

J. TAYLOR FINLEY MIDDLE SCHOOL



The Home of the Blue Devils

STUDENT HANDBOOK

2019-2020

20 Greenlawn Road
Huntington, NY 11743

Telephone Numbers:
Main Office 631-673-2020
Guidance Office 631-673-2022
Fax 631-425-4746
Attendance Answering Machine 631-425-4747

Traci Roethel
Principal

Kenneth C. Parham
Assistant Principal

This Student Planner and Handbook belongs to:

Name _____

Mission Statement of the Huntington Union Free School District

This statement defines the vision of our district in terms of the unique purpose for which the district exists and the specific function it performs. Essentially, it represents the commitment of the organization's resources to a unified focus.

Recognizing the strengths of our District's traditions, its history of community support. The diversity of our population and commitment to educational excellence, the mission of the Huntington Union Free School District is to educate students by effectively teaching an enriched body of knowledge, through the active participation of all students, building upon their unique talents and abilities to produce creative, self-assured responsible citizens who are capable of critical thought and action.

The Huntington Board of Education

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Dear Parents and Student,

Our Finley Middle School student handbook has been carefully designed to give you all of the important and necessary information that will be helpful to you during the seventh and eighth grades. For seventh graders, this handbook serves as an invaluable aid as you begin a new and varied school program. For eighth graders, the handbook contains many helpful reminders as well as specific details about this year's program. Particular attention must be paid to the student code of conduct. This code is in effect at all times. Parents and students will be expected to read and follow this code of conduct and all its provisions. New York State has enacted new legislation called the "Dignity for All Students Act". This act protects students from bullying and harassment, which is clearly defined in the legislation. All employees and students will be expected to abide by the provisions in the new legislation. Information on DASA can be found on Page 14.

At Finley Middle School we have purposely created a student-centered environment that is academically challenging, psychologically satisfying, and socially fulfilling. Because the adolescent period is an extremely important phase in each youngster's development, the Middle School plays a vital role in helping each student blossom into an independent and well-educated person.

We rely on our excellent staff to ease our students into and to guide our students through this very critical transition from intermediate school to middle school. We are aware of the importance of a close teacher-student relationship and of teacher-parent contacts. We foster growth in the ability of students to make decisions and to work independently. We utilize a humanistic approach as we encourage and challenge our students to set realistic and attainable standards of academic performance and social interaction.

We have developed a program to build upon and to emphasize the strong foundation of skills the student has acquired at the elementary school and intermediate levels, to pursue further the many different academic areas, to explore the creative and aesthetic areas of the fine and practical arts, to expand the awareness of career possibilities, and to cultivate lifelong physical and recreational skills. Flexibility, individualization, and enrichment characterize the wide range of middle school experience.

Refer to this Handbook often so that it may service as a handy reference guide. If you have any questions, ask your teachers, guidance counselor, our assistant principal, or me.

We look forward to a highly successful and productive school year.

