

John Jay High School
2023-2024
A-Z Student/Parent Handbook



Table of Contents

Administrative Staff	4	Community Service	22
Academic Eligibility	4	Corporal Punishment	22
Academic Honesty (see also Examinations/Assessments)	5	Counseling Services	22
Access to School Facilities	7	Course Changes	23
Academic Intervention Services (AIS) Team	7	Course Load and Selection	23
Accidents and Illness	7	Cutting	23
Advanced Placement Courses	8	Dignity for All Students Act (DASA)	23
Alcohol and Drug Testing Policy (Adopted: February 10, 2011)	8	Detention	25
Anti-Discrimination	10	Discipline	26
Assembly	10	Disciplinary Procedures	26
Assembly Programs	10	Displays of Affection	27
Athletic Programs	11	Disruptive Behavior	28
Attendance Practice and Policy at JJHS	11	Diversity, Equity, and Inclusion in Education (Policy 1050)	28
Automobiles	15	Dress Code	29
Availability of School Rules and Regulations	15	Drills	29
Behavioral Expectations	16	Due Process (when students are suspended from school for 5 or fewer days)	29
Building Use	16	Early Dismissals	30
Bullying	16	Essential Partners	31
Bus Transportation/Behavior	18	Extra-Curricular Activities and Clubs	33
Cafeteria	19	Extra Help	33
Campus	19	Field Trips	33
Child Protective Services (CPS) Investigations	19	Final Exam Exemption Policy	34
Closings/Early Dismissal	20	Financial Assistance	34
Co-Curricular/Extracurricular Code of Conduct	20	Forgery	34
Co-Curricular Activities	21	Freedom of Expression	34
College Admission Process	21	Freedom of the Press	34
Communicable Diseases	21	Gambling	34
		Grading Policies	35
		Graduation Ceremony	35

Health Emergency Forms.....	35
Homebound Instruction	35
Homework.....	35
Honor Roll	35
Incompletes.....	36
Independent Study	36
Independent Study for Physical Education	36
In-School Suspension	37
Interim Reports.....	37
Interscholastic Athletic Requirements	37
Language	38
Lateness	38
Lockers	38
Lost and Found	39
Make-up Work.....	39
Marking Periods.....	39
Medication	39
Military Recruitment.....	39
Nurse.....	39
Open Campus Rules and Regulations	40
PTO	41
Parent Conferences.....	41
Participation in School Activities and Absences	41
Performing Arts	41
Public Education	41

Responsible Use Policy (RUP) (Policy #4526. 1-E.2).....	42
Salutatorian.....	46
Scholastic Honors.....	46
Searches and Interrogations	46
Sexual Harassment.....	48
Signs, Posters and Display Materials	50
Smoking/Vaping	50
Student Records.....	50
Study Halls.....	51
Substance Abuse.....	51
Summer School.....	51
Suspendable Offenses	51
Teacher Change Policy	52
Technical Education/The Tech Center	53
Telephones	53
Textbooks.....	53
Truancy	53
Valedictorian	54
Vandalism.....	54
Varsity Option.....	54
Visitors	54
Withdrawals from Courses	55
<i>See "Course Changes" on website in counseling section.</i>	<i>55</i>
Withdrawal from School	55
Working Papers	55

Administrative Staff

Steven Siciliano, Ed.D.	Principal
Samir Biswas, Ed.D.	Assistant Principal
Mallory McDonald	Assistant Principal
Kim Piccolino	Assistant Principal
Marisa Merlino	Director of Counseling
Christian McCarthy	Director of Athletics, P.E., Health & Wellness
Meagan Sullivan	Director of Special Services

WHO TO SEE AT JOHN JAY HIGH SCHOOL

Joan Cignarella	Club and Class Accounts	Main Office
Attendance Clerk	Early Dismissals, Absentee Notes, and Late	Main Office
Counselors	Academics, Scheduling, College, and Career	Counseling
Front Desk	Lost and Found, Bus Notes, Locker Information, Working Papers, Walking Passes and Parking	Main Office
Nurse	Illness, medical forms	Nurse's Office
Nancy West	Athletic Information	Athletic Office

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.

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 average.

- 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 the counselor and consult with the teacher to develop a plan of support to help the student improve performance.

Students with Two Failures

- Student may continue to participate in extracurricular activities.
- Student will meet with the 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 the 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, and the Director of Counseling and/or 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, and the Director of Counseling and/or Principal to have the student declared ineligible.

Students with Three or More Failures

- Student may continue to participate in extracurricular activities.
- Student will meet with the 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 the teachers to complete a weekly progress report, which will be reviewed by the 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, and the Director of Counseling and/or 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, and the Director of Counseling and/or Principal to have the student declared ineligible.

