

Uniform Guidelines for 2011 - 2012

Some school uniform items may be purchased through Flynn & O'Hara School Uniforms at 1-800-441-4122.

Students who arrive at school in non-uniform pants, shirts, shoes, etc. will be detained in the office until a parent arrives with proper attire. Students who are not in proper uniform will not be permitted to attend classes until they are able to get into full uniform. Students must be properly groomed to attend classes. Students who need to shave will be sent to the nurse to do so and those in need of a haircut will be sent home until they are properly groomed. Students should also be aware that they must wear the uniform when representing KCHS at off-campus functions.

***The dates for the changes between the Casual and Dress Uniforms will be determined and announced only by the administration. ***

Proper Casual Uniform

- **All students** must wear a navy blue Kennedy Catholic polo shirt (long or short sleeve).
- **All students** must wear a plain white short sleeve tee shirt under the polo. At no time will a long sleeve tee shirt be worn under a short sleeve polo shirt. The white shirt may not hang below the navy polo.
- Only the school approved Kennedy Catholic fleece or sweater may be worn (optional in the summer).
- **Girls** must wear beige pantyhose, navy blue tights, white tights, navy knee high socks, or white knee socks. No leggings will be permitted.

Proper Dress Uniform

- **9th, 10th, 11th Grade Girls:** white blouse with collar and school fleece or school sweater.
- **12th Grade Girls:** may wear the navy blue Kennedy polo shirt. They are also permitted to wear the white blouse with the school fleece or school sweater, if they wish.
- **All Girls** must wear beige pantyhose, white tights, or navy blue tights. No knee socks or leggings are permitted.
- **9th, 10th, 11th Grade Boys:** white oxford shirt, business tie, and school sweater vest, school sweater, or school fleece (the school sweater vest should be purchased through Flynn & O'Hara; a limited quantity will be available for sale through the school store).
- **12th Grade Boys:** business shirt and business tie (no black shirts will be allowed). They are also permitted to wear the school fleece or school sweater with their shirt and tie, if they wish.

General Uniform Guidelines

- **Girls** must wear a khaki uniform skirt of modest length.
- **Girls** may not wear outlandish makeup or nail polish.
- **Boys** must wear properly fitted khaki Docker style pants.
- **Boys** must wear black or brown leather dress shoes (the type that are able to be polished).
- **Boys** must tuck in their shirts and wear a plain brown or black dress belt.
- **Boys** must be clean shaven. Hair must be cut and combed neatly and may not hang over the shirt collar, ears or face. The Dean will determine if a haircut is appropriate. If a haircut is deemed inappropriate, it must be remedied before the student returns to class. Boys are not permitted to wear any jewelry, makeup or nail polish.
- Pants must fit properly on the waist and not bunch up at the ankle.
- No sweatshirts or hats are to be worn at any time in the building.
- No fad haircuts or bleached/dyed hair.
- No platform shoes, open toed shoes, flip flops, sneakers, or slippers.
- No choker chains or chains hanging from pants pockets, tattoos, tongue or body piercings. Girls may wear one small pair of stud earrings.

*Students who are unable to fully comply with the school's uniform policy and/or disciplinary code because of a doctor's orders may not be allowed to participate in any school sponsored athletic event or team.

The school administration reserves the right to judge new trends as they emerge on the market and to determine if they are in conformity with the dress code and other school regulations. The administration also reserves the right to alter the existing dress code, or other regulations, based on student behavior and performance for the good of the school.

John F. Kennedy Catholic High School

Opened in 1966, as the successor to Saint Mary's High School in Katonah, Kennedy Catholic High School is one of eleven secondary schools operated by the Roman Catholic Archdiocese of New York. It is a college preparatory school that offers a challenging and enriching program of studies in an atmosphere that is shaped by the beliefs and practices of Catholic Christianity.

Located on a sixty-acre campus in the town of Somers in northern Westchester County, the school has a student body of around 600 students and a faculty of 45 (including priests of Archdiocese of New York and eight women religious, notably Sisters of the Divine Compassion, the community that staffed Saint Mary's High School).

John F. Kennedy Catholic High School is accredited by the Board of Regents and the University of the State of New York.

Contact Information

School Office (914) 232-5061

(Open on days that school is in session from 7:30am to 3:30pm. In the summer, the office is open from 9:00am to 12:00pm from Monday to Friday)

School Fax (914) 232-3416
Athletic Office (914) 232-5061 ext. 106
Special Announcements (914) 232-5061 ext. 150
Website www.kennedycatholic.org

Mission Statement

(Adopted by the school's Advisory Board in March 1998)

The mission of John F. Kennedy Catholic High School is to prepare our students to take their place in the world as articulate and well-informed Christian men and women. Through a comprehensive program that seeks the fullest development of mind, body and spirit, the Kennedy Catholic graduate will be prepared to: accept the challenges of proclaiming the message of Jesus Christ, building communities of faith, and engaging in service to others. Our goal as teachers and parents is to create students who are successful not only in the classroom, but also in life.

We will:

- 1- Provide a safe environment in which students can freely develop their spiritual, academic and athletic talents, free from harmful elements and influences.
- 2- Provide encouragement to our students to develop the fullest appreciation of their Catholic faith and heritage and, more importantly, to engage in the practice of that faith through participation in the Mass and other Sacraments.

- 3- Provide an opportunity for our students to develop a knowledge of and appreciation for our nation's democratic traditions, tolerance and respect for others, respect for life and the environment, and a commitment to the service of others.

Philosophy & Objectives

John F. Kennedy Catholic High School is dedicated to serving the needs of its students through a program of educational and other activities which emphasizes personal Christian development grounded in the person of Jesus Christ as mediated by the Church. This development is exemplified in knowledge, skill, and maturity as well as a sense of responsibility to an active involvement in the life of the Church, the community, the nation, and the international community.

Kennedy Catholic's program is a cooperative one in which faculty members, students, and parents all contribute to produce a graduate who has been enriched by the experience and able and eager to enrich others because of it.

To implement this philosophy, the school's objectives are as follows:

1. To provide a milieu in which our students can grow in their knowledge of and commitment to Jesus Christ and His Church.
2. To provide an atmosphere and program which help students develop their intellectual abilities as well as creativity and a spirit of inquiry.
3. To provide a climate and activities which encourage and assist students to understand and accept themselves and others.
4. To provide opportunities for students to develop their skills for leadership and service.
5. To provide opportunities for students to develop an understanding and appreciation of the arts.
6. To provide a program of physical and health education as well as health services.
7. To provide programs and activities that help students develop a respect for tradition, a commitment to cooperative activity, and a sense of responsibility.

