



**WAPPINGERS** | Empower  
CENTRAL SCHOOL DISTRICT | Challenge  
Grow

JOHN JAY SENIOR HIGH SCHOOL

David Kedzielawa Principal

2012 Route 52 Hopewell Junction, NY 12533 (845) 897-6700 x30002 Fax (845) 897-6720

August 2024

Dear John Jay Students and Community:

I hope this letter finds you well and relaxed and ready to start a new school year at John Jay High School. Our entire staff has been working hard this summer to prepare the building for you so that on **Thursday, September 5th, 2024**, you can have a great educational experience in both a clean and safe environment.

We are proud of the strong foundation and the tradition of excellence that exists at John Jay High School and look to continue to further enrich all of our students' experiences. High academic achievement is our primary focus and we will continue to provide academic course offerings with the highest level of rigor which require our students to think critically and creatively. In addition, we are committed to providing a safe school environment that is conducive to allow for maximum student learning and engagement.

### **A Message from Our School Counselors**

**Your 24-25 class schedule will be available on Monday, August 26<sup>th</sup> through Infinite Campus.** Please complete the form below if you have a request for a course schedule change. It is important to note that some schedule change requests may not be able to be honored due to class size and availability. Please see the below links to read further.

[Schedule Change Request Form 24-25](#)

[Policy 4430-R Student Schedule and Course Loads Regulation](#)

Appropriate schedule change requests include:

- Adding a course
- Removing a course (you still must be scheduled for 5.5 credits and keep in mind the decision to drop a class can affect the type of diploma you receive/NCAA eligibility)
- Changing level in a class (Honors/AP/DCC to Regents/Regular or Regents/Regular to Honors/AP/DCC)

Schedule changes that will not be honored are:

- Switching teachers (unless you have previously failed a class with the teacher)
- Switching class periods
- Changing lunch periods without a doctor's note

After you submit this form, it will be sent to your school counselor, who will work on it as soon as they are able to. Please do not email in addition to submitting this form as this will slow down the process. If your request is able to be honored, it will be updated on your schedule which will be available on Infinite Campus. If your request is not able to be honored due to classes being full, you may be placed on a waitlist to see if a spot opens- we will continue to check the availability.

Class cohorts are as follows and are based on the student’s last name:

**CLASS OF 2028 – 9th Grade Administrator – Mrs. Chapin (ext. 30020)**  
 School Counselors: D. Betancourt (A-Mi), B. Rivera (Mo-Z) & ENL

**CLASS OF 2027 – 10th Grade Administrator – N. Cotto (ext. 30051)**  
 School Counselors: S. deSimone (A-McG) and D. Kane (McH-Z)

**CLASS OF 2026 – 11th Grade Administrator – E. Posner (ext. 30043)**  
 School Counselors: K. Brenner (A-L) and J. Frangione (M-Z)  
 College and Career School Counselor- Elizabeth Keating

**CLASS OF 2025 – 12th Grade Administrator – P. Albanese (ext. 30082)**  
 School Counselors: S. Marshall (A-Li), A. McKindles (Lo-Z)  
 College and Career School Counselor- Elizabeth Keating

School Counseling Secretary- Mrs. Mettam 897-6700 ext. 30017

School Counseling Secretary- Mrs. Fritsch-Long 897-6700 ext. 30018

Prompt and regular communication between school and home is a key ingredient for the continued successes of each and every student. I would ask that all issues during the school year go through the appropriate channels in order to ensure proper communication and a timely response to issues as they arise. For all scheduling questions and teacher concerns, please contact your child’s guidance counselor. For questions on assignments or grades, please contact the teacher directly. For questions regarding other matters, please contact the main office where they will be able to navigate you to the appropriate person.

**First week of school Bell Schedule**

Bus Drop Off 7:25 am		
<b>Period 1</b>	7:31 AM (homeroom 8:15-8:19)	8:19AM
<b>Period 2</b>	8:24 AM	9:08 AM
<b>Period 3</b>	9:13 AM	10:12 AM
<b>Period 4</b>	10:17 AM	11:01 AM
<b>Period 5</b>	11:06 AM	11:50 AM
<b>Period 6</b>	11:55 AM	12:39 PM
<b>Period 7</b>	12:44 PM	1:28 PM
<b>Period 8</b>	1:33 PM	2:18 PM

**Daily Bell Schedule**

Bus Drop Off 7:25 am		
<b>Period 1</b>	7:31 AM (homeroom 8:15-8:19)	8:21 AM
<b>Period 2</b>	8:26 AM	9:12 AM
<b>Period 3</b>	9:17 AM	10:03 AM
<b>Period 4</b>	10:08 AM	10:54 AM
<b>Period 5</b>	10:59 AM	11:45 AM
<b>Period 6</b>	11:50 AM	12:36 PM
<b>Period 7</b>	12:41 PM	1:27 PM
<b>Period 8</b>	1:32 PM	2:18 PM

We are proud to provide the opportunity for our students to become involved in our many school clubs and organizations. Research indicates that those students that are involved in school activities tend to perform better academically. Late buses will continue to be available to provide students with expanded opportunities for academic assistance as well as participation in after school activities.

