

# John Jay High School

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Steven T. Siciliano, Ed.D.  
*Principal*

Vincent Bell  
Kim Piccolino  
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*Assistant Principals*

June 2018

Dear Seniors,

The days ahead will be filled with excitement, pride, joy, and anticipation of many farewells. This letter contains important information about prom, graduation rehearsal, commencement ceremony, pranks and the significant consequences connected with substance and alcohol use. Should you have any question, please do not hesitate to ask. Enjoy the next few weeks! They will become memories forever embedded in your minds.

Sincerely,  
Steven T. Siciliano, Ed.D.

## SENIOR PROM

This year the senior prom will be held on Friday, June 15, at the Surf Club in New Rochelle. The prom starts at 7:00 p.m. and ends at 11:00 p.m. Tickets will go on sale during senior week. Prom Invitations will be e-mailed out to the students' school e-mail.

To help ensure a safe, successful prom the following rules will apply:

- All students must take John Jay bus transportation to the prom. It is optional whether a student returns on the bus. (The cost of the buses will be covered by the senior class.) Buses will arrive at John Jay around 5:30 p.m. and will depart promptly at 6:00 p.m.
- At the end of the prom all buses will be boarded and attendance checked before any students taking alternative transportation (limousines, private cars etc.) from the prom will be allowed to leave the prom.
- Any student wishing to bring a bag with a change of clothes to the prom must drop it off in the administrative conference room between 3:00 and 4:00 p.m. the day of the prom. BE SURE THE BAG IS CLEARLY LABELED WITH YOUR NAME. These bags will be checked prior to being placed in the bottom compartments of the buses. All students will retrieve their bags from the coat check at the end of the prom.

- If limousines are used to transport students after the prom, use a well-established company and ask for the driver's name, license number, and cell phone.
- Non-John Jay guests will not be permitted to attend the prom without the prior approval of an administrator.
- Members of the class of 2018 have been working hard to make this prom a wonderful experience for everyone. The class deserves to celebrate its time together at John Jay and to have an opportunity to enjoy one another's company in an alcohol, smoke free (including vaping) and drug-free environment.
- As a school sponsored event, the Code of Conduct is in effect for the Senior Prom. Pursuant to Board of Education policy if there is reasonable suspicion that a student or his/her guest has consumed, or is in possession of alcohol, vaping illegal substances or other banned substances prior to or during the prom, the student or guest may be tested by breathalyzer or substance abuse saliva test.
- If the student or guest is determined to have used alcohol or other banned or illegal substances or be under the influence, the student's parents or person in a parental relation shall be immediately notified, and must be available to transport the student/guest home. If a student or his/her guest refuses to take the breathalyzer or substance abuse saliva test, s/he will be presumed to have consumed alcohol or another banned substance and his/her parents or person in a parental relation will be contacted to transport the student home. If no authorized responsible adult is available, the student/guest will be placed in the custody of the police. It is important for you to know that violations of the KLS D Code of Conduct will carry a consequence and will affect your son/daughter's ability to participate in the graduation ceremony.

## PRANKS

- Pranks can involve acts of vandalism or cause harm to individuals or groups. Because there is such potential for these acts to become inappropriate or criminal, we insist that pranks of any kind not occur. There will be serious school and/or legal consequences for anyone involved in any act of malice, vandalism or criminal mischief.

## GRADUATION

- Graduation rehearsal will take place in the high school auditorium on Monday, June 18, at 1:30 PM. All graduation candidates are expected to be present. The rehearsal will last approximately one hour. Caps and gowns will be distributed on June 18<sup>th</sup> following the rehearsal. All books and athletic uniforms must be returned, or fees paid, before caps and gowns are distributed to a student. Students should see their teachers or Mrs. Fried to determine what is owed prior to June 15.