Statement of the Policy of the Archdiocese of New York on Discrimination

Roman Catholic schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential quality of all people that is rooted in the fatherhood of God, the love of Jesus Christ, and our human supernatural destiny.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, or national or ethnic origin in the administration of educational programs, admissions, scholarship and loan programs, athletic programs, or other school-administered programs.

Statement of the Policy of the Archdiocese of New York on Sexual Harassment

The Archdiocese of New York prohibits the sexual harassment of its employees in the workplace by any person and in any form. Sexual harassment is against the law, has no place in our work environment, and is antithetical to the Catholic identity of the schools of the Archdiocese.

Sexual harassment occurs when employment decisions affecting an individual (such as hiring, promotions, awards, assigned duties, disciplinary actions, or firing) result from submission to or rejection of unwelcome sexual conduct. It is sexual harassment, for example, for a supervisor to coerce an employee into a sexual relationship and then reward the employee with a promotion. It is also sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because he or she has rejected sexual advances.

Sexual harassment can also be any activity, which creates a hostile work environment for members of one sex, whether such activity is carried out by a supervisor or a co-worker. This could include, but is not limited to, such workplace conduct as teasing or subjecting another employee to pressure for dates, sexual advances, or unwelcome touching.

Any employee who believes that he or she has been subject to sexual harassment is urged to report the matter immediately to either the Associate Superintendent of School for Secondary Schools (212-371-1000 ext. 2873) or the Deputy Superintendent (212-371-1000 ext. 2890). All complaints will be thoroughly and impartially investigated. Offenders will be appropriately disciplined (including possible dismissal). No employee will suffer any adverse employment action because he or she has reported a claim of sexual harassment.

Religious Activities

Jesus Christ is the reason for the existence of Kennedy Catholic High School, and the atmosphere and activities of the school are shaped by His teaching and example, as well as by His continuing presence in the Church and her liturgy.

Every student, whether Catholic or not, is required to take a Theology course each year and to participate, to the extent possible, in the school's program of religious activities.

Daily, Weekly, and Monthly Activities

- Mass is celebrated each morning in Saint Mary's Chapel. All are invited to worship.
- Theology teachers are encouraged to arrange for class celebration of the Mass.
- A community Mass is celebrated once each month. The entire school community must attend these liturgies. The Mass is offered for the intentions of the members of the school community and their relatives and friends who are ill or who have recently died.
- The priests on the faculty are always available to celebrate the Sacrament of Reconciliation.
- During the lunch periods on Fridays, priests are available in Saint Mary's Chapel to celebrate the Sacrament of Reconciliation. During this time, there is also Exposition of the Blessed Sacrament.

All are greatly encouraged to come to the chapel even for a few minutes for silent prayer in the presence of the Blessed Sacrament.

- There are priests available on a regular basis for spiritual direction.

Seasonal and Annual Activities

- Liturgies are scheduled to celebrate various events in the school calendar (i.e. Ring Night, etc.).
- All students are required to participate in a retreat program designed for their appropriate grade level.
- During the month of October, the Rosary will be recited at the Grotto to honor the Blessed Virgin Mary.

Christian Community Service Requirement

- Religion is not only a set of beliefs or rituals; it is also a lived experience of habits and actions.
- For this reason, a student must complete and document at least 120 hours of Christian Community Service to graduate from Kennedy Catholic High School. It is expected that significant progress will be made each year towards the completion of this requirement.
- Students who significantly exceed the minimum requirement will be given public recognition.
- Service should benefit the larger community, not merely fulfill family obligations.
- Students should be diligent about turning in their records of completed service hours to the appropriate dean.

The Academic and the Daily Schedules

1. The Academic Cycle
 - a. For academic and related purposes, the school operates on a six-day cycle rather than a five-day week, and each day is designated by a letter of the alphabet from A to F.
 - b. The first day of class each semester is an A day; the next day is a B day and so on. If school is closed unexpectedly because of bad weather or some other reason, the next day school is in session is the cycle day missed due to the school closure. For example, if Tuesday is a C day; on Wednesday, school is closed due to snow; on Thursday, when school re-opens, it would be a D day.
 - c. Most classes meet in the same period every day; some, however, always meet in the same period, but not every day; others meet in different periods on different days.
2. Daily Schedules
 - a. The homeroom period is from 8:05 to 8:30am each day. On some days, because of special activities, there are fewer than eight periods and on other days (for example, when examinations or standardized tests are being administered) there are no periods.
 - b. Homerooms are open to students beginning at 7:55am, even though the actual homeroom period does not begin until 8:05am. Once students arrive in the morning, they should go into their homerooms as quickly as possible, so that the hallways will not be overcrowded.
 - c. The regular daily bell schedule and the one used for when the entire school community gathers for Mass in the morning are as follows:

Regular Schedule		Mass Schedule		Delayed Schedule	
Homeroom	08:05 – 08:30	Homeroom	08:05 – 08:17	Homeroom	10:00 – 10:15
1 st Period	08:33 – 09:15	1 st Period	08:20 – 08:56	1 st Period	10:18 – 10:48
2 nd Period	09:18 – 10:00	† Mass	08:59 – 10:05 †	2 nd Period	10:51 – 11:21
3 rd Period	10:03 – 10:45	2 nd Period	10:09 – 10:45	3 rd Period	11:24 – 11:54
4 th Period	10:48 – 11:32	3 rd Period	10:48 – 11:24	4 th Period	11:57 – 12:27
5 th Period	11:35 – 12:19	4 th Period	11:27 – 12:03	5 th Period	12:30 – 01:00
6 th Period	12:22 – 01:04	5 th Period	12:06 – 12:42	6 th Period	01:03 – 01:33
7 th Period	01:07 – 01:49	6 th Period	12:45 – 01:21	7 th Period	01:36 – 02:06
8 th Period	01:52 – 02:34	7 th Period	01:24 – 02:00	8 th Period	02:09 – 02:39
		8 th Period	02:03 – 02:39		

3. Special Schedules are as announced.

Graduation Requirements

In order to graduate, a student must receive a Regents Diploma. ALL Kennedy Catholic students must pursue an Advanced Regents Diploma. To earn the New York State Regents High School Diploma, a student must meet the following requirements:

Core Requirements (all of the following, plus electives, for a minimum of 22 units):

Theology	4 years
English	4 years
Social Studies	4 years
Mathematics	3 years
Science	3 years
Language Other Than English	3 years
Art / Music	1 year
Health	½ year
Physical Education	4 years

For a Regents Diploma:

State examinations (passing all of the following with a grade of at least 65):

- The Comprehensive English Regents Examination
- Global History and Geography Examination
- U.S. History and Government Regents Examination
- A Regents Examination in Mathematics
- A Regents Examination in Science

