Assembly

Right: Students have the right to assemble peacefully.

Responsibility: Students have the responsibility to see that any meetings on campus are either part of the formal educational process or authorized by the school administration. Meetings or demonstrations which interfere with the normal operation of the school or of a particular classroom are not allowed.

Assembly Programs

Attendance is mandatory at all school assemblies. Courtesy demands that there should be no talking, stamping, whistling, shouting, or other disturbances during performances. Applause is sufficient indication of approval and appreciation. Students who cut or leave an assembly may be assigned a detention.

Attendance Policy

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 John Jay High School student to attend all classes as specified on his/her schedule.** Continuity of instruction is a crucial part of any education program. Regular school attendance is important because it is directly related to academic success.

The Board of Education recognizes the following as legal excuses for a student absence, each of which must be verified by the student's parent/guardian or by school personnel, where applicable:

1. Personal illness
2. Death in the family
3. Religious observance
4. Required attendance in court
5. Approved school-sponsored activities, including field trips, interscholastic athletics, music lessons, musical and other competitions
6. Directed or authorized presence at the administrative offices, guidance offices, or the nurses' office
7. Quarantine
8. **Emergency** dental or medical appointments
9. Military obligations
10. Approved cooperative/work study program
11. College visitations with the prior knowledge and approval of parents and counselors, so long as it does not exceed 4 days a year. (**For Juniors and Seniors only.**)
12. Extraordinary circumstances (**pre-approved 1 month in advance**) by the principal and superintendent of schools.

Any absence not provided for on the excused list shall be deemed an unexcused absence. Explanations which indicate "travel," "vacation," "work," or "needed at home," are examples of unexcused absences. Entire classes missed due to oversleeping or missing the bus to school in the morning are also considered unexcused absences. After five consecutive days of absence, medical documentation will be required in order for an absence to be deemed legal.

Procedures to Follow for Absences

Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of a student's absence. Even when an absence has been reported by telephone, New York State law requires a written absence note be submitted. Only students 18 years old with signed emancipation forms legally notarized on file, may write their own absence excuse notes.

A student may be withdrawn from a course for **exceeding** the following attendance infractions:

- 2 **unexcused** absences in physical education
- 4 **unexcused** absences in a half-year course

- 8 **unexcused** absences in a full-year course

This withdrawal will be noted on the student's high school transcript.

Parents/guardians shall be notified by telephone and/or in writing whenever a student has an unexcused absence. The student's counselor or the assistant principal will contact any student who is in jeopardy of losing credit. Reasonable efforts shall be made to assist the student in addressing the cause of the attendance problem. Such efforts may include:

- Discussions with the student's teacher or teachers.
- Discussions and/or meeting with the student and his/her parents/guardians.
- Recommendation for suspension of school privileges.

Physical Education Attendance Policy

In order to earn full credit, ALL excused absences must be made up. This includes guidance appointments, doctor's appointments, music lessons, etc.

- After 5 excused absences, on the 6th "non-made-up" excused absence a student may be withdrawn by the administration. This withdrawal will be noted on the student's transcript.
- All students will have the opportunity to make up excused absences.
- The classes can be made up in the fitness room between 3:00 and 4:00 under the supervision of a PE teacher. Each class make-up consists of 30 minutes. The maximum a student can make-up is 2 classes a day in the time frame allowed.
- Students may make-up only 2 "unprepared" classes per quarter.

In the case of excessive absences beyond the number of available make-up slots the student must meet with the Athletic Director to address the situation. If a student has missed over 10 classes and there are "special circumstances", make-ups will be approved only by the Director of Athletics.

STUDENTS CANNOT MAKE-UP AN UNEXCUSED ABSENCE.

Examples:

- A cut (an illegal absence).
- "Unexcused" tardiness of more than 20 minutes will be considered a cut.

Detentions will be assigned by the administration:

- for 3 "unexcused" tardies (10 minutes – no pass)
- for 3 "unprepared" for class
- for cuts/truancy

Medical Excuses for Physical Education

If a student is unable to participate in physical education class due to a minor illness, parents should send a note which includes the date and reason for exclusion. A student who has medical restrictions affecting his/her participation must bring a physician's note to the health office. The doctor should be specific as to the exclusion dates from PE. "Until further notice" is not acceptable. Curriculum will be modified based on the physical abilities of the student. Medical excuses for physical education will not affect graduation.

Attendance Appeal

The building administration will have discretionary authority to modify the attendance policy when extraordinary or extenuating circumstances exist. However, it is the responsibility of the student to demonstrate the extraordinary or extenuating nature of his/her circumstances that resulted in the excessive absences.

Automobiles

A limited number of parking spaces are available for seniors only. Students must register their cars with Mrs. Schroeder, in the main office. Students will park their automobiles in authorized areas only.

Automobiles will be used only with permission during the school day. Students must vacate their automobiles immediately in the morning and return to the automobiles only at the end of the school day. **The parking lot is off-limits during the school day.** Automobiles should be locked. John Jay assumes no responsibility for damages to or theft from automobiles. Further, obstructing vehicles or pedestrian traffic is NOT permitted. Students may not speed or otherwise drive unsafely or improperly. Consequences for seniors parking in unauthorized parking areas or going into their cars during the school day include parent conference, student conference, parent/student conference, loss of parking privileges, stickering vehicles, and towing.

Subsequent violations will result in loss of parking for the remainder of the school year. Consequences for seniors who drive off without authorization or drive unsafely or improperly during the school day include detentions, loss of parking, Friday detention, in-school suspension.

Subsequent violations will result in loss of parking for the remainder of the school year. Consequences for unauthorized use of the parking area by any student and/or passengers in cars who leave without authorization may include stickering of cars, towing, detentions, Friday detention, in-school suspension or loss of parking privileges in that student's senior year.

Availability of School Rules and Regulations

Right: Students have the right to be informed of the rules and policies of the Katonah-Lewisboro School District. Each student will be given a printed copy of the rules and regulations of the district. These rules and regulations will also be covered annually in conjunction with the opening of school. New or modified rules will be brought to the attention of the students, faculty, parents and administration.

Responsibility: All members of the school community will be responsible for acting in accordance with the rules.

Behavioral Expectations

During school and at all school activities, students are expected to behave appropriately. An orderly atmosphere is necessary for learning to take place. A discipline code which provides for the personal welfare of all students, as well as for the common good of the entire school, is essential. It is the responsibility of students, teachers, staff and administrators and parents to maintain an atmosphere conducive to teaching and learning.

It should be noted by students and parents that the building principal can develop rules, regulations and procedures beyond those found in the Handbook if it is felt that such rules, regulations, and procedures will meet specific building needs and if those rules do not conflict with those found in this Handbook or with federal, state, local and/or educational law.

Building Use

Any group or organization wishing to use any high school facility must complete a building use form which can be obtained from the assistant principals' office (763-7227).

Bullying

The Katonah-Lewisboro School District community is committed to providing a learning environment that is free from bullying, one in which students, staff and community members interact respectfully.

To this end, the Board prohibits all forms of bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Definition:

For the purpose of this policy, the term bullying refers to:

- Systematically and intentionally inflicting physical hurt or psychological distress on an individual or group of individuals.

It is further defined as:

- Unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.
- Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, sexting, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion and rumor or spreading of falsehoods.

Cyberbullying is defined as: the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, social networking, pagers, cell phones, and gaming systems to deliberately harass, threaten or intimidate others.

Sexting is defined as sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or e-mail.

A single negative act as defined above may also constitute bullying based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

If bullying is of a sexual nature, as defined by the Board of Education's sexual harassment policy, the district's Title IX coordinator will be notified, in accordance with Board of Education Policy 9110.2.

In order for the Board to effectively enforce this policy and to take prompt corrective action, it is essential that bullying be reported promptly to a building administrator. Specifically any student, staff member or community member who believes that he or she is being bullied, or any student, staff member or community member who observes or witnesses bullying should report the concern to a building administrator. All school personnel are responsible for taking action to prevent bullying and/or reporting such behavior to a building administrator.

Confidentiality:

Allegations of bullying will be treated as confidential and private to the extent possible.

Investigation of Complaints:

The Building Principal and/or his/her designee to whom the report is made shall investigate the complaint and take appropriate action. The investigation should begin with: a review of any written documentation; conducting separate interviews of the victim(s), alleged perpetrator, and witnesses, if any; providing the alleged perpetrator with a chance to respond; and notifying the parents of student victims and accused students of allegations that involve charges of serious or repeated conduct.

If the Building Principal believes that the alleged bullying may involve criminal activity, he/she should immediately notify the Superintendent who shall then contact law enforcement

authorities. Disciplinary action may not be based solely on an anonymous report.

Corrective Action:

If an investigation results in a determination that bullying did occur, prompt corrective and/or disciplinary action must be taken to end the behavior. Building principals must ensure reasonable consequences and appropriate remediation for any student, staff member or community member who engages in bullying. Consequences and disciplinary actions shall be recommended and imposed in accordance with district policy, the applicable collective bargaining agreement and state law. Disciplinary action may range from, including but not limited to: warning, detention, in school suspension, suspension from school, termination of employment, or, for community members, denial of access to school property. Where appropriate, District investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

Dissemination:

Policies and procedures related to bullying shall be made public.

Professional Development:

The District will provide professional development and training to staff (a) to raise awareness of bullying (b) to provide information of bullying prevention and (c) to provide direction on how to identify bullying and how to respond and report.

