

**MILDRED E. STRANG MIDDLE SCHOOL**  
Yorktown Heights, New York

September 2008

Dear MESMS Parents/Guardians and Students:

This booklet, along with the Student-Parent Handbook that you have received, outlines what is expected of students at Mildred E. Strang Middle School. The “**BE SAFE – BE RESPONSIBLE – BE RESPECTFUL**” rules and guidelines have been developed so that we can offer many wonderful programs in an environment pleasant to both students and adults. This handbook has important information for you to know about our school's Code of Conduct. Additionally, it is expected that you review with your child the Yorktown Central School District Code of Conduct and related Board of Education Policies that can be found on the district’s website, [www.yorktown.org](http://www.yorktown.org).

The purpose of this form is to show that you have read through and discussed the MESMS Student/Parent Handbook and this **Student Behavior and Eligibility Policy**. It is important that all students understand and follow these expectations so that our school can operate in a safe and effective manner. Please keep these booklets for the entire school year. Complete and return this form to the designated Team teacher by Friday, September 5. Thank you for your cooperation.

Sincerely,

Linda S. Grimm

Scott W. Shiland

Deirdre M. Amerling

We have read the 2008-2009 MESMS Student/Parent Handbook and the Student Behavior and Eligibility Policy Handbook and understand its contents. We will keep these booklets as reference during the school year. Additionally, we are aware that the Yorktown Central School District’s Code of Conduct and the Board of Education Policies can be found on the district’s website, [www.yorktown.org](http://www.yorktown.org).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Grade/Team

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

**MILDRED E. STRANG MIDDLE SCHOOL  
STUDENT BEHAVIOR AND ELIGIBILITY POLICY  
HANDBOOK 2008-2009**

**MILDRED E. STRANG MIDDLE SCHOOL**  
Yorktown Heights, New York

**September 2008**

***The MESMS Student Behavior and Eligibility Policy Handbook*** has been prepared to inform you of the rules and expectations which allow our school to function in an orderly manner. The faculty and staff of MESMS strive to provide the best opportunities for student achievement in school. It is everyone's obligation to do all that is possible to maintain a pleasant and appropriate environment that is conducive to learning. This handbook describes the ways that we expect each student to be responsible for his or her own actions on school property and at school functions.

***The MESMS Student Behavior and Eligibility Policy Handbook*** is based on the Yorktown Central School District Code of Conduct and our school's guiding rules, ***BE SAFE, BE RESPONSIBLE, and BE RESPECTFUL***. The meaning and importance of these guiding rules and their related expectations will be discussed by MESMS staff with our students during the first weeks of school.

It is essential that everyone is familiar with, and abides by all school and district policies dealing with student conduct. The ultimate goal of the Code of Conduct is for our students to make informed decisions and positive choices for their own actions. The Yorktown Central School District Code of Conduct can be accessed at [www.yorktown.org](http://www.yorktown.org) for additional information. Copies of the District Code of Conduct also are available in the MESMS Main Office for your convenience.

Our staff will encourage our students to make the most of the many academic and extra-curricular activities available through our middle school programs each year. We expect that our students will conduct themselves to the highest standards of good behavior and sportsmanship as representatives of our school when participating in or attending all school-sponsored events or extra-curricular activities.

We also expect our students to dress and act in a manner that promotes self-respect. Appearance and attitude do have a bearing on how students behave and react to each other. Therefore, we expect a student's appearance and clothing, to be safe, respectful, and appropriate for school so as not to disrupt or interfere with the educational process or a positive learning or school environment.

We want you to communicate with our staff and ask questions when you don't understand or seek help from our staff in solving any problem that you may face. **All students and members of our school community have the responsibility to report immediately to Building Administrators or our staff members any issue or incident at any time that concerns the health, safety or well being of anyone at MESMS.**

***The MESMS Student Behavior and Eligibility Policy Handbook*** also informs you of the disciplinary consequences for behavior that violates the expectations stated in the Yorktown Central School District Code of Conduct. Discipline is most effective when it deals directly with the problem at the time and place it occurs and helps the student to accept responsibility for his/her actions. To determine appropriate disciplinary action that is fair, consistent and impartial, school administrators will consider:

1. The student's age
2. The nature of the offense, the student's actions and the circumstances which led to the offense
3. The student's prior disciplinary record and any pattern of similar behavior
4. The effectiveness of prior forms of discipline
5. Information from teachers, other staff members or district employees, parents, students or others as appropriate
6. Other extenuating circumstances

In most circumstances, discipline will be progressive which means that a student's first violation will usually merit a lighter penalty than if there were to be subsequent violations. Disciplinary procedures will follow the policies and specific guidelines of the Yorktown Central School District Code of Conduct **and may include any one or more of the following consequences:**