For an Advanced Regents Diploma:

State Examination Requirements (Passing ALL of the following with a grade of at least 65):

- The Comprehensive English Examination
- The Global Studies and Geography Examination
- The US History and Government Examination
- Regents examinations in Mathematics (Integrated Algebra, Geometry, Algebra 2 / Trigonometry)

Two Regents examinations in Science (one **Life Science** and one **Physical Science**)
A Comprehensive Regents Examination in a Language Other Than English
All Regents examinations associated with required courses and sequences

Graduation Requirements:

- All Seniors must pass each course taken in order to receive a diploma.
- Seniors failing a half-year course in January must make arrangements to pass that course before the end of the school year, or during the summer, before they will receive a diploma.
- Seniors may not drop a course after the first progress report for that course has been issued.
- All seniors must carry at least 6 academic subjects, plus Physical Education, each semester.
- Seniors who are failing three or more courses in January may be asked to withdraw from Kennedy Catholic.
- In order to participate in the Senior Prom and Graduation Exercises, each senior must:
 1. Complete the required number of Christian Community Service hours by May 15th.
 2. Meet all financial obligations by May 15th.
 3. Be passing all courses. Seniors failing one or more courses in June (this would include a half-year course failed in January) may not be permitted to participate in graduation ceremonies.

Program of Studies

Ninth Grade:

- Theology I
- English 9, English 9 Honors
- Global Studies I or Global Studies I Honors
- Algebra I, Algebra I Honors, Geometry or Geometry Honors
- Biology or Biology Honors
- Spanish I or II, Latin I, or Italian I or Italian II
- *One of the following:*
 - Art & Music Appreciation, Studio Art, Chorus, Band, or Dance
- Physical Education

Tenth Grade:

- Theology II
- English 10 or English 10 Honors
- Global Studies II or Global Studies II Honors
- Geometry, Geometry Honors, Algebra 2 / Trigonometry, Algebra 2 / Trigonometry Honors
- Chemistry, Chemistry Honors,
- Spanish II, III or III Honors, Latin II, Italian II or III
- Health
- Art, Chorus, Band, PSAT Prep
- Physical Education

Eleventh Grade:

- Theology III
- English 11 or AP English Language
- U.S. History & Government or AP U.S. History

- Algebra 2 / Trigonometry, Algebra 2 / Trigonometry Honors, Pre-Calculus, or Pre-Calculus Honors
- Chemistry, Chemistry Honors, Honors Physics, or AP Physics
- Physical Education
- *Plus two of the following:*
 - Spanish III, Spanish III Honors, AP Spanish, Latin III, or Italian III
 - Art, Chorus, Band, Theater, or Speech and Writing

Twelfth Grade:

- Theology IV or Perspectives on Christianity / Introduction to the Bible
- English 12 or AP English Literature
- Government & Economics, AP U.S. Government & Politics, AP World History, or World History Honors
- Physical Education
- *Plus three (3 credits) of the following:*
 - Advanced Algebra, Pre-Calculus, Pre-Calculus Honors, Calculus, or AP Calculus AB,
 - AP Biology, AP Environmental Science, College Chemistry, or Applied Physics
 - Spanish IV or AP Spanish, AP Latin Vergil, Italian IV
 - Art, Chorus, Band, Theater, Accounting, Statistics

Elective courses may be subject to change / deletion depending upon faculty availability, budgeting concerns, student interest and the requirements of the State of New York.

Saint John's University College Advantage Program:

High School faculty credentials and course syllabi are approved by University Department Chairpersons. Seniors must have a minimum average of 80% (Juniors must have a minimum average of 85%) and a combined math and critical reading SAT score of 1000. Students may enroll in up to 9 credits per semester. Tuition is \$250 per semester course, and credit is transferable to many other institutions with a grade of a C or better in the course. (Students who enroll in Saint John's University will receive a \$2,000 grant for each of the four years of their undergraduate studies). Currently 58 credits are available.

Iona College Link Program:

College credit is also available for certain courses through the Iona College Link Program. Currently 9 credits are available in 3 courses.

Academic Awards:

- **Valedictorian & Salutatorian**

The Valedictorian and Salutatorian for the graduating class will be chosen according to the following criteria:

- Cumulative Class Average (3³/₄ years)
- Standing in Class
- Extracurricular Activities
- Honors and AP Courses Taken

- Christian Community Service Hours
- Approval of the Administration
- **Subject Awards**
Subject Awards will be determined according to the following criteria:
 - Class Average
 - Recommendation of the Subject Teacher
 - Approval of the Administration
- **Specialty Awards**
These awards are presented in accordance with the criteria established by the granting organization, parish, or person.
- **All Other Awards**
Awards are granted by the Administration, in consultation with the faculty. Awards are presented to individuals in recognition of character, work, and dedication. Other than illness or family emergency, a student must be present at the graduation ceremony in order to qualify for the award.

Student Effort, Parent Encouragement, Extra Help, and Tutoring:

1. Academic progress or learning is the product of the efforts of both the teacher and the students. The teacher is expected to have appropriate knowledge of the matter and the skills needed to communicate it to the students. The student is expected to make the effort necessary to learn; to be present and on time for school and class; to be attentive and to participate in class; to complete all assignments on time and as directed; to review class notes daily; to prepare carefully for all quizzes, tests and examinations and to ask for clarification, assistance and exceptions when needed.
2. The development of good study skills is essential to academic success.
3. Every student should have a regular routine for doing school work at home, as well as an appropriate and suitably equipped place to do it.
4. Parents / Guardians should regularly speak with their children about their academic progress and ask to see graded assignments, quizzes and tests. Parents / Guardians should regularly consult *PowerSchool* to check their student's grades. Parents / Guardians requiring assistance with *PowerSchool* should contact the Guidance Department.
5. Members of the faculty and National Honors Society provide extra help to students. A teacher may recommend extra help to a student or to a parent / guardian, but it is essentially the student's responsibility to seek such help and make use of it.
6. Students are encouraged to take advantage of review classes provided by individual teachers or departments.
7. KCHS maintains a list of qualified tutors who can be hired by parents / guardians to provide additional instruction when more than "extra help" is needed.
8. Students are encouraged to participate in the Regents Review Courses which are held on the weekends prior to the spring exam period.
9. The ultimate responsibility for keeping up with course work and keeping abreast of a student's performance lies with the student and his or her parents.

