

J. TAYLOR FINLEY MIDDLE SCHOOL
Huntington, N. Y. 11743

CODE OF DISCIPLINE AND BEHAVIOR

Name (print) _____

Dear Student:

Listed below is the Code of Discipline and Behavior for our school. Please make sure that you read and understand them. When you are through, sign your name at the end. Thank you.

General Rules and Procedures

1. Engaging in any willful act that disrupts the normal operation of the school community will not be permitted. The following behaviors will not be tolerated at Finley Middle School. The following disruptive or otherwise inappropriate behaviors in school buildings, on school grounds, on school buses or any school-sponsored activity including those at non-school locations may result in suspension from school. (Inappropriate behaviors are not limited to these items.)
 - a. Fighting, assault or physical abuse or hazing.
 - b. Use of profanity, abusive or obscene language or gestures when directed at a staff member or loud enough to be heard in class or the building.
 - c. Distribution, attempt to distribute, possession with intent to distribute, use, possession or sale of drugs, alcohol and other controlled illegal substances or obscene material.
 - d. Distribution, attempt to distribute, use, possession of, sale of weapons, firearms, knives, stink bombs, smoke bombs, explosives, firecrackers, fireworks or dangerous instruments, or facsimile of a weapon or dangerous implements of any kind.
 - e. Smoking, use of tobacco in school buildings, or on school grounds or school buses.
 - f. Wearing gang-related items, inappropriate, unsafe or offensive clothing.
 - g. Vulgar, abusive, profane or threatening language, actions or harassment whether verbal, written or by electronic device.
 - h. Theft, vandalism or destruction of property.
 - i. Insubordination.
 - j. Extortion.
 - k. Not following reasonable directives.
 - l. Violent, disruptive behavior.
 - m. Lying.
 - n. Academic dishonesty including plagiarism, cheating, copying, altering records or assisting another student in any of these items.
 - o. Gambling.
 - p. Verbal, physical or sexual harassment.
 - q. Arson.
 - r. Tampering with fire alarms or extinguishers.
 - s. False reporting of fire alarms, fire report/bomb threat, other catastrophes or misuse of 911.
 - t. Disrobing oneself or another person.
 - u. Any other conduct which endangers the health, safety, morals or welfare of others.

2. Each time a student is removed from a class a letter will be sent home explaining the reason the student had to be removed from the classroom.
3. Students arriving at school inappropriately dressed will be required to change before being admitted to class. In appropriate cases, any lost instructional time will have to be made up after school. Appropriate dress shall
 - a. Be safe, appropriate and not disrupt or interfere with the educational process.
 - b. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti strap, plunging necklines (front and/or back) and see-through garments are not appropriate.
 - c. Ensure that underwear is completely covered with outer clothing.
 - d. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
 - e. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
 - f. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage illegal or violent acts.
4. Hats and coats must be kept in the students' lockers except when used to go outside during lunch periods. Hats and coats will not be permitted in classrooms, shops, offices, and auditorium or gymnasium. Hats brought in these rooms will be confiscated and will be returned at the end of the school day.
5. Personal listening devices. "Walkman-like" stereos, CD players, video cameras, electronic games, portable radios, skateboards, beepers, portable telephones or other electronic devices are not permitted in school. Such items will be confiscated until your guardian comes to school to identify and claim them. Lacrosse sticks, baseball bats and athletic equipment must be stored in the student's locker or the athletic room office during the school day. Equipment not stored properly will be confiscated and will be returned at the end of the school day or, in certain cases, after a conference with the parents.
6. Passes will be strictly limited and are restricted to written paper passes only. Students should attempt to use lavatories, lockers or water fountains, etc. during the passing time between class periods. Passes will not be issued to students to go to lockers or water fountains during class periods. Students must get a pass from their classroom teacher before visiting the school nurse, Guidance, Attendance or Main Office. Violators may lose their pass privileges and may be subject to disciplinary action.
7. When a student arrives at school in the morning, he/she may not leave school grounds until he/she walks home or takes a school bus at the end of the school day. Any student who leaves school grounds during these times will be considered as cutting.
8. Local stores are off limits during the school day and during any time when the student remains after the normal school day for extra help, clubs, dances, etc., and before and during athletic events that occur on school days.
9. Running in the halls is dangerous. Students must walk in our halls.

