

## **Uniform Guidelines for 2016 – 2017**

The Kennedy Catholic High School uniform is designed to develop and to promote a sense of professional attire that allows for active, uninterrupted participation in the vibrant school day. The end result needs to be a comfortable fit and a professionally neat appearance.

### **Girls' Proper Dress Uniform**

Main apparel consists of the khaki uniform kilt, white blouse with collar, and school fleece or school uniform sweater. The properly fitted kilt is to fall no more than two inches above the student's knee.

Leg-wear includes only opaque, solid (navy or white), non-design tights. (Leggings are not permitted. Note: After all uniform requirements have been consistently met and checked, a student becomes eligible to include beige, non-design stockings in the leg-wear options.)

Footwear includes only black or brown shoes with a substantial sole and foot support. (The following are not allowed during uniform hours at school: platform shoes, open-toe shoes, sandals, flip flops, sneakers or sneaker-like shoes, moccasins, slippers or slipper-like footwear, footwear with fuzzy or faux-fur interior, or extra color/bling on the shoe).

Senior girls are required to wear a white, button down, business style blouse with a collar, and the senior blazer.

### **Girls' Proper Casual Uniform**

All of the above remains in effect, with the substitution of the navy uniform polo shirt (long or short sleeve) for the blouse. The fleece/sweater becomes optional according to individual comfort/choice. (A plain, white, short sleeve tee shirt that does not extend below the uniform polo may be worn under the polo for comfort/warmth. Note: When all uniform requirements have been consistently met and checked, a student becomes eligible to add navy or white knee-high socks to the leg-wear options).

### **Boys' Proper Dress Uniform**

Main apparel consists of khaki, Dockers style pants, plain brown or black leather dress belt, white long-sleeve oxford button down shirt, business tie, and school uniform sweater, sweater vest, or fleece. Pants are to be properly fitted at the waist and should not bunch up at the ankle.

Footwear includes only brown or black, polish-able, leather dress shoes. Sperry type boat shoes may be worn; but only brown leather ones are permitted. (Absolutely no black sneakers, walking shoes, slippers, or suede shoes will be permitted).

Senior boys wear a white or blue button down, long sleeve, oxford shirt with a business tie and the senior blazer.

### **Boys' Proper Casual Uniform**

All of the above remains in effect, with the substitution of the navy uniform polo shirt (long or short sleeve) for the oxford shirt. A plain white, short sleeve tee shirt that does not extend below the navy polo is to be worn beneath the polo.

## **Boys' and Girls' Gym Uniforms**

Boys and girls are required to wear a Kennedy Catholic tee shirt or sweatshirt and a pair of Kennedy Catholic shorts or sweatpants. These items may be purchased from the school store. Students may wear items which they have received from a Kennedy Catholic athletic team.

## **General Uniform Guidelines**

- ***The uniform polo, vest, sweater, and fleece must have the school uniform logo.***
- The dates for the changes between the causal and dress uniforms will be determined only by the administration and will be communicated to the KCHS community by the administration.
- Students will wear the uniform when representing KCHS at off-campus functions.
- Hats are to be removed upon entering the building.
- A student who arrives to school in non-uniform attire will remain in the main office until a parent arrives with proper attire. A student who is not in proper uniform will not be permitted to attend classes until the situation is remedied.
- Students are expected to be properly groomed in order to attend classes; anyone in need of grooming attention will address it in the health office. (This includes, but is not limited to, facial shaving or nail polish removal, as needed).
- Boys are to be clean shaven. Hair must be cut, neatly combed, may not hang over the shirt collar, ear or face, and may be bushy around the side. The dean will determine whether a haircut is appropriate and the inappropriate haircut must be remedied.
- Sweatshirts are not to be worn during the uniform school hours.
- At no time is a long sleeve shirt to be worn under a short sleeve polo.
- The following are not permitted: fad haircuts such as mowhawk or mowhawk fades, bleached or dyed hair, choker chains or choker necklaces, chains hanging from pants pockets, tattoos, face, ear or tongue or other body piercings (with the exception of a small pair of earrings for the girls), excessive or inappropriate makeup, jewelry, or nail polish.
- Camelback backpacks or any other thermos type backpack are not permitted during the school day.

## **Availability of Uniform Items**

*Flynn & O'Hara*: Khaki kilt, Kennedy Catholic polo shirt, fleece, sweater, sweater vest, gym uniform, khaki pants, white oxford shirts  
*Kennedy Catholic School Store*: gym uniform, school locks, spirit wear  
*Local retail stores*: white blouse, girls' leg-wear, white oxford shirts, khaki pants, shoes

### **\*Special Note:**

To ensure that your daughter has a properly-fitted kilt for the start of the current school year, the following information was provided from Flynn & O'Hara in order to help meet your kilt uniform-ordering needs. They may be contacted directly by phone at (800) 962-4816, or online at [www.flynnohara.com](http://www.flynnohara.com).