The administration and faculty will review, enhance and develop anti-bullying programs and classroom activities so that all students receive instruction on (a) the nature and extent of bullying (b) how to prevent bullying (c) how and when to intervene and (d) how to report. Each school within the district will designate at least one staff member in each school to be trained in non-discriminatory instructional and counseling methods and handling human relations.

Retaliation:

The Board prohibits any retaliation directed at those who have been victim of, or who have been witness to instances of bullying.

Adoption: February 10, 2011

Bus Transportation/Behavior

Students should conduct themselves appropriately while waiting for and riding on the bus. These regulations apply to all buses:

1. Be at your bus stop approximately five minutes before the bus is due. Buses will not delay at stops. When waiting for the bus, stay out of the road. Stand well away from the bus when it arrives until it is stopped and the door is opened for you. Supervision at bus stops is a parental responsibility. You are under school supervision when you board the bus. Go directly to your seat after entering the bus.
2. When the bus stops at your home point, get off promptly. Wait to cross the road until the driver indicates it is safe to do so. Bus drivers are forbidden to let you off at any stop other than your home stop or school without a bus pass.
3. All students riding buses to and from school games and special trips must return on the same buses unless given permission otherwise by the athletic director, or an assistant principal.
4. Parents should remind their children that bus transportation may be denied to students who violate these regulations. Bus referrals to the assistant principal for appropriate disciplinary action may result in a warning, assignment to detention, denial of bus privileges or suspension from school. If a

student is suspended from the bus, his/her parent(s) will be required to furnish his/her transportation to and from school during the entire period of suspension.

Cafeteria

Breakfast and lunch are available every day for a reasonable cost. Food may be eaten only in the cafeteria or designated areas. While in the cafeteria, students should behave appropriately, clean up, and push in chairs before leaving. Each student sitting at a table is responsible for leaving a clean table. Students throwing food will be removed from the cafeteria for a time period to be determined by the administration.

Nutritious snacks are available after 2:15 p.m. in the cafeteria. The juice machine operates all day. Students who enjoy their food in designated areas outside of the cafeteria are responsible for disposing of their own garbage.

Campus

John Jay High School is divided into an upper and lower campus so that classes in session will not be disturbed. "Up" campus includes the cafeteria, the cafeteria lobby, the areas in front of the Administration Building and the front lawn. Students may stay in these areas during free time. Students are not allowed to wander into unauthorized areas during class time. The parking lots, track, and John Jay Middle School are off limits during the school day.

Child Protective Services (CPS) Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

Child Study Team

The Child Study Team (CST) is comprised of administrators, counselors, teachers, psychologists, and social workers. A student may be referred to the CST when he/she is displaying significant changes in his/her educational, social or emotional behavior, or when he/she is showing signs of an inability to function successfully in the school's program.

Closings/Early Dismissal

In the event of a school closing, an attempt will be made to contact a parent or his/her designee using our automated system. However, there may be circumstances beyond our control that may prevent such contact. Radio stations WVIP – 1310 am (106.3 FM), WHUD – 100.7 FM, WINE 95 AM (95.0 FM), WWF – 107.9 FM, and WFAS – 1230 AM (103.9 FM) carry school closing notices beginning at approximately 5:30 am. Parents should refrain from calling radio stations. Parents may call 763-7000 for a recorded message about school cancellations, delayed openings, or early dismissals. If there is a delayed opening, buses will arrive 2 hours later than usual. If school is dismissed early, announcements will be made over the radio stations.

Co-Curricular/Extracurricular Code of Conduct

The Board of Education, administration, coaching staff, musical directors, club advisors and student leaders are concerned with the health, safety and well being of all students who participate in co-curricular and extra-curricular activities. This Co-curricular/Extracurricular Code of Conduct has been established in the best interest of students to assist them in achieving their goals. Participation in co-curricular and extra-curricular activities is considered to be a privilege. It is expected that participants will behave accordingly by demonstrating good moral conduct on and off campus; including taking all reasonable steps to leave an event promptly when the student knows that others in attendance are using illegal drugs or illegally consuming alcohol. It is also expected that students will use their best judgment to notify responsible adults or authorities if there is any concern about the safety or well-being of a fellow student. This policy sets forth the criteria and standards to which co-curricular and extra-curricular participants will be held.

From the time school sponsored activities begin throughout the entire school year, all students participating in co-curricular or extracurricular activities will be held accountable for their actions on or off campus.

Students are prohibited from:

- The use, possession, sale or distribution of alcohol, tobacco in any form, or illegal drugs, including hosting parties where alcohol is consumed by minors, where illegal drugs are used or where drugs are used illegally.
- Participation in vandalism, theft, assault
- Engaging in behavior prohibited by the regulations in the Code of Conduct that may result in suspension.
- Engaging in any criminal behavior.

Any student who violates the Co-curricular/Extracurricular Code of Conduct will meet with the principal and/or his/her designee to address any and all allegations regarding the violation and with respect to any discipline to be imposed upon the student. The student will be presented with the opportunity to state his/her version of the events leading to the violation.

Consequences

First Offense:

- The student may be suspended from participation for up to 20% of the games, performances or competitions. The number of events will be based on the entire number of scheduled events for the team/group. If the violation of the Code of Conduct occurs at a time of year that would make a suspension impossible (for example with only 10% of the season remaining) the administration reserves the right to carry consequences into subsequent year.

Second Offense:

- The student may be suspended for up to 40% of the games, performances, competitions. However, if the second offense takes place during the same sport or activity, the student will be

removed from that sport or activity immediately. If the violation of the Code of Conduct occurs at a time of year that would make a suspension impossible (for example with only 10% of the season remaining) the administration reserves the right to carry consequences into subsequent year.

Third Offense:

- The student will be automatically suspended from participation in any co-curricular/extracurricular activity for the remainder of the school year. In addition, the student's name will appear on a list of students barred from all co-curricular/extracurricular participation for the remainder of the school year. If the violation of the Code of Conduct occurs at a time of year that would make a suspension impossible or meaningless, the administration reserves the right to carry consequences in to the subsequent year.

The co-curricular and extracurricular Code of Conduct will be distributed to students as part of the John Jay Student Handbook and upon participation in any co-curricular and extra-curricular activity. This co-curricular/extracurricular Code of Conduct was adopted by the Board of Education on 6/4/09.

Co-Curricular Activities

John Jay High School encourages participation in co-curricular activities by offering a variety of clubs and activities so that all students will be able to pursue their personal interests. Students must be present in school a minimum of 3 hours in order to participate in a co-curricular/extracurricular activity. The category listed after each activity refers to the co-curricular/extra curricular Code of Conduct (pp.25-27)

A World of Difference is a program for students in grades 9-12 who are interested in promoting tolerance and respect for diversity. It involves a 3 day training program, refresher meetings and for those students interested, the opportunity to lead peer workshops. (Category 2).

Art Club is an extracurricular activity which meets on Tuesdays after school. The students work together on creative projects which are shared with the community. In the past, the club members have made murals for Four Winds Hospital and Northern Westchester Hospital; ceramic bowls for Food patch; and raised money for Special Olympics. This club provides an opportunity for students to meet new people, to be creative, to learn new techniques, to be involved in community service. (Category 2)

Bridges to Community is a non-for-profit organization that organizes trips to Nicaragua. The goal of these trips is to build bridges between the local communities where we build houses and our community. Memories and relationships are built on these trips that last a lifetime. (Category 1)

Campus Congress the governing body of John Jay High School, like American democracy itself, attempts to foster a spirit of mutual respect and involvement among the members of the school community. It serves as an important agent in the process of balancing rights with responsibility to the entire community. The Congress provides a forum for the open discussion of school-wide issues, and for the measurement of responses from all elements within the school community. It can also serve as a mobilizing body to focus on and move a particular issue from discussion to proposal to school-wide action. (Category 2)

Cooking Club provides an opportunity for students to learn some best practices in the culinary arts. It is an experiential club where students not only produce culinary delights, but both exchange and create recipes. (Category 2)

Dance Squad is an after school activity in which both boys and girls can experience the delights of modern dance, have opportunities to dance, and have fun. A variety of music styles ranging from pure dance music, to hip-hop, to techno, to pop music are used. Whatever the style, the music is intended to make people get up and dance. The premiere event of this club is the Annual Dance Squad Show which takes place in the Spring semester. Another important activity of the dance squad is the performance at the Variety Show. The dance squad also performs at halftime during the basketball home games. Students must audition for the Dance Squad. (Category 1)

Debate Team prepares for competitions in debates organized at the state level in New York and Massachusetts. Students develop skills in research, writing, and presentation based on specific debating forms. The team attends workshops as well as competitions where individuals test and sharpen their skills as stand-up debaters. (Category 1)

FOCUS is a newspaper written, produced and published by students at least six times a year. Experience in all aspects of publishing is available; for example, collecting information and writing about it, layout, word processing, business notes, advertising, etc. New members will be trained by current staff members. All grade levels can join. Meetings are held on Wednesdays after school. (Category 2)

Foreign Language Honor Societies are open to all French, Latin or Spanish students who have maintained an average of 90% or better for three consecutive quarters. Students should have a genuine appreciation for the language, culture, and history of language they are studying. Honor Society students may provide tutoring in foreign language for students who wish it. (Category 1)

French Club is for all students who have an interest in France, Africa and the Antilles. Activities include trips to New York City, games treasure hunts, and films. Each year the club members choose a humanitarian cause to support. This club is open to all students of French. (Category 2)

