

## WELCOME

The faculty and staff of Jacqueline Kennedy Onassis High School for International Careers extend a most cordial welcome to you as a member of our student body.

## MISSION STATEMENT

The vision of our school is to meet the educational needs of all students through a comprehensive, cross curricular dynamic that is achieved through the extensive use of a cooperative learning-enriched environment. We recognize that the students and parents come to our school with diverse talents and are equal partners in attaining our vision. It is through this collaboration that all learners will be offered equal access to education and encouraged to develop themselves as a whole being—the analytical, creative and social selves. JKO is designed to prepare students for the world that awaits them upon graduation. As a result of this understanding, JKO staff is trained in the cross-curricular techniques and uniformity of instruction is encouraged. Also, students are motivated to enroll in Advanced Placed (A.P.) courses offered so as to expand their horizons. Students must be competent in those academic skills, which will enable them to pursue higher education, to accept later training or retraining to continue their education at any point in later life. Today's internet-driven environment has fostered the inter-dependency that JKO fosters—we no longer live or work in a singular fashion, but as members of the larger world community. JKO's expert staff, instructional support team and administrators espouse this philosophy and instruction is driven by this ideology.

## ATTENDANCE/LATENESS

State Education Law requires that all students “attend to school regularly for instruction.” This means that school attendance is expected to be regular and punctual. All students are expected to attend all programmed classes daily. Good school and class attendance and punctuality are essential for academic success. If you are absent, a written notice from your legal parent/ guardian or doctor is due the day you return to school. If you arrive after 8:05 a.m. or 8:56 a.m. (depending on your program) you are considered late to school.

## CUTTING

Cutting class is a serious matter and will be dealt with by the Deans and the Guidance Department. Students who are not in school during their assigned hours are subject to New York City Truancy Policies. Parents will be notified.

## EARLY EXCUSE PASS

If you must leave school early, you must bring a note from your parent/guardian stating the reason for and time of early dismissal and go to room 202A. An authorized member of the department will call the home or business of the parent/guardian to verify the information before issuing the pass. No student under the age of 17 is permitted to leave school unless they are escorted by the parent/guardian or by an authorized adult.

## ILLNESS DURING THE SCHOOL DAY

Students must secure a medical pass from the subject class teacher and go to room 202A. The parent/guardian will be called to pick the student up if he/she must leave school. No student under the age of 17 is permitted to leave school unless they are escorted by the parent/guardian or by an authorized adult.

## ELEVATOR

The elevator is for the use of faculty, staff, and students with medical problems. Doctor notes requesting the need for elevator passes should be brought to Room 202A.

## LOCKERS

All students are provided with locker space. All coats, hats, lunch, and personal belongings must be placed in lockers upon arrival to school. Students are permitted access to lockers before the start of the school day, prior to lunch, and at the end of the school day.

## LOST AND FOUND

Any items found must be brought to Room 202C before school, during lunch, and after school. All thefts should be reported at once to the Dean, Room 202.

## TRANSPORTATION CARDS

Transportation cards (Metro Cards) shall be issued to students who meet the eligibility requirements of the Metropolitan Transit Authority. Transportation cards are issued each semester in official class. Lost or stolen transportation cards cannot be replaced until another is received from the Office of Pupil Transportation. Secure them.

## LUNCH/ BOOKS

All students must fill out lunch applications whether or not they believe they are eligible for free or reduced lunch and whether or not they eat school lunch. Eligible students will receive full or reduced lunch and books in class. Since federal funding is based upon the number of applications returned, we ask all students to return applications on time.

## WORKING PAPERS

Working papers applications are available in Room 202A during lunch periods for students ages 14-18.

## EMERGENCY HOME CONTACT CARDS

All students, parents/guardians must fill out an emergency contact card upon admission to the school. It is extremely important that a parent/guardian can be contacted if an emergency situation arises. In addition, any existing medical condition must be noted on the card. These cards are confidential and can be reproduced only in the event that students must be taken to the hospital by EMS.

## CHANGE OF ADDRESS

Students are to notify attendance coordinator and guidance counselor immediately regarding change of address, telephone number, and change in emergency contact phone number. Proof of change of residence is required (e.g., utility bill).

## GUIDANCE

Your guidance counselor will take an active role in your high school career assisting you with personal problems, program planning, graduation requirements, and future career planning. The guidance counselors' offices are in Room 102, 102A, 102C, and 108. Requests for appointments of a non-emergency nature should be made in advance.

## REPORT CARDS AND TRANSCRIPTS

Report cards are issued three times each semester. Transcripts are issued once each semester. The passing grade is 65%. Required courses which are failed must be made up when there is the opportunity avails itself.

## TUTORING

Tutoring in all subject areas is available at least twice each week. Subject teachers may require students to attend tutoring for specific needs. The computer lab is available to students at these times to work on individual and class projects.