Sincerely yours,

Traci Roethel
Principal

J. TAYLOR FINLEY MIDDLE SCHOOL
Huntington, N.Y.
2019-2020 Calendar Dates

Aug.	28	Fall Sports Re-qualifications 9AM-1	Jan.	1	Winter Recess No School
	29	Fall Sports Re-qualifications 9AM-1		8	Grade. 8 Orientation @ HHS 6:30 PM
		Gr. 7 Orientation 9-11 AM		20	Martin Luther King Day No School
		Gr. 8 Orientation 12-2 PM		21	Winter II Sports Tryouts begin 3-5 or 5-7 PM
Sept.	3	Superintendent's Conference Day		22	Grade 6 Parent Night 7 PM FMS LGI
		Sport Physicals 8 AM		24	2 nd Quarter Marking Period Ends
	4	First Day of School	Feb	3	2 nd Quarter Report Cards Posted
		Fall Sports Info & Re-qualifications		7	Finley Musical 7 PM
		Available During Lunch		8	Finley Musical 7 PM
	5	Football Tryouts Begin 3-5:30 PM		17-21	Mid-Winter Recess No School
	25	Fall Sports Tryouts Begin, 3-5 PM	March	6	3 rd Quarter Progress Report Period ends
	30	Meet the Teacher 7 PM		12	Honors Ensemble Concert @ HHS 7:00 PM
		Rosh Hashanah No School		16	3rd Quarter Progress Reports Posted
Oct.	1	Rosh Hashanah No School		23	Spring Sports Tryouts Begin 3-5 PM
	4	1 st Quarter Progress Report Period Ends		25&26	ELA Assessments
	9	Yom Kippur No School	April	8	3 rd Quarter Marking Period Ends
	10	Picture Day Gr. 7		9-17	Spring Recess No School
	11	Picture Day Gr. 8		22&23	Math Assessments
	14	Columbus Day No School		27	Third Quarter Report Cards Posted
	15	1 st Quarter Progress Report Posted	May	14	Spring Concert 7:00 PM @HHS
		Grade 7 Parent Guidance Night		15	4 th Quarter Progress Report Period ends
		7:00 PM/LGI		22	Possible Contingency Day
	25	Halloween Dance 7-9		25	Memorial Day No School
Nov.	4	Winter I Sports Tryouts 3-5 PM or		26	Possible Contingency Day
		5-7 PM		27	4 th Quarter Progress Reports Posted
	5	Supt.'s Conference Day No School		27-29	Grade 8 Science Performance Exam
		Parent/Teacher Conference	June	1	Grade 8 Science Performance (Written)
	8	1 ST Quarter Marking Period Ends		10	Honor Society Induction 7:00 PM
	11	Veteran's Day No School		16	Last Day of Classes FMS
	15	Picture retake day		24	Moving Up Ceremony 7:00 PM @ HHS
	18	1 st Quarter Report Cards Posted		26	4 th Quarter Report Cards Posted
	20	Parent/Teacher Conferences 4-8 PM			
	28&29	Thanksgiving Day Recess			
Dec.	12	FMS Winter Concert at HHS, 7 PM			
	13	2 nd Quarter Progress Report Period Ends			
	20	2 nd Quarter Progress Report Posted			
	23-31	Winter Recess No School			

NOTICE OF NONDISCRIMINATION

The Huntington Union Free School District, Huntington, New York does not discriminate on the basis of age, sex, race, color, national origin, or handicap in the educational programs or activities which it operates. It is required by Title IX of the Education Amendments of 1972, by the Age Discrimination Act, by Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act not to discriminate in such a manner. This policy of non-discrimination includes: recruitment and employment of employees, salaries, pay and other benefits, counseling services to students, student access to course offerings, educational programs and other activities offered by the District.

Coordination of activities relating to compliance with Title IX is the responsibility of: The Office of Human Resources, Huntington School District, P. O. Box 1500, Huntington Sta., N. Y. 11746, (631) 673-2185.

Coordination of activities relating to compliance with Section 504, the ADA and the Age Discrimination Act is the responsibility of the Chairperson of CPSE, Huntington School District, Box 1500, Huntington Sta., New York 11746, (631) 673-2159.

THE PROGRAM

Finley Middle School offers you a wider variety of educational experiences than you have been familiar with during your elementary school years.

The following is the program of studies you may be involved with during your stay with us.

Grade 7

English, Science, Social Studies	One period each per day
Math	Seven/eight periods per week
French, Spanish, Italian, Latin	One period per day
Art and Technology	20-weeks each
Home and Careers, Health	10-weeks
Music (Band, Chorus, Orch. or Gen. Music)	Alternate days
Physical Education	Alternate days
Reading/Language Arts	As determined by need
ELA Lab	As determined by need

Grade 8

English, Math, Science, Social Studies	One period each per day
Earth Science (Regents)	Seven/eight periods per week
Algebra (Regents)	One period per day
French, Spanish, Italian or Latin	One period per day
Home and Careers, Technology	20 weeks each
Music (Band, Chorus or Orch.)	Alternate days
Physical Education	Alternate days
Studio in Art	One period per day
Health, Information Technology	20 weeks each
Math Lab/ELA Lab	As determined by need
Reading/Language Arts	As determined by need

TIPS ON HOW TO STUDY

For every assignment, regardless of the subject matter, it will be wise to follow these important basic steps that will help you to study efficiently and well.