10. Telephone usage during the school day is restricted to emergency calls to parents only.
11. An unauthorized absence from class will be considered to be a “cut.” Students who cut a class or classes will be assigned to detention to make up these classes after school. Excessive cuts or absences may result in other academic or disciplinary action being taken by the District.
12. Students may not sell or distribute candy, property, food, etc. in school or on school grounds. Any student who is involved in a charitable effort to raise funds must have formal written approval from the Principal or Assistant Principal prior to selling chances, tickets, etc.
13. Vandalism or destruction of school property will not be tolerated. The student and his/her parents will be required to repair or replace the damaged property and the student may be subject to additional disciplinary action by the District.
14. A student who is absent from school or arrives late to school must sign-in at the Front Desk. It is the student’s responsibility to bring a parent note explaining the absence or lateness to the Front Desk. It is the student’s responsibility to arrive in class on time and, if a pattern of lateness continues the student will have to make up the time after school hours.
15. Students are permitted to stay after school to get extra help from a teacher, participate in club activities or intramurals. During this time the student may not leave school grounds. Students who stay after school must have an express and legitimate purpose for being in the building and may not “hang around” the halls including waiting for athletic events. Violators may serve detention and possibly lose their after-school privilege and/or be subject to disciplinary action by the District.
16. The Student Council sponsors dances after school from time to time. All school rules are in force during this time. No school transportation is provided and it is the student’s responsibility to arrange for post-dance transportation prior to the dance. Students may not leave a dance and return later. Students who do not behave properly during a dance will not be permitted to attend future dances.
17. Except during special classroom functions food and beverages may only be consumed in the cafeteria. Vending machines are available in the cafeteria but may be used only during the student’s lunch period and after school. All items purchased in the cafeteria must be consumed in the cafeteria. Food or beverages brought out of the cafeteria will be confiscated.
18. Students are expected to behave in a courteous and safe manner on school buses. All school rules apply on the buses. Riding a school bus is a privilege and violators may lose their privilege of riding the bus and may be subject to disciplinary action by the District.

Cafeteria Rules and Procedures

During the lunch periods, the cafeteria should be a place to eat and enjoy the company of friends. Students can buy lunches, a la carte items, or bring their own lunches from home. The lunch period is 41 minutes in length and there are four lunch periods at Finley. Since the cafeteria is used several times a week, safe and courteous behavior is expected. The following rules and procedures are in force during the lunch periods.

1. All lunches are to be consumed in the cafeteria
2. Students should proceed directly to the cafeteria at the start of the lunch period.
3. Lines to purchase school lunches or a la carte items form in the music wing and the technology corridor. Students may not save places.
4. Students may sit where they wish, but the cafeteria monitors may create a seating chart. If you wish to change your seat, inform the cafeteria monitor in your area.
5. Students who purchase a school lunch or a la carte items must use a tray.
6. Students are responsible for cleaning up the table and floor area where they eat. Trash is to be placed in the receptacles and trays are to be returned to the front of the room. All the students who sit at a table are responsible for the cleanliness of the table. Throwing food will not be tolerated. Violators will lose their lunchroom privileges.
7. Students may go outside, to the library, the computer room or to extra help after they finish eating as dismissed by the cafeteria supervisor. To go to extra help with a teacher, the student must obtain a pass from that teacher in advance of the lunch period. All students who wish to go outside should use the music wing exit and stay on the blacktop area in the rear of the building. Students may not leave school grounds and no food or beverages are permitted in the halls or playground area. Once outside, students may not return inside until the end of the period. Students may not linger in the hallways surrounding the cafeteria.
8. Vending machines are available during the lunch periods. Lunch lines and the vending Machines will be closed during the last 5 minutes of each lunch period.
9. No one may leave the cafeteria without a pass from a teacher.

I have read and understand the rules listed in the Code of Discipline and Behavior.

Print Student's Name _____

Sign Student's Name _____

Today's Date _____