

# ***FINLEY MIDDLE SCHOOL STUDENT HANDBOOK***



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# FINLEY MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

## "HOME OF THE FALCONS"

### MESSAGE FROM THE PRINCIPAL

*On behalf of the faculty, we would like to welcome you to Finley Middle School for the 2018-2019 year.*

*Students,*

*It is our belief that all students can learn. Therefore, we are dedicated to providing you with the support, assistance, and encouragement to have a successful year. FMS has maintained a tradition of positive academic and co-curricular accomplishments and it is now your turn to carry on this tradition. By working hard, getting involved and taking pride in your school, this will be an exciting, challenging, and fun-filled year! Remember, "If it is to be, it is up to me!"*

*Parents,*

*The staff at Finley Middle School is looking forward to working cooperatively with you and your child throughout the 2018-2019 school year. Our goal is to provide your child with the best education possible and to help them develop into responsible, contributing citizens who become life-long learners. We recognize that your support and involvement is crucial throughout the educational process and we will strive to keep the lines of communication open to enhance the important partnership between home and school. Together we can promote and maintain the high expectations for our students at FMS in the areas of behavior, academics, and social development.*

*Sincerely,*

*Mr. Harrington*

## MIDDLE SCHOOL STAFF

Mr. Harrington .....Principal  
Mrs. Bell.....Counselor  
Mrs. Vasquez.....Secretary  
Mrs. Reyna.....Secretary

## TEACHING STAFF

Mrs. Berry .....Special Education  
Mr. Carrasco .....Bilingual Support  
Mr. Chavez.....Physical Education  
Mr. Clayton.....Science/Physical Education  
Mrs. Dohaniuk.....Band  
Mrs. Fabbri .....History/Language Arts  
Mr. Frankovic.....Social Studies/History  
Mrs. Gore.....Title I/LAP Support  
Mr. Greager.....Science  
Ms. Hendrix.....Language Arts  
Mrs. Joslyn.....Math  
Ms. Merkley .....Math  
Mrs. Anderson.....Special Education  
Mrs. Witt.....Language Arts

## SUPPORT STAFF

Mrs. Grow.....Para-Educator	Mrs. Olson .....Head Cook
Mrs. Traver .....Para-Educator	Mrs. Finley.....Cook
Mrs. Whited.....Food Service Cashier	Mrs. Davis.....Custodian
Mr. Boyce.....Custodian	Mrs. Westfall .....Lunch Custodian
Mrs. Gier.....Para-Educator	Mrs. Roy .....Librarian
Mrs. Hall .....Para-Educator	

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# WELCOME TO FINLEY MIDDLE SCHOOL

**MASCOT**  
**Falcon**

**SCHOOL COLORS**  
**Red, White and Black**

## **MISSION STATEMENT**

Finley Middle School encourages students to use their natural and learned talents to make positive impact on both their community and world in which they live!

## **BELIEF STATEMENTS**

- ✓ We expect students to make good decisions, show respect and solve problems.
- ✓ Respect for ourselves and others is essential.
- ✓ Everyone can make a difference.
- ✓ Everyone can learn and succeed by being accountable for your own learning and behavior.
- ✓ Everyone impacts learning.
- ✓ Attendance is essential.

Each staff member recognizes and supports the needs of the adolescent and is committed to:

- ✓ A safe, respectful learning environment.
- ✓ A caring environment that nurtures each student's academic, emotional, social, and physical development.
- ✓ A varied program offering instructional opportunities to meet the unique needs and interest of students.
- ✓ Social experiences that prepare students for adult roles.
- ✓ High expectations for students, staff and parents, providing an optimum climate for learning.
- ✓ Well-trained staff capable of preparing for the future.

# GENERAL INFORMATION

## ACADEMIC ACHIEVEMENT

Student academic achievements are acknowledged and rewarded each quarter. Students who earn a grade point average (GPA) of at least a 3.0 are on the Honor Roll. The Principal's list is for students who attain a GPA of 3.5 or higher. Students with perfect 4.0 GPA's are also recognized.

## ACADEMIC EXPECTATIONS

Middle school students are expected to pass ALL classes. It is the responsibility of all students to apply consistent and sustained effort toward learning experiences that are assigned. Students with six or more failing grades will be required to pass summer school to be promoted to the next grade. Recommendations for promotion or retention will be made by May 30<sup>th</sup> each year. The building principal will make the final decision about retention.

## YEARBOOK

Our Middle School annual is published each year. It includes pictures of students, faculty, activities, athletics and other events from the school year. Students should make a deposit or pay the full amount of **\$15.00** prior to the delivery of the annual. Annuals are available only on a first come, first serve basis. Therefore, order and reserve your copy early. They are handed out in the spring of each year.