1. Read each assignment carefully before beginning. Know what you are expected to learn before you attempt it.
2. Read through the material assigned. Note subtitle, summaries, key sentences. Get a general idea of the subject matter.
3. Take notes as you go through the materials assigned. These notes should be brief and kept in order. Use them for reviewing, and particularly before tests.
4. If you find a paragraph, chapter or section, which you do not understand, go back over it. You may have missed one of the key ideas necessary for understanding and learning.
5. Don't leave assignments for the last minute. When you have completed the assignment, go over it again carefully.
6. Put what you've learned into your own words. If you are able to rephrase the assignment clearly, you can be sure you have learned the material.
7. Use the school library and public library. Books are available that will add to your lesson and will help you understand it better.
8. Don't hesitate to ask questions during the class. Questions bring answers, which clarify confusion. Answers are what you're after.
9. Do not be timid about asking your teachers for help and clarification on matters you do not understand.
10. Don't become distracted at home or in class. Sixty minutes of intensive study can be spoiled by a few minutes of distractions. Study in a quiet location.
11. Be confident in yourself and your abilities! You have the ability to learn as much as you want to learn.
12. Finally, remember that self-discipline is an important key to success.

HOW TO PREPARE FOR EXAMINATIONS

If you have followed all the tips on studying, examinations will not be difficult. Careful day-to-day study is the surest way to success in examinations because such preparation builds both knowledge and self-confidence.

Here a few simple hints concerning preparing for and taking examinations:

1. When a test is scheduled, allow enough time for your review of the subject. It is important to analyze in advance just how much the examination will cover.
2. Determine in advance what you already know about the subject and what parts you do not know well.
3. Use the notes you have take in class to study at home. Add notes from your textbook in those areas where your own notes seem inadequate.
4. Don't cram. Frenzied, last-minute preparation will not help you very much.
5. Plan to finish your review early enough so that you can relax and have a good night's rest.
6. After you've done a careful and thorough review, try to forget about the examination. Be confident because you've done your best.
7. Read through the entire examination carefully. Then answer those questions about which you know the most, leaving space for those you will work on later. Read each question thoroughly to be sure that you understand it. Pace yourself, but don't rush.
8. Be sure to allow time to reread your paper. Correct errors in spelling, punctuation, and sentence structure. Fill in omissions. If you studied wisely and well each day and in your review, you should do very well.

SUPPORT SERVICE PROGRAMS

Placement in these programs is based upon performance on standardized tests, teacher recommendation, and parent approval.

The Reading/Language Arts Program: This program is an intervention service during the school day, in which students receive remediation to work on vocabulary development, reading comprehension, and language experience.

The Speech Program: The district employs qualified speech therapists to evaluate students and recommend and provide remediation for those who are in need of their assistance. This type of assistance can vary from one to two times per week in small groups or in one-on-one settings.

SERVICES

Guidance Department: Our guidance counselors, Ms. Alison Logan and Ms. Paloma Herrera (bi-lingual), provide a variety of services including program planning, evaluation of student progress, personal conferences, group counseling sessions, and parent contact. The counselors may help a student in the area of academic or personal growth and development and may also be relied upon to share concerns, discuss feelings, and to help work out relationships with other students and teachers. Each student should utilize his/her guidance counselor to the fullest extent.

Psychological Services: Our psychologists, Ms. Nina DiGioia, Jasmina Nakevska (Bi-Lingual) and Dr. Mary Di Benedetto, are available to assist students in solving private concerns that are inhibiting the student's performance in school. The psychologist may help a student to work out a personal problem that deals with other students, a home situation or self-image. Students should bring their concerns to their guidance counselor first.

Social Worker: Our school social workers, Kathryn Costa and Ms. Maria Canonica-Delgado, are involved in a variety of tasks including representing the school district at Family Court, providing counseling services, home visits, etc. The social worker works closely with the Assistant Principal in checking on excessive absences and out-of-school suspension. Individual or group youth counseling services are provided by social workers.