*For the torso*: It is possible to use a measurement either around the waist or around the top of the hip. Please choose the one that provides the better, more comfortable fit. *For the length*: The XL length provides an extra two inches. For example, a kilt with 19" length will change to 21" length if ordered as an XL. *Kilts may be put on Special Order for up to 23" in length. This type of order may take 4 to 6 weeks to fill.*

The end result needs to be a comfortable fit and a professionally neat appearance, with the kilt length ending no more than two inches above the knee. This allows for active, uninterrupted participation in our academic activities at school.

\*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 685 students and a dedicated faculty which includes clergy of the Archdiocese of New York.

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

The school office is open, on days during which school is in session, from 7:30am to 3:30pm.  
In the summer, the office is open from 8:00am to 12:00pm from Monday to Friday.

School Fax (914) 232-3416  
Athletic Office (914) 232-5061 ext. 108

Website [www.kennedycatholic.org](http://www.kennedycatholic.org)

### **Mission Statement**

The mission of John F. Kennedy Catholic High School:

"We are Kennedy Catholic. We are strong and committed Christian leaders who are determined to make a difference for Christ in our world and the lives of others. Through the development of mind, body and spirit, we will strive always for excellence and the highest standards in Catholic education. We are courageous and compassionate -- We are Kennedy Catholic!"

As a school committed to the highest standards in Catholic education, 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, retreats and other opportunities to visit the 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 at 7:40 in Saint Mary's Chapel, except on days where a community Mass is celebrated. All are invited to worship.
- Theology teachers are encouraged to arrange for class celebration of the Mass.
- A community Mass is celebrated at least once each month. The dates of these community Masses are on the school calendar. 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. The retreat program is organized by the school chaplain.
- During the month of October, the Rosary will be recited at the Grotto to honor the Blessed Virgin Mary.
- During Lent, Stations of the Cross are offered in the chapel during lunch periods on Wednesdays.

### **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 must perform and record 30 hours of service per year. The record sheets are available in the main office and online.
- Students who significantly exceed the minimum requirement will be given public recognition at the Baccalaureate Mass at the end of Senior Year.
- Service should benefit the larger community, not merely fulfill family obligations. Service must benefit a not-for-profit organization such as a parish, local hospital, nursing home, youth center, food pantry, or other local charitable organization.
- Community service is subject to the approval of the deans.
- Students should be diligent about turning in their records of completed service hours to the appropriate dean. Seniors must submit their complete record of service to the appropriate dean by March 15<sup>th</sup>.



## **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 8:42am 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. Non-instruction homerooms are to be treated as a study hall. An atmosphere of quiet work and study is to be maintained at all times during homeroom.
  
- d. The regular daily bell schedule and the one used for when the entire school community gathers for Mass in the morning are as follows:

All Kennedy Catholic graduates must satisfy New York States Regents Exam requirements to earn a NYS Regents Diploma. All Kennedy Catholic students are expected to actively pursue an Advanced Regents Diploma in conjunction with successful completion of the following Kennedy Catholic core requirements for graduation as follows:

**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 4 years  
Science 4 years  
Language Other Than English 3 years\*  
Art / Music 1 year  
Health ½ year  
Physical Education 4 years

\*Students are usually not permitted to change from one language to different language at the same level from one year to the following year, except when authorized by the school principal. For example, a student taking Spanish 1 as a freshman may not take Italian 1 in his or her sophomore year. Students are not permitted to change languages during the course of a year. Students are required to take a language with the purpose of taking the Level 3 Language Checkpoint B Exam which is necessary for the Advanced Regents Diploma. Students that fail the Level 3 Language Checkpoint B are required to make up the exam. Students that have completed their language requirement may not take a Level 1 language as an elective.

In order to advance to Junior year, a student must pass a Regents Exam in math and a Regents Exam in science by January of sophomore year.

**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
- Three Regents examinations in Mathematics ( Algebra I, Geometry, Algebra II )
- Two Regents examinations in Science (one **Life Science** and one **Physical Science**)
- A Comprehensive Examination in a Language Other Than English

**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.
- Seniors failing two or more classes will not be allowed to participate in the senior prom or in the commencement exercises.
- 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 March 15th.
  2. Meet all financial obligations by May 15th.
  3. Meet the academic requirements. Seniors failing two or more courses in June (this would include a half-year course failed in January) will not be permitted to participate in graduation ceremonies.