Student Absence and School Work

1. A student who has been legally absent from school is expected to make up all missed work (tests, assignments, etc.). It is expected that any assignments due during the absence will be brought in when the student returns.
2. A student who is absent for an unusually long period of time because of a health problem is expected to keep up with schoolwork when this is possible or to make up this work as soon as possible after her or her return. After three consecutive days of absence, a doctor's note is required. (The Vice Principal for Faculty & Student Affairs will make any needed determinations in such cases).
3. **Students who fail to be present for 85% of the classes in a particular subject may not be given credit for that subject.**

Grades and Grade-Reporting

1. The passing grade is 65%.
2. The grade for a two-semester course is determined as follows: each of the four marking periods is worth 20% and each of the two examination grades is worth 10%.
3. For a one-semester course, each marking period is worth 40% and the examination grade is worth 20%.
4. A report card is distributed at the end of each of the four marking periods.
5. The grade for the semester of the year, in certain courses, is weighted in determining a student's overall average. The weights given these courses are as follows: AP courses 1.06, Honors courses 1.04, Regents courses 1.02, and all others 1.00.

Examinations

1. Examinations are given in most courses in January and June. A student taking a course that leads to an Advanced Placement examination must take that examination. (Only students in good financial standing will be allowed to take mid-term and final examinations). A student taking a course that leads to a Regents Examination must take and pass that examination.
2. A student who misses an examination will not be able to make it up and will be given a grade of 0%, unless a doctor's note is presented when the student returns to school.
3. Advanced Placement and Regents examinations must be taken as scheduled.

Promotions, Failures, and Academic Dismissal

1. A student must pass every course taken in a given year to be promoted to the next grade or to be awarded a diploma. Every failure must be passed in summer school. No student may carry a failure from one year to the next.
2.
 - a. A student failing a course must register to make up that course at the summer school held in July at Kennedy Catholic. Students must, without exception, make up their courses at the Kennedy Catholic summer school.
 - b. A student failing a Regents Examination must register to take the two-week Regents review course held here at Kennedy Catholic and then must take and pass the Regents Examination on the appointed date in August.

- c. A student failing a course and a Regents Examination must make up the course in the July summer school at Kennedy Catholic and must make up the Regents Examination by taking the two-week Regents review course and the examination in August.
3. Any sort of tutoring arrangement to make up a course must be made through the principal of the summer school and the Vice Principal for Faculty & Student Affairs.
4. A student who fails three or more courses in a school year may be asked to withdraw from Kennedy Catholic.
5. The Principal has the authority to make exceptions to these rules.

Academic Integrity

1. It is expected that all students will submit their own work. Plagiarism (giving the impression that you have written something that has in fact been borrowed from someone else) will not be tolerated. The school reserves the right to implement plagiarism detection programs as it sees fit.
2. A student who cheats on a quiz, or homework assignment will receive a grade of 0%. A student who cheats on a test or on an examination will receive a grade no higher than a 65% for that marking period.
3. In a project, thesis paper, etc., in order to avoid the charge of plagiarism, a student must clearly and accurately cite the source of any words or ideas that are not his or her own.
4. Repeated instances of cheating, copying, or plagiarizing may result in expulsion.
5. A breach of academic integrity during a Regents Examination will result in the invalidation of the exam and appropriate disciplinary action by the administration up to and including the possibility of immediate expulsion. This includes both the one receiving the answers and the one providing the answers.

Academic Honors

1. Students in all grades will be recognized for each marking period's academic achievement at the start of the next marking period. Achievement during the whole freshman, sophomore, or junior year will be recognized at the end of the school year at the scheduled academic awards night. Seniors will be recognized at graduation for achievement during their last year and throughout their time at Kennedy Catholic.
2. A First Honors card will be given to each student who has an overall average of 93.5% or above. A student will be placed on the Principal's List if he or she has an average of 96.0% or above. A student will be placed on the President's List if he or she has an average of 99.0% or above.
3. The names of students recognized for academic achievement will be displayed in the school.

The National Honor Society

1. The Kennedy Catholic High School chapter of the National Honor Society is known as the Saint Mary's Chapter in tribute to Kennedy Catholic's roots in Saint Mary's Parish in Katonah.
2. Each autumn, juniors and seniors who apply for membership, and are approved by a committee of faculty members, are inducted into the National Honors Society. To apply, a student must have

an overall average of at least 93%. To be approved, a student must present evidence of character, leadership, and service.

3. Members of the National Honors Society are expected to continue to present evidence of the achievements that brought them into the Society.
4. Members of the National Honors Society will have continuing obligations during their membership, including, but not limited to, the requirement to provide tutoring to other students at school. Generally students will not be assigned tutoring for more than three sessions per week.

State Owned Textbooks

1. Students are responsible for the text books loaned to them under the New York State Textbook Law. They are responsible for keeping the books in good condition.
2. All state-owned textbooks must be covered. If a textbook is lost or damaged, the student is responsible to pay to replace the textbook.

Ineligibility for Participation in Extracurricular Activities

1. While participation in extracurricular activities is beneficial in the total development of a student, a school is primarily an academic institution and the primary focus of the school must be that of academic success.
2. A student who has three or more failures at a progress report time or on a report card is ineligible to participate until the next progress report time or report card. A student who has two or more failures on two consecutive reports is ineligible until the next report is issued.
3. A student who has two failures at a progress report time or on a report card (but not consecutively) will be placed on academic probation until the next report.
4. A student with two failures in June, provided those failures are erased in Summer School, will be placed on probation until the first report of the new academic year.
5. Probation is to be understood as a warning that ineligibility is a possibility.
6. A student may be designated as ineligible for disciplinary reasons, according to the determination of the administration.

Standardized Testing

1. All sophomores and juniors take the PSAT exam. For juniors, this also serves as the National Merit Scholarship Qualifying Test. Some freshmen students are likewise asked to take the exam.
2. ACT, Sat I, and Sat II exams are not administered at Kennedy Catholic. However, students are given information about the schedules and deadlines for these exams through the Guidance Department.
3. Each spring, a prep course for the SAT I exam is offered at Kennedy Catholic.
4. A prep course for the PSAT exam is a regular part of the curriculum at Kennedy Catholic.

Communications

1. Faculty members are always willing to discuss student behavior and performance with parents. Parents are invited to email or call the school when they think this is advisable.
2. Parents / Guardians are asked to remember that a student's perceptions of the words or actions of a teacher may not be completely accurate.

3. When a problem is perceived, the first conversation should always be with the individual faculty member and then with the chairperson of that teacher's department.
4. Parents / Guardians are urged to take advantage of the opportunities scheduled to meet with teachers, such as Meet the Teachers Night and Parent / Teacher Conferences, and / or to contact them via e-mail. E-mail addresses are listed on the school website.
5. Parents / Guardians are urged to read completely and carefully any material received from school officials.

Guidance Services

The Kennedy Catholic Guidance Department plays an integral role in the educational, personal, and social development of your sons and daughters. It is for these reasons that your guidance counselor is...