The Library/Media Center: The Middle School is the place to develop and master those very important research skills that will be used throughout your academic career. Our librarian is there to answer any and all questions and to help you to find the right materials or explain how to use certain publications. The LMC contains computers, cable TV and other media designed to enhance learning and instruction.

The library is open throughout the school day, during homeroom and after school. Recreational reading, research, and academic pursuits are encouraged by the librarian and all of our teachers. Students may utilize the library during the school day if they have a pass from a subject teacher. New this year is a “maker space” area for students to explore and create.

The Computer Room: Computers are available for use only under the direct and careful supervision of an adult. A computer literacy unit is an integral part of the math course. An eighth grader will take Information Technology. No student is to be in the computer room at any time without a teacher. Additional computers are available in the library and in many classrooms.

EXTRA HELP FOR STUDENTS

Students can obtain additional help from their classroom teachers after school. The student should make prior arrangements with the classroom teacher before staying after school for additional help. Take care of any problems or concerns as soon as possible. The library is open after school Monday through Thursday. Late buses are available on Tuesdays and Thursdays.

CO-CURRICULAR ACTIVITIES

Band and Orchestra are all a part of our regular instrumental music program. The groups perform at many holiday programs and at special assemblies during the school year. Students will be enrolled in a large group instructional period on alternate days. Small group or individual instruction will take place on a rotating schedule arranged by the teacher.

The Chorus is made up of seventh and eighth graders who select vocal music as a full year alternate day course. Students perform at a variety of special programs.

The Student Council is our governing body. Delegates are elected in their social studies classes. Officers are chosen, after a campaign, by student-wide election in the spring.

THE EXTRACURRICULAR PROGRAM

Interscholastic teams provide the opportunity for interested seventh and eighth grade students to compete with other Middle/Junior High Schools in Suffolk County.

SPORTS SEASONS

(Sept.-Nov.) Fall: Co-ed cross country, girls’ field hockey, boys’ soccer, girls’ soccer, and girls’ tennis, football, girls’ swimming

(Nov.-Jan.) Winter: Girls’ volleyball, boys’ basketball

(Jan.-Mar.) Winter: Girls’ basketball, boys’ wrestling, boys’ swimming

(Mar.-May) Spring: Boys’ baseball, girls’ softball, boys’ lacrosse, boys’ tennis, girls’ lacrosse, co-ed track,

All athletes must have a yearly athletic physical dated after June 1st. Physicals are given at the Middle School in June for fall sports and in November for winter and spring sports.

If a private physician completes the exam, he/she must use the school's official athletic physical exam form. That form must be submitted to our school nurse and counter-signed by the school physician. **No student may participate in interscholastic athletics without the proper physical examination and record cards.**

Most athletic teams meet five days a week after school. To ensure the safety and welfare of our student-athletes, both parents and staff must share in some joint responsibility. Bus transportation is not provided. Pay phones are available for students to call home promptly. We hope that transportation will be made available shortly after the designated ending of practice. We cannot provide for supervision beyond that time.

An athlete must be prepared for all classes and attend school in order to participate in interscholastic athletics on a given day.

All spectators at Middle School athletic events are expected to conduct themselves politely and to listen to the teacher in charge of supervising the event or club activity.

The Clubs listed below currently meet one or more afternoons per week at the Middle School: Art, Community Club, Drama, Yearbook, Honor Society, Student Council, Show Choir, Newspaper, Mathletes, Math Counts, School Store, Yorkers, and Stage Crew, Jazz Ensemble, Robotics, Strings Ensemble, Ukulele, and Wind Ensemble.

No student is to remain in school after dismissal unless he/she has an appointment with a teacher, is staying for a specific extracurricular activity, or is using the library. Late buses are available on Tuesdays and Thursdays.

THE EVALUATION SYSTEM

The purpose of our quarterly Informal Reports and Report Cards is to keep the students and parents officially informed of the student's educational development. Grades are based on test marks, class recitations, special projects, and homework assignments. The grading system is a letter system. An "Incomplete" is given only because of unique personal circumstances which were discussed with the teacher.