## Program of Studies

### **Ninth Grade:**

- ☑ Theology I or Theology I Honors
- ☑ English 9 or 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, or Latin I, or Italian I or II, or Mandarin I
- ☑ Physical Education
- ☑ *One of the following: Art & Music Appreciation, Studio Art, Chorus, Band, or Dance*
- \* Students in a Fine Arts homeroom will be required to take Music History and Music Theory.*

### **Tenth Grade:**

- ☑ Theology II or Theology II Honors
- ☑ English 10 or English 10 Honors
- ☑ Global Studies II or Global Studies II Honors
- ☑ Geometry, Geometry Honors, Algebra II Honors
- ☑ Chemistry or Chemistry Honors,
- ☑ Spanish II, III or III Honors, or Latin II, or Italian II or III
- ☑ Health, PSAT Prep
- ☑ Physical Education
- ☑ *Optional: Art, Chorus, Band*

### **Eleventh Grade:**

- ☑ Theology III or Theology III Honors
- ☑ English 11 or AP English Language
- ☑ U.S. History & Government or AP U.S. History
- ☑ Algebra II / Algebra II Honors, Pre-Calculus, or Pre-Calculus Honors
- ☑ Physics or AP Physics, Earth Science ☑ Spanish III, Spanish III Honors, AP Spanish, Latin III, or Italian III
- ☑ Physical Education
- ☑ Speech and Writing
- ☑ *Optional: Art, Chorus, Band, Theater*

### **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, or World History Honors
- ☑ College Algebra, Pre-Calculus, Pre-Calculus Honors, Calculus, or AP Calculus AB
- ☑ AP Biology, AP Environmental Science, College Chemistry, or Applied Physics
- ☑ Physical Education
- ☑ *Plus one (3 credits) of the following:*  
College 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

Art, Chorus, Band, Theater, Medical Technology, Computer Modeling, Robotics, Computer Programming, Engineering

\*Eligibility for AP Biology and College Chemistry is dependent on the successful passing of the Physics Regents Exam.

*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. 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 Senior elective Social Studies courses through the Iona College Link Program. Currently 9 credits are available in 3 courses.

**SUNY Albany – University and High School Program:**

College credit is also available currently for Pre-Calculus Honors and AP United States History through the Albany – University and High School Program.

**Academic Awards:**

• **Valedictorian & Salutatorian**

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

- Cumulative Class Average (3¾ 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.

○ 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 main office.
5. Parents / Guardians requiring assistance with Naviance should contact the Guidance Department.
6. Kennedy Catholic is also implementing the use of a web based program called *Blackboard*. Parents and students should consult *Blackboard* for homework assignments as well as other pertinent postings.
7. Members of the faculty and National Honor 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.
  - National Honor Society members are available for peer academic support. In order to sign up for peer academic support with a member of the NHS, a student must consult with his/her guidance counselor who will guide him/her through the process. A student must sign the peer academic support agreement, agreeing to be faithful to regularly attending the peer academic support appointments. Students will meet on a regular basis with their assigned NHS member in the school library. Peer academic support by a National Honor Society member should not be seen as a replacement for class participation, completing homework, and attending extra help sessions offered by the teachers. This program is overseen by the National Honor Society Chapter Advisor.
8. Students are encouraged to take advantage of review classes provided by individual teachers or departments.
9. Students are encouraged to participate in the Regents Review Courses which are held on the weekends prior to the spring exam period.
10. 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.
11. After an academic evaluation of a students' grades it may be determined that the student will be assigned to an academic homeroom.

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. In the event that Kennedy Catholic does provide home school instruction to a matriculated student, this instruction will not last beyond one academic year.
4. **Students who fail to be present for 85% of the classes in a particular subject will not be given credit for that subject. Any exception to this policy will be made solely according to the discretion of the administration.**
5. If at any time during the school year, an inordinate number of students from the twelfth grade, should be absent on any one particular day, the administration may consider this to be what is commonly known as a Senior Cut Day. If this should in fact be the case, the administration reserves the right to cancel any senior activities such as, but not limited to, the senior prom or senior breakfast.

### **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 or email the school by 8:30am 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. A student who is illegally absent (cutting) will receive the following:
  - a. The student will receive a suspension of no less than 1 day.
  - b. The student may be required to have a conference with the Dean and his or her parents / guardians.
  - c. 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.



participate in any extracurricular activities on that day and must not be in attendance at the activity or practice session. The athletic director will be notified regarding sports activities, other activity moderators will also be informed.

8. A student who has not been present for class a minimum of 85% of the class time will not receive credit for that course. Exceptions will only be made at the discretion of the administration.