- **Oral warning by any member of the school staff**
- **Written warning by bus drivers, hall and lunch monitors, teachers, Principal, Superintendent**
- **Written notification to parent by teachers and Building Administrators**
- **Detention by teachers and/or office detention by Building Administrators**
- **Suspension from transportation by Building Administrators**
- **Suspension from PTA sponsored events, field trips, athletic or extra curricular activities by Building Administrators**
- **Suspension of other privileges by Building Administrators**
- **Removal from classroom by teacher, other teachers and Building Administrators**
- **In-school suspension by Building Administrators**
- **Short-term (five days or less) suspension from school by Principal**
- **Long-term (more than five days) suspension from school by Superintendent and Board of Education**
- **Permanent suspension from school by Superintendent and Board of Education**
- **Confiscation (eg. electronic equipment, tobacco products, lighters, etc.)**
- **Restitution (eg. for acts of vandalism, theft, etc.)**

**The School District Resource Officer/Yorktown Police may be contacted at any time by the Building Administrators in accordance with NYS Safe School Legislation.**

Every student is expected to provide his/her parent or guardian with any information or referral form that the student receives from a staff member or Building Administrator related to any disciplinary matter. It also is every student's responsibility to fulfill any disciplinary consequences that he or she is assigned by staff members. Further actions, including additional office detentions, suspension and the loss of privileges to attend school activities, etc. may occur if a student doesn't complete the consequences assigned.

**The student's parent or guardian may request a conference regarding the referral and/or discuss the assigned disciplinary consequences by calling the grade level Assistant Principal at 243-8110.**

**PLEASE NOTE:**

The 2008-2009 MESMS Student Eligibility Policy is that a student who is assigned a total of three hours or more of Office Detention (Lunch or After-School) will not be allowed to participate in any school sponsored after-school or evening events; PTA sponsored events (Canteen or Swim/Gym); field trips, extra-curricular, or sport activity FOR A MINIMUM OF TWO MONTHS FROM THE DATE OF THE MOST RECENT REFERRAL. An Office Lunch Detention is one-half hour per day during the student's lunch period and an Office After-School Detention is one hour from 2:10 pm - 3:10 pm on the date assigned. Any new referrals during the two month period will extend the period of exclusion for an additional two months from the date of the most recent referral.

In addition, students who are suspended are automatically banned from MESMS school activities and the PTA Canteens or Swim/Gym, etc. for a minimum of two months. **The Yorktown Board of Education Policy related to student suspension and the appeal process can be found in the Yorktown Central School District Code of Conduct on the district's Web site at [www.yorktown.org](http://www.yorktown.org).** A copy of the Yorktown School District Code of Conduct is also available in the Main Office of the Middle School.

## BE SAFE

### To "Be Safe" means YOU Must:

1. Conduct yourself in an orderly manner for everyone's well-being and follow all safety procedures:
  - While passing in the hallways, in the bus arrival or dismissal areas or any where on school property.
  - During all classes, school activities, trips, meetings, extracurricular activities or assemblies.
  - During lunch, in the cafeteria and outside during recess.
  - While waiting for or while using bus transportation.
2. During any emergency drills or emergency situations, listen to and follow all staff directions.
3. ONLY activate the Fire Alarm or Defibrillator Box Alarm, or dial 911 in the event of an emergency or a safety concern.
4. REPORT IMMEDIATELY any safety concern, health issue or any other danger to the building, staff, students or school community to a MESMS staff member.

## BE SAFE

5. Have permission from the MESMS Main Office if YOU need to go to the high school, the parking lot, any other school or the surrounding area during or after the school day.
6. Be with a teacher or participate in a staff-supervised middle school extra-curricular activity if YOU are staying after school.
7. ALWAYS ride YOUR assigned school bus to and from school.

**Please Note:** Any requests for a change in bus transportation or for permission to walk to/from school MUST be made in writing, signed by the student's parent/guardian and submitted to the main office before ANY change is made.

**EVERYONE MUST FOLLOW THE YORKTOWN CENTRAL SCHOOL DISTRICT CODE OF CONDUCT RULES AND EXPECTATIONS WHEN ON SCHOOL PROPERTY OR ATTENDING A SCHOOL FUNCTION.**

## BE SAFE

### To "Be Safe" also means *YOU Must NOT*:

- *Intimidate, bully, extort, or threaten anyone in any way for any reason.*
- *Take, have, or use money or property of another without permission for any reason.*
- *Destroy, damage, or deface school property or personal property.*
- *Engage in fighting or any unacceptable physical contact / behavior on school property, transportation, at school-sponsored activities or events.*
- *Engage in any aggressive or intimidating, threatening or unwanted verbal, written or electronic exchanges that disrupt or interfere with the educational process or school day.*
- *Bring to school, have, use, buy, sell or portray in any manner on school property, transportation or at school activities/events:*
  - *Chewing tobacco or tobacco products; lighters/matches; lighter fluid; toy, paint or water guns, etc.*
  - *Fireworks, knives, weapons, laser pointers/pens, box cutters or any other device, material or substance that could cause injury, damage etc.*
  - *Alcoholic products, prescribed or non-prescribed drugs, etc.*
  - *Items for money making or gambling, buying/selling, bartering or collecting funds.*