## APPOINTMENTS DURING SCHOOL HOURS

**Whenever possible, we encourage student appointments to be after**

**school hours.** However, we realize this sometimes is not feasible. If it is necessary for parents to pick up a student during school hours, it will save a lot of time if you will follow the guidelines below.

- ✓ Parent/guardian should send a note with student stating the time parent will arrive for pick up.
- ✓ The student is to show the note to the teacher. The teacher will release the student at the appropriate time and student will report to the office.
- ✓ Parent/guardian signs student out.
- ✓ If the student returns to school the same day, he/she will sign in at the office and obtain an admit slip.

## ASSOCIATED STUDENT BODY (ASB)

The ASB works to promote student interest and plan student activities. Money from fundraisers and the sale of ASB membership supports all sports teams, equipment, uniforms, team travel and officials. ASB also provides materials for other school activities such as academic recognition, school improvement projects, dances, field trips and socials. All students who participate in co-curricular activities must pay for ASB membership. A sticker will then be placed on the student's I.D. card. The fee for Middle School students is **\$20.00**.

## ATHLETICS

7<sup>th</sup> and 8<sup>th</sup> graders may participate in interscholastic sports if they meet the academic standards for extracurricular activities.

To be eligible for athletics, a Middle School student must:

- ❖ Be enrolled in and regularly attend a minimum of five (5) classes per day.
- ❖ Maintain a passing grade in all classes (no F's).
- ❖ Submit a signed eligibility statement, a signed physical examination form and proof of insurance coverage.
- ❖ Purchase an ASB Card and district catastrophic insurance.

### FMS STUDENT ELIGIBILITY EXPECTATIONS

1. Student must be passing all classes at Finley Middle School to be eligible to participate in any school sponsored activity.
2. Students will be checked at the end of each mid-quarter, quarter, and semester to determine eligibility.
3. Students who are placed on the ineligibility list will stay on that list until the end of each eligibility check. At which time the list will be updated.
4. Any ineligible student must take around an eligibility form on Friday to get eligible for the following week. Each of the student's teachers and the building administrator must sign the form. Eligibility forms will be available in the office for student to pick up. At this time the student will be eligible for the following week only.
5. Student seeking eligibility must be cleared through the regular school hours, 7:30 a.m. to 2:30 p.m.

A student who does not meet the academic eligibility requirements shall be ineligible during the first three (3) weeks of the succeeding quarter. They may participate during practice, but will be ineligible to play in competitions during this time. If, at the end of the probation period, the student has raised grades to meet this standard, he/she will again be eligible. In the event of a school holiday, three or more teaching days will constitute a week.

Below is a list identifying the seasons and interscholastic sports in which 7<sup>th</sup> and 8<sup>th</sup> grade students may compete:

FALL SPORTS:	Football and Volleyball
WINTER SPORTS:	Boys Basketball and Girls Dance Team Girls Basketball and Wrestling
SPRING SPORTS:	Baseball and Softball



## ATTENDANCE

If case of an absence, the student must bring a written statement from the parent/guardian explaining the absence. This note must be presented at the office BEFORE the student reports to class.

### A. Excused Absences

1. Illness or health condition, verified by a parent or guardian. For extended or frequent illness, the building Principal will require a doctor's statement.
2. Activities scheduled by student and parent, pre-arranged and approved by building administration at least one day in advance of absence.
3. An unexcused absence may be changed to excused with a parent note and administration approval. This must be done within five (5) days of the absence.
4. Class work may be made up—2 days for every 1 day they are gone

### B. Unexcused Absences

An unexcused absence is any absence that is not included under Section A above. Truancy is also an unexcused absence.

C. Tardiness. Students are expected to be in class on time. For purposes of this policy, a student more than ten (10) minutes late for class is recorded by the teacher as absent.

### D. Tardy Policy—Resets Every Quarter

1<sup>st</sup> tardy—Warning

2<sup>nd</sup> tardy—Warning

3<sup>rd</sup> tardy—Warning

4<sup>th</sup> tardy—Lunch Detention Assigned by Principal

\*For every 2 tardies thereafter—student will be assigned a Lunch Detention by the principal.

## BICYCLES, SKATEBOARDS, SKATES AND SCOOTERS

All bicycles must be securely chained to the bike rack provided upon arrival to school. It is the student's responsibility to provide his or her own lock and chain. **For safety reasons, the use of skateboards, skates or roller blades is not permitted on campus.** Students must be OFF CAMPUS before riding.