## **Absence from Class**

1. Students are required to be in their assigned classes when the tone sounds signaling the start of class.

## **Lateness to School**

1. Deans are stationed both at the Commons entrance and the cafeteria entrance each morning. A student who arrives late in the morning must report directly to homeroom. If the student does not arrive to homeroom with a note from his/her parents excusing the tardy, the student will be issued a detention. This would be designated as an unexcused tardy. The student will then sign in, in the Main Office immediately after homeroom. If the student arrives with a note from his/her parents, the student will be issued a pass to enter homeroom without any penalty. This would be designated as an excused tardy.
2. A student who arrives after the deans are no longer stationed at the doors, must sign in at the main office and then report to class..
3. A student who is late for school without a valid note from his or her parent / guardian will receive a detention.
4. 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.
5. 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.
6. A student who is tardy to school 3 times without a valid note will be suspended.
7. An excessive number of tardies, excused or unexcused, may result in disciplinary action at the discretion of the administration.

## **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. Seniors who choose to leave school early may not loiter in the building or on the campus. Seniors who have the last period free, but choose not to leave early, may congregate in the cafeteria.
2. 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 1 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.
3. 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.

### **After School Use of the Building**

1. One of the deans will be on duty each day after school to supervise the academic side of the building. Students are permitted to use the library after school under the supervision of the dean on duty. Students are not to be in any other area of the academic side of the building, except if they are under the direct supervision of a teacher or coach. The academic side of the building will close promptly at 5:00 (unless otherwise announced) in the evening. No student may remain in the academic area after that time.
2. The gates separating the academic side of the building from the rest of the building will be closed promptly at 3:30 in the afternoon each 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. If Kennedy Catholic is open, teachers will be at their station to supervise and instruct students.
3. If KCHS is closing, families will be contacted via the automated phone system through PowerSchool. Closings will also be announced on WHUD 100.7FM and on Channel 12 News on Cablevision in Westchester County.
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](http://www.kennedycatholic.org).
8. The school reserves the right to provide online instruction in the case of inclement weather to fulfill a day of instruction.
9. Parents / Guardians are responsible to keep contact information up-to-date and registered with the school.

## **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 or 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.
4. Kennedy Catholic High School reserves the right to administer a local exam in the event of the cancellation of a Regents Examination by the State of New York and/or in order to fulfill the graduation requirements for the school.
5. In order to advance to Junior year, a student must pass a Regents Exam in math and a Regents Exam in science by January of sophomore year.

## **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. In the case of a course or exam failure:
  - a. All course failures must be remediated for credit recovery in the Kennedy Catholic Summer School Program. Every failure must be erased by attaining a passing grade in summer school. 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.

available testing date. All students failing any Regents Exam will automatically be enrolled in a one week Regents review course to be held on campus at Kennedy Catholic in the week(s) preceding the administration of the exam. Students will retake all Regents exams at Kennedy Catholic.

c. Students failing both a course and a Regents exam are required to participate in both Summer School and Regents Review.

3. A student who fails three or more courses in a school year may be asked to withdraw from Kennedy Catholic either at the midterm or at the end of the academic year.
4. Those students who fail more than 3 courses may be assigned an academic contract, if they are allowed to return to Kennedy Catholic.
5. The Principal has the authority to make exceptions to these rules.

## **Academic Integrity**

1. It is the responsibility of each student to keep his/her conduct free from activity that calls into question the academic integrity of a given assessment. To that end, the student's attention must be conspicuously focused solely on his/her own workspace, must remain free from any communication or access to information that calls the integrity into question, and must not engage in any action that would detract from the correct atmosphere for the assessment.
2. A student who participates in plagiarism of an assignment, either by giving access to, by transmitting, or by submitting or presenting the written work as his/her own will receive a grade of 0% and may be subject to conduct consequences.
3. A student who is approached or contacted by any individual to provide or transmit his/her work to another, must refrain from doing so.
4. Electronic sharing, collaborating and "screen shot" submissions of work completed by or for another student are unacceptable, will be considered cheating and graded as such.
5. Submissions of assignments, responses and research gleaned from third party resources (i.e. Quizlet) are unacceptable, will be recognized as plagiarism and graded as such.
6. 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.
7. 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 60% for that marking period.
8. 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.
9. Repeated instances of cheating, copying, or plagiarizing may result in expulsion.
10. A breach of academic integrity during a Regents Examination or AP 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.
11. All students are prohibited from bringing any communications device, including a cell phone, with them during a midterm exam, a final exam, or a New York State Regents Examination. Students are not permitted to have these devices in the classroom where an exam is being given or during any breaks from the exam, such as a restroom visit. These devices include, but are not limited to: cell phones, Blackberry devices and other PDAs, iPods, Apple Watches and MP3 players, iPADS, tablets, e-readers, laptops, cameras, headphones or headsets, or any sort of recording device. Possession of such items during a midterm examination, final examination, AP Examination or New York State Regents Examination will result in the exam being invalidated.