Academic Honesty (see also Examinations/Assessments)

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

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 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. The teacher will contact the student's parents and Administration. 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 assignments in progress. 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 like 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.

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.

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."**

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. Students must see that their use of the school facilities does not infringe on the rights of others to use the same facility.

Academic Intervention Services (AIS) Team

The AIS team is comprised of administrators, counselors, teachers, psychologists, and social workers. A student may be referred to the AIS committee when the student is displaying significant changes in the student's educational, social or emotional behavior, or when the student is showing signs of an inability to function successfully in the school's program.

Accidents and Illness

If a student becomes injured or ill during the school day, the student 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 Courses

John Jay offers several 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 (Adopted: February 10, 2011)

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 interferes with our District's educational mission. Accordingly, the Board of Education reaffirms that the following are strictly prohibited.

- a. possessing, consuming (except for 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 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.
- b. 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 student's 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 student's 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 (except for 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 their guest refuses the administration of a breathalyzer *or saliva* test in any of the circumstances described above, the student will be presumed to have consumed (except for 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 the consequences of such use.

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, sexual orientation, 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, sexual orientation, 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 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.

Athletic Programs

JJHS offers several athletic programs for students who wish to participate. Please visit our athletic site for a complete listing of fall, winter, and spring sports.

Attendance Practice and Policy at JJHS

Statement of Philosophy

For students to receive the most comprehensive education possible, student attendance on a regular basis is vital. It's the responsibility of all educators, parents, and students at John Jay High School to ensure students late arrivals to school and classes and absences are kept to a minimum. Those absences that cannot be avoided must be cleared through the attendance office. To maintain accountability on the part of all stakeholders, weekly tardy and attendance reports will be sent out to administration by the attendance clerk and managed by the assistant principals. This plan is aligned to both state regulations and our Board of Education policies.

Excused Absence

The State of New York categorizes absences from school as either excused or unexcused. The Katonah-Lewisboro Board of Education recognizes the following as excused student absences:

- Personal Illness
- Death in the family or extended family
- Religious observance
- Required legal attendance
- Approved school-sponsored activities including field trips, interscholastic athletic events, music lessons in school by arrangement, other school-approved events, or competitions with prior approval.
- Directed or authorized meetings at the administrative, guidance, or nurse's office.
- Emergency dental or medical appointments.
- Military obligations
- Approved internships or cooperative and work study programs.
- College visits not to exceed four days a year (*juniors and seniors only.*)
- Extraordinary circumstances **pre-approved in advance** by the Principal
- Quarantine

When a student is absent on a regular basis for three consecutive school days, the school may request a doctor's note. Where there is a concerning pattern of "excused" absences a school administrator will communicate with the parent/guardian to develop an intervention plan for consistent attendance.

Unexcused Absence

Any absence not on the list of excused absences will be recorded as unexcused. Notes excusing absence from entire classes or lateness for reasons, such as “needed at home” or “oversleeping,” will be unexcused. School policy requires that all students regardless of their age must provide written documentation signed by a parent/guardian. Students who are eighteen (18) years old and have signed legally notarized emancipation forms on file with the school may write and sign notes explaining their own absences.

Cutting

Cutting refers to unexcused absence from a subject or activity to which a student has been assigned, including an assembly. Any suspected cut will be investigated by the student’s assistant principal and if verified, the cut will never be able to become “excused.”

Procedures to Verify an Absence

Families will be informed of any absence from class by email within 24 hours of its occurrence. Upon receipt of the email, it is the parent’s responsibility to notify the school attendance office within 24 hours of the absence, tardiness, or early dismissal in writing. Email messages are accepted.

Any absence that would otherwise be excused but goes unexplained will be recorded permanently as unexcused.

Tardies (see Lateness)

Consequences for Unexcused Absences/Cutting

Unexcused Absences

- Conferences with parents and guardians in person or by telephone
- Conferences or continuing meetings with appropriate school personnel
- Referral of the family-to-family court (PINS- Person In Need of Supervision), or CPS (Child Protection Services)
- Credit denial as noted in **Board Policy Regarding Absence Leading to Course Credit Denial**
- Attendance Intervention Plan

A grade of “zero” may be assigned for any work done in class or due on the day of the cut. Failure to attend class (cutting) jeopardizes a student’s academic performance and may lead to disciplinary actions, including:

- In-school detention
- After-school detention
- In-school suspension (student may not participate in after school activities)
- Out-of-school suspension (student may not participate in after school activities)

- Parent/Guardian conference
- Loss of eligibility for teams, clubs, school activities and Varsity Option
- Possible withdrawal from the class in question as per BOE policy
- Loss of eligibility for teams, clubs, school activities, Varsity Option, and Parking Privileges

Attendance Practice and Grade Policy at JJHS

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as a student's performance on homework, tests, papers, projects, etc. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

Any student with more than nine unexcused absences, tardies, early dismissal (ATEDs) for one-half year or 18 unexcused ATEDs for a full year may not receive credit for that course.

