

# Isaac E. Young Middle School

## Parent – Student Handbook

### 2010 – 2011

Main Office                      576-4360  
 Guidance Office                576-4367  
 Attendance                      576-4362  
 Nurse                              576-4368 or 576-4369  
 Fax                                 632-2738

Principal                         Anthony Bongo  
 Assistant Principal            Tawanda Robinson  
 Administrative Dean         Daniel Gonzalez

***This agenda belongs to:***

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**Fall Class Schedule**

Period	Day	Class	Teacher	Room

**Spring Class Schedule**

Period	Day	Class	Teacher	Room

## PRINCIPAL'S STATEMENT

This Isaac E. Young Middle School Handbook is designed to provide indispensable information regarding our policies and procedures. You will find it most helpful as a practical, operational guide throughout the school year.

As we strive for continued success and educational excellence for all, it is important that we practice consistency and are clear on the direction that we as a school are moving towards.

Please take the time to read this handbook and familiarize yourself with it. Time and experience bring about change. As educators, we are always adjusting, changing, and developing new strategies to meet the many challenges of the day. Your ideas and suggestions are always welcomed. In fact, I count on them for continued growth.

I personally wish each of you a fantastic and productive school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Bongo". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Anthony Bongo  
Principal

# LEARNING AT ISAAC E. YOUNG MIDDLE SCHOOL

*The purpose of this handbook is to provide students and parents with information about the programs and policies of Isaac E. Young Middle School. Please take the time to read the information in this handbook. It is a valuable resource of information as well as an important organization tool for your academic success.*

## **PTA**

The Isaac E. Young Middle School Parent Teachers Association is pleased to welcome our students, parents and faculty to Isaac E. Young Middle School. Our PTA provides a valuable opportunity for parents, teachers, and administrators to work together for quality education and for a true partnership between home and school. The PTA holds regular informational meetings with special guest speakers as well as co-sponsors events and programs throughout the school year to support our students. We invite you to join the IEYMS PTA and encourage you to become involved in our school. Our goal is 100% membership.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be issued four times a year at the end of each ten week marking period. The evaluation of student achievement is one of the most important functions of the teachers. The teacher, in evaluating a student's progress, could use any combination of factors to determine student achievement. This includes test results, student involvement in class, projects, reports, daily exercises, homework, and effort. Teacher comments are also included and provide more information about student's performance.

Interim progress reports are issued at the mid-point of each marking period. Progress reports are issued to all students and report positive student efforts as well as when a student is making unsatisfactory progress and is in danger of failing subject(s). Parents who are concerned about their child's performance in a given subject or overall performance should contact the Guidance Department at 573-4367.

## **HOMEWORK**

Homework is an essential part of a student's overall effort. The purpose of homework is to reinforce or introduce new material or concepts. This agenda book contains a helpful schedule which can be used to organize and complete homework assignments on time. It enables parents to see what assignments are given and communicate with teachers about their child's work. Students should be certain that they understand clearly what is required by the assignment. Be aware of the homework requirements for each subject. Students are responsible for homework or tests missed because of absences, trips, or special activities.

## **HONOR ROLL**

To qualify for High Honor Roll, a student must achieve a 90% or A average and no grade lower than a 80% or B. To be placed on the Honor Roll, a student must achieve an 85% or B+ average and no grade less than a 75% or C+. There are numerous awards granted for a variety of accomplishments in January and in June. Seventh and eighth grade students with a cumulative average of 90% or A are eligible to apply for the National Junior Honor Society. Criteria for acceptance into the National Junior Honor Society include scholarship, leadership, service, citizenship and character.

## **SCHOOL HOURS**

IEYMS is in session Monday to Friday from 8:25 a.m. to 2:25 p.m. Students enter the building when the warning bell sounds at 8:15 a.m. Students arriving after 8:25 a.m. must report to the Attendance Office, Room 261, for a late pass. Students will not be accepted into class without a pass.