12. A breach of academic integrity during a Midterm Examination, Final Examination, or local examination will result in appropriate disciplinary action by the administration up to and including the possibility of expulsion.

### **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 on the bulletin boards near the main office.

### **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 peer academic support to other students at school.

### **The Student Government**

1. The Student Government is composed of members elected by their peers, the faculty and the administration.
2. Student Government members must be exemplars of academic commitment, integrity, leadership, respect, and responsibility.
3. In keeping with the high standards expected of members of the Student Government, those wishing to seek candidacy for the student government must receive the approval of all of their current teachers and of the appropriate dean at the time set aside for elections. Those eligible for candidacy will have strong academic records and will have good disciplinary records.



### **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 teacher may issue a detention with a designation of "referral" for a serious or recurring disciplinary situation. The detention will be referred to a dean, who will evaluate the referral with the teacher and the student. The dean will then make a determination whether the referral will result in a designation of "probation detention". Two probation detentions within a marking period will result in an ineligibility status. The ineligibility period will be in effect for the entire number of the progress report or report card days, calculated from the time the ineligibility is imposed.
7. A student who is suspended for disciplinary reasons will immediately become ineligible. The period of ineligibility will be determined by the administration.
8. Probation and ineligibility rules apply to participation in club activities, the school play/musical, the talent show, Kennedy Live and athletic teams. A student who is ineligible will not attend club meetings or play/musical/team practices, will not wear the team uniform, and will not sit on the team bench with the team during any team competition.

### **Standardized Testing**

1. All sophomores and juniors take the PSAT exam. For juniors, the PSAT exam also serves as the National Merit Scholarship Qualifying Test. Some freshmen students are likewise asked to take the PSAT exam.
2. The ACT Test, Sat I Test, and Sat II Subject Tests are not administered at Kennedy Catholic. However, information about the schedules, deadlines, and administration of these exams is available on the school calendar.
3. A preparatory 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

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.

## Health Office

### 1. Absences

a. If your child is sick and will miss school please call the Main Office at (914) 232-5061 each day. If you have questions for the school nurse, please call the Health Office at (914) 232-8571. In addition to calling the Main Office each time your student is out sick, an absent note from a parent/guradian is required for each absence. This note needs to be given to the attendance officer in the Main Office. An absence of 3 consecutive days requires a physician's note to return to school and sports, if applicable.

### 2. Physicals and Vaccine Record

a. All freshmen need a copy of their vaccine record to be submitted at registration. New York State Law requires a physical within 12 months of the start of 9th grade. A copy of the physical exam is required to be submitted to the Health Office.

b. All 10th grade students are required to have a physical and records of that physical must be submitted to the Health Office.

c. All transfer students must submit their vaccine record and the record of their current physical to the Health Office before the start of school.

### 3. Sports

a. All students participating in sports need a physical, ideally every 12 months. If the physical is outdated at the start of try-outs, the student will not be permitted to try out or to practice until record of a current physical is received.

b. Each sports season (3 seasons per year) requires a parent permission slip to be filled out by the parent / guardian, signed, and submitted no earlier than 30 days before the start of that season. Forms are available in the Health Office and the Main Office.

c. Any injury requiring a doctor's visit or school absence of 3 days or more must be reported to the Health Office during your child's sport season. Your child will need medical clearance to resume Gym class and sports.

### 4. Medications

a. All medications, including Tylenol or Advil, given at school, must have parent and doctor written permission and must be administered by the school nurse. If your child has medication that has not been approved with parent and doctor permission, it will be locked up in the Health Office. The medication form needs to be on file in the Health Office each year. The parent needs to bring the medication to the Health Office. Prescription medication needs to be in the original container and the label must be attached with the student's name, drug name, dosage, dose time and length of time it is to be administered. Over the counter medication must be unopened.

b. If your child requires an Epi-Pen for a severe allergy or an inhaler for asthma, they may self-carry these with written parent and doctor permission. An additional self carry form must be completed by the doctor and parent. These medications should be at school at the start of the school year and brought in by the parent.

c. Medications not picked up by the parent at the end of the school year, will be disposed of.

### 5. Illness

a. Any student who has been out of school for an extended period, has had surgery, hospitalization, or a serious injury needs medical clearance from a doctor to return to school.