A student who has been denied credit for a course due to absences must continue to attend (audit) the class or, with their parent/guardian, petition for an appropriate adjustment to their schedule. Not attending the class, even after credit has been denied, will lead to one or more the consequences identified in "*Consequences for Unexcused Absences*" above.

Making Up Missed Work for Excused/Unexcused Absences (this does not include cutting)

- Students who cut classes are not allowed to make up the work for credit.

Students who have not exceeded the minimum standard of attendance:

- Students must make up work/assessments missed during excused or unexcused absences (cuts are not included) by arrangement with their teacher usually within twice the number of days as the absence itself. If missed work/assessments are not completed within the agreed upon time frame, students will not receive the credit that would have been assigned had the work/assessments been completed.
- Students and parents/guardians may stay informed about work missed during absences by checking e-chalk accounts, by contacting friends, or by contacting the school to arrange for work to be made available for pick up.

Students **may** complete any work missed by special arrangement with the teacher, however, they **may not** receive any credit that would have been assigned had the work been completed according to the policy for making up missed work.

Making Up Missed Class Sessions

Students may make up *excused* absences by arrangement with the teacher within five (5) days of returning to school after the excused absence. While students may make up *work* missed due to an *excused* absence, students may not make up work for *unexcused* class absences.

Medical Excuses from Classes or Events

Students who encounter health issues during the school day must report to the health office if they are going to be absent from a class and expect to have the absence excused. Health Office staff will always inquire whether a student is missing a class. Based on a health assessment, the student will be sent to class, allowed to remain in the Health Office, or released from school in the care of parent/guardian. Class absences of students remaining in the Health Office or who are released to a parent/guardian will be recorded as excused. If a student is unable to participate in a class due to a medical condition (e.g., concussion), a parent/guardian must provide a written note including the date and reason for the exclusion *before* the class session occurs (in advance or on the same day). A student with medical restrictions requiring non-participation for several class sessions or for certain activities in a class must submit a written note from a doctor addressed to the Health Office. A doctor's note excusing a student from school or class participation must indicate the reason for the exclusion, the specific time frame of the exclusion, and any activities in which the student may not participate (example: "no aerobic activity" or "may not read for longer than five (5) minutes"). The school may request further verification of a note from a doctor calling for a student to be excused from a class or classes "until further notice." Curriculum and instructional events will be modified or eliminated based on the ability of the student according to the doctor's direction. (*References: N.Y. Education Law §§ 1709, 3024, 3025, 3205, 3210, 3211; 8 NYCRR §§ 104.1, 109.2*)

Physical Education Attendance Policy

- 2 LEGAL absences will be excused per quarter. (sickness/nurse, guidance, music lesson, college visits, etc.)
- 2 school approved field trips will be excused per quarter. .
- All unprepared/missed classes must be made up.
- 5 or less excused/unprepared/unexcused absences/cut classes will be eligible for make-up in the fitness center.
- 6 or more excused/unprepared/unexcused absences/cut classes will result in an "F" for the quarter and the student will be doubles scheduled the next quarter to earn the credit required for the previous quarter.

Once the credit is earned the grade will be changed to a "P" and the student will be dropped from the class. It is imperative that the student on this make-up protocol continues to attend class regularly. Any additional missed classes will need to be made up as well.

Medical Excuses for Physical Education

If a student sustains an injury outside of school, the nurse must be consulted prior to the student returning to determine whether the injury will impact the student's participation in school activities. A student who has medical restrictions affecting the student's participation must bring a physician's note to the health office. Students excluded from PE due to health or injury are also excluded from athletic teams and intramural teams. Medical notes are also needed for the use of crutches and wheelchairs. Medical notes that indicate "until further notice" must be updated upon request or every 30 days. The curriculum will be modified based on the physical education form. Students must bring in a physician's note for PE/sports clearance. Note from PT/OT/ chiropractor will not be accepted.