Late Bus Departure 3:45. Students will only be allowed to use transportation who have a pass from their advisors or coaches.

### **Bus Schedules**

Bus schedules will be available on the Wappingers Central School District transportation website. Please click here: [Transportation](#)

### **BOE Policy Updates (WCSD COC)**

Over the course of the summer, there have been changes made to WCSD's policies and the District Code of Conduct. Below are a few of the changes that I would like to highlight. Please take the time to review all of them with your students. We will be enforcing them in the 24-25 school year.

### **School Identification**

All high school students will be issued photo identification cards. Students may be asked to present this identification card upon entry to the school or to common areas such as the school cafeteria so that school officials may verify their permission to gain access to the building or to a specific common area.

Incoming Patriots will have an opportunity to take pictures on September 16<sup>th</sup> and 17<sup>th</sup> during their gym period.

### **Cell Phone/Electronic Device**

It is the policy of the Wappingers Central School District that students in grades 9-12 are allowed to carry smart devices during school hours and on school vehicles. However, during instructional times, students are prohibited from possessing smart devices on their person. Smart devices must be stored in a school bag or another location determined by the staff member in charge of that location. Any student who knowingly possesses a smart device on his/her person during an instructional period without permission, will be considered insubordinate and subject to the Student Code of Conduct.

It is the policy of the Wappingers Central School District that the use of personal cell phones and other electronic devices is not permitted by students in grades 9-12 at any time in specific common areas; locker rooms, bathrooms, gym class, the auditorium, cafeteria, and classrooms (except for instructional purposes, and only at the discretion of the teacher), and hallways.

**Our High Schools will utilize lockable phone pouches as a deterrent for students who violate our cell phone expectations. Students who receive a referral for Cell Phone / Electronic Device Violation will, at the discretion of Building Administration, be required to store their device in a pouch for the duration of the school day. The device, locked in the school provided pouch will remain with the student for the day to ensure it is not lost or damaged by the school, and the student will be responsible for having the pouch unlocked prior to dismissal from school.**

Students are prohibited from using smart phones and other electronic devices for the following purposes:

- To take pictures or record video of individuals or groups of persons while on school property or at school sponsored events;
- To record classes, meetings, or conversations without the express written consent of the teacher of the class, the professional leading the meeting or the professional having the conversation with the student or students.

The use of personal cell phones or other electronic devices for instructional purposes as per an Individualized Education Plan (IEP) or 504 accommodation is permissible.

Misuse of any of these personal electronic devices will result in disciplinary action as outlined in Section VI of the Code of Conduct. Some uses of personal electronic devices constitute a violation of the school district Code of Conduct and in some instances, the law. The school district will cooperate with law enforcement officials as appropriate.

For safety reasons the use of headphones or earbuds outside of classrooms or designated areas is strictly prohibited.

The school district is not responsible for any lost, stolen, or damaged smart devices.

### **Dress Code**

Students are expected to be dressed and groomed in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills classes. The following are considered to be inappropriate and are prohibited in school or at school functions:

1. Any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
2. Any dress or appearance which encourages or advocates the use of drugs, alcohol, and/or tobacco;
3. Any dress or appearance which encourages illegal or violent activities;
4. Any dress or appearance which construes a threat or danger to the health and safety of students;
5. Any dress or appearance which allows sight of any undergarments;
6. Length of shirts/tops must meet the tops of pants;
7. Any dress or appearance, exclusive of religious or medical reasons, that hides or changes a student's identity (ex. Masks, sunglasses, hoods, etc.);
8. Any dress or appearance which, in the judgment of the school administration, may be reasonably forecast to cause a material or substantial disruption;

### **Honor Code -Use of Artificial Intelligence (AI)**

The use of AI for the sole purpose fulfilling class assigned work or assessments is strictly prohibited. Any person found to be using AI to generate responses to class assignments or assessments, with the goal of increasing that grade shall take the penalty of cheating. A student may appeal the grade to the Principal and/or Building Administrator. In addition to the range of possible disciplines listed in the

Disciplinary Measures table of this code of conduct, penalties for cheating will be at the discretion of the Building Administrator and the Classroom Teacher.

### **Breakfast Passes**

Breakfast will be served every morning for those who need it. The cafeteria will be open upon the release of the busses until the warning bell rings at 7:29. Doors in the cafeteria will be closed until 7:45. They will reopen for those who have study halls periods 1, 2 & 3. If your child does not have a study hall one of those periods, they may obtain a breakfast pass from their grade level administrator. You will need to provide a parent note stating you give permission for your child to leave early from class to eat breakfast in the cafeteria with the understanding that they will be missing 10 minutes of instructional time daily. It is the student's responsibility for any missed work or content taught to become caught up.

### **Bathroom Use**

Students have access to bathrooms throughout the school. While some bathrooms may be closed due to staffing, three bathrooms on the first floor at all ends of the building and two single use bathrooms on the second floor will always be open. Please ask your school counselor where that bathrooms are located. One student is permitted in a stall at a time. If multiple students are in a stall, they will be given a verbal warning for the first instance. If it continues, students will be considered to be insubordinate and will be held accountable as per the Code of Conduct.