Period 1	8:25 a.m. - 9:10 a.m.
Period 2	9:14 a.m. - 9:54 a.m.
Period 3	9:58 a.m. - 10:38 a.m.
Period 4	10:42 a.m. - 11:22 a.m.
Period 5	11:26 a.m. - 12:06 p.m.
Period 6	12:10 p.m. - 12:50 p.m.
Period 7	12:54 p.m. - 1:34 p.m.
Period 8	1:38 p.m. - 2:25 p.m.
Period 9 – Extra Help	2:25 p.m. - 3:10 p.m.

Extra help is available from all teachers one or more afternoons a week during the 9th period. Students will be informed within the first two weeks of school what the extra help times are for each of their teachers. The extra help hours will also be posted in each classroom. All students should take advantage of this opportunity.

## **ABSENCES AND LATENESS**

When a student is absent from school, a parent or guardian must telephone the Attendance Office (576-4362) between 8:00 a.m. and 10:30 a.m. on the day of absence stating the reason for the absence. In addition, a written note must be handed in to the Attendance Office, Room 261, on the day the student returns to school. The note should explain the reason for the absence and be signed by a parent or guardian. If a note is not received, the absence will be considered unexcused. A phone call in lieu of a note is not sufficient. New York State Education Law permits absence for such reason as personal illness, illness or death in the family, impassable roads or weather that makes travel unsafe, religious observance, approved educational trips, and required presence in court. Absences due to extended vacations are considered as unexcused. It is the student's responsibility to make up work missed because of absence. Teachers will provide an opportunity for students to complete missed work for excused absences. However, teachers are not required to provide make up work or extra instructional time for unexcused absences.

Any student arriving to school after the start of 1<sup>st</sup> period at 8:25 a.m. must report to the Attendance Office for a late pass. When a student is late, a parent or guardian should send a note stating the expected time of arrival and the reason for the lateness. Students will serve detention if lateness persists past the initial warning.

## **EARLY DISMISSAL \_\_\_\_\_**

Any student who must leave school prior to the official end of the school day must submit a written request, explaining the reason and time for dismissal and signed by a parent or guardian, to the Attendance Office prior to the beginning of the school day. Medical and dental appointments should be made outside of school hours whenever possible. However, if an appointment is scheduled during the school day, the written request to leave school must be submitted to the Health Office. Parents who are picking up their child must report to the Attendance Office or the Health Office in the case of a medical/ dental dismissal.

## **PARENT – TEACHER CONFERENCES**

Teachers, counselors, and administrators are available for parent-teacher conferences throughout the school year. If you need to speak to a teacher directly, contact your child's guidance counselor. To schedule a conference, please call the Guidance Department at 576-4367.

## **EMERGENCY SCHOOL CLOSINGS AND INCLEMENT WEATHER**

If school is closed due to bad weather or other emergencies, parents and students will be notified by radio and television announcements, internet messages, and/or recorded telephone messages from the school district.

Internet: [www.NRED.org](http://www.NRED.org)

Television: Public Access Cable Channel 77 (NRHS TV)

Radio stations: WFAS – 103.9 FM & 1230 AM

WVOX – 1460 AM

WFAS – 1230 AM

If there is no announcement regarding the New Rochelle Public School, students and faculty will report at the regular time. If schools are closed, they are closed for all other scheduled activities, including after school programs, athletics, and evening programs or classes.