Gay/Straight Alliance is an organization that aims to create a safe, welcoming and accepting school environment for all students regardless of one's sexual orientation or gender identity/expression. (Category 2)

Habitat for Humanity is a non-profit organization that seeks to eliminate poverty housing and make decent shelter a matter of conscience and action. The JJHS campus chapter is student-run and is affiliated with the Westchester branch of Habitat. Its primary functions are: building or rehabilitating houses with habitat affiliates and homeowners; raising funds for the work of habitat; educating the campus and the community about affordable housing issues. (Category 2)

Invisible Children is a national organization whose purpose is to raise funds for the children of Uganda who have been orphaned and mistreated. This club is responsible for the Student/Faculty basketball tournament as well as other fundraisers throughout the year. (Category 2)

Junior Statesman of America allows students to participate in debates and workshops about our country's government. This group attends conferences in places such as Boston and Washington, D.C. where they compete against other chapters from across the country. (Category 2)

Latin Club also known as the Classics Club, welcomes anyone interested in Latin, mythology and the ancient world. The club is a chapter of the Junior Classical League, an international organization which

offers scholarships, promotes Latin and provides activities for both teachers and students. Club members take part in fundraising projects, a “Roman” dinner, and further exploration of the Latin language. (Category 2)

Math Team is open to everyone. Members prepare for and participate in the activities and contests sponsored by the New York Math League. (Category 2)

Mock Trial prepares members for the Mock Trial Tournament held each March in White Plains. The trials take place in real courtrooms and provide exciting and educational opportunities to any interested student to get hands-on experience in the practice of criminal-civil law. (Category 1)

Model U.N. is an academic club that utilizes research and presentation skills. Students role play countries in U.N. simulations of the General Assembly, Security Council, and special commissions of the United Nations. Meetings are held weekly to prepare for conferences at which students from different schools interact and debate representing their countries. (Category 1)

National Honor Society is sponsored and supervised by the National Association of Secondary School Principals and is dedicated to upholding and promoting high standards of scholarship, leadership, character, and service.

Students will need a grade point average of 90% or above in order to be academically eligible for membership consideration. The NHS Faculty Council evaluates student-submitted information forms and selects members. Students are evaluated on their leadership abilities as reflected in their continuous participation in school and community activities; their commitment to serving others through various service projects, both previous and current; and their character ---integrity, behavior, ethics, and cooperativeness with both students and staff.

John Jay High School National Honor Society Application Scoring Rubric

PILLAR	DESCRIPTION or ATTRIBUTE	POINTS
<u>Scholarship</u>	Weighted GPA is 90 or greater	3
<u>Character</u> Three teachers will be selected by the candidate to recommend him/her.	Three positive teacher recommendations	3
	Two positive teacher recommendations	2
	One positive teacher recommendation	1
	Student not recommended by any teacher	0
<u>Character Essay</u>	Character essay is 300 words but addresses both bullets.	3
	Character essay is 300 words but addresses only one bullet.	2
	Character essay fails to address either bullet	0
<u>Community Service</u> Activities in and/or out of school	Senior student has participated in 60 hrs. of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor.	3
	Senior student has participated in 50 hrs. of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor	2
	Senior student has participated in 40 hours of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor.	1
	Junior student has participated in 40 hrs. of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor.	3
	Junior student has participated in 30 hrs. of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor.	2

	Junior student has participated in 20 hrs. of community service activities in and/or out of school. Participation in each activity has been documented by an adult supervisor.	1
	Student has not participated in any community service activities in and/or out of school.	0
<u>Co-curricular Activities</u>	Student has participated in 60 hrs. of co-curricular activities in school. Participation in each activity has been documented by an adult supervisor.	3
	Student has participated in 50 hrs. of co-curricular activities in school. Participation in each activity has been documented by an adult supervisor.	2
	Student has participated in 40 hrs. of co-curricular activities in school. Participation in each activity has been documented by an adult supervisor.	1
	Student has not participated in any co-curricular activities in school.	0
<u>Leadership</u>	The student has participated in 5-6 activities in and/or out of school in which leadership can be demonstrated. Participation in each activity has been documented by an adult supervisor.	3
	The student has participated in 3-4 activities in and/or out of school in which leadership can be demonstrated. Participation in each activity has been documented by an adult supervisor.	2
	The student has participated in 1-2 activities in and/or out of school in which leadership can be demonstrated. Participation in each activity has been documented by an adult supervisor.	1
	The student has not participated in any activities in and/or out of school in which leadership can be demonstrated.	0
<u>Verification of Leadership letter</u>	Student has provided a minimum of three Verification letters of leadership written by an adult supervisor.	3
	Student has provided a minimum of two Verification letters of leadership written by an adult supervisor.	2
	Student has provided a minimum of one Verification letter of leadership written by an adult supervisor.	1
	Student has provided no Verification letter of leadership.	0
<u>Recognitions and Awards</u>	Application lists 5-6 recognitions and awards.	3
	Application lists 3-4 recognitions and awards.	2
	Application lists 1-2 recognitions and awards.	1
	Application lists no recognitions and awards.	0
<u>Work Experience/Volunteer Experience</u>	Applicant shows a history of ? hours of work and volunteer experience	2
	Applicant shows a history of work or volunteer experience	1
	Applicant shows no history of work or volunteer experience.	0
<u>Appropriately Completed Application</u>	Application includes: <ul style="list-style-type: none"> • both student and parent signatures • teacher recommendation envelopes and all leadership letter envelopes labeled with student's and sender's names • application submitted in appropriate folders and rubberbanded together 	3
	Failed to submit an appropriately completed and assembled application at the appointed deadline.	0

Total points = ____/29

25 points required for acceptance.

Membership in NHS is both an honor and a responsibility. Once selected, students are expected to continue to demonstrate scholarship, leadership, service, and character. (Category 1)

Noteables is an acappella female singing group which performs for school functions and in the community. Rehearsals are held in the evenings and auditions are held when openings occur. (Category 1)

PAC (Prevention/Awareness Council) seeks to promote community awareness of the problems of alcohol and other drugs. Students and parents are urged to support and sign the “Contract for Life” which stipulates that they will not drink and drive. (Category 2)

Photography Club is open to all students interested in learning about black and white photography. The main event of the year is the Photo Club Show where members plan, organize, and exhibit their work. The club meets every Wednesday in H 102 (Category 2)

Reach Out John Jay please see *Community Service for description*. (Category 2)

Reflections John Jay’s literary and art magazine is published each spring. Poems, short stories, essays, memory pieces, drawings, and photos by students and faculty are selected from submissions given to the advisors, or placed in the REFLECTIONS box in the library. Thursday meetings consist of reading manuscripts, and selecting and coordinating material for publication. The editorial staff is responsible for all aspects of the magazine except for the final printing. (Category 2)

Rolling Tones are a male acappella vocal ensemble which performs at various school functions and throughout the community. Rehearsals are generally held in the evenings and auditions are held when openings occur. (Category 1)

SafeRides is an organization committed to the safety of our students. On weekend evenings members of this club are “stationed” by a phone at JJHS ready to provide car transportation for those students who find themselves either unable to drive themselves or unwilling to go with another driver who is under the influence. Phone calls to and engaging the services of SafeRides are confidential. (Category 1)

Science Olympiad is part of a national program designed to capture the kind of interest, enthusiasm, and commitment for science we see for sports. In November, members begin training for regional, state and national tournaments held in March through May, and require knowledge of science facts, concepts, processes, skills and applications. Some past activities include: building bridges, musical instruments, kites, catapults and egg-carrying vehicles, shooting laser beams, doing chemical and geological detective work, orienteering, trouble shooting electrical circuits, solving genetic and ecological puzzles, and computer programming. If you are competitive, and if these sample activities interest you, consult your science teacher for more information. (Category 1)

Spanish Club promotes salsa, trips to New York City, pinatas, masks, fiestas, banquets, Monopoly, Scrabble, Trivial Pursuit, Viaja aEspana and Metro competitions in Spanish. The club is designed to promote student interest in the Spanish language and the varied cultures of Spain and Central and South America. Officers usually meet twice a month to plan activities. The club is open to all Spanish students. (Category 2)

Statesman the John Jay yearbook, is produced by a dedicated staff which works from the opening of school in September, until about May 1. Students can choose between the business staff, or the production staff, or

both, as ad sellers, photographers, typists, writers, production people, and more. Everyone is welcome to join this staff and make a great yearbook for the school. (Category 2)

The Student Activities Council (SAC) is the umbrella group on campus responsible for organizing all school-wide social events and activities with elected representatives from every class. (Category 2)

College Admission Tests (SAT I/SAT Subject Tests/PSAT/NMSQT & ACT)

Students who will be applying to college should plan to take the SAT and/or ACT in the spring of junior year and the fall of senior year. Some colleges may require students to take two or three SAT Subject Tests. The SAT, SAT Subject Tests and ACT are offered at John Jay. The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a practice SAT, which is also used as the qualifying test for the National Merit Scholarship Program. Most students take the PSAT in October of their junior year.

If you have any questions about testing, please consult your school counselor. Information regarding the exams, including dates, registration guidelines and scoring, can be found at www.collegeboard.com and www.act.org.