Automobiles

A limited number of parking spaces are available, and consequently, there is not enough parking spots for both, Seniors and Juniors. All Seniors can park on campus. For Juniors, each month a lottery is conducted. Only Juniors whose name are drawn from the lottery may park on campus. Students must register their cars 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. 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, recklessly, or improperly. This is a violation of the Code of Conduct. 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 recklessly during the school day include detentions, loss of parking, 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, 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. 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 and adhere to the rules stated in the District's Code of Conduct. 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, 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 this 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. (District Policy No. 0115 DASA Policy 0116 and 0116 R)

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 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.

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 the Principal's 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, the student 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 or 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 nondiscriminatory 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 witnessed 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:

- 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.

Responsibility: You are under school supervision when you board the bus. Go directly to your seat after entering the bus.

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. 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. 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, the parent(s) will be required to furnish 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 period of time to be determined by the administration.

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 library, 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.

Closings/Early Dismissal

In the event of a school closing, an attempt will be made to contact a parent or parents' designee using our automated system. However, there may be circumstances beyond our control that may prevent such contact. Parents may view the websites for a message about school cancellations, delayed openings, or early dismissals.

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 extracurricular activities is considered 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/vape in any form, (including paraphernalia) 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 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 the student's 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 into 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 have the opportunity 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. A comprehensive list of clubs is available on the website.

College Admission Process

[Please see our JJHS Counseling Center website for more information.](#)

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.

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 drop a full year course is December 1. Beyond this date, students will receive a transcript notation of “withdraw” if the course is dropped before February 1st. Students may not drop a full year course after February 1st. Students may not drop a semester course after the first six weeks of the course. The Board of Education policy requires a student to carry 5 courses plus physical education.
- The last day for a student to change levels of a course is December 1st. Beyond this date, the grades earned in the original course will follow the student to the new course. After February 1st, students will not be permitted to change course levels. 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: parent-conference, detention, in school suspension.

Dignity for All Students Act (DASA)

The School District is committed to providing a positive, safe, and supportive learning environment where students are free from bullying, harassment, and discrimination.

Harassment is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause students to fear for their physical safety. The harassing behavior may be based upon an individual's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (identity or expression).

Bullying includes systematic and intentional infliction of physical harm or psychological distress on an individual or group of individuals. Bullying can also encompass unwanted purposeful written, verbal, nonverbal, social or relational, or physical behavior (e.g., threatening, insulting or dehumanizing gestures by an adult or student) that has the potential to create long term damage, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance. Bullying is often characterized by an imbalance of power. Unwanted teasing, touching, threatening, intimidating, stalking, cyber-stalking, cyberbullying, 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 are also forms of bullying. The School District aims to foster an educational setting wherein all students are treated with respect and dignity.

The School District acknowledges that bullying and other forms of harassment or discrimination are disruptive and harmful to our students. Because bullying and other forms of harassment or discrimination are detrimental to our learning environment, our sense of community, and an individual's well-being, the School District does not and will not condone bullying, harassment, or discrimination of any kind. The School District strictly prohibits all forms of bullying, harassment and discrimination by district employees or students on school property or at school functions, regardless of whether they are conducted on the premises of the School District. The School District also prohibits all forms of off-campus bullying, harassment or discrimination including, but not limited to, "internet" or "cyber-bullying," which may include the use of instant messaging, e-mail, websites, chat rooms and text messaging, or other acts in violation of this policy when such acts create a hostile environment for the victim at school, infringe upon the rights of a victim at school, or materially and substantially disrupt the educational process or the orderly operation of any school in the School District.

Any student who believes that he or she is being bullied, harassed or discriminated against, or who has knowledge of bullying, harassing or discriminating behavior must report it. Students must report the bullying, harassment, or discrimination to a staff member. All School District personnel are responsible for taking action if they become aware of any bullying, harassment or discrimination against a student. Staff members must report all complaints of bullying, harassment, and discrimination that they receive from students, as well as any instances of bullying, harassment, or discrimination that they are aware of, to the principal of the school where the incident occurred.

Bullying, harassment, or discrimination of a sexual nature, as defined by the School District's sexual harassment policy, must be reported to the School District's Title IX officer. Bullying, harassment, or discrimination which involves criminal activity, or where there is reasonable belief that criminal activity may occur, must be immediately reported to the Superintendent of Schools and law

enforcement. To the extent possible, allegations of bullying, harassment or discrimination will be kept confidential; however, the School District reserves the right to disclose the identity of the parties and witnesses in appropriate circumstances to individuals with a need to know.

All reports of bullying, harassment or discrimination will be fully investigated, and action will be taken to address the allegations, including the imposition of appropriate disciplinary measures in accordance with applicable law and the School District's Code of Conduct.