## **GENERAL SCHOOL RULES**

For the safety and comfort of all members of the school community the following rules are designed to be followed consistently by everyone:

1. In order to avoid accidents, everyone must walk quietly, not run, when passing through the halls and stairways, always keeping to the right.
2. To prevent accidents when using tools, equipment, and machinery, all safety rules must be observed. Special rules are required in certain locations such as the gym, technology labs, art rooms, science labs, computer labs, dance studio, exercise room, etc.
3. Horseplay can cause injury and will not be tolerated anywhere on school property. Snowball or rock throwing is strictly forbidden.
4. Arguments can best be resolved if a mediator is involved before tempers get out of control. Students are required to go to an administrator or guidance counselor if they feel a fight is about to happen. In the event that a fight does happen, students will be asked to keep away from the area. Failure to cooperate may lead to serious consequences.
5. Fire alarms are for emergency situations. False alarms can be life threatening and are serious violations of school policy in addition to being a criminal offense.
6. We will support and mutually respect each other in our school. Profanity and words that hurt or offend any ethnic, religious, race, gender, or other group will not be tolerated.
7. Everyone has the right to the security of their personal belongings. Taking of school work or personal belongings of others, even in fun, is strictly prohibited.
8. Appropriate behavior at assembly programs and other student gatherings are expected. Students are expected to follow instructions given to them by any adult in charge.
9. Everyone in our school is to be treated with respect. Students, administrators, teachers, support staff, substitute teachers and visitors all serve a purpose here. Cooperation is expected at all times. If a staff member asks for a student's name or where they are going, the student must immediately oblige. Failure to do so will result in strict disciplinary action.

10. In order to keep our school clean, all litter must be deposited in waste baskets or recycling bins.
11. Gum chewing is not permitted anywhere in the building.
12. Dangerous implements, such as knives, fireworks, and any other items that could be considered as weapons are against the law and have no place in school. Possession of such contraband on school grounds could lead to arrest, suspension, and/or expulsion.
13. Our school is a drug-free, alcohol-free, and smoke-free environment. Drugs, alcohol or smoking materials, including matches and lighters, are not permitted in the school building, school grounds, or at school sponsored events. There are serious consequences if a student is found to be under the influence or in possession of a prohibited substance.
14. Shouting or boisterous and unruly behavior will not be tolerated anywhere in the building or on school grounds.
15. Staff members may need to get the attention of students in large group situations. To maintain respect, we raise our hands, not our voices. Therefore, a raised hand is the signal to pay attention to the person about to speak.
16. Vandalism and graffiti anywhere, including desks, lockers, and books is strictly prohibited.
17. Nuisances such as water pistols, radios, and the like can present problems in school and are not permitted.

### **TRANSPORTATION AND STUDENT PICKUP/DROP OFF**

Transportation is provided on Westchester County buses to all Isaac E. Young students who reside more than 1.5 miles from school. All eligible sixth graders are given free Metro Cards each Thursday at the school during the lunch period. Eligible seventh and eighth graders may buy discounted Metro Cards at school during their lunch period on Thursday. All eligible students will receive notification from the transportation department before the start of school. A list of eligible students will also be available the first day of school.

Cars or taxis may not enter the school's parking lot to drop off or wait for students. Drivers are asked to avoid blocking streets, driveways, and the bus stop. Parents are asked to exercise extra caution near the school, observing speed limits and safety rules. Students are reminded to be alert and aware of traffic hazards when walking to school.

### **SCHOOL BUS PROCEDURES**

Safety is most important on school buses. Students must remain seated at all times when the bus is moving. Disruptive or inappropriate behavior may result in student suspension from school and/or possibly losing the privilege to ride the bus. The driver and/or monitor are in charge of the bus. Students must follow adult direction.

### **DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students are expected to wear apparel in school that is clean, decent and non-distracting. Hats, bandannas, or scarves are not to be worn in the building except for medical or religious purpose. Short shorts, mini and/or micro mini skirts, tank tops, crop tops, halters, clothing that reveals bare midriffs are prohibited and should not be worn to school. A guideline for the appropriate length is no more than 3-4 inches above the top of the knee. Pants may not hang down and restrict movement. Clothing may not include items that are vulgar, obscene or libelous, or that denigrate others on account of race, color, religion, national origin, sex, sexual orientation or disability. Clothing may not promote, endorse or encourage the use of alcohol, tobacco, controlled substances, illegal drugs or other illegal or violent activities. Students must also use appropriate footwear for health and safety. Coats and hats may not be worn during the day; they must be placed in lockers. Please do

not bring expensive or bulky coats or jackets to school. Do not risk loss or damage to good and/or expensive clothing because they cannot fit properly into the lockers.