Guidelines For Testing 9 –12 **Regents & SAT Subject Test**

9th Grade

Integrated Algebra
Geometry/Geo. H
Earth Science R
Biology CP/H

Regents Exam

Integrated Algebra

Physical Setting/Earth Science

SAT Subject Test

Biology /EM

10th Grade

Algebra 1B
Geo./Geo. H
Algebra 2/2H
Earth Sci. Ext.
Biology CP/H
Chemistry CP/H
Global Studies 10

Regents Exam

Physical Setting/Earth Science

Global Studies

SAT Subject Test

Math Level 1

Biology /EM
Chemistry
World History

11th Grade

Math 3/3H
Pre-Calc
Chemistry CP/H
Physics CP/H
US History R/AP
English
World Language 4
AP Biology
AP Chemistry

Regents Exam

US History & Gov't.
Comprehensive English

SAT Subject Test

Math Level 2
Chemistry
Physics
United States History
Literature
World Language
Biology /EM
Chemistry

12th Grade

Any exam not previously taken or needed to be retaken

SAT Services for Students with Disabilities

In order to qualify for testing accommodations on the SAT, SAT Subject and AP exams, a student must submit an SSD Eligibility Form and be approved by the CollegeBoard . To be eligible for accommodations, a student

- (1) must have a disability that necessitates testing accommodations,
- (2) have documentation that supports the need for the accommodations and meets the College Board guidelines, and
- (3) have received accommodations, due to the disability, for school-based tests.

If a student is found eligible for accommodations, he or she will receive an eligibility letter and an accommodation code to use when communicating with the CollegeBoard. In most cases, eligibility for testing accommodations will remain in effect for the duration of the student's high school career.

The presence of an IEP or an Accommodation Plan does not guarantee that a student will be eligible for accommodations. After receiving a completed application, the CollegeBoard can approve the request, require additional documentation, or deny the request. In the event a request is denied, a student may appeal the decision to the College Board. You should contact your student's counselor to begin this process. Additional information is available at the College Board Website (www.collegeboard.com). It is advisable for students with disabilities, who intend to request accommodations, to begin the SSD Student Eligibility process as early as the end of ninth grade.

ACT – Testing Accommodations

ACT has established procedures regarding documentation of an applicant's disability and the process for requesting testing accommodations. This information can be found at www.act.org. A request for testing accommodations must be made when registering for a specific test administration. If you intend to request testing accommodations for the ACT, please consult with your school counselor at least four months prior to the date of the exam.

College and Career Planning

Counselors make this important process more manageable and understandable by providing a Step by Step Guide to College Admissions and by using the internet based "Naviance" program. Juniors and seniors should see their counselors to receive a password. The counselors invite college representatives to campus and host a series of workshops for post-secondary planning. (Please see school calendar for dates.) School counselors plan meetings for students and parents to discuss these services.

Communicable Diseases

Students returning to school after recovering from a communicable disease should be readmitted through the health office. Communicable diseases include but are not limited to measles, chicken pox, conjunctivitis (pink eye), mononucleosis, strep throat, and influenza.

Community Service

John Jay High School encourages volunteer community service. **Reach Out John Jay** is a community service program run by students who coordinate volunteer opportunities with organizations representing the arts, education, health, environment, veterinarian, historical and local community centers such as the Katonah Community Center, fire departments, cultural institutions and nonprofit organizations. The contact people for ROJJ are Mrs. DeRaffele, Mrs. Doany or Mrs. Veith (763-7410) or roj@klschools.org.

Corporal Punishment

It is the policy of the Board of Education that all students have the right to be free of physical and/or verbal abuse. Further, no employee may strike a child or use any other form of corporal punishment at any time except:

- to protect oneself from physical injury.
- to protect another student or teacher from physical injury.
- to protect the property of the school or others.
- to restrain or remove a student whose behavior is interfering with the orderly performance of school district functions, if that pupil has refused to comply with a request to refrain from further disruptive actions. In such cases, an administrator or designee will be authorized to remove such students from the function being disrupted.

In all cases, it should be noted that the employee is expected to use the minimum amount of force necessary. In compliance with the Commissioner's Regulations, the Board of Education hereby adopts the following procedures for the investigation of complaints about the use of corporal punishment by district personnel.

1. District personnel receiving any such complaint shall file a written report with the assistant superintendent within three school days of the reported incident.
2. The School District shall conduct and encourage appropriate staff members to attend seminars and workshops to update their knowledge of disciplinary rules and to discuss in detail the scope, application and elements of the offenses of such disciplinary rules. These seminars/workshops will be implemented in the regular monthly principal's meetings or at other appropriate occasions, as necessary.
3. The School District shall direct its administrators, teachers and other appropriate staff members to explain in any records, correspondence or other disciplinary documents, the specific behavior that constitutes a violation of the disciplinary documents, the specific behavior that constitutes a violation of the disciplinary rules and results in discipline against any student.

Counseling Services

The counseling staff at John Jay High School is located in the Counseling Center and consists of a counseling director, counselors, school social workers, and school psychologists. They are support teams committed to helping students with academic, career or personal issues, and/or drug and alcohol problems. Call 763-7203 for assistance.

Course Changes

In the event there is a need for a course change, the following guidelines will apply:

- Adding courses can only be done in the first ten (10) days of school/five (5) days for a half year course.
- The deadline to withdraw from a full year course is December 1. Beyond this date, students receive a transcript notation of "withdraw" if a course is dropped. A semester course must be dropped during the first six weeks. Beyond this date, students receive a withdraw transcript notation if a semester course is dropped.
- Level changes will follow the same timeline as withdrawals. Beyond December 1st for full year and October 15 for Fall semester and March 21 for Spring semester courses, changing levels must be approved by the administration.

Students should seek the advisement of their school counselors.

Course Load and Selection

The Board of Education policy requires a student to carry 5 courses plus physical education every marking period each of the four years of high school. Course selection for all students occurs in the spring when

students meet with counselors to review and discuss the information in the Course Description Handbook and make decisions with parent approval.

Cutting

Cutting is defined as an absence from a subject or area where a student has been assigned (including study hall and assembly) without the knowledge and consent of the parent/guardian. Cutting is a form of insubordination. A grade of zero will be given for all work missed.

Students who cut classes will be subject to the following disciplinary action: detention, Friday detention, in-school suspension.

Detentions

Detentions meet five times a week – Monday, Tuesday, Wednesday, and Thursday from 3:00 - 4:00 p.m. On Friday detention is from 3:00 – 4:30. Friday detentions may not be rescheduled without permission of the principal. All requests must be made in writing. There is no bus transportation for Friday detentions. This is a school obligation that takes priority over any other student obligation, after school activity, or employment. Failure to attend detention is a form of insubordination and will result in disciplinary action. Failure to attend a Friday detention will result in an in-school suspension. (Detention notification is made via email through student e-chalk account.)

Discipline

It is the Board's desire that student discipline be progressive. A student's first violation may merit a lighter penalty or action than subsequent violations; however, depending upon the nature of the violation, any one of these penalties/actions can be enacted.

- Oral warning
- Written warning
- Notification to parents
- Referral to CST
- Reprimand
- Detention (after school or Friday)
- Teacher conference
- Parent conference
- Referral to a guidance counselor
- Referral for testing (psychological/psychiatric)
- Referral to the Committee on Special Education (for a student with a disability)
- Referral to legal action, police
- Suspension from transportation
- Removal from a particular class
- Suspension from after school or extra curricular activities such as newspaper, athletics, drama, music, dances, proms.
- In-school suspension
- Suspension
- Permanent suspension
- Probation

Consequences for all infractions will be determined by the school administration.

Disciplinary Procedures

When a student is charged with violating the rules and regulations found in the KLSD Code of Conduct, or this Handbook, the principal of the school or his/her designees shall be authorized to determine whether a violation has occurred. Subsequently, any penalties authorized by law, including suspension for a period of up to five school days, can be imposed. In all cases, the student must be informed of the alleged misconduct. Furthermore, to the extent necessary, the facts surrounding the alleged misconduct will be investigated.

Prior to imposing disciplinary action, the principal or his/her designee shall not consider any information other than the evidence relevant to the guilt or innocence of the student with regard to the conduct with which the student is charged. When a student is determined to be innocent of a disciplinary infraction, any reference to the alleged infraction or related proceeding shall be expunged from the student's school records. Once a determination of guilt is made, the student's parents will be notified when a significant disciplinary action is taken. Examples include, but are not limited to, Friday detention, and all forms of suspension. Disciplinary action may include not being able to participate in dances, proms, graduation and/or award ceremonies. The student's parents may be requested to attend an informal conference with the appropriate administrator.

In the event that the principal determines that the violation might result in a penalty of a suspension for a period in excess of five school days, the matter shall be referred to the superintendent of school for further proceedings pursuant to Section 3214 of the NYS Education Law. The principal shall inform the student of the alleged violation and afford the student an opportunity to respond to the charges with the principal before a decision is made by the principal.

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers, and/or others, as appropriate.
- Other extenuating circumstances.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

Displays of Affection

Students have an obligation to conduct themselves in a manner which is suitable and reflects their respect for themselves and others. Inappropriate displays of affection are not considered acceptable conduct in school or on school grounds and may require a meeting with an assistant principal or a parent conference.

Disruptive Behavior

Disruption in the classroom, halls, cafeteria, lavatories and in other areas of the school is unacceptable behavior. (Disruptive behavior includes making noise that is unreasonably loud, frequent or continuous). Unacceptable behavior will result in disciplinary action. Serious situations can result in suspension.

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable

student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting.