The School District expressly prohibits any retaliation against complainants, victims, witnesses and/or any individuals who initiate, testify, participate or assist in the investigation of any allegation or report of bullying, harassment or discrimination. The School District's administrators will monitor participants in investigations and victims of bullying, harassment, or discrimination to ensure that the behavior has ceased, no retaliation has occurred, and support or counseling has been afforded to the involved individuals, as needed. The School District will create guidelines for training and will provide training to staff, in accordance with state law and the Regulations of the Commissioner of Education, to raise awareness and sensitivity to acts of bullying, harassment or discrimination, to enable staff to prevent bullying, harassment and discrimination and to provide intervention and reporting. The School District shall ensure that the course of instruction in grades kindergarten through twelve includes a component on civility, citizenship, and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity, and other traits which will enhance the quality of their experiences in, and contributions to, the community. For purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders, and sexes.

In accordance with state law, the Superintendent of Schools shall ensure that at least one staff member at every school be designated as a Dignity Act Coordinator and be trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

The Superintendent of Schools or designee shall develop and implement procedures and guidelines, as needed, to fulfill the purpose of this policy in the School District, including intervention and nondiscriminatory instructional and counseling methods and strategies to increase awareness, sensitivity, and support for victims of bullying, harassment and discrimination.

The School District shall report material incidents of discrimination and harassment of students to the Department of Education as mandated by the Regulations of the Commissioner of Education, but in no case less than on an annual basis. Ref: Education Law, Article 2

Education Law § 801-a ,Cross References: Policy 5300, Code of Conduct Policy 0100, Equal Opportunity, Adoption: August 9, 201

Detention

Students may be assigned detentions as consequences for an infraction and violating the Code of Conduct. This is a school obligation that takes priority over any other student obligation, after school activity, or employment.

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 Rtl
- Reprimand
- Detention
- 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 principal's 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.

Prior to imposing disciplinary action, the principal or principal's 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, detentions, 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.

If the principal determines that the violation might result in a penalty of a suspension for period more than 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 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, restrooms, 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.

Diversity, Equity, and Inclusion in Education (Policy 1050)

The Katonah-Lewisboro School District Board of Education believes that the most diverse and inclusive environment is the most effective and equitable learning environment for all students. As a result, the Board of Education is committed to providing a positive, safe, welcoming learning environment in which all students are free from discrimination¹ and benefit from inclusive practices and a shared commitment to recognize, understand, and systematically address disparate educational experiences and student outcomes where they may exist.

In furtherance of the Board of Education's commitment to fostering an inclusive culture, equitable allocation of resources, and the elimination of barriers to education, the Superintendent of Schools or designee(s) shall:

- Engage in ongoing examination and continual improvement of the learning environment and instructional materials to ensure equitable access, inclusive practices, and a welcoming environment for all students, staff, parents, and community members.
- develop individual and organizational knowledge, skills, and practices to create a culturally responsive and affirming environment in which all students have opportunity to reach their fullest potential.
- prioritize understanding and addressing biases, barriers, and disparities that may impede a student's ability to reach their fullest potential.
- review District policies and practices to ensure equity and access for all students, with an intentional focus on vulnerable and marginalized populations.
- design hiring practices that work towards diversifying the applicant pool for all district vacancies and implement anti-bias protocols in the hiring process.
- include budgetary support for this policy, including professional development, staffing, curriculum resources and programmatic experiences.

The Superintendent or designee(s) will work to ensure that curriculum, instructional materials and practices, and extracurricular programs reflect the district's commitment to diversity, equity, and inclusion. Educational materials and experiences should reflect a range of perspectives and experiences, including those of historically underrepresented groups. The Superintendent will create practices to implement this policy and will report on progress to the Board of Education at least annually.

First Reading: May 19, 2022; Second Reading: June 2, 2022; Third Reading & Adoption: June 16, 2022

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:

- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or expression, sex, reproductive health decisions, predisposing genetic characteristics.
- Cover undergarments (waistbands and bra straps are allowed to show).
- Cover all private parts and the fabric covering private parts must not be see through.
- Include footwear that must be worn in the building on school campus and at school events at all times.
- Not promote and/or endorse the use of alcohol, tobacco, vape products, 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.
- Ensure that the student is personally identifiable at all times. Exceptions will be made for medical or religious requirements. Not include jewelry that can be dangerous, such as spiked bracelets or neck collars.

This student dress code shall be enforced consistently across the District. It shall be enforced with all respect for student privacy and confidentiality, and infractions will be handled on an individual basis. Each building principal or 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)

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 decides. 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.