## BUS PROCEDURES

Finley School District's Transportation Department is committed to the safety of our students and staff. We strive to provide safe, reliable and efficient transportation services for our students while maintaining the highest possible operating standards and providing competent and well-trained staff. In the event of an actual emergency, emergency exit drill procedures will be followed. Student's misconduct will be sufficient reason for transportation to be discontinued for those involved. Parents of students damaging school buses will be responsible for reimbursement

## **RULES AND REGULATIONS FOR RIDING A SCHOOL BUS:**

- The driver is in full charge of the bus and students.
- Students shall ride their regularly assigned bus at all-time unless permission has been granted by the school authorities.
- Unless by permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.
- Each student may be assigned a seat in which he will be seated at all times.
- Outside of ordinary conversation, classroom conduct must be obeyed.
- Students are to assist in keeping the bus clean and refrain from throwing items out of the bus.
- No eating or drinking is allowed on the bus
- No tobacco, matches, lighters or firearms allowed on the bus.
- No student will open a window without first receiving permission from the driver.
- Students must see that they have nothing in their possession that may cause injury to another student.
- Students must remain seated and keep all emergency exits and aisle ways clear.
- No student shall sit in the driver's seat.
- Students are to remain seated until the bus comes to a complete stop.
- Students must leave bus in orderly manner.
- Students must cross the highway ONLY in front of the bus and ONLY with the consent of the school bus driver.

(Finley School District Procedure 6605P)

## **CONDUCT AT BUS STOPS:**

- Students must not stand or play on the roadway while waiting for the bus.
- Students should arrive at the bus stop no more than 10 minutes before the scheduled arrival of the bus.
- Students must wait to board the bus in an orderly manner; no games, no cuts, no throwing of objects.
- Students must respect private property while waiting for the bus.
- Students who walk some distance to and from the bus must walk on the left side of the roadway.

## **VIDEO CAMERAS IN BUSES:**

In order to assure safety and monitor the conduct of students riding the school buses, the Finley School District Transportation Department has placed a video surveillance system in each bus. The video footage may be reviewed by the school personnel and/or parents.

## **CLASSROOM**

Each teacher is responsible for the conduct of students in his/her room and will have classroom regulations relating to student welfare and responsibilities. Each teacher will, at the beginning of each school year, review classroom rules and procedures with all class members.

## CLOSED CAMPUS

Finley Middle School is a closed campus school. This means that students must remain on campus during the entire school day from the **time they arrive at school until the end of the scheduled day**. A student may leave campus for an appointment or activity only with parent/guardian permission **AND ONLY AFTER SIGNING OUT IN THE OFFICE**.

## DANCES/ACTIVITIES

Students attending school dances will not be allowed to leave and return. **Only Finley Middle School Students may attend FMS Dances**. Students participating in or attending after school activities must be in school for one-half (1/2) day on the day of the activity, unless the absence is a result of participation in a school-sponsored activity. **REMEMBER:** All school rules and policies are in force at any school activity.

## DISCIPLINE

Teachers maintain a disciplined and productive work environment in their classrooms. This environment is a learning zone, and anything disruptive to either the teaching or learning in the classroom is not permitted. This means we expect our students to behave in the classroom, not interfere with the teacher's right to teach, and not interfere with the other students' right to learn.

Each classroom teacher will establish the rules that are appropriate for his/her classroom. Successful Finley Falcons understand that the classroom is for learning and not for horseplay or other disruptive behavior. Although the classroom rules may vary a little bit from classroom to classroom, remember these four simple rules:

1. Be safe
2. Be kind
3. Be respectful
4. Always do your best

Our building plan is flexible but built on accountability. There are consequences for misbehavior. The consequence may vary based on the severity of the incident and the individual student's behavioral record. In other words, if you misbehave often, you may find that your consequences also increase.

### **Level 1 Behavior—Classroom Intervention**

Your classroom teacher may ask you to stay after class to discuss your behavior, may change your seat assignment, take a time-out and/or may contact your parents to discuss the problem.

### **Level 2 Behavior—Discipline Referral**

Discipline Referral Form is a teacher directed referral for misbehavior for other mild disruptions. You may be sent out of the class for a portion of the period, meet with an office staff member and your teacher concerning the behavior.

### Level 3 Behavior—Sent Directly to the Office

Most Finley Middle School Students are not directly referred to the office. However, if you continue to misbehave, disrupt the education of others, you will soon be headed to the office. Office consequences may include: Lunch Detention, After-School Detention, In-School suspension (ISS), or out-of-school suspension (OSS).

### DRESS REGULATIONS

It is the general philosophy of Finley School District to eliminate all disruptions to the educational process. As such, the following dress standards are established. Students in violation will be required to change clothing and/or call home for replacement attire. Any staff member in the building may request that clothes be changed and students must do so and report back to that adult before returning to classes. Non-clothing items will be confiscated.