## BE RESPONSIBLE

### To “Be Responsible” means YOU Must:

1. Be accountable for your own actions and make good decisions:
  - While anywhere on school property.
  - While the passing in the hallways - walk to the RIGHT.
  - During the bus arrival or dismissal.
  - While waiting for or while using bus transportation.
  - During all classes, school activities, trips, meetings, extra-curricular activities or assemblies.
  - During lunch, in the cafeteria and outside during recess.
  - During any emergency drills or emergency situations.
2. Follow the direction or request of a staff member when given.
3. Come to school on time and report each day to all your classes promptly and prepared before the second bell.
4. Have a pass from your classroom teacher or a staff member when in the hallways or elsewhere on school grounds.
5. Use all school equipment and materials appropriately. If a student or staff member shares or allows you to borrow property to use in class, use it appropriately and return it to that person at the end of class.

## BE RESPONSIBLE

6. Wear clothing that is appropriate, not disruptive nor distracting, and is safe for school.

### **Please Note:**

Clothing, jewelry, ornaments or footwear that may cause a safety hazard will not be allowed.

Clothing that is excessively short, too low-cut or see-through, “muscle shirts,” midriff, halter/tube tops and shirts with spaghetti straps are not acceptable.

Shorts and skirts should not be shorter than the length of your fingertips with your arms down at your side. Shoulder straps should be at least 2 inches wide. Undergarments must be covered at all times.

Clothing that endorses illegal acts or items; promote alcohol, drugs or violence; or clothing with vulgar, obscene, libelous or denigrating terms or pictures will not be allowed in school.

**If a student’s clothing is not appropriate for school, the student will be expected to change into appropriate clothing or additional consequences may be assigned.**

## BE RESPONSIBLE

### To “Be Responsible” also means YOU Must NOT:

- Cause disruptions or distractions during the school day, anywhere on the school property by using, displaying, sharing or playing any cellular phones, cameras, audio/video recording devices, MP3 players, and communication items such as walkie-talkies, CD players, Gameboys, PDAs, electronic or listening devices, beepers, computers, or other similar items.
- Use any photographic or audio/video recording device anywhere on school property without teacher permission and supervision.

### **Please Note:**

**Depending on the nature of the disruption or distraction, the student may be sent to the office and the item may be held in the office as part of the consequences until otherwise determined by the administrators. In most cases, parents will be contacted, may be required to pick up the device from the office and meet with the administrator in addition to any other consequences that may be assigned.**

- Be academically dishonest nor plagiarize, cheat, steal, copy, alter any records or tests, quizzes, projects, homework, report card grades, or forge a parent or guardian’s signature, etc. for yourself or others.

## BE RESPECTFUL

To “Be Respectful” means **YOU Must:**

1. Treat others and expect others to treat you in a fair and appropriate manner:
  - While the passing in the hallways, in the bus arrival or dismissal areas or anywhere on school property
  - During all classes, school activities, trips, meetings or assemblies.
  - During lunch, in the cafeteria and outside during recess.
  - While waiting for or while using bus transportation.
  - During any emergency drills or emergency situations.
2. Treat the property of the school and the property of others with care and consideration.
3. Help to maintain a safe and orderly school environment.
  - Give others space in the hallway and at the lockers.
  - Wait for your turn in the classroom, in the cafeteria, at recess and at the lockers.

## BE RESPECTFUL

4. Report immediately to a MESMS staff member any health, safety or other concerns that you have.
5. Learn, understand and follow the expectations and Code of Conduct for Mildred E. Strang Middle School and for the Yorktown School District.
  - ❖ **All YCSD Code of Conduct information is available at [www.yorktown.org](http://www.yorktown.org).**
6. Learn and work to the best of your ability at all times when you are in school.
7. Participate and interact to the best of your ability at all times during school events and activities.

### PLEASE NOTE:

**Students MUST follow the rules and code of the Yorktown Central School District Ethics Agreement for Computer Network and Internet Users in all their work and computer activities.**

## BE RESPECTFUL

To “Be Respectful” also means **YOU Must NOT:**

- *Be disrespectful or disruptive to anyone nor allow anyone to be disrespectful or disruptive to you.*
- *Use vulgarities, explicit sexual or obscene statements, curse or use unacceptable gestures.*
- *Use terms or actions of intimidation, bullying, unwanted behaviors, rumors, abuse, prejudice or harassment at any time in any way.*
- *Create or spread false reports.*

**SUCH BEHAVIORS WILL NOT BE TOLERATED nor ACCEPTABLE AT ANY TIME IN ANY MANNER ON SCHOOL PROPERTY, SCHOOL TRANSPORTATION OR AT SCHOOL ACTIVITIES/EVENTS.**

**Copies of the YCSD policies regarding harassment or bullying are available from the Assistant Principals’ Offices and on the school district’s web site at [www.yorktown.org](http://www.yorktown.org).**