## ACADEMIC ACHIEVEMENT

Prior to the end of each marking period, parents will be notified by the teacher if there is a problem regarding achievement and a conference will be requested. Any student who fails two or more subjects at the end of each semester will receive a letter requesting an academic conference with the parent/guardian and student.

Students will meet at least once a year to discuss their progress and the DIPLOMA WORKSHEET with their counselor, and parents will receive a copy of the progress report at the end of each school year.

## GRADUATION REQUIREMENTS

To meet minimum New York City High School Graduation requirements, a student shall have successfully completed the following:

English.....	8 Credits
Social Studies.....	8 Credits
Science.....	6 Credits
Mathematics.....	6 Credits
Foreign Language.....	2 Credits
Art.....	1 Credit
Music.....	1 Credit
Health.....	1 Credit
Physical Education.....	7 Classes
Typing/Business.....	1 Credit

To receive a Jacqueline Kennedy Onassis H.S. Endorsed diploma in International Business, students must meet the minimum requirements plus obtain 10 credits in business.

In addition, students must take and pass Regents examinations in English, Mathematics, Science, Global Studies, and American History & Government.

To obtain an Advanced Regents Diploma, students must meet the requirements listed below:

English R 65	US History R 65
2 Math R's 65	2 Science R's 65
Global History R 65	Foreign Lang. R 65

## PROMOTIONAL POLICY

Students will be promoted to the next grade level based upon their credit accumulation in June and August (for students who attend Summer School).

From grade 9 to 10	8 credits
From grade 10 to 11	20 credits (Including 4 English + 4 Social Studies credits)
From grade 11 to grade 12	28 credits*

\*The student shall be promoted to the 12<sup>th</sup> grade only if the student shall be able to meet all graduation requirements, including passing the required Regents examinations, within the regular school year exclusive of summer and/or evening school.

## GRADUATION CEREMONY

Only those students who are certified to graduate and will receive their high school diploma in June are eligible to participate in the graduation ceremony.

## GRADING POLICIES

During the first class session, each subject teacher will distribute to every student the minimum competencies to be met during the semester, the supplies needed for class, a statement of the percentage allocated to each requirement: class participation, quizzes, projects, reports, homework, unit tests, final exams, etc. A copy of these requirements will be sent home to parents for their signature and will be kept on file in the guidance counselor's office and the principal's office.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held in October and April of each academic school year. Parents are notified of the exact dates. Evening conferences are held from 5:30 – 8 pm, and afternoon conferences are held from 12:40- 2:40. All parents/guardians are encouraged to meet with the teachers at this time. If you wish to speak to a teacher at any time during the school year, please call the school and leave a message for the teacher who will return the call during their non-teaching or evening time.

## WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school term, parents must come to the school to discuss the nature of the change of school with the counselor and make arrangements for student records to be completed and forwarded to the new school. Student records will not be sent to the receiving school until all school accounts, including textbooks, have been cleared.

## TIME SCHEDULE

Students will be scheduled for either a 0-7, 1-8, or 2-9 program.

Period 0	7:13-8:01 (Advanced Dance Only)
WARDROBE	8:01-8:05
Period 1	8:05-8:53
Period 2	8:56-9:45
Period 3	9:48-10:36
Period 4	10:39-11:27
Period 5	11:30-12:18
Period 6	12:21-1:09
Period 7	1:12-2:00
Period 8	2:03-2:51
Period 9	2:54-3:42

## SPECIAL COURSE FEATURES

**Virtual Enterprise:** A capstone course for seniors and selected juniors to create and maintain their own business on-line with other virtual businesses in the U S A and in countries throughout the world. Skills in all disciplines are utilized in the operation of this "real" business program.

**Travel & Tourism:** This program spans two years and offers students both a theoretical and practical understanding of the travel, tourism, and hospitality industries. Students develop a thorough knowledge of world geography and learn how destinations are marketed and are introduced to the software programs used by hotels and airlines to confirm air and lodging reservations. The highlight is a paid summer internship with a hotel, cruise, airline, or travel marketing company.

**Morgan Stanley Dean Witter Mentoring Program:** In partnership with one of the largest stock broker/financial institutions, JKO students have the opportunity to build lasting relationships with leaders in the industry. Mentors volunteer their time and come to JKO weekly to spend a lunch period with JKO students. Special trips to MSDW are also planned.

**Princeton Review:** A free, grant-funded PSAT/SAT preparation course offered to approximately 40 students each year. Sophomores are recruited and taught by Princeton Review teachers here on Saturdays. Students take classes to prepare for the October PSAT and the May SAT.

**College Now:** Through a partnership with City College, eligible Juniors and Seniors are offered free college classes. City College professors teach at JKO, and students who pass the class are granted transferable college credits.

**Executive Internship:** Eligible seniors have the opportunity to work for one semester in the field of their choice while earning high school credits.