The Principal, in connection with a teacher, support staff, coach, or other person in charge of any regular or extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the Principal reasonably believes that the student's dress or grooming:

- creates a hazard to the student's safety or to the safety of others.
  - shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
  - shall be appropriate for the educational setting.
1. No clothing or jewelry that refers to alcohol, tobacco, or controlled substances; no clothing that insinuates sexual, lewd, discriminatory or violent messages; no clothing deemed inappropriate or offensive by staff members.
  2. Clothing is to fit at the waist; baggy or sagging pants/shorts are not to be worn.
  3. Students are to refrain from wearing any clothing which are backless, bares the midriff, reveals any undergarments, or exposes their body in any way disruptive to the educational process (halteres, half-shirts, lace or see-through tops, swimming suit tops, muscle shirts, or shirts with spaghetti straps, etc.). Tank tops have been determined to require a one hand width shoulder strap and have no low-cut or loose-fitting armholes. **Necklines of the student's top must be at or above the armpits with no cleavage exposed.**
  4. No hats, caps, or hoods may be worn in the building during the school day including entry to and exit from school. Hats may be worn during co-curricular events after normal school hours.
  5. No chains other than those manufactured as jewelry.
  6. **Shorts and skirts are to be at or below mid-thigh in length. No holes or fraying material in the pants above mid-thigh that show skin.**
  7. **Tights or leggings must be covered both front and back.**
  8. Shoes are to be worn at all times. **All shoes must have a hard surfaced sole and bedroom slippers are not allowed.**
  9. Sunglasses may not be worn during the school day.
  10. No gang related attire or items will be tolerated.
  11. No long coats (i.e. trench coats).
  12. Overalls are to be completely fastened.

The above standards are not inclusive, but are intended as a help to parents and students to make appropriate decisions about what to wear and bring to school. Parents should carefully monitor what students wear and consider the effect their clothing has on their safety.

## PROPERTY REGULATIONS

It is recommended by Finley Middle School that valuable property items remain at home. If they are brought to school, it must be with the understanding that you do so at your own risk.

Cell phones and other electronics may only be used in the common area before school and during lunch. These electronics including (headphones, earbuds, etc) are to be turned off and stored in hallway lockers during all other times. Such devices are intended for individual use and should not be used for group viewing and listening. Devices may not be used in the hallways during the school day and between classes. Violations of this expectation will result in the following discipline. Cell phone will not be allowed in the locker-room and must remain in your pocket when using the restroom during breakfast and lunch.

- ✓ 1<sup>st</sup> Offense: Confiscation of device and returned to student at end of the day
- ✓ 2<sup>nd</sup> Offense: Confiscation and returned to parent/guardian
- ✓ 3<sup>rd</sup> Offense: Major Discipline Referral

No permanent or dry erase markers, laser pointers, paint, rubber bands, or aerosol cans.

## DRUG AND ALCOHOL USE/ABUSE PROGRAM

Actions taken by staff in dealing with student use/abuse of controlled substances, dangerous drugs, or alcohol will have as their first concern the welfare of the student involved and the other students in the school. Although a helping relationship rather than an investigative and punitive approach will be emphasized, necessary and appropriate disciplinary action will be taken when laws or school regulations are violated. Law enforcement agencies will be called upon for investigative and consultative assistance where illegal drug or alcohol activity has occurred.

**CORRECTIVE ACTION:** If a student appears at school or at a school-sponsored function demonstrating behavior that indicates that he/she may be under the influence of a drug and/or admits to an administrator that he/she is under the influence of a drug, the school will take the following action:

1. Administrators may test for alcohol use with an alcohol sensitive test strip if there is reasonable suspicion that the student is under the influence of alcohol. A student testing positive may be turned over to the Benton County Sheriff. A student who refuses to be tested will be held for examination by the sheriff.
2. The parents will be notified to arrange for appropriate treatment.
3. If the student's illegal use of a drug is confirmed, the school administration may request the assistance of enforcement officials in investigating the source of the drug.
4. Appropriate school disciplinary action will be taken under the discipline policy. In addition, a drug assessment may be required. **Failure to follow the** recommendations of the assessment may lead to long-term suspension or expulsion.

If school authorities find a student in possession of illegal drugs at school, the drugs will be confiscated and turned over to law enforcement officials for investigation and disposal. Appropriate school disciplinary action will be taken by school officials regardless of law enforcement action.

If a school administrator receives information concerning illegal alcohol or drug sales or use outside of school, the information will be reported to law enforcement officials for their investigation. A school investigation will be undertaken if it is indicated that students involved in extra-curricular activities are involved.

### FEES/FINES

Fees such as ASB cards and lost/damaged school articles are set annually and must be paid prior to the completion of the current school year. Fees and fines outstanding will result in holding records until paid. Report cards will not be distributed to students who owe fines or fees.

### HALLWAY BEHAVIOR

- ✓ Walk on the right, no running.
- ✓ Hands and feet to yourself.
- ✓ Classroom voices.
- ✓ No bumping, shoving, or body contact permitted.
- ✓ Do not block hallways.

**Treat all people  
with dignity and  
respect at all  
times.**

### I.D. CARDS

Identification cards will be issued to each student. They are used for admittance to school functions and for library check out. They also serve as lunch cards for students. Replacement cost for a card will be **\$5.00**.