... a Consultant

Each counselor meets with parents and teachers, serving as an advisor and advocate for your child. They are a source of information for parents and students alike.

...a Coordinator

In addition to assisting with each student's schedule, the counselors schedule meetings with teams or specialists about programs that affect your child. In March, the Guidance Department also sponsors a Career Fair to give students an opportunity to learn about different careers from local professionals.

...a Counselor

As their title suggests, each counselor meets with students individually and in group sessions, either by request or as determined by the department. Counselors also oversee the infusion of character development into the core curriculum through a series of Guidance classes and large-group skill sessions hosted during freshman year.

...a Confidant

All conversations between you, your child, and the counselor are confidential insofar as the law allows. In instances of physical abuse, sexual abuse, consideration of suicide, and knowledge of a crime, your counselor is a mandated reporter.

The Guidance Department is also responsible for implementing programs to prepare students for the transition into high school and to help them through the college decision making process. Thorough advisement on the college search and the application process is given to both students and parents during junior and senior year. College representatives are also scheduled for "college information days" throughout the first quarter of the school year. For additional information, see the guidance page on the school website.

Attendance and Punctuality

1. Illness, family emergency, death in a family, inclement weather, college visitations (for seniors – proof must be submitted) and court appearances are deemed legal absences.
2. Parents / Guardians must call the school by 9:00am on the day of the absence. A note detailing the reason for the absence must be presented to the attendance office on the day the student returns. This note must be dated, signed by the parent / guardian, and include the date(s) and reason(s) of absence.

3. Failure to submit a note within two days will result in the student receiving a detention.
4. After three consecutive absences, a doctor's note is required.
5. A student legally absent from school must make up all missed work. It is expected that any assignment due during the absence will be brought in when the student returns to school. All missed tests or quizzes must also be made up.
6. Illegal absences will result in:
 - a. The student will receive a suspension of no less than 1 day.
 - b. The student will be required to have a conference with the Dean and his or her parents / guardians.
 - c. The student may be placed on Disciplinary Probation for the remainder of the semester.
 - d. The student will receive a grade of 0% for any assignment, test, report, quiz, etc. due on the day of the absence or during the period of the suspension.
 - e. A contract stating the nature of the offense, the action taken, and the terms of probation will be signed by the Dean, the student, the parent / guardian, and the Principal.
7. A student who has not been present for class a minimum of 85% of the class time may not receive credit for that course.

Absence from Class

1. Students are required to be in their assigned classes when the buzzer sounds signaling the start of class.
2. A student who is illegally absent (cutting) will receive the following:
 - a. Parents / guardians will be called and asked to pick up the student.
 - b. The Dean will meet with the parent / guardian on the following day.
 - c. The student will receive a suspension.
 - d. The student will be placed on Disciplinary Probation.
 - e. The student is responsible for any work missed during the period of the suspension.
 - f. A contract stipulating the nature of the offense, the action taken, and the conditions of the probation will be signed by the Dean, the student, his or her parent / guardian, and the Principal.

Lateness to School

1. A student who is late to school must sign in at the Bridge and report to Homeroom.
2. A student who is late for school without a valid note from his or her parent / guardian will receive a detention.
3. A student driver who is late for school five times without a valid note from his or her parent / guardian will lose his or her parking privileges.
4. A student who is detained by a teacher and / or called to the office will receive a note from the teacher in question or the school secretary which will serve as a pass.

Early Dismissal

1. Seniors may leave school early each day after their final class provided an application has been filed and the senior has obtained parental and administrative approval.
2. Seniors who choose to leave school early may not loiter in the building or on the campus.

3. Seniors may congregate in the cafeteria.
4. Early dismissal for seniors is a privilege and may be withdrawn for the following reasons:
 - a. If the senior returns to school before the end of the school day.
 - b. If the senior is late 4 or more times in a marking period.
 - c. If the senior has 2 or more failures in a marking period.
 - d. If the senior has multiple disciplinary violations.
 - e. If the senior has been loitering around the campus.
 - f. A senior who is failing one or more subjects will be assigned to an 8th period organized study hall.
5. If the student is to leave early on a particular day, he or she must present a parental / guardian note to the main office before homeroom. The note must contain the student's name, homeroom, time of departure, reason for departure, and the parent's / guardian's signature. The note must be approved by the Dean. The note is returned to the office after the student has signed out for the day.

Inclement Weather

1. During inclement weather, students are directed to listen to the radio for cancellations.
2. We are totally dependent upon School Districts for transportation. Therefore, KCHS will never announce a delayed opening. Students are to follow the bus time schedule of their individual districts. On these days, the school building will be open at the regular time to receive those students whose districts are on schedule.
3. If KCHS is closing, it will be announced on the following radio stations: WHUD 100.7FM, WFAS – 103.9FM, WCBS – 880AM. Closings will also be announced on Channel 12 News on Cablevision in Westchester County. It will also be on the school's telephone system at (914) 232-5061 ext 150, the website www.kennedycatholic.org, and students will receive an automated telephone call from the IRIS system.
4. In the event of an early dismissal, students will be dismissed as their busses arrive.
5. Juniors and seniors are encouraged not to drive if inclement weather is predicted.
6. When school is closed or when there is an early dismissal because of inclement weather, no practices, athletic events, or social events will be held.
7. Parents / Guardians are asked not to call the school, but rather to listen to the radio for information or to visit the school website at www.kennedycatholic.org.

The Code of Conduct

- In order to establish a fitting atmosphere which is conducive for learning, Kennedy Catholic students must develop a respect for themselves, for others, and for the property of others. We expect and will tolerate no less than good Christian behavior.
- Students shall abide by school rules, respond to authority, and conduct themselves in a manner that is civil and orderly.
- Students shall engage in behaviors that promote a safe learning environment and they shall resolve disagreements in a non-violent manner. They shall demonstrate respect and tolerance towards others, in keeping with the Gospel imperative to love one another.
- Students shall conduct themselves in a manner that promotes a safe and ethical environment by acting truthfully, honestly, and honorably.

Disciplinary Actions

Detention

- Kennedy Catholic High School has a Detention System which is administered by the Deans. Detentions will be issued to a student who exhibits inappropriate behavior or who fails to comply with any of the school regulations.
- Detentions will generally be held after school and will last up to 90 minutes.
- Accrual of five after-school detentions may result in a suspension. After two suspensions, a review with the Dean, Principal, Parent / Guardian, and student will be held for possible dismissal from the school.
- Students must serve detention within two days of the detention being issued (e.g. If a student receives a detention on Monday, that student must serve the detention either on Monday afternoon or Tuesday afternoon).