Jewelry may not be worn in physical education class or during certain other activities in classes. Protect yourself from injury or loss by leaving it at home. Student may have jewelry confiscated if it is considered dangerous. Parents will be required to come to school to pick up any confiscated item.

### **PERSONAL PROPERTY**

Walkmen, radios, hand held electronic games, cell phones, beepers and the like are never allowed in school. These items will be confiscated and disciplinary action will be taken. Students are not allowed to bring any item to school that might jeopardize the safety and welfare of self and others. In addition, any item that does not have an educational purpose should not be brought to school. Personal items which are expensive or valuable or large sums of money should not be brought to school. The school assumes no responsibility for the damage, loss or theft of personal items. Any item confiscated by the school can only be retrieved by a parent.

### **BICYCLES AND SKATEBOARDS**

Skateboards, roller blades, and similar items are banned from the school building and grounds. If they are confiscated by the school, a parent will need to retrieve them from the school directly.

Bicycles must be parked at the bike racks located on school grounds. It is the responsibility of the student to lock his/her bike to protect it from use by others and from theft. No bikes are to be chained to the fence around the bike rack or anywhere else on school grounds. Locking your bike is a student responsibility. The school only provides an area for your bikes and assumes no responsibility for safety and protection of bikes. Bicycles should be ridden with care. New York State Bicycle Helmet Law must be followed. All children under the age of 14 must wear a bicycle helmet. We strongly encourage the use of bicycle helmets at all times regardless of age.

### **HEALTH**

The school nurse is an important member of the pupil personnel service team. It is recommended that families provide the Health Office with yearly health records of their children from their family physician and dentist. The school physician will be called to administer physical exams for those students who have not submitted their medical records or if they are in need of a special examination for sports, special class placement or exemptions. Annual screening procedures will be given to all pupils. All 7th grade students and new entrants from schools outside of the New Rochelle School District are required by New York State Law to submit recent physical examination records. Any 7<sup>th</sup> grade student who does not return a completed physical exam form to the Health Office by October 15th will be scheduled for an exam by the school physician. If a problem is discovered by the school physician or nurse practitioner the parents or guardians are contacted. Doctor and dental forms are available in the nurses' office and in many cases your physician's office.

It is very important that parents and guardians complete two school information cards: Attendance Office card (white colored) and the Health Office card (orange colored) each school year. These cards will be distributed to students by their homeroom teacher the first week of school. The information on these cards will be used in case of a medical or other emergency. Therefore, they must be accurate so that we can contact a family member, or other designated contact should an emergency occur. Please provide us with multiple telephone numbers so that someone can be reached quickly. Remember to contact your child's guidance counselor if any telephone numbers or designated contacts change during the year. Students who need to leave the building during the school day because of illness or other emergency must be picked up by a responsible adult who is named on the emergency contact cards. The adult should come directly to the Health Office, Room 132. If the child is to be dismissed for a medical or dental appointment, a note must be submitted to the Health Office stating whether or not the child is to be allowed to walk there on his/her own.

Please keep the Health Office informed of any health problems or physical restrictions of your child. School nurses will administer first aid in the event of an accident or sudden illness, and will assist with medications or monitoring if a doctor's note with instructions is on file. They will also notify parents if vaccinations or medical care is required. If a student must take medication during school hours, it must be administered by the nursing staff. A Physician/Parent Authorization Form is available in the Nurses' Office for this purpose. The parent or guardian must assume responsibility to have the medication delivered directly to the Health Office in a properly labeled original container. Students are not permitted to carry any medications regardless if they are prescribed or over the counter. All medications will be kept in the nurse's office. The Health Office telephone numbers are 576-4368 and 576-4369.