### INTERNET POLICY

District Policy allows all students access to the internet for school use unless an OPT-OUT form is signed and on file in the office. Internet use is monitored by the district and inappropriate use could lead to loss of access and suspension from school.

### LOCKERS

Each student will be provided a hall locker and must use only the locker assigned to them. The lockers in the main building have a lock built in and must remain locked at all times. It is important that the office know at all times which students are in which lockers. Students **are not to trade lockers** or share lockers without first getting permission from the office. Do not place an external lock on your locker. It will be cut off. Keep your locker locked, and do not share your combination with anyone. The locker is subject to inspection at any time by the administration.

## LOITERING AFTER SCHOOL

Students who are not participating in school-sanctioned activities (i.e., sports, clubs, tutoring, etc.) are to leave the campus at the end of the regular school day unless working under staff supervision.

## CHILD NUTRITION

The Finley School District serves breakfast and lunch each school day. The District uses a computerized system to track meals and to ensure student meal status is not overtly identified. Each student is issued an account with an identification number to record meals served and fund balances.

Students and parents/guardians may request account balances from the cashier at any time during meal service operating hours. Account balance requests can also be made at the district office, 509-586-3217.

It is the responsibility of the parent/guardian to prepay for school meals, provide meals from home, or complete an annual application to establish eligibility for free and reduced-price meals. Meals may be paid for daily, weekly, or monthly. The District offers an online payment program, e-Funds, for families to deposit funds into their students account. Applications for free or reduced-priced meals are available at school offices, the district office and online at [www.finleysd.org/Departments/Child-Nutrition](http://www.finleysd.org/Departments/Child-Nutrition). The district conducts monthly direct certification updates to establish eligibility.

Students that are determined to be ineligible for free or reduced-priced meals may charge:

Elementary - 3 meals

FMS/RVHS - 2 meals

Once the charge limit has been reached a student may receive up to 5 alternative meals in a month, consisting of fruit, sandwich, and milk. After receiving 5 alternative meals and the account balance remains negative, the student will need to bring a meal from home until the account is in good standing (positive balance). The District will send home written notifications of negative balances and use the auto calling system to notify the parent/guardian.

Students that qualify for free or reduced-price meals will receive one lunch and one breakfast per school day at the discounted/free rate. Extra purchases are the responsibility of the parent/guardian.

Please note: Cash cannot be given back from a check deposited at the school district.

The District's Meal Charge Policy is available online at [www.finleysd.org/Departments/Child-Nutrition](http://www.finleysd.org/Departments/Child-Nutrition)

For more information please contact the Child Nutrition Secretary at 509-586-3217 or the cashier at each school.

## Meal Prices:

	Elem	FMS	RVHS
Breakfast	\$1.40	\$1.40	\$1.40
Student Lunch	\$2.75	\$3.00	\$3.25
Adult Lunch	\$4.00	\$4.00	\$4.00
Milk	\$ .40	\$ .40	\$ .40

## MEDICATIONS AT SCHOOL

Any medication required during the school day must be kept in the office. An authorization form signed by both the physician and parent must accompany the medication. **THIS FORM IS NEEDED FOR PRESCRIPTIONS AS WELL AS ANY OVER THE COUNTER MEDICATIONS SUCH AS ASPIRIN, TYLENOL, IBUPROFEN AND COUGH DROPS.**

## PHOTO PERMISSION

Classroom activities and school events sometimes are photographed for purposes of news media coverage or school publicity (newsletters, website, brochures, etc). If you do NOT wish to have your child(ren) photographed for such purposes, an OPT-OUT form must be signed and on file in the office. A form must be completed for each child you wish NOT to be photographed.

## SCHOOL DAY

Our school day begins at 7:50 a.m. and ends at 2:20 p.m., except on Wednesday when school ends at 12:30 p.m. Students must wait outside until doors open at 7:25 a.m. and must use the courtyard entrance to the commons area. Students arriving after the 1<sup>st</sup> period tardy bell need to use the front office entrance and sign in. Students who have notes for being absent may come to the office beginning at 7:25 a.m. After school, all students must leave campus or be in a supervised activity by 2:30 p.m. Office hours are from 7:30 a.m. to 3:30 p.m. daily.