Suspension

- If a student is suspended during the school day, the student may not attend classes and will be retained in the dean's office until a parent comes. The student may not return to class until the Dean has interviewed the parents / guardians of the student. He or she will be placed on Disciplinary Probation for the remainder of the semester.
- Students serving an in-school suspension will attend school as normal, but will not be permitted to attend their classes. Their teachers will provide work for them to do during the day. Depending on the gravity of the offense, the student will serve one or more days of in-school suspension at the administration's discretion. Students will not be permitted to participate in any extracurricular activity, including athletic practices or games, during the period of their suspension. After two in-school suspensions, a review will be held with the Dean, Principal, Parent / Guardian, and the student for possible dismissal from the school.
- A student who receives an out-of-school suspension is not permitted on campus or allowed to attend any school sponsored activity for the duration of the suspension. Students who receive an out-of-school suspension will not be permitted to participate in any extracurricular activity, including athletic practices or games, for a period of one week after their suspension. The student will receive a grade of 0% for any assignment, test, quiz, etc. due during the period of the suspension.

- Students who are suspended will also serve a set number of detentions as determined by the dean.

Disciplinary Probation & Disciplinary Contracts

- Students will be placed on Probation if they have been suspended for any reason.
- The probationary period will differ depending on the situation and it is intended to assist the student in focusing maximum attention to the specific area of concern and to developing the habits necessary to comport oneself like a model Kennedy Catholic student.
- After a significant disciplinary issue or due to the accrual of a significant disciplinary record, at the discretion of the administration, disciplinary contracts will be signed by the appropriate members of the administration, the parent / guardian, and the student. The disciplinary contract is intended to be a final invitation to return to full adherence to the disciplinary code. Failure to meet the terms of the disciplinary contract will result in immediate dismissal from the school.
- Disciplinary contracts are treated with the greatest degree of discretion and confidentiality by the administration for the protection of the student. It is expected that parents and students would treat them with a similar degree of discretion.

Expulsion

- In certain cases, the severity of the offense or accumulation of offenses presents a situation in which the administration would have to dismiss a student from the school.

Disciplinary Offenses

The following is a list of offenses which will be punished by either detention, suspension (in-school or out-of-school), or expulsion according to the discretion of the administration and the severity of the offense committed.

- Bus conduct
- Bullying (including cyber)
- Cutting class
- Cutting detention
- Defacing / abusing school property
- Disrespect
- Disruption (class, Mass, Homeroom, etc.)
- Electronic devices (unauthorized use)
- Fighting
- Food / drink in the academic area
- Foul language or gesture
- Gum chewing
- Hazing
- Inappropriate behavior
- Intoxication
- Late to class or homeroom
- Leaving building without permission
- Leaving campus

- Littering
- Loitering in hallway
- Loitering in the parking lot
- No excuse note for lateness or absence
- No hall pass
- Parking violations
- Possession of alcohol / drugs
- Possession of Cigarettes
- Smoking cigarettes
- Talking / Failure to follow directions
- Tardy to Community Mass
- Theft
- Threatening a student or faculty member
- Truancy
- Uniform violation
- Vandalism
- Weapon possession

This list may change at the discretion of the President/Principal, the Vice Principal, or the Deans. All disciplinary actions are determined according to the discretion of the administration and are not open to negotiations and / or compromises, because they are made with the good of the school in mind.

Alcohol / Abuse of Illegal Substances

- Any person exhibiting behavior, conduct, or personal or physical characteristics of having used or consumed alcohol or another illegal substance, shall be prohibited from entering school premises or attending school sponsored events. Use, possession, sale, or distribution of such substances will be responded to in a deliberate fashion including expulsion and possible referral to the police.

Athletic Apparel and Kennedy Catholic Team Uniforms

- In order to promote team spirit and school morale, the administration will designate a certain day per sports season on which student athletes may wear their team shirt or jacket during the school day.
- Sports uniforms and other types of athletic apparel are only to be worn on the day designated by the administration. These days are listed on the school calendar.

Cameras, Video Cameras, and Other Recording Devices

- Students are strictly forbidden to use cameras, video cameras, or other recording devices of any kind on school property at any time, unless authorized by the administration
- This prohibition includes cameras in cell phones.

Disrespect

- Disrespect to any staff member will not be tolerated. If a student exhibits any form of inappropriate behavior to any staff member, he or she will be subject to serious disciplinary action as determined by the Dean.

Electronic Devices

- Electronic devices of any kind are strictly forbidden on school property during school hours. (School hours are defined as the moment homeroom begins until the end of the school day at 2:34pm; this includes the lunch periods). Devices must be stored in the student's locker at all times during the school day. Electronic devices include cell phones, iPods, and other such devices.
- If a student fails to follow this regulation, the school reserves the right to confiscate any electronic device (devices will be confiscated by any staff member). When the device is confiscated, the staff member will write a detention, attach it to the device and give it to the dean.
- Possession of a cell phone for emergency purposes during the school day is not an acceptable reason. Parents / guardians ought to call the main office in the case of any emergency. For an appropriate reason, students may use a phone with the permission of a staff member.
- Confiscated electronic devices will only be returned once the student has served a 90 minute detention with one of the deans. Students may make arrangements with a dean to schedule their detention. In the case of repeated violation of this policy, a parent will be required to pick up the device from the dean in person.

Fighting

- In the event of a fight both students will be suspended until their parents / guardians meet with the Dean.
- Punishment may vary for the parties involved based on the determination of the Dean.
- Both students will be placed on Disciplinary Probation for the remainder of the semester.
- Severe or continued violent behavior may result in the expulsion of the offending party, according to the judgment of the Principal.

Food

- Food or drink may not be brought into the academic portion of the building at any time.
- Students are prohibited from ordering or receiving food from outside vendors during school hours. The food will be confiscated and a detention will be issued.

Gambling

- All forms of gambling are prohibited. This includes, but is not limited to, card playing, football pools, etc.

Pornographic Material

- Pornographic material of any kind is strictly prohibited on school property. Anyone in possession of this kind of material or anyone who has been determined to have viewed this material on any kind of viewing device will be subject to serious disciplinary action which may include suspension or expulsion. This includes possession of this material off campus at any school activity.

Public Displays of Affection (PDA)

- Any public display of affection which would be considered inappropriate in the workplace or any business office is also inappropriate at Kennedy Catholic High School.

Smoking

- According to New York State and Federal Laws, no one is permitted to smoke in the building or on school grounds. This ban includes chewing tobacco.

Stealing and Vandalism

- Students found in the possession of, or attempting to steal another's property are subject to expulsion.
- Students found to have vandalized school property or personal property will be subject to serious disciplinary consequences, including possible expulsion, and will be held responsible for the repair or replacement of the damaged property.