- i. A fever is present. A student needs to be fever free for 24 hours without fever-reducing medication in order to return.
- ii. Pink Eye – 24 hours on medication is required to return
- iii. Vomiting or diarrhea within 24 hours of school
- iv. Strep throat – unless treated for at least 24 hours on antibiotics, fever free, and able to tolerate the school day
- v. Severe cough that distracts the student in class or keeps the student up at night, or is persistent

c. It is sometimes difficult to determine if a student is well enough for school early in the morning. Therefore, a working, reachable contact number for the parent / guardian or designated emergency contact person must be on file with the Health Office. This number must be kept up-to-date each year.

d. If and when a student is able to drive to school and requests to leave early due to illness, the Health Office requires parent permission for the student to leave.

### **Guidance Services**

The Guidance Department of Kennedy Catholic High School supports and contributes to the holistic development of all our students. The Guidance Department works collaboratively with faculty, administration, students, and parents to assist students in establishing goals and creating and maintaining a strategy for achieving them.

In addition to serving as a resource for the students' academic and personal needs with the school environment on a daily basis, the Guidance Department is actively involved in increasing students' understanding and awareness of college and career opportunities.

The Guidance Department is committed to guiding students through the college application process and involving each student in individualized college and career planning.

### **College Application Instructions**

1. Setup a personal account for the Common Application at: <https://www.commonapp.org/>
2. Log on to Naviance  
<https://connection.naviance.com/family-connection/auth/login/?hsid=jfkatholic>
3. Once you log on to Naviance enter username/password for the Common Application to link the Common Application with the Naviance System.
4. Submit your essays and other supplemental requirements through the Common Application website.
5. The list of schools you are applying to must be entered into Naviance
  - a. You enter this in "*Colleges I'm Applying to.*"
6. Request your letters of recommendation via Naviance and send your teacher a thank you message through Naviance so that they will be reminded to complete the recommendation.
7. Request (on your own) that your official test scores be sent to the colleges you are applying to directly from College Board and/or ACT.
8. Please use your Kennedy Catholic email address for all applications.

### **DEADLINES ARE REAL!**

If you are applying Early Action or Early Decision you **MUST** complete the following **2 weeks** prior to the college/university deadline or else you cannot be guaranteed of submitting all application materials on time:

1. Complete Common Application
2. Naviance
3. Submit College Application Checklist to notify KCHS to send your documents to the appropriate colleges
4. Students are to provide a print out of Common Application payment with their checklist.

### **Registration for Standardized Exams**

Students **MUST** register for SAT / SAT II / ACT exams from their home computer. Parents and students should go on-line together to register for the exams in order to choose dates and locations that are best for each student. It is recommended that juniors plan to sit for the March, May, and June SAT exam.

You can register for the exams at the following web addresses:

SAT – <http://www.collegeboard.org/>

ACT – <http://www.actstudent.org/>

### **Important Information:**

It is the student's responsibility to request that his or her test scores be sent directly from the testing agencies (College Board or ACT) to the colleges to which the student is applying. Standardized testing scores WILL NOT be listed on the student's KCHS transcript.

Students should log on to their College Board or ACT accounts that they have created and request that the scores be sent to the schools to which they are applying. Remember that you may pick and choose which tests are sent to each school.

All requests to the agencies should be made in a timely manner in order to prevent application decisions from being delayed by the colleges.

### **Kennedy Catholic College Application Procedures**

1. KCHS CEEB Code Number is **332650**. This is a very important number that will be used on **all** of your college applications.
2. Plan on visiting selected colleges on weekends or school holidays. Try to call for an interview. Schools have many "open houses" throughout the spring and fall.
3. Fill out college applications carefully and submit online with fees and supplements. You must submit the College Application Checklist for each college you are applying to and give it to your college counselor to ensure that your school documents will be sent out by KCHS.
4. College applications require one or two teacher recommendations.

It is **YOUR RESPONSIBILITY** to request letters of recommendation from your teachers through the **NAVIANCE** system. After sending a letter of recommendation request to your teacher through Naviance, you must approach the teachers whom you requested letters from and inform the teacher of any deadlines, providing him/her with all of the information they may require in order to compose a meaningful letter of recommendation for you.

5. Each student **MUST** complete the Secondary School Report Form through Guidance by the appropriate deadline.
6. It is **YOUR RESPONSIBILITY** to know college application deadlines as well as KCHS deadlines.
7. Once students submit the Secondary School Report, Complete college applications using the Common Application website, Update the Naviance system, and submit the College Applications Checklist KCHS will submit all necessary documentation to the colleges.
8. Lastly, make a copy of all college admissions decision letters and awarded scholarships and give a copy to the registrar for our records.