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

- An administrator will give the student an oral or a written notice of the charges which are the cause of the suspension.
- If the charges are denied, an explanation of the evidence against the student will be given by the administrator.
- The student will be given an opportunity to present the student's side of the story to the administrator.
- 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.
- 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.
- 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 the student's parents or guardian. Note: reasonable efforts will be made to contact parents prior to allowing police interviews with students.
- Appeals of decisions of administrative personnel may be taken to the principal only after all of the above steps have been taken.
- 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 (763-7201) 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, nonteaching 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. o 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 rule 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. o 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, to resolve problems.
- Regularly review with students their educational progress and career plans.
- Encourage students to benefit from the curriculum and extracurricular participation.

RTI Team:

Committee of Special Education if steps prove unsuccessful or if the team suspects that the student may have a handicapping condition.

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 based on 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. Field trip permission slips must be filled out each time a student goes on a 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, if given. 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 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 if 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 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 available on the Parent Portal. Interim reports are also available on the Parent Portal 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. 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 Forms

Health emergency cards must be filled out each year for each student and returned to the health Office. Keeping this information current 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 daily. 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 child about the assignment. If parents are concerned that their child is receiving too little or too much homework, they should contact their child’s teacher. (Also see Make-up work)

Honor Roll

To be on the fall or spring honor roll a student must have a 90% semester average, 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.

- The proposed project cannot duplicate courses already offered in the John Jay High School schedule.
- The proposed project will not be credit bearing unless the principal approves the credit.
- The primary responsibility for the design of proposed project resides with the student in collaboration with the mentor teacher.
- 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.
- The proposed project may occur during regularly scheduled class provided if:
 - It does not interfere with instruction.
 - Student is not listed on the class roster.

There will be a culminating assessment for any project receiving credit.

Procedure for Requesting Independent Study (must be done prior to beginning an independent study)

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

Independent Study for Physical Education

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 the student 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 except for attending a regularly scheduled extra-help session.

Interim Reports

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

Interscholastic Athletic Requirements

Students may participate/tryout for an athletic team provided:

- The nurse has on file a current medical examination form issued by a physician.
- The health review questionnaire has been completed, signed by a parent or guardian, and cleared through the school nurse.
- The Health Emergency Card is on file.

- The Co-curricular/Extracurricular Code of Conduct, Transportation Release and
- Permission Form are reviewed and signed by student athletes and their parents.
- The student must be enrolled in, and attend, at least five classes of school daily plus physical education.

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 suspend able 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, the student must submit a note verifying the time the student 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 encouraged to obtain a locker. Students may inquire of available lockers and locations throughout the building with the attendance clerk. Lockers must be cleared of all belongings at the end

of the school year. 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 because of an 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. End dates are listed on the school calendar.

Medication

State directives prohibit the dispensing of any medication including over the counter without a written doctor's order. Forms for medication administration are available on the school website and must be signed by a doctor and parent. Over the counter medication must be supplied by the family in its original container and kept in the health office. Students are only allowed to carry emergency medication such as Benadryl, EpiPen's and inhalers. Students who carry emergency medication must also have yearly medication orders on file in the health office. Special health needs should be shared with the school nurse. This information is confidential. Proof of physical exams and updates must be on file in the health office. Each student wishing to participate in the sports program must have a current physical. A physical is valid for one year and must cover the entire season of the sport. Students are also required to register on Final Forms.

Military Recruitment

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

Nurse

The school nurse is available during school hours to provide first aid for injuries and illness that occur during the school day. The telephone number for the health office is 763-7205. Except for emergencies, students should have a pass from their teacher before visiting the nurse.

National Honor Society

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

Open Campus Rules and Regulations

- 10-12th Grade Students are permitted to walk-off any free period if they have a completed and submitted parent permission slip. Freshmen may not walk off during study hall as study hall is not considered a free period.
- Students will be given an ID that reflects their grade which will serve as their walk off pass.
- Students must show their ID to school staff when leaving campus or on staff member request.
- Students must leave and return to campus on foot.
- Students may only travel on the Route 121 walking path.
- Students are not permitted in any vehicle during free periods.
- Students are not permitted to drive off during free periods unless they have 3 periods free in a row and have 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 their ID card to another student or using another student's 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.

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. For more information on PERFORMING ARTS [click this link](#) from the school web page. This page is updated periodically throughout 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.

General Student Responsibilities:

- 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.
 - o Ask questions when they do not understand.
 - o Seek help in solving problems that might lead to a policy infraction.
 - o Dress appropriately for school and school functions.
 - o 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.