## CO/EXTRA-CURRICULAR ACTIVITIES

Student Organization	Newspaper	PSAL Teams
Dance Ensemble	Conflict Mediation	Debate
Math Club	Step Team	Literary Magazine
Teen Outreach Program	Yearbook	Upward Bound
Drama	Big Brother/Big Sister	
National Honor Society		

## DIRECTORY OF STUDENT SERVICES

Every now and then you may need help in solving a school related problem. The following listing is designed to help you meet your needs:

### If you need help

1. Classroom Assistance
2. College/Career Planning
3. Dean's Assistance
4. Elevator Pass
5. Early Excuse Pass
6. Filing a complaint
7. Personal Problems
8. Conflict Mediator
9. Join a Club
10. Late to School
11. Locate a teacher
12. Lost personal articles/books
13. Lost report card
14. Lost program card
15. Lost I.D. card
16. Lost Lunch Book
17. Lost Transportation Card
18. Face To Face Letters

### You will find it here

- Subject teacher/Tutoring  
College Advisor-Rm 108  
Room 202C/404A  
Doctor's Note to Rm 202A  
Room 202A  
Room 204  
Guidance Counselor-Rm 102  
Rm 208  
COSA Advisor-Rm B9  
Room 209  
Room 209  
Room 206  
Guidance-Rm 102  
Room 102  
Room 209  
Room 209  
Room 209  
Room 209  
Room 102

## LIBRARY

The Jacqueline Kennedy Onassis High School Library is open from 8 am until 3 pm. Our state-of-the art automated library is well stocked to meet the needs of our students and faculty. Periodicals, fiction and non-fiction books, and reference materials are being updated regularly. In order to fulfill the true purpose of a library, the atmosphere must be quiet to permit reading and research. The school librarian will be happy to assist you should you need assistance. To prevent virus infection in computer hardware, all students' disks must be screened in advance before allowed use on the library network.

## PARENTS ASSOCIATION

The key to success of any school is a strong Parents Association. We encourage all parents to join the Parents Association and attend their monthly meetings (the third Thursday of each month). Students are encouraged to attend meetings with their parents. The voices of all segments of the school community must be heard for our continued success.

## SCHOOL PHONE NUMBERS

Main Office	391-0041
Guidance	391-0041 Ext 1390
FAX	391-1293

## MEMORANDUM OF UNDERSTANDING

I, as a member of the student body of Jacqueline Kennedy Onassis High School for International Careers, am proud of my school and its image. As in every community, there must be

rules and regulations concerning an acceptable code of behavior if that community is to function effectively with respect and dignity afforded to all students to develop personal and social habits which will lead to success in the high school years.

This Memorandum of Understanding shall serve to insure that all parents and students have a clear understanding of the rules and regulations of JKO High School and the New York City Board of Education mandates of the Rights and Responsibilities of Students and Parents. All infractions of rights and responsibilities are governed by the New York City Dept of Education Discipline Code.

## STUDENT AGREES TO:

1. Carry my ID and program at all times and produce them for staff when asked.
2. Follow my assigned program each day.
3. Not loiter in the halls, stairways, or bathrooms
4. Be courteous to other students, faculty, and staff members encountered in hallways, stairways, and other locations in and around the building.
5. Obey fire and emergency drill directions quickly, quietly, and cooperatively.
6. Sit in my assigned seat during official class, listen to announcements, cooperate with S.O. representatives.
7. Bring home notices and fact sheets to parents/guardian and return signed information when due.
8. Be in official class on time and remain for the duration of the period unless given a special task.
9. Return all textbooks at the end of the semester or when requested by the teacher.
10. Return all library books on the due date or pay the overdue penalties.
11. Take pride in my school by not defacing walls, furniture, hallways, or equipment with the knowledge that graffiti is a criminal offense to which I am held accountable by law
12. Keep my school building clean by using wastepaper baskets, not chewing gum, eating ONLY in the cafeteria, and by participating in student community groups to keep the environment clean, safe, and inviting to guests and visitors.
13. Not wear hats, bandannas, head scarves, sun glasses, outer clothing, or walkman, while in my school building.
14. **NO FIGHTING**- physical or verbal with my students or staff members.
15. Show my subject teacher a verified absence note if I should be absent due to illness or other extreme circumstances.
16. Make every attempt to arrive to school and class promptly and understand the penalty for lateness.
17. Request a pass from class only in case of personal emergency. Passes are not honored during the first and last 10 minutes of each period.
18. Obey New York City laws which prohibit drinking or smoking inside or directly outside the school building.
19. Voluntarily accept responsibility for my own actions and respect the rights of others.
20. **NEVER BRING A BEEPER OR CELLULAR PHONE INTO SCHOOL - they will be confiscated.**
21. **NEVER BRING A WEAPON OF ANY KIND INTO THE BUILDING - you are subject to arrest**
22. **To wear the appropriate school attire as outlined in the school bulletin #17F.**