### REGULAR DAY

PERIOD 1.....	7:50 - 8:50
PERIOD 2.....	8:54 - 9:50
PERIOD 3.....	9:54 - 10:50
LUNCH.....	10:50 - 11:20
PERIOD 4.....	11:24 - 12:20
PERIOD 5.....	12:24 - 1:20
PERIOD 6.....	1:24 - 2:20

### EARLY RELEASE WEDNESDAY

PERIOD 1.....	7:50 - 8:28
PERIOD 2.....	8:32 - 9:10
PERIOD 3.....	9:14 - 9:52
PERIOD 4.....	9:56 - 10:34
LUNCH.....	10:34 - 11:04
PERIOD 5.....	11:08 - 11:46
PERIOD 6.....	11:50 - 12:30



## STUDENTS IN THE OFFICE FOR DISCIPLINARY REASONS

Students who have been sent to the office for any disciplinary reason must comply with the request of school staff without disrupting the office. If they are disrespectful or disruptive, they will contact parents and be sent home for the day. If parents cannot be reached, the student will face progressive disciplinary action.

## TELEPHONE USE

The office phone is a business phone and is available to students only in the case of ILLNESS or EMERGENCY. Remember to make arrangements for a ride home IN ADVANCE.

## VANDALISM

Finley Middle School students in general have a reputation for treating their school very well and the school is in excellent condition. The Finley School Board has consistently allocated funds to maintain the building in excellent condition.

When vandalism or destruction of school property occurs, the cost of repairing it will be charged to the person or persons responsible if it is possible to identify them. When no individual culprit can be identified, the ASB fund will be charged for the actual cost of repairs.

## VISITORS

Our school encourages parents to visit their student's classes. All visitors must register in the school office. No one will be allowed to visit a classroom or student during school hours without approval from the Principal's office. Such permission must be obtained in advance.

***Permission will not be granted for school age friends/relatives to visit school.***

## STUDENT RIGHTS AND RESPONSIBILITY CODE

### INTRODUCTION

This code sets forth the written rules and regulations of the Finley School District regarding student conduct, corrective action and rights, and it indicates the types of misconduct for which discipline, suspension and expulsion may be imposed. In addition to these rules and regulations, each school in the District may provide additional rules and procedures regarding student conduct and the administering of corrective action at that school.

This handbook is promulgated and distributed pursuant to Washington Administrative Code Chapter 180-40, which prescribes substantive and procedural due process rights of students. A copy of board policies and WAC 180-40 may be obtained from the Office of the Superintendent of the District.

This handbook is also in compliance with Public Law 101-2226, the Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.

## **STUDENT RIGHTS**

Recent court decisions have clearly indicated that young people in the United States have the right to receive a free public education, and a deprivation of that right may occur only for good and sufficient cause and in accordance with due process of law. In addition to other rights established by law, each student served by the School District possesses the following rights:

- A. No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of natural origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
- B. All students possess the constitutional right to freedom of speech and press, the constitutional right to peacefully assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- C. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches or seizures.
- D. All students shall have the right to be free from unlawful interference in the pursuit of an education while in the custody of the common school district
- E. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. With the cooperation and support of parents, school staff seeks to establish conditions within the school setting that will be conducive to learning.

Every teacher, school administrator, school bus driver and other school employee designated by the school board shall have the authority to impose discipline on any student for misconduct in accordance with the procedures specified in this handbook; to temporarily remove a student from a class, subject, or activity as provided for herein, and to make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent or designee may initiate a suspension or expulsion.

## **DEFINITIONS**

As used in this code, the following words and phrases have the meanings indicated below:

**DISCIPLINE** All forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district, including its athletic program or district transportation.

**EMERGENCY EXPULSION** The immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

**EMERGENCY REMOVAL** The immediate removal of a student from a class, subject or activity by a teacher or administrator when the student's presence poses an immediate and continuing danger to the student, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.

**EXPULSION** A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**PARENT** Any natural, adoptive, or custodial parent or guardian.

**SCHOOL BUSINESS DAY** Any calendar day except Saturdays, Sundays and state school holidays, upon which the office of the superintendent of the school district is open to the public. School business days shall be concluded upon the closure of the superintendent's office for the calendar day.

**SUSPENSION** A denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial or admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. A suspension for any portion of a calendar day up to and not exceeding ten consecutive school days is a short-term suspension. A suspension that exceeds ten days is a long-term suspension.

## **STANDARDS OF STUDENT CONDUCT**

Students shall comply with all federal, state and local laws, school district policies, school rules, school bus rules, athletic codes, and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals or other authorized school personnel when they are properly under the authority of school personnel.

Any conduct that interferes with the educational process is prohibited. The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school-sponsored transportation, and at school events off school grounds and each will lead to corrective action. Conduct marked with an asterisk (\*) is designated as exceptional misconduct and has been judged following consultation with an ad hoc citizens committee to be (a) of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, or (b) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, that students may be subject to suspension for a first-time offense, and to expulsion if there is good reason to believe other forms of corrective action would fail if employed. Administrative discretion is allowed on each individual case, and law enforcement may be informed in appropriate cases.

- \* **Alcohol** - The use, attempted use, possession, distribution or sale of alcoholic substances.
- \* **Arson** - Intentional burning of property.
- \* **Bus** - Not following bus rules. Students riding Finley School buses are governed by all the rules stated in the handout that is provided to them annually by the bus drivers.