**Students are responsible for making up any work which was assigned during an absence.
(See Attendance Section below.)**

GRADING SYSTEM

<u>Numeric Grade</u>	<u>GPA Equivalent</u>
100-97 equals	10
96-93 equals	9
92-90 equals	8
89-87 equals	7
86-83 equals	6
82-80 equals	5
79-77 equals	4
76-73 equals	3
72-70 equals	2
69-65 equals	1
64- 0 equals	0

At the end of the school year, the final grade will be the average of the four-quarter grades plus the exam grade or Regents grade. The final grade in any course will be determined by that teacher based upon those factors, which the teacher considers important, i.e., tests, homework assignments, projects, lab work, participation in classroom activities, etc.

HIGH HONOR ROLL AND HONOR ROLL LISTS

If a student attains a 95 average or better, his name will be entered on the High Honor Roll List for that marking period. This average will be based on the marks in all subjects – academic and non-academic. A student who earns a 90 to 94.9 average will be entered on the Honor Roll.

A mark of 64-69 in any subject will automatically eliminate any possibility of a student making the list.

Students failing courses will be assigned to a support class to help them improve their grades and meet with more success.

Any seventh or eighth grade student who fails a general education course in English, social studies, mathematics, foreign language or science, must pass that course before proceeding to the next level of study in that subject area. The student must repeat and pass the course(s) in summer school in order to move on the next level of study.

Progress Reports are posted to the parent portal five weeks into each marking period and specify areas of concern that a teacher has about a student.

Students who have a problem related to school work should speak with the subject teacher. It is best to speak with the teacher at a time when fullest attention and concentration can be given to the problem.

Parents desiring an appointment with a teacher may either write a note to be brought to the Guidance Office by their youngster or telephone the school, leaving a message and telephone number for the teacher. Often the guidance counselor can facilitate the process. The guidance telephone number is 631-673-2022.

HONOR SOCIETY

Seventh and eighth grade students are eligible for the National Junior Honor Society. Students who are selected are “tapped” at a special evening assembly in the spring.

A candidate for the Honor Society must have at least a 95 GPA in each marking period to qualify academically. **Meeting the academic criteria does not, however, automatically guarantee acceptance into the Honor Society.** After completing an application form the student will be evaluated on leadership, character, citizenship, service and behavior.

HOMEROOM

Each school day will begin at 8:00 AM with homeroom. A variety of tasks will be accomplished there including attendance, listening to the morning announcements which describe the day’s special events, filling out forms or surveys, locker clearances, and distribution of important materials. During homeroom, students should obtain passes for guidance appointments later that day.

ATTENDANCE

Students are required to be present each day. Do not extend the vacation periods. A student who is absent should return the following day with a note from a parent clearly specifying the reason for the absence. The student should give this absence note to his/her homeroom teacher. Work, exams and final exams must be made up when the student returns. **It is the student’s responsibility to contact the teacher after an absence to discuss work, which was missed. The teacher, working together with the student, will determine the method and time to make up missed assignments, where appropriate.** During extended absences, you may contact the guidance office to request homebound instruction.

If the student will be absent, we ask that the parent call our Attendance Office answering machine: **631-425-4747.**

LATENESS

Seventh and eighth grade students are expected to arrive at school by 7:50 a.m., but not earlier than 7:30 a.m., and to proceed to their lockers promptly. It is important to arrive on time to homeroom. When a student is detained at home, a parent should give the student a note specifying the reason. If a student arrives after homeroom begins, the student should report with the note to the Front Desk and sign in there. The note will be given to the attendance secretary.

Guidance counselors will speak with students who have a pattern of arriving late. If the lateness continues, indicating a special problem, other school personnel will be called upon to confer with the parent and the student to remedy the situation.

BICYCLES

Students riding bicycles to school should place their bikes in the bicycle racks. All bikes should be locked securely.

BUS ASSIGNMENT AND CHANGES

Each eligible student is assigned a specific bus on which to travel to and from school. Permission may be granted for a bus change on a particular day provided the change does not create an overcrowded condition on the bus.