Responsible Use Policy (RUP) (Policy #4526. 1-E.2)

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 and resources 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(s)/guardian(s) must read and sign this Responsible Use Policy for the student's network account to remain active.**

This *Network* includes Internet access, wireless Internet access, computer services, computer equipment and related equipment. The *Network* has been established for limited educational purposes and the District will place reasonable restrictions on access and content.

Students shall follow the rules set forth in the District Code of Conduct, Board Policy

4526,4526.1 and implementing Regulations as well as the law in their use of the *Network*. Students may not use the *Network* for commercial purposes. This means that students may not offer, provide, or purchase products or services through the *Network*. Students may not use the *Network* for political lobbying.

Use of District Computers

1. Students are also prohibited from installing any software or games on any District computer, unless specifically authorized by a classroom teacher for academic purposes or the District's Director of Technology for academic purposes. Students shall not willfully introduce any virus infected files into District computers nor disable or otherwise disturb any virus-scanning software installed by the District on such computers.
2. When using the District's technology facilities and resources, students will treat the District's equipment with care and to ensure that the equipment is returned in the condition in which it was provided. If District equipment is inadvertently or otherwise damaged, students shall report any equipment or software problems to a District staff member immediately. In addition, any unauthorized access or use of the District's technology facilities or resources is strictly prohibited.

Student Internet Access

Each student and the student's parent or guardian must annually review and sign this Responsible Use Policy to be granted individual access to the Internet through the *Network*. In addition, students seeking to utilize the district's wireless Internet service must register with the District and be provided with a user name and password prior to being granted wireless access. In addition, students will be required to accept the Mobile Device Management ("MDM") client on their personal device(s) prior to gaining wireless access.

Students in grades 6 through 12 have opportunities for unsupervised use of the Internet, including wireless Internet access. All students in all grades are expected to take individual responsibility for their use of School District computer facilities and the Internet, including wireless Internet access. Students using their own "personal wireless device" shall take all reasonable measures to protect against theft or damage of such wireless device. The District accepts no responsibility for the personal content contained on any such personal device brought to school by students nor for any damage, maintenance or replacement costs associated with personal devices. Students who choose to bring a personal wireless device to school assume full responsibility for the wireless devices.

Internet Filtering

Internet filtering technology is configured to prevent access to material that is obscene, illegal and/or harmful to minors, as defined by the Children's Internet Protection Act ("CIPA") and in accordance with Policy 4526.1 Internet Safety. This filtering applies to Internet access through the use of District computers as well as the use of a personal wireless device.

Unacceptable Uses

- a. Students will not use the Internet or wireless Internet service from District owned or personal devices in class unless expressly permitted by the teacher.
- b. Students should not access the Internet or wireless Internet service through a third party service provider while on Campus or District property or at a school sponsored event.

Personal Safety

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes home address, home telephone or cell telephone number, school address, photographs, etc.
- b. Students should never agree to meet with anyone they have met on-line.
- c. Students will promptly disclose to their teacher or other school employee any messages received that are inappropriate or make the student feel uncomfortable.

System Security

- a. Students are responsible for their individual access account and should take all reasonable precautions to prevent others from being able to use the student's access account. Under no condition should students provide their username and/or password to other students.
- b. Students will immediately notify a teacher or the system administrator if they identify a possible security problem. Students should not search for security problems, because this may be construed as an illegal attempt to gain access.

- c. Students will avoid the inadvertent spread of computer viruses by following standard virus protection procedures if the student transports files or downloads software.
- d. Students will not attempt to access web sites blocked by District policy, including the use of proxy services, Virtual Private Network (VPN) portals, video streaming, gaming, software, or other web sites.

Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- b. Students will not use obscene, profane, inflammatory, threatening, or disrespectful language.
- c. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students will not harass other persons. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending such messages, the student must stop.
- e. Students will not knowingly or recklessly post false or defamatory information.

Respect for Privacy

- a. Students will not repost a message that was sent in a private communication without permission of the person who sent the message.
- b. Students will not post private information about another person.

Respecting Resource Limits

- a. Students will use the Network only for educational and career development activities and limited, high-quality, research. Students will refrain from downloading or streaming.
- b. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

Copyright Infringement

Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, permission should be requested from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher.

Inappropriate Access to Material

- a. Students will not use the Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination toward other people (hate literature).
- b. If a student mistakenly accesses inappropriate information, the student should immediately tell a teacher or another district employee. This will protect the student against a claim that the student has intentionally violated this Policy.

Illegal Activities

- a. Students will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, without their express permission. These actions are illegal, even if only for the purposes of "browsing."
- b. Student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the Network to engage in any other illegal acts.
- d. Students shall not cheat by accessing a teacher's online exam or assignment prior to the teacher's administration of the assignment to the student's specific class.