- \* **Cell Phones** - Can be a disruption of the educational process and are subject to confiscation for a day or longer if deemed necessary.
- \* **Cheating** - Is handled by each teacher under consultation with the Principal.
- \* **Cyber Bullying** - Is bullying using electronic devices to initiate repeated negative behavior toward a less-powerful person
- \* **Defiance of Authority** - Refusal to comply with reasonable requests of school personnel.
- \* **Destruction or Defacement of Property** - Destroying or mutilating objects and materials belonging to the school, school personnel, or other persons. The school will bill students for the total cost including labor for repair of damage.
- \* **Disorderly Conduct** - Conduct and/or behavior that is disruptive to the orderly educational procedure of the school (including profanity and obscene behavior).
- \* **Drugs** - The use (including inhalation), attempted use, possession, distribution or sale of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, drug paraphernalia, prescription drug prescribed to another, or any item purported to be such.
- \* **Explosive Devices** - The use, possession, or sale of explosive devices, such as firecrackers.
- \* **Extortion** - The solicitation of money, or something of value, from another person in return for protection or in connection with a threat or implied threat to inflict harm.
- \* **Failure to Follow Assessment Recommendations** - When a student is determined to have been possessing, using or being under the influence of alcohol or drugs on campus, an assessment by a certified substance abuse counselor may be required by the school. If the student fails to implement or complete the resulting recommendations and program, this is an additional discipline infraction.
- \* **Fighting** - Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- \* **Forgery** - Writing and using the signature or initials of another person for any school purpose.
- \* **Gambling** - Participating in games of chance for the purpose of exchanging money.
- \* **Hallway Infractions** - Students are not to be in the halls during a class period without a valid permit; students are not to be in the halls during lunch hour.
- \* **Hats** - Hats or other head coverings will be removed when entering the building. They will be permitted on approved occasions such as dress-up during homecoming week, community related events, or in connection with a bona fide religious or disability related requirement.
- \* **Highly Inappropriate Behavior** - Behaving in an unsafe manner, making threats, speaking inappropriately to school personnel/visitors and/or participating in verbal/physical harassment.

- \* **Physical Assault** - Physical attack of one person, or a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.
- \* **Portable Music Devices/Headphones** - Can be a disruption of the educational process and are subject to confiscation for a day or longer if deemed necessary.
- \* **Public Display of Affection** - Students, during the course of the regular school day, including activities, shall limit their public display of affection to that which is considered appropriate for public school. Embracing and kissing are not acceptable on public school premises.
- \* **Smoking/Tobacco** - The use, attempted use, possession, distribution or sale of tobacco or tobacco products of any kind on school property. Non-tobacco chew or snuff will be treated the same as tobacco for sanitation reasons.
- \* **Tardiness** - Arriving up to ten (10) minutes late to class.
- \* **Theft** - Taking property that doesn't belong to you.
- \* **Unexcused Absence and/or Truancy** - Anything over ten (10) minutes will be considered an absence. An unexcused absence is any absence that has not been both excused by a parent or legal guardian and approved by the appropriate school official.
- \* **Verbal Abuse** - Statements by a student which intimidate or injure another.
- \* **Violation of Closed Campus** - Once a student arrives at school, he or she is prohibited from leaving the campus. Students will not be allowed to go off campus at any time, under any circumstances, unless parents are notified and/or parents notify the school.
- \* **Weapons** - The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm, air gun, nun chuck sticks, throwing star, club, dagger, spring blade knife, or any knife the blade of which opens, or falls, or is ejected into position by gravity, or by an outward, downward or centrifugal thrust or movement or any other dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Educational House Bill 1581 (Firearms) mandates a one-year expulsion for students who possess firearms on school grounds or at school events. Required is notification to parents and local law enforcement. This bill also allows districts to suspend students for one full year "if a student acts with malice and displays an instrument that appears to be a firearm on public school property, transportation, or other facilities when being used exclusively by public schools.

## **PROHIBITION OF HARASSMENT, INTIMIDATION, CYBERBULLYING AND BULLYING**

It is the policy of the Finley School District that no student or staff member should be subjected to harassment at school or work for any reason. Therefore it is the policy of the Finley School Board that all employees and students will deal with all persons in ways that convey respect and consideration for all individuals. This is true regardless of regard to race, creed, religion, color, national origin, sex, marital status, sexual orientation including gender expression or identity, veteran or military status, the presence of any sensory, mental of physical disability, or the use of a trained

dog guide or service animal by a person with a disability according to RCW 49.60 and 28A.642 Laws Against Discrimination. District programs shall be free from sexual harassment. Acts of harassment, hostility or defamation directed at anyone whether verbal or physical will not be tolerated and constitute grounds for disciplinary action.