Vending Machines / Cafeteria Use

- Vending machines may be used before school, during lunch periods, and after school only. The vending machine area is not to be used as an area for groups to congregate, particularly during the lunch periods.
- Each student is responsible for leaving his or her own place clean and in order when he or she leaves the cafeteria; this includes throwing out one's rubbish prior to leaving one's table.
- No food or beverage is permitted in the academic area of the building, with the exception of water.

Weapons

- Anyone who brings, possesses, or uses any sort of weapon on school property or at a school function off school grounds, is subject to immediate expulsion. Weapons include, but are not limited to, guns, knives, explosives, or any other instrument capable of causing injury to a person or damage to the school building or property.

Student Activities and Organizations / Sports

1. Participation in sports and school organizations is a privilege. It is expected that all students participating in or attending extracurricular activities at Kennedy Catholic conduct themselves in a manner, which will bring credit to their family, their fellow students, their team and the school.
2. In order to participate in a practice, game, or afternoon or evening activity, the student must be in school and attend all classes for the entire school day (including homeroom) or be excused legitimately by a school administrator. In the event of a late arrival due to a doctor's appointment, notification of the appointment must be submitted prior to the day in question.
3. A good attitude is one of the most important and essential qualities of a participant. The term "attitude" is an all encompassing one. It concerns the care of equipment and school property, and the respect one demonstrates to one's teachers, parents, fellow students, coaches, staff, and moderators throughout the school day. It also relates to the intensity of the athlete's effort at meetings, practices, performances, and games. At all times, the student's attitude and the example of each participant must be the finest.
4. Students who receive a detention must serve that detention on the day assigned prior to attending any extra-curricular activity, including games and practices. Serving detention takes priority over participating in extra-curricular activities and sports. Students serving an in-school suspension will not be permitted to participate in any co-curricular/extra-curricular events for the day of their suspension. Students serving an out-of-school suspension will not be permitted to participate in any co-curricular / extra-curricular activities for a one week period following their suspension.

5. A student may become ineligible from attending / participating in extracurricular activities and sports due to a serious violation of the school's disciplinary code or due to repeated violations of the disciplinary code.
6. Students placed on academic probation or ineligibility will follow the regulations stipulated earlier in the handbook.

Participation in Sports

1. Any student who wishes to participate in athletics must have a sports physical conducted by a private physician. All physicals must be sent to the school Health Office by mid-June and be approved before a student may try-out for any sport.
2. A parent / guardian permission form must be filled out in detail and signed by a parent / guardian before a student may practice or play. A form must be filled out for each sport.
3. Participants must practice a minimum number of days prior to their first scrimmage or game. The minimum number of practices varies for each sport.
4. Athletes must return, in good condition, all athletic equipment issued. Any equipment not returned will be charged to the student at the current replacement price. It is the responsibility of the athlete to secure all equipment and personal belongings in locked lockers.
5. Participants must travel to and from each contest in the transportation provided by the school. In special circumstances, a parent may request an exemption to the rule. The request must be in writing and approved by the coach and Athletic Director prior to the time needed.
6. School issued uniforms are to be worn only during said athletic contests and other approved times during the season.
7. On trips to other schools, participants must remain on the premises of that school.
8. No student is allowed to use any of the school's equipment and/or facilities unless under the direct supervision of a coach.
9. Participants must report all injuries to the coach and to the school nurse.
 - a. All excuses must originate with the School Nurse or Doctor.
 - b. If a student is unprepared or has a medical from Physical Education, he or she may not participate in a practice or game that day.
 - c. A participant with a medical excuse signed by a physician must have a physician's permission slip to return to the sport. This return slip must be given to the School Nurse. The Nurse will issue a clearance slip to the student to give to the coach.
10. The academic and spiritual program of a student / athlete may not be sacrificed for participation in activities. Poor academic performance will result in the actions stated previously in this handbook.
11. There is some risk involved in participating in athletics. There is a possibility of minor injury, and in the extreme, severe injury or even death. It is understood that Kennedy Catholic High School will provide proper equipment and training, as well as safe facilities, in order to minimize these risks.
12. Student and parents must be aware that membership on any school team includes the students' and parents' agreement and consent to be photographed, videotaped, and broadcasted. This is a requirement for membership on a team.

Code of Conduct for Extracurricular Activities

Kennedy Catholic High School encourages its students to get involved in extracurricular activities. The code is extended to ensure integrity of our extracurricular programs, support the values of our mission statement, and to ensure that all students are able to make the most of their extracurricular experience. It is a privilege, not a right, to participate in interscholastic athletics. We strongly value good sportsmanship here at Kennedy Catholic. We ask that all team members and their families and friends honor the school's commitment to good sportsmanship. **Anyone not displaying good sportsmanship, at any extracurricular activity, will be asked to leave or will be removed from the school property.**

The School Store

- The school store is open daily during homeroom. There is a variety of school apparel and school supplies available for purchase. The traveling school store is organized by the Family Association and they will have school apparel for sale at a variety of school events.

Chapel

- The Saint Mary's Chapel is a quiet place for personal reflection. A quiet reverence is to be maintained in order to provide for an atmosphere conducive for personal prayer. It is open whenever school is in session.
- The Mass is celebrated each morning before school and all are welcome to worship.

College Applications

- All college applications must be processed through the Guidance Office.
- There is a fee for processing the applications.

Computer and Internet Use

- John F. Kennedy Catholic High School has an Internet Acceptable Use Policy which each student, along with a parent or guardian, must sign before a student can gain access to the internet at school. The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, codes or sites. It is the expectation of this school, however, that student behavior when using the internet will be exemplary both on and off school grounds. A Catholic school student always represents his or her school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, harassment or any other type of threatening, sexual, or otherwise inappropriate communication that is conveyed via the internet (or other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal, contrary to the Catholic mission of the school, or about a faculty or staff member will be subject to disciplinary action by the school.

Dances

- Students are expected to conduct themselves in a manner consistent with the Christian mission of the school and the school's code of conduct while attending dances.
- Freshmen are not permitted to attend the Senior Prom without the permission of the administration.

Dress-Down Days

- In order to participate in dress down days, students must pay the requisite fee.
- On Dress-Down Days, participating students must adhere to the following dress code regulations:
 - Participating students are allowed to wear jeans, khakis, or loose-fitting sweat pants.
 - Participating students are allowed to wear shirts of appropriate length that are not revealing, sleeveless, or low cut.
 - Participating students should wear shoes or sneakers (flip-flops or sandals are not permitted).
 - Participating students are not permitted to wear hats. Boys are not permitted to wear earrings or other sorts of ostentatious jewelry.
 - Garments with the name, picture, or design of any group that is known to use vulgar, degrading, or offensive language are not permitted. Garments that depict or promote the use of weapons, alcohol, drugs, or sexual acts are likewise not permitted.
 - Students who do not pay the requisite fee will be subject to disciplinary action.