### **FIRE AND EMERGENCY EVACUATION DRILLS**

Fire drills are serious efforts to practice quick and orderly exits from the building that will protect all members of the student body in the event of a real emergency. Creating a false need to evacuate the building is not only a violation of school policy but also a criminal offense. Administration will pursue this to the fullest extent of the law. Student safety is our #1 priority. Fire exit routes are posted in each classroom to better direct your exit. Students must exit the building quickly and quietly.

### **HALLS AND HALL PASSES**

When walking in the hallways and stairways, students should walk quietly and orderly on the right side. Students leaving a room for any destination must have a hall pass in their possession. Students found in halls without a pass will be subject to disciplinary action. Passes should contain student name, time and destination. Restrooms should be used during lunch time and between classes rather than during class time whenever possible.

### **LOITERING POLICY**

Students and other persons are not permitted to loiter on any school grounds at any time and particularly during the late afternoon and/or evening hours. Persons found loitering or remaining in or about the school without a legitimate reason will, on the first occasion, be warned by a school official or other individual representing the school and, on the second or any succeeding occasion, are prosecuted under section 240.35 of the NY State Penal Law. All visitors are required to report to the main office.

### **PERMISSION TO SELL**

Students are not allowed to sell any items in school without the permission of the school administration.

### **LOST AND FOUND**

Every year we accumulate hundreds of lost jackets, sweaters, etc. Please mark all such clothing so we may return the items to the proper students. Lost articles may be claimed at the Attendance Office.

### **LOCKERS AND LOCKS**

A hall locker will be assigned to each student. Students are responsible for the condition and contents of their assigned lockers. Valuables should never be left in any locker at school. If there is a problem with the assigned locker, report the problem to the Director of Security. Students should not share their locker or their lock combination. Students may visit lockers before and after school, before and after lunch, and at dismissal.



## **BREAKFAST AND LUNCH**

Students have the option to either bring or purchase breakfast and lunch. All students are issued account numbers that are needed to purchase breakfast or lunch at school. Parents can put money, either by check or cash, on their child's breakfast/lunch account as needed. Students will have the cost of their purchases deducted from their account at the time of purchase. Breakfast is served from 7:30 a.m. until 8:10 a.m. and lunch is served at the student's designated lunch period. Students bringing lunch are not permitted to bring glass containers as they are dangerous. Students are not permitted to leave school during their lunch period.

Breakfast and lunch are offered for free or at a reduced price for students who meet federal income eligibility guidelines. Applications for free or reduced lunch are available at school, in the school district calendar, and from the district's school lunch office.

## **FOOD**

Absolutely no food, beverage, or candy is permitted to be eaten anywhere but in the cafeteria during the lunch periods. Gum is not permitted anywhere in the building.

## **ASSEMBLIES**

Assembly programs will be held for special occasions, events and presentations. Assemblies are a privilege and with this privilege is the responsibility to act in an appropriate manner. Whatever the program, much of its success lies in the behavior of the individual student as a member of the student body. Shouting, whistling, talking or other inappropriate behavior will result in removal from the assembly and disciplinary action. The administration reserves the right to withhold assembly privileges for students who cannot conduct themselves in an appropriate fashion.

## **LIBRARY MEDIA CENTER**

Frequent use of a library is essential to education. The Isaac E. Young library is available to students every day from 8:15 a.m. to 3:30 p.m. and most days after school. Students who wish to go to the library may get a pass from a teacher. Students must not distract others or damage books or equipment. Students are required to pay for lost or damaged library materials promptly. Students are also encouraged to visit the New Rochelle Public Library.

## **EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

A variety of extra curricular and co-curricular activities are offered for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls. School clubs, after school activities and intramural sports are generally scheduled after school during the 9<sup>th</sup> period (Extra Help Period) and other scheduled times. All activities are supervised by staff members. A list of current extra curricular and co-curricular activities and sports are available in the beginning of the school year.