Harassment is an issue to be taken seriously whether it occurs in the workplace, in the school or other setting; Harassment in the workplace and educational setting is unlawful. In fact, harassment against employees and students may violate one or more of a variety of federal and state laws and district policies. The school district may be held liable for harassing conduct of those in their employment or under their control or supervision.

It is a violation of District Policy 6590 to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

For further information, please refer to District Policy 6590 and 3210 or contact the district office.

## **STUDENT MISCONDUCT**

The following guidelines are in effect for students to establish a range of corrective actions, which may be imposed as a consequence of exceptional misconduct. An ad hoc committee and/or P.T.A. officers have met to define the areas of misconduct and the range of action to be taken. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion ,prosecution referral
Threatening or verbal abuse, fighting or physical assault	Minimum	Lunch Detention
	Maximum	Long-term suspension (90 days)
Setting fire or damaging school property devises	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Possessing and/or using weapons or explosive devices	Minimum	Short-term suspension
	Maximum	Indefinite expulsion, notification to law enforcement
Possessing/Using Tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Disrupting the educational process	Minimum	Lunch Detention
	Maximum	Long-term suspension (90 days)
Highly Inappropriate Behavior	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 days)
Bullying/Harassment/Intimidation	Minimum	Lunch Detention
	Maximum	Long -term suspension (90 days)
Forgery	Minimum	Lunch Detention
	Maximum	Short-Term Suspension
Theft	Minimum	Lunch Detention
	Maximum	Long-term suspension (90 days)
Closed Campus Violation	Minimum	Lunch Detention
	Maximum	Short-Term Suspension
Electronic Devices	Minimum	Taken away and Parent/Adult Picks Up
	Maximum	Taken away, Parent/Adult Picks Up and Short-Term Suspension
Computer Misuse	Minimum	Lunch Detention
	Maximum	Short-Term Suspension
Public Display of Affection	Minimum	Lunch Detention
	Maximum	Short-Term Suspension
Refusing to follow reasonable directions of staff	Minimum	Lunch Detention
	Maximum	Long-term suspension (90 days)

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

## **LUNCH/AFTER SCHOOL DETENTION GUIDELINES**

After School Detention is held from 2:25 pm - 3:25 p.m. Tuesday and Thursday of the week.

### **The Reasons for Lunch/After School Detention are:**

- Tardies
- Referrals
- Problems when a substitute teacher was in class.
- Other problems with behavior as deemed by the principal.

### **Expectations while serving Lunch/After School Detention**

- This is a detention room for misbehavior so the students must behave during detention
- Students will bring school work to work on (current assignments or any makeup work) or a book to read.
- We will allow no sleeping or drawing - keeping their time productive will serve us better in the long run.
- At times students will be given the opportunity to help the custodian, principal, or teachers in school cleanup as a part of their detention time.

### **Problems occurring during Lunch/After School Detention**

- If a student is not able to follow the guidelines for After School Detention then the student will be sent home.
- The student will then have a makeup date set by the principal plus an additional detention assigned
- Students will be reminded of the guidelines at the beginning of each detention

## **IN-SCHOOL SUSPENSION**

Guidelines for the in-school suspension program are as follows:

- A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension shall agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
- The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
- Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.



- A student shall remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
- An assignment to the in-school suspension program shall not exceed five days. As such, the appeal process for a short-term suspension shall be in effect.
- The student shall develop a behavior contract while in the in-school suspension program. The student, his/her parent or guardian and a staff member shall sign the contract which defines the expected future behavior of the student.
- After a student is placed back into the regular classroom(s), the principal will monitor the student's progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

### **SHORT-TERM SUSPENSION**

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 and to 10 school days, a conference shall first be conducted with the student as follows:

- An oral or written notice of the charges shall be provided to the student;
- An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- An oral or written explanation of the suspension which may be imposed shall be provided to the student; and the student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

- Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

### **Appeal Process**

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## **EMERGENCY EXPULSION**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

## **LONG-TERM SUSPENSIONS OR EXPULSIONS**

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer shall:

- Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
- Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
- Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
- Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
- Write findings of fact and disposition of the case; and
- Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they

are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak.

At least 2 days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer shall render his/her decision within 1 school business day of the conclusion of the hearing.

### **Appeal Process**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- Study the hearing record or other materials submitted and record its findings within 10 school business days;
- Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- Hear and try the case de-novo before the council within 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- Those council members who have heard or read the evidence,
- Those council members who have not acted as a witness in the matter, and
- A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

## **EMERGENCY REMOVAL**

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- The danger or threat ceases, or
- The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student shall be notified of the action, which has been taken or initiated.

## **Readmission Application Procedures**

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

- Reasons the student wants to return and why the request should be considered;
- Evidence which supports the request; and
- A supporting statement from the parent or others who may have assisted the student.

**The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.**