Regarding dress, grooming and appearance, including jewelry, a student shall:

- Be safe, appropriate as determined by school administration and not disrupt or interfere with the educational process.
- Not wear extremely brief garments.
- Be sure that footwear is worn in the building, on school campus, and at school events at all times.
- Not include items that are vulgar, obscene, or libelous nor denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Not include jewelry that can be dangerous, such as spiked bracelets or neck collars.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by removing the offending items and, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Drills

Various drills are held regularly so that students know what to do in an emergency. These drills include: fire, sheltering, lockdown, emergency evacuation, severe weather, lockout (bear and bobcat alerts).

Due Process (when students are suspended from school for 5 or fewer days)

I. The principal or delegated authority shall inform the student of the alleged violation and afford the student an opportunity to respond to the charges before the principal makes a decision. The principal or delegated authority shall only consider information relevant to the student's guilt or innocence of the alleged conduct. When a student is determined to be innocent of a disciplinary infraction, any reference to the infraction or related proceedings shall be expunged from the student's school records.

II. The following steps will be observed in the suspension of any students from John Jay High School:

1. An administrator will give the student an oral or a written notice of the charges which are the cause of the suspension.
2. If the charges are denied, an explanation of the evidence against the student will be given by the administrator.
3. The student will be given an opportunity to present his/her side of the story to the administrator.
4. Parents or guardians will be notified of the length and reasons for suspension. The means of communication will be either by telephone or in person. A written follow-up will be provided. If a parent cannot be contacted, that will not be considered a lack of due process since parents must assume the responsibility for having their correct address and/or telephone number on record at the school.
5. Any student who is suspended will be given an opportunity to complete any class work including, but not limited to, examinations which were missed during the time of suspension.
6. A student whose presence poses a "continuing danger" to persons or property or an "on-

going threat” of disrupting the academic process may be immediately removed from school without prior notice of suspension. Written notice of the suspension in these cases will be sent to the student’s parents within twenty-four (24) hours and a hearing will be held, if requested, with the student and his/her parents or guardian. Note: reasonable efforts will be made to contact parents prior to allowing police interviews with students.

7. Appeals of decisions of administrative personnel may be taken to the principal only after all of the above steps have been taken.
8. An appeal may be made to the superintendent of schools only after all of the above steps have been taken.

Early Dismissals

The school staff encourages the scheduling of outside appointments for students when school is not in session. A written request for early dismissal, signed by the student’s parent or guardian stating the date, time, and reason for the early dismissal, must be submitted to the attendance secretary in the main office by the end of second period. Students must sign out in the office before leaving. Students who return to school must be sure to sign back in at the attendance office. If the early dismissal was due to a medical appointment, a note to verify the appointment must be submitted to the attendance secretary. Parents are asked to call the office (763-7218) to confirm notes. Students eighteen years or older, with signed emancipation forms legally notarized on file, may write their own early dismissal requests if they show proof of their destination (e.g. appointment card from a doctor).

Essential Partners

Maintaining a safe, orderly learning environment requires the cooperation of all school community members. Below you will find many of the roles that the Board of Education, teachers, superintendent, parents, non-teaching staff, administration, guidance counselors, and Child Study Team are expected to focus upon that will ensure this type of environment. In addition, these essential partners should maintain a climate of mutual respect and dignity, which will strengthen students’ self-concept and promote confidence to learn.

Board of Education

- Collaborate with students, teachers, administrators, parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel, and visitors on school property and at school functions.
- Adopt and review at least annually the district’s code of conduct to evaluate the code’s effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting board meetings in a professional, respectful, courteous manner.

Teachers:

- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.

Superintendent:

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
- Inform the board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Parents:

- Recognize that the education of their children is a joint responsibility of the parents and the school community.
- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure that absences (as defined in this code of conduct) are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents, and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.

Non-teaching staff:

- Know school policies and rules, and enforce them in a fair and consistent manner.
- Convey to students and parents a supportive attitude toward education and the district.
- Lead by example by responding to students and parents in a professional, courteous and respectful manner.

Administration:

- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- Evaluate on a regular basis all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

School counselors:

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with students their educational progress and career plans.
- Encourage students to benefit from the curriculum and extracurricular participation.

Child Study Team (CST):

- Is a group of professionals whose focus is to look at the "total child" in an effort to plan and provide appropriate services. This is a problem-solving process whereby all members are sharing relevant information and exploring numerous alternatives.

- Is present in each school in the district and is an important part of the early identification process that welcomes input from teachers and other staff members to identify and meet student needs.
- May consist of the following staff members:
 - Administrators
 - Psychologists
 - School Counselors
 - Teachers
 - Social workers
- Evaluates each case brought before it and makes recommendations to try to improve the student's situation.
- Refers the student to the Committee of Special Education if steps prove unsuccessful or if the team suspects that the student may have a handicapping condition.

Examinations and Assessments

John Jay HS has three major examination periods in the year. Midterms and some Regents exams are given in late January; AP exams are in May, and finals and Regents exams are in June. During January and June Regents exams, students do not need to be in school unless they have an exam, a culminating activity, or any other mandatory school sponsored event.

During any examination or assessment, a student may not speak, text or compromise a testing situation in any way. Any student who violates this directive may receive a zero.

Extra-Curricular Activities and Clubs

Right: Students have the right to an equal opportunity to be considered for participation in the school's extra-curricular programs and activities.

Responsibility: Student organizations have the responsibility not to restrict membership on the basis of race, sex, national origin or any other arbitrary criterion. Every student organization must be sanctioned by the school administration before it can use school facilities.

It should be noted that any student attending an extra-curricular activity as a spectator on or off campus is expected to follow all school rules and regulations. Conduct at school events, on or off campus, is to be consistent with all school regulations.

Extra Help

Academic support, in the form of extra help, is a vital component of the intellectual development for students.

The academic support program is a partnership among parents, students, and teachers. By communicating with parents, teachers structure an opportunity for students to receive needed extra help on a regular basis. By communicating with teachers, parents can track their child's progress and attendance at extra help sessions.

Teachers are available for extra help at least one afternoon per week. The National Honor Society also provides peer tutors. NHS tutors are available via a sign-up sheet in the library.

Field Trips

Field trips are designed to enhance the educational program. Students are encouraged to participate in these activities. However, students are responsible for all work missed. Students must have field trip permission slips signed by a parent or guardian in order to attend the field trip.

Final Exam Exemption Policy

Seniors who have maintained a 90% average or better in a course will be exempt from taking a local final exam in that course. This applies to half-year courses which are completed at the end of the first semester as well as all courses at the end of the second semester. This policy does not apply to any assessments other than local examinations.

Financial Assistance

Examination fee waivers are available for SAT I/SAT II and AP exams. Students may apply to the Director of Counseling.

Forgery

Forging or tampering with passes, permission slips, absence notes, tardy notes, dismissal notes, or other school-related documents may result in Friday detention, in-school suspension, or out of school suspension.

Freedom of Expression

Right: Students have the right to freedom of expression provided it does not disrupt or interfere with the education, discipline or normal activities of the school.

Responsibility: Students have the responsibility to see that their speech contains neither obscenities nor personal attacks. Their speech must not incite others to damage property or to physically harm other persons or to cause disruption.

Freedom of the Press

Right: Students have the right to express their personal opinions in writing as long as such material is signed by the author.

Responsibility: Student authors must take the responsibility for what they write. They must avoid any statements which are libelous, obscene, or attacks on persons. Any written material can be distributed only at the times and in the places designated by school officials. Students must see that the distribution of such materials does not disrupt the educational process.

Students who are found to have distributed anonymous material which is libelous, obscene or attacks a person will face serious disciplinary consequences.

Fund Raising

Fund raising activities are sponsored by school extra-curricular groups, Parents' Association, and student activity organizations. These fund raising activities must be approved by the school administration. No other fund raising is allowed in school.

Gambling

Gambling is not acceptable at school. Students involved in any form of gambling will be subject to disciplinary action and the police may be contacted. Dice are not permitted on school grounds.

Grading Policies

Report cards are issued four times a year (see "Marking Periods"). Report cards are mailed home. Interim reports are also mailed home in the middle of each marking period to let parents know how students are doing. A combination of the quarterly grades and the final exam grade comprise the final grade according to criteria set forth by departments. Advanced placement and honors courses receive a weighting of 5 points added to the final course grade. This weighting is only for the GPA on the high school transcript. In some courses, later quarters may be weighted more heavily than the earlier ones in determining the final grade.

Written descriptions of grading criteria will be given to students at the beginning of courses and made available to parents at Campus Night in September.

Graduation Ceremony

No student may participate in the graduation ceremony unless the appropriate graduation requirements have been completed.

Health Emergency Cards

Health emergency cards must be filled out each year for each student and returned to the Health Office. The information listed on these cards is critical in emergency situations.

Homebound Instruction

Homebound instruction is primarily provided to students who are confined to their homes or hospitals for extended periods of time due to illness or injury, but also may be provided in other situations as needed.

Homework

In most courses, homework is assigned on a daily basis. Specific types and amounts vary from subject to subject but, in general, all students will have homework every day. Parents should help monitor the completion of this work by conferring with their son or daughter about the assignment.

If parents are concerned that their son/daughter is receiving too little or too much homework, they should contact their child's teacher. (Also see Make-up work)

Honor Roll

In order to be on the fall or spring honor roll a student must have a 90% semester average, have no grades lower than 80%, have no incompletes, and carry a minimum of 5 classes plus P.E.

Incompletes

Students whose teachers have granted them permission to receive "Incomplete" are responsible for making up and submitting all work no later than ten (10) school days after the next marking period has begun except in extenuating circumstances. If the work is not completed, a zero will be given and averaged with any work that has been turned in to determine a grade.