## **INTERSCHOLASTIC SPORTS**

Interested 7<sup>th</sup> and 8<sup>th</sup> grade students may try out for our interscholastic sports teams. Sports include volleyball, soccer, football, baseball, and softball. Students must be academically eligible, have parent approval, pass the medical exam and meet the New York State sports physical requirements.

## **STUDENT RIGHTS**

The School District is committed to safeguarding the rights given to all students under state and federal law. In addition, all District students have the right to:

1. A safe, healthy, orderly and civil school environment.
2. Equal educational opportunity and freedom from discrimination based on race, religion, color, national origin, sex, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.
4. Have access to school rules and, when necessary, receive an explanation of those rules from school personnel.
5. Freedom of expression provided that such expression does not interfere with the rights of others or disrupt or interfere with the education, discipline or normal activities of the school.

## **STUDENT RESPONSIBILITIES**

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning.
2. Show respect to other persons and to property.
3. Obey the law, the District's Code of Conduct and school rules and report any infractions to the appropriate school authorities.
4. Attend school every day and be in class, on time and prepared to learn, unless they are legally excused.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other personnel in a respectful, positive and cooperative manner.
7. Dress appropriately for school and school functions in accordance with the dress code.
8. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and hold themselves to the highest standards of conduct and sportsmanship.

## **STUDENT CODE OF CONDUCT**

Rules and regulations for maintaining order in New Rochelle Schools are published separately from this handbook and are annually mailed to parents. The code of conduct has been designed to protect and promote the health, safety and welfare of students and staff; maintain an orderly school environment conducive to learning for all students; secure the personal safety, dignity and integrity of all in the school community.

It shall be the responsibility of students in Isaac E. Young Middle School to be familiar with and abide by all district policies, rules, and regulations included in the code of conduct. Discipline is based upon respect - respect for each other (fellow students and teachers); respect for the school buildings and facilities; respect for the property of each other; respect for self (including health and safety), and respect for learning. Students are reminded that there will be no disrespectful physical contact with each other, i.e. walking with arms around each other, hugging, kissing, etc. Sexual harassment will not be tolerated. Any sign of such behavior must be reported immediately.

Teachers may impose detention or may write a referral to an administrator if class or school rules are broken. Administrators may contact parents, assign detention, impose in-house suspension (within the school) or at-home suspension or request expulsion if, after due consideration, it is determined that a student has violated rules and regulations.

**DETENTION POLICY**

After school detention is one of the consequences that can be utilized when a student violates an established rule. It is hoped that these and other inappropriate actions can be avoided through counseling and communication with the home. However, at times, some kind of consequence is necessary. It is outlined here so all students will have a clear understanding of the procedure

**BOARD OF EDUCATION POLICY**

In the administration of its programs and policies, the City School District of New Rochelle does not discriminate on the basis of age, sex, race, creed, color, national origin or disability. It complies with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act. Inquiries regarding this policy should be referred to the school district's Compliance Officer, Dr. Diane Massimo, Assistant Superintendent – Instructional Support Services, 515 North Avenue, New Rochelle NY 10801-3416 or call (914) 576-4206.

**SPECIAL NEEDS ACCOMMODATION**

The New Rochelle City School District is committed to encouraging participation by the public in School District meetings and events. Persons with special needs may request accommodations to meet those needs by calling the School District's §504 Access Coordinator, Dr. Diane Massimo, Assistant Superintendent of Instructional Support and Services, at least two weeks prior to the scheduled event. Dr. Massimo can be reached at 515 North Avenue, New Rochelle NY 10801-3416 or by telephone at (914) 576-4206. Parents who require special accommodations to participate in individual school-initiated student conferences are encouraged to notify their building principals. Notice should be given sufficiently in advance of the scheduled meeting to allow appropriate arrangements to be made.

**I have read and understand the material in this handbook.**

Student's Signature: \_\_\_\_\_

**I have read and discussed the material in this handbook with my son/daughter.**

Parent's Signature: \_\_\_\_\_

# NOTES

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