The procedure for change to another bus is as follows:

- (A) The parent writes a note requesting a change.
- (B) The student brings the note to the principal, assistant principal, or guidance counselor for his/her signature.
- (C) The student delivers the signed note to the bus driver who will permit the student to ride the bus if there is space.

OBTAINING SCHOOL WORK DURING AN EXTENDED ILLNESS

Each academic team will assign a “homework buddy” to the student. The student can contact this “buddy” regarding classroom assignments.

Parents should call the guidance secretary, 631-673-2022, to request class work and homework assignments if it is expected that the student will be absent for three or more days. Allow one day for the accumulation of such assignments. Parents may pick up the assignments at the Guidance Office.

USING THE NURSE’S FACILITIES

The Nurse’s Office is on the first floor next to the Guidance Office. Students desiring to see the nurse must first report to their subject class to obtain a pass granting permission to see the nurse. The subject teacher is responsible for the student and must be aware of the student’s whereabouts at all times. Appointments for sports physicals must be made during homeroom. Students may not send text messages to parents when they do not feel well. They must ask a teacher to see the nurse.

HEALTH REQUIREMENTS

Each seventh grade student must have a physical examination by a private physician and must return the appropriate health form filled out by the physician to the Health Office. The school physician is available to examine those students whose parents choose not to take their child to a private physician.

Each seventh grader must present proof that he/she has been immunized for Hepatitis B upon entering school in September.

Each student in the seventh and eighth grade must have a dental checkup at least once during the year. The appropriate dental form should also be returned to the Health Office.

In addition, the State mandates that each student attending the public schools must have been immunized for the following: measles, mumps, German measles (Rubella). A minimum of any three additional immunizations for polio, diphtheria, tetanus and whooping cough (DPT) is required.

Students will receive an Emergency Parent Contact Card during the summer. Parents are asked to complete the card and to promptly return it to the homeroom teacher.

EARLY OR EMERGENCY DISMISSAL

If a student becomes ill at school, the nurse will call the parent. In all cases, the parent must personally come to the nurse's office and sign out the student even if the youngster brings a note to school requesting early dismissal.

EXEMPTION FROM PHYSICAL ACTIVITY

At the discretion of the physical education teacher and school nurse, a student with a note may be exempt from physical activity for one day. No extension will be given unless a statement in writing is presented from a doctor requesting such exemption.

LOCKERS

Lockers should be used only before homeroom and before or after lunch. Students will not be allowed to go to their lockers during the class period. Students are not permitted to share lockers. Problems with lockers should be referred to the Front Desk.

GYM LOCKERS

During the first physical education class, each student will be assigned a gym locker to store his/her clothes after changing into gym attire. Do not leave personal property in the gym locker at any time. Each student will be assigned a lock for the locker. For safety reasons, students are not permitted to wear jewelry in physical education classes.

ASSEMBLY PROGRAMS

Special guest speakers, student performances, or educational programs may be shared by the entire school during the year. Students are expected to enter the auditorium in an orderly fashion under their teacher's supervision.

CARE OF SCHOOL PROPERTY

All texts, library books, physical education locks, and other school equipment lent to students by the school belong to the community. Since these items are entrusted to the care of the students for a limited time and are to be used again by other students, all necessary precautions should be taken to extend their longevity. We suggest that each text be covered and that students record their names in ink on the label. Students must pay for lost or missing books.

LOST AND FOUND

The lost and found storage area is in the cafeteria. If you have lost something, try to locate it as soon as possible. Report lost items to the Assistant Principal. If you have found something that does not belong to a person you know, ask your teacher for a pass and bring the item to Lost and Found. Above all, exercising care of the items in your possession will limit their being lost.

SUBSTITUTE TEACHERS

If a teacher is absent, a substitute teacher will provide students with a regular class lesson designed by the teacher. All high standards of conduct and work are to be maintained. Teachers are given reports from the substitute and the Assistant Principal regarding the conduct of all classes.

STUDENT BEHAVIOR IN SCHOOL

School provides an opportunity for students to exercise and further develop a behavior pattern that builds a sense of self-worth and reflects a commitment to respect the rights of others. We expect each student to conduct himself/herself in a manner that will contribute to a school environment, which promotes learning and does not interfere with the well being and security of everyone else at school.