## **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.
- The disciplinary code is not strictly punitive, but is moreover an educational service to which all students are entitled for the safety, order, and discipline of the school to be maintained.
- 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 will 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 on the date assigned. Detentions are held daily from 2:45pm – 4:15, except in the event of a department chair or general faculty meeting. The dean administering the detention will determine how long a student must remain.
- Faculty members may conduct detentions for students who fail to comply with school rules or classroom regulations which have been clearly stated to students at the start of the school year. The teacher will advise the student as to the time and date they will serve the detention, either before school, during the lunch period, or after school. A dean will also be advised that a detention will be served with a teacher.



## **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.
- 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**

- 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.
- If it has been determined that a disciplinary contract has been violated, there will be no further meetings for reconsideration of any sort.

## **Expulsion**

- In certain cases, the severity of the offense or the 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
- 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.

Any other behavior deemed improper or unauthorized by the administration will be treated according to the severity of the offense in an appropriate manner as determined by the school administration.

### **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 up to and including the possibility of expulsion and referral to the police.
- The school administration takes a pro-active approach with regards keeping Kennedy Catholic a drug free environment. To this end, the administration periodically invites law enforcement to survey the building to ensure that the school remains drug free. Any student found in possession of illegal substances is liable to face severe disciplinary consequences, up to and including the possibility of expulsion.

### **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, iPads, and smart watches.

### **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.
- Students must show respect to their peers and to any guests in the building.
- Harassment or discrimination of any kind will not be tolerated.

### **Electronic Devices**

- Electronic devices of any kind are strictly forbidden on school property during school hours, with the exception of school issued iPads. (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

- All students are prohibited from bringing any communications device, including a cell phone, with them during a midterm exam, a final exam, or a New York State Regents Examination. Students are not permitted to have these devices in the classroom where an exam is being given or during any breaks from the exam, such as a restroom visit. These devices include, but are not limited to: cell phones, Blackberry devices and other PDAs, iPods and MP3 players, iPADS, tablets, e-readers, laptops, cameras, headphones or headsets, or any sort of recording device. Possession of such items during a midterm examination, final examination, or New York State Regents Examination will result in the exam being invalidated.
- The only acceptable iPad to have in one's possession is the one provided by the school.

**Fighting**

- Fighting is a very grave offense and will be treated with the utmost of severity.
- 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.
- 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, dice, 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 and all other tobacco products.

**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**

- The vending machine area is not to be used as an area for groups to congregate.
- 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.

**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

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 and/or poor behavior 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 at 7:40 before school, except on days on which a community Mass is celebrated. All are welcome to worship.

### **Computer and Internet Use**

- The student and parent signature on the handbook contract denotes your understanding and agreement with the following policy regarding 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**

- School sponsored dances will be held only at the discretion of the administration.
- 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 any dance.
- **Prom**
  - o It is a privilege to participate in the prom. As such, all students wishing to participate in the prom must adhere to the established expectations of comportment and the academic pre-requisites.
  - o The prom is a school sponsored event and as such, all school rules apply to those in attendance. Students are expected to conduct themselves in a manner consistent with the Christian mission of the school and any applicable New York State law.
  - o Students must arrive at the set time established by the prom moderators and must not leave before the established time established by the prom moderators.
  - o Any student not in compliance with the rules will be subject to serious disciplinary repercussions, including but not limited to expulsion from the event and parental notification.
  - o Any outside guests to the prom must sign the guest contract and get approval from their home school and the Kennedy Catholic administration.
  - o Any student attending the prom must be dressed appropriately and formally. Female students must dress in a modest manner. Any dresses that are low-cut, too short, or revealing in any way are not allowed. Prom Moderators must approve all dresses to ensure that they are appropriately modest. Those dressed inappropriately will not be admitted to the prom and the ticket cost will not be refunded.
  - o Students attending the prom must be in attendance at the graduation practice on the day after the prom. Underclassmen attending the prom must attend classes as usual on the day after the prom.
  - o Freshmen and Sophomores are not permitted to attend the Senior Prom without the permission of the administration. Attendance to the Senior Prom is reserved to seniors and to those juniors invited as guests with the approval of the Kennedy Catholic administration.

## **Graduation Practice**

- Seniors are required to participate in both scheduled graduation practice sessions. If a student fails to attend as required, the student will not participate in the actual graduation ceremony.
- Students must be on time for the graduation practices.
- At the graduation practice, relaxed dress is permitted, however, students must follow the regulations for a dress down day as to what attire would be appropriate.
- The use of any electronic device during the practice sessions is forbidden.
- If a student fails to comply with the regulations, the student will not participate in the regular graduation service.