Independent Study

Students may propose Independent Study projects that enhance their educational experience at John Jay. Please adhere to the following criteria and procedure.

Criteria

1. The proposed project cannot duplicate courses already offered in the John Jay High School schedule.
2. The proposed project will not be credit bearing unless the principal approves the credit.
3. The primary responsibility for the design of proposed project resides with the student in collaboration with the mentor teacher.
4. The proposed project should be equivalent to 1 hour per week for a semester or 1 hour per week for a year contact time with the mentor teacher.
5. The proposed project may occur during regularly scheduled class provided
 - it does not interfere with instruction
 - student is not listed on the class roster
6. There will be a culminating assessment for any project receiving credit.

Procedure

Prior to beginning an independent study, the

1. Student obtains the Independent Study Course proposal form from the guidance office and secures the guidance counselor's signature.
2. Student designs the project and completes the Independent Study Course Proposal form.
3. Student collaborates with a mentor teacher.
4. Mentor teacher signs the form indicating his/her willingness to work with the student on the proposal project.
5. Student meets with the director of counseling who signs the independent study course proposal sheet, indicating approval.
6. Student receives final approval from the principal.

Independent Study for Physical Education

PROGRAM OVERVIEW

The independent study in physical education is an option offered by the high school physical education department designed specifically for the student who is classified as an "elite athlete". Qualified students must be participating in an activity that offers **individual instruction** by a qualified, BOE approved instructor. The physical education staff expects and anticipated that the elite athlete spends **at least 10 hours** per week in activity. Students must be training for and participating in competitions/performances at the elite level. No independent study will be offered to a student unless he/she is in good standing with the physical education department. A student **may not** take an independent study during the approved varsity season.

It is the feeling of the staff that this independent study option could afford the student with a full course load more time **in school** to devote toward their academic responsibilities. Therefore, students will be asked to submit a current academic schedule showing the need for the extra time. All applications will be judged on an individual basis. Juniors will be eligible for a full semester, and qualified seniors will be eligible for 3 marking quarters.

Weekly progress reports **completed by the student's instructor** must be returned to the department. Students will be returned to the regular physical education class if the terms of the agreement are not upheld.

APPLICATION PROCEDURE

Fully complete the application at **least 8 weeks** before the beginning of the marking quarter.

Get an **insurance certificate** from the premises where the activity is held.

Submit a current academic schedule showing need for extra time in school to use for academic responsibilities.

Schedule an interview and meet with the Director of Physical Education to review your **completed application**.

In-School Suspension

In-School suspension begins promptly at 8:15 a.m. and ends at 2:53 p.m. (Arriving late to ISS will result in disciplinary consequences.) Students placed in In-School suspension should be prepared for a full academic day. They are required to bring books, workbooks and class notes for all courses that they are enrolled.

Assignments must be completed by the end of the day. Instruction in content area, reading and study skills will be provided. Lunch will be a supervised activity. Students may not participate in any co-curricular or extracurricular activities on the day of an in-school suspension with the exception of attending a regularly scheduled extra-help session.

Interim Reports

Interim reports, which indicate students' progress in a given subject, are sent to parents at the mid-point of each marking period.

1st	-	issued week of October 11
2nd	-	issued week of December 19
3rd	-	issued week of March 5
4th	-	issued week of May 14

Interscholastic Athletic Requirements

Students may participate/tryout for an athletic team provided:

1. The nurse has on file a current medical examination form issued by a physician.
2. The health review questionnaire has been completed, signed by a parent or guardian, and cleared through the school nurse.
3. The Health Emergency Card is on file.
4. The Co-curricular/Extracurricular Code of Conduct, Transportation Release and Permission Form are reviewed and signed by student athletes and their parents.
5. The student must be enrolled in, and attend, at least five classes of school daily plus physical education.

Fall:

Cross Country (Boys and Girls)	V/JV
Field Hockey (Girls)	JV/V
Football (Boys)	JV/V
Soccer (Girls)	JV/V
Soccer (Boys)	JV/V
Swim and Dive (Girls)	JV/V (combined with North Salem)
Tennis (Girls)	JV/V
Volleyball (Girls)	JV/V

Winter:

Basketball (Boys and Girls)	JV/V
Bowling (Boys and Girls)	V
Ice Hockey (Boys)	V
Swim and Dive (Boys)	V (combined with Brewster/North Salem H.S.)
Skiing (Boys & Girls)	V (combined with North Salem H.S.)
Winter Track (Boys & Girls)	V (combined with North Salem H.S.)
Wrestling (Boys)	JV/V

Spring:

Baseball (Boys)	JV/V
Golf (Boys)	V
Lacrosse (Boys)	JV/V
Lacrosse (Girls)	JV/V
Softball (Girls)	JV/V
Tennis (Boys)	JV/V
Track (Boys and Girls)	JV/V

INTRAMURAL SPORTS:

Open to all students. Sign up in the physical education area.

Fall:

Badminton (Boys and Girls)

Basketball (Boys and Girls)
Climbing Wall (Boys and Girls)
Fitness Training/Spinning/Core & Strength Training (Boys and Girls)

Winter:

Box Lacrosse (Boys and Girls)
Climbing Wall (Boys and Girls)
Fitness Training/Spinning/Core & Strength Training (Boys and Girls)
Indoor Soccer (Boys and Girls)
Pickleball (Boys and Girls)
Platform Tennis (Boys and Girls)

Spring:

Badminton (Boys and Girls)
Field Hockey (Girls)
Fitness Training/Spinning/Core & Strength Training (Boys and Girls)
Football 7 v 7 (Boys)
Volleyball (Boys and Girls)
Wrestling (Boys and Girls)

Language

Students are expected to speak in an appropriate tone with acceptable language. Use of profanity is unacceptable. Disciplinary action may result when students use profanity (including ethnic, racial or religious slurs.) Profanity towards a staff member is a suspendable offense. Language (or actions) of a lewd nature is not permitted.

Lateness

Students are expected to be on time, both to school and class. If detained or required to be out of class for all or part of a class period, students should obtain a pass from the staff member detaining them. Tardies to class may result in disciplinary consequences including detention and suspension. Unexcused tardiness of more than twenty (20) minutes to any class will be considered a cut from class and a detention will be assigned. If a student arrives late to school appointment he/she must submit a note verifying the time he/she is arriving at school. If a student reports late to class with a pass, but has missed more than half the class, it is considered an excused absence.

Library Services

The Library Information Center (LIC) contains both traditional and electronic resources. It is a place to read, research, study, and use technology. The LIC is open before and after school. Specific hours are posted. Library resources include books, magazines, videotapes, microfiche, databases, and the Internet. Items not available in the LIC may be borrowed from other New York libraries through interlibrary loan. The LIC staff is committed to teaching and assisting students in accessing and using information effectively. Most resources may be borrowed from the LIC. Books may be borrowed for three weeks while reference, reserve, and audiovisual materials may be checked out overnight. Students are responsible for all resources that they borrow, and they should return them on time. The LIC is a place for reading, research, and quiet study. Loud talking, general socializing, food, and drinks are not permitted. At all times, students need to be considerate and respectful of one another and staff members.

Lockers

Each student is assigned a school locker to hold books and clothing. Lockers must be cleared of all belongings at the end of the school year. The attendance clerk will handle locker problems.

Lockers, provided for the temporary convenience of the students, are the property of the school. School officials have the right to inspect lockers assigned to students.

Lost and Found

Inquire in the main office for all lost articles. Any article found should be turned in to the main office.

Make-up Work

Students who have been absent are required to consult their classroom teachers about work missed as a result of absence. Students will have make-up work completed in the time specified by the teacher.

Students who have missed classes due to cutting or truancy will not be allowed to make up work and will take a failing grade for the work missed.

Marking Periods

There are four grading terms each year. The opening and closing dates are:

1st	-	September 7 - November 10
2nd	-	November 14 - January 27
3rd	-	January 30 - April 13
4th	-	April 16 - June 16

Medication

No medication (prescription or non-prescription) will be dispensed from the health office without **written physician and parental permission**. Forms for medication administration are available from the school nurse. If aspirin or Tylenol is to be dispensed at a physician's request, that medication must be supplied by the student's family and kept in the health office. Students are not to carry medication of any kind with them during the school day, with the exception of those few students who must carry asthma inhalers or bee sting kits. These students must have written physician and parental approval on file in the health office.

Military Recruitment

Names, addresses and telephone numbers of students will be furnished to military recruiters unless otherwise requested.

Open Campus Rules and Regulations

All students except seniors and juniors are expected to stay on campus unless permission has been given by an administrator. Consequences for unauthorized leaving of school grounds include detention and suspension.

Senior and Junior Open Campus Regulations

- Seniors and Juniors are allowed to walk-off any free period if they have a completed parent permission slip.
- Student will be given an ID that reflects that he/she is a senior or junior; this serves as his/her walk-off pass.
- Student must show his/her ID to school staff when leaving campus or on staff member request.
- Student must leave and return to campus on foot.
- Student may only travel on the Route 121 walking path.
- Student is not permitted in any vehicle during free periods.

- Student is not permitted to drive off during free periods unless he/she has 3 periods free in a row and has filled out the appropriate paperwork.

A student's open campus privilege may be revoked for any of the following reasons:

- Failure to comply with any of the above rules.
- School misconduct (cutting classes, lateness to class, driving off without permission, etc.).
- Student behavior off campus that is irresponsible, inappropriate, or places another person in danger.
- Getting into a vehicle on or off campus.
- Giving another student his/her ID card.