School personnel, including the teachers, guidance counselors, assistant principal, and principal, will work with students in helping them live up to the highest standards of behavior that reflect the best of society's values in personal and interpersonal relationships. Student accountability and responsibility are the foundation of our school community.

Parents of students exhibiting behavior that is self-destructive or anti-social will be contacted, and when necessary, will be asked to come into school. Their efforts in cooperating with teachers or administrators will be essential in helping to meet their youngster's problems in these areas.

Students should be quiet and attentive during evacuation drills and efficiently carry out the teacher's instructions when leaving the building.

Teachers have the option of detaining students after school or during lunch where necessary in order to correct their behavior or help them to make up work that they owe.

The administration may suspend a student from school if a student is insubordinate or endangers the safety and welfare of himself/herself or another person.

CODE OF DISCIPLINE AND BEHAVIOR

The following is intended to provide the students and their parents with a summary of rules and regulations, which will be in effect at the school. In the event of serious or continued violations, nothing contained below is intended to restrict or limit the rights of the Administration or the District to impose more substantial disciplinary measures. In cases where a law has been broken, police will be called. These rules apply at all times, in all buildings and on the grounds of the District.

General Rules and Procedures

1. Engaging in any willful act which 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, inciting others to engage in fighting.
 - 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, 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 implement of any kind.
 - e. Smoking, use of tobacco in school buildings, or on school grounds or school buses.
 - f. Wearing gang-related items.
 - 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 to school personnel and/or making false statements to school personnel during the course of an investigation.
 - 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, or that interferes with or disrupts the normal operation of the school community and/or school environment.
 - v. Inappropriate sexual public contact or activity.
 - w. Prohibited Electronic Misconduct: accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify and interface with

transferring and receiving electronic communications. Violating the District's Acceptable Use Policy No. 7314. It is also a violation for any student to assist another in any of the above actions.

2. Each time a student is sent to the Alternative Learning Center 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 straps, plunging necklines (front and/or back) and see-through garments are not appropriate, as well as pajamas or slippers.
 - 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 student's 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 day.
5. Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular.
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 home 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.
19. **Internet Bullying also referred to as "Cyberbullying" – "Cyberbullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messaging, mobile phones, pagers and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means."** This may also include electronically sending, receiving or forwarding sexually suggestive, nude or nearly nude photos through text message or e-mail where there is sufficient nexus to the school environment. Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or (b) results in substantial disruption to the school community and/or school environment. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.)

DIGNITY FOR ALL STUDENTS ACT (DASA)

The new Dignity for All Students Act (DASA) protects students from harassment and bullying in the educational setting. For the purposes of the DASA, harassment is also defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety, such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

CELL PHONE/ELECTRONIC DEVICE POLICY:

Cell Phones may not be used in school during the hours of 7:50 AM and 2:55 PM. Students must keep device away in the “off” position. Consequences may be imposed if a student does not follow this policy. See details in Code of Conduct related to Electronic Communication.

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, 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 in the front of the room. All students who sit at a table are responsible for the cleanliness of the table. Throwing food or trash 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 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.

J. TAYLOR FINLEY MIDDLE SCHOOL

IMPORTANT – PLEASE REVIEW, SIGN, TEAR OUT AND RETURN TO YOUR HOMEROOM TEACHER

Dear Parent/Guardian,

Please take a moment with your child to review the various policies that are in the J. Taylor Finley Middle School agenda book. After reading with your child, please initial below that they have been reviewed at home.

1) Code of Discipline and Behavior (Page 14)

My child and I have read the Code of Discipline and Behavior and understand it's expectations

Initials _____

2) Cafeteria Rules and Procedures (Page 17)

My child and I have read the Cafeteria Rules and Procedures and we understand it's expectations.

Initials _____

3) Cellphone/Electronic Device Policy (Page 17)

My child and I have read the Media Contract and we understand it's expectations.

Initials _____

Please print names in the spaces provided:

My signature below demonstrates that I have read and understand the above mentioned Policies.

Parent Signature _____ Date _____

Student Signature _____ Date _____