### **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:
  - o Participating students are allowed to wear jeans, khakis, or loose-fitting sweat pants.
  - o Participating students are allowed to wear shirts of appropriate length that are not revealing, sleeveless, or low cut.
  - o Participating students should wear shoes or sneakers (flip-flops or sandals are not permitted).
  - o Participating students are not permitted to wear hats. Boys are not permitted to wear earrings or other sorts of ostentatious jewelry.
  - o 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.
  - o 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:
  - o Respond to the signal immediately, following the directions of the teacher or staff member in charge.
  - o Leave by the appropriate exit and walk away from the building.
  - o Maintain silence throughout the entire duration of the drill.

### **Lock-down Drills**

- Lock-down drills will be conducted under the supervision of the New York State Police. A lock-down will be initiated upon an actual or imminent threat or violent event. A lock-down is the response to the worst case scenario and must be conducted with appropriate urgency and seriousness. The objective of a lockdown is to minimize injury and death, to facilitate effective response, to move as many people as possible to a safe place, and to neutralize the threat.

### **Lock-out Drills**

- Lock-out drills will be conducted under the supervision of the New York State Police. The purpose of a lockout is to respond to an actual or potential threat from outside the school building. If the situation warrants, the school faculty, staff, and students are made aware of, but are not disrupted by the response activated. The school day would continue as normal except for the termination of all outside activities. The objective of a lockout is to keep any threat of violence or a dangerous incident out of the school building and to promote minimal disruption to the educational process when there is a potential or actual incident outside the school building.

**Fundraising**

- All parents are expected to support school's fundraising efforts.

**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 in order to use the library at any time.
- Peer academic support by National Honor Society members is conducted in the library.
- Students may use the library after school under the supervision of the dean. The academic side of the building will be closed promptly at 5:00 in the evening.

**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 Director of Transportation with any parking related questions at (914) 232-5061 ext. 106.

**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 school issued iPads to the Main Office.  
- Those transferring from Kennedy Catholic High School must schedule an exit interview with the principal.  
- 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.

**Transfers to Kennedy Catholic**

- Students voluntarily transferring to Kennedy Catholic High School, except for those students transferring due to moving from out of the area, will automatically be on academic and disciplinary probation for one academic year.  
- Students transferring to Kennedy Catholic must follow the academic plan prescribed at the time of admission and enrollment.

**Gael for a Day Program**

- 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.  
- Prospective students are expected to visit only on those days approved by the Admissions Office as official visit days.  
- Prospective students must dress appropriately for official visit days.

**Visitor Policy**

- Visitors to the school are not permitted in the academic area of the school, which includes the gym and library.  
- Visitors will be met in the main office and will be accompanied to either an office or a designated meeting place.

- Visitors must sign in, be given a pass to be worn on a lanyard and must leave a drivers license at the main desk which will be returned when you leave.

**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 2016 – 2017 academic year:

- **Mandatory Fees**

- Tuition for the 2016 – 2017 academic year will be \$8,500.00 and will be collected on a monthly basis by FACTS Tuition Management Company.

- General School Fee    \$850.00
- Registration Fee    \$200.00
- Graduation Fee (Seniors Only)    \$350.00
- iPad Program Fee    \$400.00

(This fee includes the purchase of insurance and the usage of the iPad for \$250.00 and any e-applications for \$150.00)

- **Optional Fees**

- Advanced Placement Fee (per exam)    \$100.00
- Band Fee    \$500.00
- Art Fee    \$250.00
- Drama Fee (per show)    \$200.00
- Shuttle Bus (Goldens Bridge Metro North Station)    \$300.00
- Shuttle Bus (Port Chester & Valhalla Route – Roundtrip)    \$900.00
- Shuttle Bus (Riverdale & Tarrytown Route – One Way)    \$300.00
- Shuttle Bus (Dutchess County Route – Roundtrip)    \$900.00
- Parking Fee    \$125.00

- **Athletic Fees**

- There are fees to participate on the different athletic teams. These fees serve to offset the various costs involved in fielding those teams.

- Baseball    \$500.00
- Basketball    \$500.00
- Cheerleading    \$325.00
- Field Hockey    \$500.00
- Football    \$600.00
- Golf    \$250.00
- Ice Hockey
- Lacrosse    \$500.00
- Soccer    \$500.00
- Softball    \$400.00
- Swimming    \$400.00
- Tennis    \$325.00
- Track (per season)    \$325.00
- Volleyball    \$500.00
- Wrestling    \$600.00

**\*\* 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. \*\***