*** If inclement weather occurs and the administration feels the outside conditions are dangerous, the campus will be closed for the day. Students will not be permitted to leave campus if this occurs. It is the student's responsibility to find out if campus is closed.

PTO

John Jay's Parent Teacher Organization communicates between school and home through mailings, programs, phone calls, and special events. Monthly informational meetings are listed on the school calendar. PTO leadership can be reached at jjhsptonews@yahoo.com or by calling one of the PTO President's Eileen Lynch at 763-6992 or Lisa Glenn at 232-5885.

Parent Conferences

Teacher conferences are an important element in reporting student progress to parents. Parents may call a teacher for an individual conference or the counseling office (763-7203) to request a meeting with a group of teachers.

Participation in School Activities and Absences

Students who are absent from school will not be permitted to participate in interscholastic athletic contests, athletic practices, co-curricular activities, or other school-sponsored activities on the day they are absent from school. Daily attendance will be checked for compliance with this regulation. A student arriving to school after 11:17 a.m. will not be able to participate in that day's activities.

Performing Arts

The John Jay High School Performing Arts Department offers a variety of curricular and co-curricular activities to students in all grades. All announcements and notices of events are posted on the "CALL BOARD" which is located by the back stage doors in G building hallway. There is also a PERFORMING ARTS link on the school web page (<http://jjhs.klschools.org>) which is updated periodically throughout the year.

Stage Crew - Students on stage crew work on productions throughout the year under the direction and supervision of the performing arts faculty. Professional consultants are often brought in to teach students the various aspects of mounting a production. "Crew" is open to all JJ students and there is usually an organizational meeting held in September.

Fall Drama - This is the 1st production of the year and traditionally it is held during the middle of November. Auditions are scheduled in September and open to all students in the John Jay community.

Freshman Play - The Freshman Play is an opportunity for 9th grade students to have their first initiation to the JJ stage. This production is directed by students in the Acting III curriculum under the supervision of a member of the high school faculty.

Variety Show – Held each June, the Variety Show raises money for scholarships and to help offset production expenses for the Theatre Workshop. Last year over 50 acts auditioned for the 16 slots.

Student One Act Play Festival – These student produced and directed one acts are presented annually. Any student in the HS can mount a production as part of this event.

Spring Musical – The largest production of the year for the John Jay Theatre Workshop is the Spring Musical. It is a wonderful experience that showcases the talents of students both on and behind the stage. Work usually begins in January and the performances are usually scheduled for late March/early April.

Spring Drama – As a final project for the Acting III class, the Spring Drama represents the depth of study achieved by these seniors. The performances are usually scheduled near the end of the year.

Night of Scenes – These evenings are presented by the Acting I, II, and III classes as a venue for performances of scene work developed in acting classes.

Evening of Chamber Music – Usually scheduled in the fall and spring, chamber music nights feature the advanced skills of students in the various ensemble programs working in small groups.

John Jay Jazz Ensemble – There are two Jazz Ensembles available to students. Auditions are held in September with a variety of performances throughout the school year.

John Jay Vocal Jazz – This group is available to members of the John Jay Chorale and performs as part of the choral studies program. They have competed at the Berklee HS Jazz Festival in Boston the previous two years. Auditions are held the beginning of the school year.

The Noteables – The student run female a cappella group for the school meets weekly and performs both in and outside the school in both performance and competition settings. Auditions are held periodically during the year.

The Rolling Tones - The student run male a cappella group for the school meets weekly and performs both in and outside the school in both performance and competition settings. Auditions are held periodically during the year.

Public Education

Right: Students in Katonah-Lewisboro have the right to a free, public education.

Responsibility: Students have the responsibility to come to school daily and attend every assigned class prepared to fulfill all course requirements at the time designated.

Responsibilities - Student

General Student Responsibilities:

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with, and abide by, all district policies, rules and regulations dealing with student conduct.
- Attend school every day unless they are legally excused and be in class on time, and prepared to learn.

- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to a policy infraction.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events, and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Salutatorian

The salutatorian is the student with the second highest GPA in the graduating class, and delivers an oration at graduation exercises.

Students who graduate from John Jay High School are eligible for Valedictorian/Salutatorian honors if they have been enrolled at John Jay High School on the first day in October of their sophomore year. Course averages from freshman, sophomore, and junior years are used to determine valedictorian and salutatorian. These calculations are made and the valedictorian and salutatorian are informed by the end of September.

Schedule of Classes

Daily Schedule

Period 1	8:15 - 8:55
Period 2	8:59 - 9:44
Period 3	9:49 - 10:29
Period 4	10:33 - 11:13
Period 5	11:17 - 11:57
Period 6	12:01 - 12:41
Period 7	12:45 - 1:25
Period 8	1:29 - 2:09
Period 9	2:13 - 2:53

2- Hour Delay Opening

Period 1	10:15 - 10:42
Period 2	10:46 - 11:15
Period 3	11:19 - 11:46
Period 4	11:50 - 12:17
Period 5	12:22 - 12:49
Period 6	12:53 - 1:20
Period 7	1:24 - 1:51
Period 8	1:55 - 2:22
Period 9	2:26 - 2:53

Scholastic Honors

Prizes, awards and scholarships are available to recognize student achievement at annual awards programs. Complete information on local, state, regional, and national scholarships are available from the counseling center.

Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principal, and his/her designee, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon a legitimate reason. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Purpose of search (that is, what item(s) were being sought).
4. Type and scope of search.

5. Person conducting search and his or her title and position.
6. Witnesses, if any, to the search.
7. Time and location of search.
8. Results of search (that is, what items(s) were found).
9. Disposition of items found.
10. Time, manner and results of parental notification.

The principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall be conducted only under exigent circumstances. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

Sexual Harassment

The Katonah-Lewisboro School District is committed to a collegial environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Therefore, the School District expects that all relationships among persons in the School District, including but not limited to employees, students, volunteers, and vendors, will be free of bias, prejudice, and harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering

with an individual's work or academic performance or creating an intimidating hostile, or offensive working or academic environment.

Students should discuss their concerns with any trusted member of the staff such as teachers, nurse, assistant principal, principal, or counselor. It should be recognized that the member of the staff *must* report the incident to the assistant superintendent.

The allegation will be investigated promptly by the assistant superintendent and may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or have relevant information.

Complaints will be kept confidential to the extent practicable and appropriate. Retaliation against an individual for reporting sexual harassment or in assisting in providing relevant information is a serious violation of this policy and will be treated with strict discipline.

Responsive action to sexual harassment may include: training, referral to counseling, and a range of disciplinary action including school suspension or termination for an employee.

If a party does not agree with the resolution of a complaint, that party may file written comments with the superintendent. If the party does not agree with the superintendent's resolution of the matter, the party may refer the matter to the President of the Board of Education for consideration by the entire Board of Education. A complainant has the legal right to file a complaint with the U.S. Equal Employment Opportunity Commission, the Office of Civil Rights of the Department of Education, and other agencies that enforce laws concerning discrimination.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending upon the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Sexual jokes
- Innuendoes
- Advances or propositions
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess or sexual deficiencies
- Leering, whistling, touching, pinching, assault, coerced sex acts or suggestive, insulting, or obscene comments or gestures
- Display on school property of sexually suggestive objects or pictures
- Wearing sexually suggestive garments
- Other physical, verbal, or visual conduct of a sexual nature

The School District encourages individuals who believe they are being harassed to promptly notify the offender that his/her behavior is unwelcome (recommended but not required).

Students found to be in violation of the Sexual Harassment Policy will face serious disciplinary consequences which may include in-school and out of school suspension. In addition, a session with one of the school social workers may be required.

Adopted: October 28, 2010

Signs, Posters and Display Materials

The posting of signs, posters, and display material must be approved by a building administrator. Posters should display building administrators initials indicating approval. Unauthorized materials will be removed.

Smoking

The Board of Education and New York State Law prohibit smoking on school grounds. By definition, smoking is the possession and/or use of any tobacco product, whether lighted, unlighted, or smokeless. Therefore, students are subject to the following regulations:

Students may not smoke or use tobacco products while transported in a vehicle contracted (verbal or written) by the school, or while participating in a school-sanctioned activity (athletic event, field trip, class trip, club activity, etc.).

Violating the smoking policy will result in disciplinary consequences including detention and suspension.

Consequences for subsequent infractions will be determined by the school administration.

Student Records

The parent(s) or guardian has the right to inspect records kept on a minor child. A request, in writing, must be made to the principal of the school. An appointment will be made within 10 school days for review of the record in the presence of the school's representative. As soon as a child reaches 18 years of age, all rights of access are transferred to him/her. These rights supersede those of the parents. Parents or students (18 years of age or older) are entitled to two free copies of the record. Additional copies are charged at a rate of twenty-five cents a page. If parents are divorced or separated, each has the right to review records on his/her child. The only exception is if the school has a court order prohibiting a parent's access.

In accordance with the Family Educational Rights & Privacy Act (FERPA), please be advised that if a student applies to a college or university on an early decision basis and is accepted, the School District may contact any other institution where application has been made to notify them of the student's early decision acceptance.

Records which include name, address, date of birth, parent information, student attendance data, academic work, and level of achievement must be retained for 50 years. For more information contact Dr. Griffin at 763-7203.

Study Halls

Freshmen are assigned to study halls when they have no assigned class. Sophomores, juniors and seniors may also be assigned to study hall if they fail to use their free time responsibly.