Fire Drills

- Fire drills are held as required by law. During a fire drill, all students, faculty and staff must leave the building in an orderly fashion.
- Each student is expected to:
 - Respond to the signal immediately, following the directions of the teacher or staff member in charge.
 - Leave by the appropriate exit and walk away from the building.
 - Maintain silence throughout the entire duration of the drill.

Fundraising

- All parents are expected to participate in at least two of the schools major fundraisers.

Health Office

- The Health Office, staffed by a full time nurse, is open to the students during the school day. This office provides first aid and vision and hearing tests. If a student becomes ill in class, he or she is to request a pass from the teacher and go directly to the Nurse's Office.

I.D. Cards

- Each student will be issued a Kennedy Catholic High School I.D. card.
- Students must carry their identification card with them at all times during school hours and at all school sponsored events. Students are expected to be able to produce their I.D. card when requested by a school staff member.
- An I.D. card must be produced to the staff member or librarian to use computers in the library or to check out library materials.
- If an I.D. card is lost, the student must pay a \$25.00 replacement fee for a new one.

Library

- The library is a place for research and silent study. Students who use the library must sign in at the beginning of the period and remain there for the entire period.

- No food or drink is allowed in the library, along with the other parts of the academic area of the building.
- Students must obtain a pass from the librarian in order to use the library at any time.

Lockers

- All school lockers are the property of Kennedy Catholic High School. To preserve the integrity of the school and to protect the safety of the students, the administration reserves the right to inspect lockers at any time without prior notification of the students to whom the lockers are assigned. Students and parents should have no expectation of privacy concerning school lockers.
- The school is not responsible for the loss or theft of personal property. Students ought to be sure to lock up their personal property.
- Students may only use the locker assigned to them by the Dean.
- Students must keep the area, both inside and outside, of their lockers clean and neat. Students are responsible for their lockers and their appearance.
- Students must purchase two locks from the bookstore. One is for their school locker and one is for their gym locker. Gym lockers are assigned by the Athletic Department. All lockers must be locked at all times. Students must use only those locks purchased from the school.
- Personal items may not be left on top of or on the floor near lockers.
- Students are permitted to go to their lockers only before Homeroom, before lunch, and after school.

Lost and Found

- A lost and found area is provided in the library. Students who find articles should bring them to the library. Items unclaimed after several weeks will either be donated to charity or will be disposed of.

Parking

- Student parking is a privilege which is extended to seniors and select juniors according to need. This privilege may be withdrawn at any time for academic or disciplinary reasons.
- The following rules apply to all student drivers:
 - o Parking is not permitted along Gael Pond, in the front of the school, in the front section of the first bay, and in designated areas.
 - o The speed limit on school grounds is 15MPH.
 - o Reckless driving is not permitted.
 - o Loitering in the parking lot is not permitted.
 - o Students require the permission of the Dean to go to their cars during the day.
- Students may only park in the designated Student Parking Area. Parking in any other location, including but not limited to Faculty Parking, Loading Dock, and parallel parking lakeside will be penalized accordingly.
- If a student develops a profile of regular tardiness to school, his/her parking privileges will be revoked or suspended.
- There is no parallel parking allowed anywhere on campus.
- All cars on campus must be registered with the Business Office and have a Kennedy Catholic High School permit sticker affixed to the rear window of the car.

- Any student found parking in the parking lot without a permit will be given an opportunity to purchase a permit, if permits are still available at that time. Parking spaces are limited.
- Each year, parking permit applications are made available to the rising Seniors in May. In June, they are available to the rising Juniors and remaining Seniors until the permits are sold out. Applications, fees, and parking information are all available on the school website. Applications are available year round, space permitting. Please call the Business Office with any parking related questions at (914) 232-5061 ext. 125.

Publicity / Website Photos

- Students and parents must be aware that, unless otherwise expressed in writing, Kennedy Catholic reserves the right to photograph and/or make students available for interviews with various media outlets. This includes, but is not limited to, parent newsletters and the school website.

Student Records

- All student records are kept in the Main Office.
- There is a fee of \$1.00 for each transcript requested by a student.
- Official transcripts may not be given to an individual, but must be sent to the admissions office of an institution.

Transfers from Kennedy Catholic

- Students transferring from Kennedy Catholic High School must inform the Main Office in writing of their transfer and are to return all State Owned textbooks to the Main Office.
- They are then to register in their new school.
- The new school will send a request for the student's records.
- Upon fulfillment of all financial obligations, transcripts will then be sent.

Visitors

- Students who wish to bring a guest to visit during class time must obtain permission from the Director of Admissions no less than two days prior to the visit.

Working Papers

- Students requesting working papers must report to the Main Office before homeroom to obtain an application. The application and all necessary documentation must be returned to the secretary.

Tuition and Fees

The following is a listing of the school fees for the 2011-2012 academic year:

- **Mandatory Fees**
 - o Tuition for the 2011-2012 school year will be \$7,050.00 and will be collected on a monthly basis by Tuition Management Systems.
 - o In addition to the above, there is an annual school fee of \$375.00 paid directly to Tuition Management Systems by June 30.
 - o Registration Fee (9th Grade) \$150.00
 - o Registration / Programming Fee (10th, 11th, 12th Grades) \$100.00
 - o Family Association Dues (per family) \$100.00
 - o Graduation Fee (Seniors Only) \$150.00
 - o Tuition Management Systems Set-up Fee \$52.00
- **Optional Fees**

- Advanced Placement Fee (per exam) \$100.00
- St. John's College Advantage Program \$250.00
- Band Fee \$450.00
- Art Fee \$100.00
- Drama Fee (per show) \$100.00
- Shuttle Bus Fee \$300.00
- Parking Fee \$100.00
- Driver Ed Fee \$530.00
- Regents Review Course \$175.00
- Incoming Freshman Readiness Program \$175.00
- **Athletic Fees**
 - There are fees to participate on the different athletic teams which serve to offset the various costs involved in fielding those teams.
 - Baseball \$150.00
 - Basketball \$300.00
 - Bowling \$200.00
 - Cheerleading \$150.00
 - Cross Country \$150.00
 - Field Hockey \$175.00
 - Football \$300.00
 - Golf \$125.00
 - Lacrosse \$300.00
 - Soccer \$175.00
 - Softball \$200.00
 - Swimming \$200.00
 - Tennis \$200.00
 - Track (per season) \$150.00
 - Volleyball \$200.00

**** This handbook is subject to be amended or changed at any time for the good of the school according to the discretion of the administration. ****