- Graduation will take place at Caramoor Center for the Arts on Tuesday, June 19, at 6 pm.
- A professional photographer will take pictures of all graduates as they receive their diplomas. Island Photography will mail proofs and a price list to you. Parents and friends are not permitted to move up to the front to take their own pictures. If you would prefer to have your proofs emailed to you there will be an opportunity at graduation rehearsal and lineup for your student to fill out a card for Island Photography providing them with your email address. Please have them look for the table with the cards on it if this is something you prefer.
- All seniors must arrive at Caramoor no later than 5:15 p.m. Caramoor will not permit audience arrival prior to 5:00 p.m. We encourage seniors not to bring their own cars to Caramoor since parking is limited.
- Any student suspected of having consumed or being under the influence of any illegal substance will be removed from the ceremony.
- Because this is an event of great family pride and happiness, students are reminded of their responsibility to behave in a dignified manner.

**Enclosed:**

- 2018 Senior Prom Permission Forms
- Letter from George Latimer Westchester County Executive
- Prom Night Fact Sheet and What Every Parent Should Know About Prom Night...And After.
- Order form for a graduation video or DVD from Euro Video Productions
- Beautiful Bouquets — flowers available at graduation or pre-ordered

**2018 SENIOR PROM PERMISSION FORM  
FOR JOHN JAY STUDENT**

\*\* All prom attendees must have their own permission slip. \*\*

\*\*Completed forms for each person for whom a ticket is being purchased must be submitted at the time of ticket purchase, otherwise no ticket will be sold. \*\*

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**Parental Permission for student:** Please print all of the information below.

Name of John Jay Student: \_\_\_\_\_

Name of John Jay Guest: \_\_\_\_\_ (if applicable)

(NOTE: For non-John Jay Guest a separate permission slip is required)

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Signature of Parent/ Guardian of JJ Student

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Date

Phone number(s) where parent/guardian of **JJ student** may be reached from 5:00 p.m. – 11:00 p.m. on **Friday, June 15, 2018**

_____	Cell	Work	Home
_____	Cell	Work	Home
_____	Cell	Work	Home

**Bus Transportation:** Please check below.

\_\_\_ My student **will** return on the bus to JJHS after the prom.

\_\_\_ My student **will not** return on the bus to JJHS after the prom.

Indicate type of transportation: \_\_\_\_\_

\_\_\_\_\_

**A GUEST MUST FOLLOW JOHN JAY RULES AND REGULATIONS.**

**2018 SENIOR PROM PERMISSION FORM  
FOR NON-JOHN JAY STUDENT**

\*\* All prom attendees must have their own permission slip. \*\*

\*\*Completed forms for each person for whom a ticket is being purchased must be submitted at the time of ticket purchase, otherwise no ticket will be sold. \*\*

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**Parental Permission for student:** Please print all of the information below.

Name of **Non John Jay Student** (Guest) \_\_\_\_\_

Name of John Jay Student \_\_\_\_\_

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*Signature of Parent/ Guardian of Non-JJ Student*

*Date*

Phone number(s) where parent/guardian of non-JJ student may be reached from 5:00 p.m. – 11:00 p.m. on **Friday, June 15, 2018**

\_\_\_\_\_ Cell    Work    Home

\_\_\_\_\_ Cell    Work    Home

\_\_\_\_\_ Cell    Work    Home

Bus Transportation: Please check below.

\_\_\_\_\_ My student **will** return on the bus to JJHS after the prom.

\_\_\_\_\_ My student **will not** return on the bus to JJHS after the prom.

**A GUEST MUST FOLLOW JOHN JAY RULES AND REGULATIONS.**

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I am aware that my son/daughter, \_\_\_\_\_, will be attending the John Jay HS prom with \_\_\_\_\_ as their date

*Signature of Parent/ Guardian of JJ Student* \_\_\_\_\_ *Date* \_\_\_\_\_

## 2018 PROM NIGHT FACT SHEET



### When Hiring a Limousine or Car for the Prom

#### **GENERAL**

**Ensure the Limousine Company or Car Service, and the driver are all properly licensed with the Westchester County Taxi & Limousine Commission (WCTLC) for pick-ups and drop-offs within Westchester County. Contracts must be signed by persons 18 years or older.**

- If going to a prom in Westchester, but being picked up outside of Westchester, ensure the limousine company or car service has vehicles and drivers licensed by either Westchester County TLC, New York City TLC, Nassau County TLC or Suffolk County
- Larger limousines and party buses are not required to have TLC permits but they need to be in compliance with New York State Department of Transportation safety regulations
- The Driver is required to have a valid NY chauffeur class license E [up to 9 passengers]
- WCTLC recommends signing a 'prom safety contract' with an authorized TLC Limousine/Car Service
- **Party buses are NOT exempt.** Buses will be inspected for alcohol/drugs