Substance Abuse

The Katonah-Lewisboro Board of Education recognizes the existence of the problem of alcohol, narcotic and drug abuse in our society and believes that a strong program of substance abuse education should be a part of the school curriculum at all grade levels. The purpose of this policy is to identify, assist, and, if necessary, discipline students who are experiencing difficulty with substance use, so that student performance, safety and/or the safety of others is not jeopardized. In instances of policy violation, the Board supports the assessment of individual needs and rehabilitative measures in the determination of sanctions.

The possession, sale, or distribution by any student of any drug or alcohol while on school property or during any sanctioned school activity is against the law and is prohibited. Use by any student of any drug or alcohol while on school property, prior to school or a school event, or during any school activity is against the law and is prohibited. Further, the use, possession, sale, or distribution of drug paraphernalia by a student while on school property or during any school activity is against the law and is prohibited.

The following is a list of consequences for use, possession, sale, distribution, or being under the influence of drugs or alcohol:

Five (5) day suspension from school, and a superintendent's hearing. A referral to see a social worker will be made. A police report is made for possession, sale, or distribution of drugs.

In addition, disciplinary action may include not being permitted to participate in extracurricular activities and/or graduation ceremonies

Summer School

John Jay does not offer summer school. However, summer school courses may be arranged through the Counseling Center for those students who need remedial work, want to improve a grade, or, in some circumstances, accelerate. Summer school grades will appear on all official school records.

Per NYS Education Department guidelines, the principal must approve any summer school enrollment.

Suspendable Offenses

Students are held responsible for their behavior on school property, on school buses and while attending any school function.

Out of school suspension infractions include, but are not limited to:

- Committing an act of violence (such as hitting, kicking, punching and scratching) or attempting to do so, upon another student, administrator, school employee or any other person lawfully present.
- Assaulting or willfully injuring another person.
- Conduct causing a threat of danger to the physical well-being of another person.
- Vandalizing, willfully damaging or destroying or attempting to cause damage to school or personal property. (for which financial restitution may be required)
- Indecent exposure, that is, exposure to the private parts of the body in a lewd or indecent manner.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using, or possessing obscene material or material injurious to the safety, morals, health or welfare of others.
- Possessing, consuming, selling, distributing or being under the influence of alcoholic beverages or other illegal substances. (This includes possession of drug paraphernalia.)
- Using or sharing prescription drugs or over-the-counter drugs without the consent of a school nurse.
- Stealing or participating in the theft of money or material from other students, school personnel or persons lawfully on school property.
- Gambling
- Initiating a report warning of fire, bomb or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- Arson
- Violation of a criminal statute.
- Tampering with school documents or records.
- Selling, using or possessing fireworks or other dangerous instruments or contraband capable of inflicting physical injury.
- Extorting money, goods or favors from any member of the school community.
- Possessing a weapon, threatening to use a weapon, or displaying what appears to be a weapon. “Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, paint ball gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.
- Repeated violation of a school rule.

For those infractions that are of such a nature that they cannot be classified, the school administration reserves the right, the authority, and the responsibility to discipline any student whose behavior interferes with the instructional program and/or the routine of the school.

An accumulation of suspensions may result in a recommendation to the Superintendent of Schools for a hearing.

ANY STUDENT SUSPENDED FROM SCHOOL IS RESPONSIBLE FOR OBTAINING WORK LEFT AT THE FRONT DESK OR ON E-CHALK AND SUBMITTING ASSIGNMENTS UPON RETURN.

Teacher Change Policy

Teacher changes are made only under very special and specific circumstances. The change request procedure is as follows:

1. Student sees counselor to request the change.
2. Counselor goes to the Assistant Principal of that subject to review the situation.
3. The Director meets with the principal with the recommendation for or against the change.
4. Principal makes the final decision.

Technical Education/The Tech Center

The Tech Center is run by the Board of Cooperative Education (BOCES) in conjunction with John Jay High School in Yorktown. The courses offered are designed primarily for juniors and seniors and may be taken by a student who wants to develop a particular skill that he or she has an interest in or may want to pursue as a career. Students may continue their education after graduation in advanced technical schools.

Tech Center courses carry 3 credits and meet every day in Yorktown for part of the day. Interested students will take their required courses at John Jay in either morning or afternoon sessions. Course descriptions and prerequisites are available from your guidance counselor.

Courses Offered At Northern Westchester/Putnam BOCES

Agriculture

Floriculture

Urban Forestry/Landscaping,

Landscape Maintenance

Automotive

Automotive Mechanics

Auto Body/Fender

Small Engine

Construction

Architectural Tech/Drafting

Carpentry

Construction Electricity

Construction Technology

Masonry/Bricklaying

Plumbing/Heating

Refrigeration/Air Conditioning

Curriculum Center Courses

Studio Arts

Health/Medical

Health Careers

Nurse's Aide

Practical Nursing

Rehabilitation Assistant/Elder Care,

Child Development

Information Services

Information Systems/ Computer Operations

Machine/Metal

Welding

Personal Services

Cosmetology

Manicuring

Nail Sculpting

Public Safety/Police Science

Law Enforcement/Police Science

Quantity Food Occupations

Baking/Culinary Art/Food Service

Visual Arts/Communications

Commercial Art

TV Production

Telephones

Students are not permitted to use the phone during class time. Messages are very difficult to deliver, and in general non-emergency messages will be held in the main office. Students expecting a message should check in the main office before leaving for the day. Cellular phones are not to be used during class time. Phones must be turned off and placed in a backpack, purse, or pocket and not displayed visibly during class. **Cell phones which are visible during class are subject to confiscation.** If confiscated, a cell phone will be returned to a parent/guardian only.

Textbooks

Textbooks are on loan to the students, and a record is kept of the book and its condition. Students are responsible for their textbooks and other school-issued materials. If a book is lost or misused, the student will be required to pay for it. Credit will be withheld until financial obligations are met. No exam grades, report cards or caps and gowns will be issued until all books and materials have been paid for or returned.

Truancy

Truancy is defined as an absence from school for a full day without the knowledge and consent of the parent/guardian. A grade of zero will be given for all work missed. Truancy is a form of insubordination. Students who are truant from school will be subject to detentions and suspensions.

Repeated truancy is a form of insubordination and will result in suspension from school.

In the event students are truant from school, school officials will initiate an intervention process. The process may include parent meetings, counseling, disciplinary actions, and/or referrals to outside agencies.

Valedictorian

The valedictorian is the highest academic ranking student in the graduating class, and delivers the farewell oration at graduation exercises.

Students who graduate from John Jay High School are eligible for Valedictorian/Salutatorian honors if they have been enrolled at John Jay High School on the first day in October of their sophomore year. Course averages from freshman, sophomore, and junior years are used to determine the valedictorian. These calculations are made and the valedictorian and salutatorian are informed by the end of September.

Vandalism

Vandalism or destruction of school property, books, or supplies will be treated as a serious offense. Payment for destruction of property will be required from the student. The fire alarm system must not be tampered with at any time. Tampering will result in a suspension and/or a referral to police authorities.

The parents or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the pupil and not returned upon demand of the school system. The student may be subject to disciplinary action.

Varsity Option

Varsity Option is available to varsity athletes in grades 9-12 in good standing who wish to be exempt from physical education classes during their varsity sport season. Students must see the physical education teacher for approval. If a student stops participating in the sport for which he/she has been given Varsity Option, he/she must return to PE classes.

Visitors

John Jay High School permits visitors who are on campus for legitimate business. This includes, but is not limited to, adults involved in conferences, meetings, presentations, instructional activities, or other business that is pre-scheduled and/or approved by the school.

All visitors must report to the main office upon arrival on school property and show identification. They will be required to sign the visitor's register and will be issued a visitor's pass which must be worn at all times while in school or on school grounds. The visitor must return the visitor's pass to the main office and sign out before leaving the building.

The school is *not* generally able to accommodate student visitors but does permit students to bring guests under some circumstances. A relative or friend who has come to stay with a family from a considerable distance is welcome to visit the school for *one* day under the following circumstances:

- The parents of the Katonah-Lewisboro student must make the request of an assistant principal at least one week in advance.
- On the day of the visit, the guest must first bring a parent permission note to the main office where she/he will receive a special visitor's pass giving him/her permission to go with the host Katonah-Lewisboro student to his/her classes.
- All student visitors are required to abide by all school rules and regulations.
- During the month of June or the day before a vacation, no student visitors will be allowed.
- A visitor from another country must furnish the JJHS nurses' office with a copy of his/her immunization record.

It is our intention to minimize the distractions that can be caused by student visitors. There are sufficient opportunities for students to be with local out-of-district friends outside of school time. As such, permission for these student visitors will be kept to a minimum.

Any unauthorized person on school property will be reported to the principal or his/her designee.

Unauthorized persons will be asked to leave. The police may be called if the situation warrants it. All visitors are expected to abide by the rules for public conduct on school property as contained in the Katonah-Lewisboro Code of Conduct.

Withdrawals from Courses

See Course Changes.

Withdrawal from School

Any student who wishes to withdraw from school should report to the guidance office. No transcripts, recommendations, attendance records, etc. will be forwarded to schools or employers until the student has met with the school counselor, returned all books and materials, and completed the withdrawal procedure.

Working Papers

Working papers may be obtained in the main office. According to recent New York State Law, academics are more important than employment. Therefore, the high school principal reserves the right to revoke working papers for poor academic performance.