### **Arriving to John Jay as a visitor**

Please know that you are always welcome to visit the school. For everyone's convenience please plan in advance of a visit by contacting the appropriate person or persons you wish to meet. This will ensure that the person is available to you. Please be prepared for a school visit by having appropriate photo ID. For security reasons, all visitors must present a photo ID, document their destination, and receive a visitor's pass at the front desk in the main lobby. Thank you in advance for your cooperation.

### **Picking Up Early**

All students who are being dismissed from school by their parent or guardian must first obtain a pass and/or sign out through the attendance office that is located next to the main entrance. If your child is to be dismissed during the school day, please provide written documentation to our attendance office at: [JohnJay.Attendance@wcsdny.org](mailto:JohnJay.Attendance@wcsdny.org). Their phone number is 845-897-6700 Extension 30053 or 30052.

Our district policy requires that we have written communication from parents regarding students' dismissal. Students leaving without permission or through any other exit during the school day may face disciplinary consequences. Please encourage your child to be vigilant with everyone's safety.

### **Traffic**

Each morning, upwards of 1,000 vehicles travel to the John Jay High School campus. Due to the volume of vehicles, there may be traffic slowdowns on Route 52 and on our campus. It will be necessary to plan accordingly. It is always suggested that students utilize district transportation as it is statistically safer, and can better ensure on-time arrival. If parents and students choose not to use district transportation, we ask that you utilize the student drop-off loop which is located on Patriot Way just west of our main campus entrance off of the Route 52 traffic circle. If you are driving your student to school, we ask that you not directly enter our campus for morning arrival/drop-off. This can lead to unnecessary traffic slowdowns on our campus and Route 52. We are asking this in

partnership with the Town of East Fishkill to ensure the safe, efficient, and on-time travel for members of the community and school community.

The Patriot Way Drop-off will be open from 6:45 am to 7:45 am. Students who will be dropped off later than 7:45 am must be dropped off at the Main Entrance to our building. **First-period instruction begins promptly at 7:31 am.** Maximizing instructional time is of great importance. A student who is just 5 minutes late to class each day will miss 25 minutes of instructional time by the end of an average week.

During arrival and dismissal, only school buses are permitted to access the bus stall area in front of the building. At the end of the school day, parents will be permitted to enter the student/faculty lot closest to Route 52 for the purpose of picking up their student. Please make arrangements in advance so that your child is aware of where you will be meeting them. **When waiting in the parking lot for your child, it is important that parents park in a parking space so that the flow of traffic in the lot is not blocked.** Please note that the Patriot way Drop-off area is not utilized for student pick-up at dismissal. More information about parking and drop off/pick up can be found on our school website.

We ask that you **NOT** drop your child off at the plaza across 52 in the morning before school and also, encourage them not to stay after school unless they are participating in academic extra help, club/activity or sport. Students are only authorized to stay in the school or on campus after school hours if they are supervised by a faculty/staff member. Please note that for the school year 2024-2025 there will be late buses, however, space is limited and students requesting to take the late bus must obtain a pass from their teacher, advisor or coach if they would like to utilize this service. Any student without a pass will not be allowed to use after school transportation.

### **School Safety**

The safety of all who learn and work at John Jay is important. Throughout the year we will be conducting a number of drills to ensure that all students, faculty, and staff know how to react in the event of an emergency. Drills will be announced to the entire school community within the range of a week. The exact dates of each drill will not be communicated to the entire community. Specific to “LOCKDOWN DRILLS”, parents will be notified at the moment they begin and again when the drill has concluded. This will not be the case with other drills such as evacuation drills, shelter drills, etc. Conducting emergency drills with the full participation of faculty/staff/students will be necessary to adequately prepare our students and staff for any circumstances that may occur during an actual school emergency. All students, faculty and staff will be made familiar with all emergency procedures in the beginning of the school year and periodically throughout. We have approximately 230 adults who work at John Jay each day including, 5 administrators, 6 school safety officers, 1 police officer, student support staff, and more. All of these adults are here to support our students’ academic, social, emotional, and physical well-being throughout their time here at John Jay. In addition to drills, John Jay observes a single point of entry and exit from the school building during regular school hours.

### **Infinite Campus**

Infinite Campus is the district’s way of providing parents and guardians with secure online access to information about their children such as: emergency contacts, daily attendance, course schedules, progress reports, report card grades and NYS Regents exam scores. Access to Infinite Campus is restricted to those parents and guardians that have been cleared through an ID verification process.

***Important upcoming dates:***

- ***Freshman Orientation, Friday, August 30<sup>th</sup>***
- ***Homecoming week, Sept 23-28***
- ***Open House, Thursday, October 17th at 6p.m. ....more information to follow....***

In closing, I look forward to working together with the entire John Jay community to ensure that the 2024-2025 school year is productive and rewarding for all.

Sincerely yours,

*D. Kedzielawa*

Mr. Kedzielawa  
Principal