



P721Q - JOHN F. KENNEDY JR. SCHOOL
57-12 94th St., Elmhurst, NY 11373
Phone 718-760-1083
Fax 718-760-1920
www.p721q.com
@p721q

Principal
Henry Renelus Sr.

Assistant Principals
Jeff Bugajski
Sara Byas
Christopher Duffy
Luciana Romanini

STUDENT HANDBOOK

2018-2019

OUR VISION

We envision a school in which every student regardless of background, becomes independent and productive members of our community to the greatest extent possible.

OUR MISSION

Welcome Empathy Community Advocacy Respect Excellence

Because **W.E. C.A.R.E.** we will:

W- Welcome- Welcome families, students and staff.

E- Empathy- Understand other people's feelings and opinions.

C- Community- Work together to achieve independence in school and the community.

A- Advocacy- Advocate for access and equity for our students.

R- Respect- Trust and treat each other with respect and dignity.

E- Excellence- Commit to educate and perform every task with excellence.



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WHAT IF	GO TO	ROOM
I lost my ID Card	Mr. Cassandro	Publications Room 202
I don't know my official class	Ms. Lisa Weinstein	Main Office
I need a Metrocard	Mr. Barry Chernoff	Room 105
I lost something	Lost and Found Cabinet	Outside the custodian office
I need/have proof of immunization	Ms. Johnson	Main Office
I need working papers	Mr. Solomon	Room 112
I am interested in sports	Mr. Weber and Mr. Kappes	Gym, Room 307
I'm not feeling well	Nurse Marie Nurse Orienda Nurse Shirelle	Rm 105 Rm 321 Rm 321
I need to correct my attendance	Mr. Murphy	Room 112
I need to know about the prom and other senior activities	Ms. Stathopoulos	Room 215B
I am being bullied and I do not feel in school	Guidance Counselors Mr. Eric Rubin Ms. Daisy Arocho Dr. Nazli Rodriguez Ms. Phyllis Jacoby Ms. Esther Hellman Ms. Sophia Yuen	Room 207 Room 105 Room 105 Room 105 Room Room 207
I want to be in the school band	Ms. Stock	Room 109
I want to be travel trained	Mr. Gus	Room 215B
Want to know what I am going to do after graduation	Mr. Rosenberg	Room 112



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RULES FOR STUDENTS

A safe school is essential to provide an optimum learning environment to allow students to reach their full potential.

- Students are expected to arrive on time and prepared to excel in each class.
- Students are expected to attend all the classes for which they are scheduled.
- Students are not to be in the student cafeteria other than during their scheduled breakfast, lunch period or work study period.
- Students are expected to behave in a manner that denotes respect for themselves, their classmates, school staff, and the building.
- Students may not participate in extra-curricular activities if their behavior during the school day is unacceptable.
- All students are required to carry their school issued photo ID card at all times.
- Students may not leave the building during the course of the school day.
- Students will adhere to all regulations outlined in the NYCDOE Behavioral Expectations and the NYCDOE Chancellor's Regulations in the following links:
 - <https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations/volume-a-regulations>
- Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS. However, electronic items may not be turned on or used during instructional time. These items may only be used during breakfast or lunch.
- In the case when a cell phone or any electronic device has been confiscated by an administrator, dean, or authorized staff member, the following options will be available to school staff

1st Infraction: Verbal warning

2nd Infraction: Confiscation of item by an administrator, dean, or authorized staff member and return at end of school day

3rd Infraction: Parent or Guardian will be contacted to pick up the device.



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- Students who use cell phones, computing devices and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's regulation A413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

INDEPENDENT TRAVELERS

- Independent travelers are required to sign in and out everyday. In the morning, the sign in book is located in the main office. In the afternoon, the book will be at the security desk in the lobby.
- If you are not in school on time everyday (8am) or you have been absent, your full-fare metrocard will be deactivated and you will be placed on a daily metrocard.
- If your cell phone number has changed, please tell Mr. Barry and Ms. Lisa in the main office.

CHANGE OF ADDRESS

New York City law requires that each school maintain up-to-date biographical information for each student. It is imperative that the school is able to contact students and parents in the event of an emergency and that important mail is able to reach you. Any change in address, telephone number, e-mail, or any other biographical information must be reported to the school. An Emergency Contact Sheet must be completed whenever a student's address changes or if a parent's home phone number, cell phone number, or email is changed. Forms are available from Ms. Lisa in the main office. Mr. Barry, must also be notified of any address change.

ATTENDANCE POLICY

When a student is absent, parents must call the attendance office at 718-760-1083 ext. 1121 before 9:00 a.m. to report the absence. If a doctor treats the illness, a doctor's note should be attached to the absence note. According to NYC Department of Education regulations, a doctor's note is also required if a student is absent for three or more consecutive days. All doctor's notes must be submitted to Ms. Elizabeth Johnson in the main office.



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BELL SCHEDULE

1	8:00 - 8:47
2	8:49 - 9:36
3	9:38 - 10:25
4	10:27 - 11:14
5	11:16 - 12:03
6	12:05 - 12:52
7	12:54 - 1:41
8	1:43 - 2:30
Busing	2:30 - 2:50

SCHOOL EVENTS

<u>Date</u>	<u>Event</u>
October 16	PBIS KickOff
October 26	<i>Spooky Family Fun Night</i>
October 31	FALL FESTIVAL DANCE
November 16	<i>Family Fun Night</i>
November 21	Holiday Luncheon (ALL SITES)
December 18, 19	HOLIDAY SHOW
January 10	2nd. Annual Workstudy Fair



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January 25	<i>Family Fun Night</i>
February 1	Super Bowl Event @Main
February 11-15	RESPECT FOR ALL WEEK
February 14	Valentine's Day Dance
February 27	Main Site Heritage Show
March 15	March Madness PBIS
March 22	<i>Family Fun Night</i>
April 1-5	SPIRIT WEEK
April 11-12	SPRING SHOW
May 9-10	SPRING FAIR
May 23	PROM
May 31	Graduate Awards Ceremony
June 14	Graduation
June 18-19	STUDENT TALENT SHOW
June 20	<i>STAFF TALENT SHOW</i>
June 21	FIELD DAY
June 24	Staff vs Student Basketball Game