Your Rights

1. Free Speech
 - a. The student's right to free speech, as set forth in the District Code of Conduct and policy and regulation on student expression, also applies to communication on the Internet. The Network is considered a limited forum, similar to the school newspaper; therefore, the District may restrict a student's speech for valid educational reasons.
2. Search and Seizure
 - a. Students should not expect any privacy in the content of their personal files on the District system and records of their on-line activity. b. Routine maintenance and monitoring of the Network may lead to discovery that a student has violated this Policy, the District Code of Conduct, or the law.
3. Due Process
 - a. In the event there is a claim that a student has violated this Regulation or the District Code of Conduct in the use of the Network, the student will be provided with notice and opportunity to be heard in the manner set forth in the District Code of Conduct.
 - b. If the violation also involves a violation of other provisions of the District Code of Conduct it will be handled in a manner described in the Code of Conduct. Additional restrictions may be placed on the student's use of the Network and a student's privilege to use the Network may be revoke by the District at any time.

Disclaimer

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District will not be held liable for the content already existing on student owned personal wireless devices; this includes music/lyrics, movies, pictures, games, etc. If a student's personal wireless device is lost or stolen, the student must immediately report it to helpdesk@klschools.org.

First Reading: July 3, 2013; Second Reading & Adoption: August 5, 2013; Revised: July 17, 2017.

Restorative Practice at John Jay High School

“Restorative Practices” is an alternative approach to discipline that focuses on repairing the harm rather than the punishment, to develop a positive culture of care for all its students in order for them to feel safe, valued, and included.

Restorative practices begin with building strong, positive relationships between all members of the school community, students, and adults. When conflict arises within the school community, resolution is accomplished through **Circles** where all individuals who are affected find resolution. **Restorative practice** brings together everyone immediately affected by the incident to determine what should be done to repair the harm. This is on a voluntary basis with the consent of all parties.



PRINCIPLES OF RESTORATIVE PRACTICE

- Respect for everyone involved,
- Everyone speaks, everyone listens,
- Acknowledgement of the harm and needs,
- Agreement on how to repair the harm and prevent further harm.

Salutatorian

The salutatorian is the second highest academic ranking student in the graduating class and delivers a farewell oration at graduation exercises. Course averages for all courses through the end of junior year which are awarded high school credit are used to determine the salutatorian. This calculation is made, and the salutatorian is informed by the end of September.

Students who graduate from John Jay High School are eligible for Salutatorian honors if they have been enrolled at John Jay High School on the first day in October of their sophomore year. For students who transfer into John Jay High School after completing their freshman year elsewhere, only their sophomore and junior grades will be used in calculating the grade point average used for identifying the Salutatorian.

Scholastic Honors

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 Principal's 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:

- Name, age and grade of student searched.
- Reasons for the search.
- Purpose of search (that is, what item(s) were being sought).
- Type and scope of search.
- Person conducting search and his or her title and position.
- Witnesses, if any, to the search.

- Time and location of search.
- Results of search (that is, what items(s) were found).
- Disposition of items found.
- 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:

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

Before police officials are permitted to question or search any student, the Principal or Principal's 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:

- They must be informed of their legal rights.
- They may remain silent if they so desire.
- 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. Every 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 o Sexual jokes o Innuendoes
- Advances or propositions o 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 o 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 the student's 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 administrator's initials indicating approval. Unauthorized materials will be removed.

Smoking/Vaping

The Board of Education and New York State Law prohibit smoking/vaping on school grounds. Smoking/vaping is the possession and/or use of any tobacco/vape products, 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 the student. 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 the parent's 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.

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 having trouble 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 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, throwing star, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, 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.
- 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.

Teacher Change Policy

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

- Student sees counselor to request the change.
- Counselor consults with the Assistant Principal of that subject to review the situation.
- The Director meets with the principal with the recommendation for or against the change.
- 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.

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 a farewell oration at graduation exercises. Course averages for all courses through the end of junior year which are awarded high school credit are used to determine the valedictorian. This calculation is made, and the valedictorian is informed by the end of September. Students who graduate from John Jay High School are eligible for Valedictorian honors if they have been enrolled at John Jay High School on the first day in October of their sophomore year. For students who transfer into John Jay High School after completing their freshman year elsewhere, only their sophomore and junior grades will be used in calculating the grade point average used for identifying the Valedictorian.

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. 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. Should a student stop participating in the sport for which the student has been given Varsity Option, the student 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 always worn 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.

Withdrawals from Courses

See “Course Changes” on website in counseling section.

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. Students must have a current physical on file in the health 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.