#### **PERMITS**

##### **Vehicle's WCTLC Permit**

- Cars licensed to do for-hire business in Westchester County will have a rectangular WCTLC decal on the lower right side of the windshield
- The expiration date of each permit is prominently displayed on the permit

##### **Driver's Permit**

- The driver should be able to produce a valid WCTLC driver permit
- The expiration date of the permit will be prominently displayed in **RED** under the driver's photo

#### **PROM NIGHT**

##### **When the car arrives on prom night, check the following:**

- All Westchester County for-hire vehicles that seat fewer than 15 passengers must be registered with the WCTLC except taxicabs, buses, wheelchair-accessible vans, funeral cars and ride-share vehicles
- NYS Department of Motor Vehicles requires that a driver of a vehicle that seats 10 or more passengers have a Commercial Driver's License (CDL)
- Remind the car service that persons under 21 will use the car, and that there should be **NO ALCOHOL** in the vehicle. Also speak to the driver and reiterate to him/her that he/she is not to provide alcohol, and/or allow the consumption of alcohol by under-aged passengers while riding in the vehicle

For more information, contact the Taxi and Limousine Commission, at (914) 995-8400 or visit the TLC Website site at: [www.westchestergov.com/tlc](http://www.westchestergov.com/tlc).

(Reproduce locally in quantity and distribute to parents and students)

# Westchester County Taxi & Limousine Commission

## PROM NIGHT FACT SHEET

### When Hiring a Limousine or Car Service for the Prom:

- **Be sure** the **Limousine Company** or **Car Service**, vehicle and the driver are all properly licensed with the Westchester County Taxi & Limousine Commission (WCTLC) for pick up's and drop off's within Westchester County. Contracts must be signed by persons 18 years or older.
  - If going to a prom in Westchester but being picked up outside of Westchester, be sure the limousine company or car service has vehicles and drivers licensed by either Westchester County TLC, New York City TLC or Nassau County TLC.
- **Be sure** the **Limousine** or **Car** has a TLC decal in the lower right side of the windshield. Check to see that the decal expiration date has not expired. Vehicles should also have TLC license plates. LA or LV plates are acceptable with proper TLC one-point permits.
  - Larger limousines and party buses are not required to have TLC permits but they need to be in compliance with New York State Department of Transportation safety regulations.
- **Be sure** the **Driver** has a valid TLC Driver Permit. Check the expiration date on the front of the permit to be sure it's valid.
  - The driver should have a NY chauffer class license E [up to 9 passengers] or a Commercial Driver's License (CDL) with P endorsement for 10 passengers or more or the equivalent from another State.

### Other Tips:

- **Get it in writing** – Be sure you have a contract with the Limousine/Car Service. Contracts must be signed by persons 18 years or older.
- WCTLC recommends signing a '*prom safety contract*' with the selected Limousine / Car Service.
- Remind the Car Service that persons under 21 will use the car, and that **NO ALCOHOL** should be in the vehicle at the time of pick up as well as during the course of the rental period.
- Speak to the driver directly about an alcohol/drug free ride; ask to inspect the car and its trunk to be sure that alcohol and drugs are not present.
- Tell the driver you do not want any stops made on the way to the prom.
- Party buses are **NOT** exempt. Buses will be inspected for alcohol/drugs.
- **Provide an emergency contact name and phone number to the driver.**



For more information visit: [www.tlc.westchestergov.com](http://www.tlc.westchestergov.com) or call 914-995-8390

## Remember your prom experience?



Getting dressed up, looking your best, listening to the latest music, having fun and enjoying a special night with your friends and classmates are all part of the prom ritual. But between picking out the dress or tuxedo, to finding a date, to worrying about how you look, fitting in and being accepted by peers, proms can also be stressful.

To cope with these pressures, some teens use alcohol or other drugs. The use of these substances can cause relaxation, loss of inhibitions, and alter perception, judgment, feelings and behavior. In other words, a teen may do things that they normally would not do. They may behave in uncharacteristic ways including making unwise choices about sexual behavior, and other behaviors that put their health and safety at risk.

## What can parents do?

### All year long

Speak to your child about the dangers of alcohol and other drugs including medical emergencies like alcohol poisoning. Encourage them to get help if a friend is in trouble. Tell them to call 911 immediately if someone has lost consciousness.



## Before the prom, talk to your teen:



- Tell your teen that you love them and your primary concern is for their health and safety.
- Ask your teen what the plans are for post-prom celebrations.
- Share your thoughts on situations that might arise and discuss ways to handle them.
- Ask your teen to call or text you to keep you updated as to where they are and, if there are concerns, to call or text you immediately.
- Restate your concerns for your teen's health and safety and your expectations of them.

- Talk to your teen about prom and after-prom events that your teen is planning to attend. Tell your teen to contact you post-prom, and ask when you can expect them home.
- Stress that you will pick up your teen at any place and anytime if they want to come home, and agree on a call or a text alert with no questions asked. Leave money in case taxi is needed.

## When the limousine or party van comes:



- Speak directly to the driver and discuss your expectations for an alcohol and drug free ride.
- Inspect the limousine, including the trunk, to make sure it is alcohol and drug free.
- Emphasize to the driver not to allow in the limousine any non-alcoholic beverages that are open or have the seal broken.
- Tell the driver that you do not want any stops made along the way to or from the prom.





# Euro Video Productions LLC

9 Hazen Lane  
Carmel, N.Y. 10512-1607  
Phone: (914) 482-2131  
e-mail: eurovideoproductions1@yahoo.com



## 2018 Graduation Video Request Form

Send this completed form with cash or check made payable to Euro Video Productions LLC Please include the address where you want the video shipped.			
DATE & TIME OF EVENT: June 19, 2018 6pm	NAME OF EVENT: <u>John Jay High School Graduation</u>	# OF COPIES REQUESTED:  Send me ___ DVD Video Discs.	<b><u>DVD VIDEO DISC REQUEST</u></b> Discount Price- \$25.00 Shipping- \$2.00 Tax- 8.38% - \$2.26 <b>Total: \$29.26 Per DVD</b>
Your Name & Address where you want video to be shipped:	Name & Address where you want video to be shipped if different address than yours. Example: Grandparents house, etc.	FILL IN THIS AREA IF YOU WOULD LIKE A USB THUMB DRIVE:  Send me ___ USB Drives.  <i>USB Drive will contain a Master Quality video file that is playable on Mac/Windows computers &amp; most smart televisions.</i>	<b><u>USB 3.0 THUMB DRIVE WITH BEST QUALITY VIDEO FILE</u></b> Discount Price- \$40.00 Shipping-\$2.00 Tax- 8.38% - \$3.52 <b>Total: \$45.52 Per USB Drive</b>
<b>Important!!! This form must be filled out completely to insure proper delivery of video, please be advised if you place an order before the event, you will receive the <u>Discount Price</u>. Any orders placed after the date of the event must pay the <u>Late Price</u> listed above. Please make checks payable to Euro Video Productions LLC.</b>			
Late order price- \$35.00 Shipping- \$2.00 Tax- 8.38% - \$3.10 <b>Total: \$40.10 Per DVD</b>		Late order price for USB 3.0 Drives- \$50.00 Shipping- \$2.00 Tax- 8.38% - \$4.36 <b>Total: \$56.36 Per USB Drive</b>	
<b>Late price is for orders received after graduation takes place.</b>			

# BEAUTIFUL BOUQUETS

WILL BE AVAILABLE  
FOR PURCHASE ON-  
SITE AT THE JOHN JAY  
CROSSRIVER  
GRADUATION!

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IF YOU WISH TO PRE-ORDER,  
PLEASE VISIT:

[https://www.thecommcementgro  
up.com/johnjayhscr/](https://www.thecommcementgroup.com/johnjayhscr/)

\*ALL PRE-ORDERS CAN BE PICKED  
UP AT OUR KIOSK ON GRADUATION  
DAY\*

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**CASH & CREDIT ACCEPTED**

PRICES RANGE FROM \$15-\$25