

Finley Junior High School

Parent and Student Handbook 2023-2024





Dear Finley Families,

It is an honor to introduce myself as the new Principal of Finley Junior High School. I hope that you are looking forward to beginning a wonderful school year together in August.

I bring to Finley experience in both elementary and secondary learning. I have served as an instructional coach, master teacher, and administrator. I am a principal who loves to learn!

Natives of Arkansas and Kentucky, my husband Elliott and I have 2 daughters, Taylor and Whitnii, and 1 son, Mackenzie. As a family, we enjoy being active, listening to music, cooking, playing games and exploring nature.

I am committed to ensuring we have a safe and positive learning environment, and that all scholars are challenged and make progress. We will use effective ways to meet the needs of all scholars and to communicate with parents and community members.

In the 2023-24 school year we will learn more about what it means to Invest in our G.R.O.W.th.

Goal setting

Restorative Practice

Outstanding instruction, and

Working together

As you read our handbook, highlight, make notes, and be sure to contact us with questions, concerns, and suggestions! Thank you for choosing Finley for your scholar, and we look forward to a wonderful partnership this year.

Sincerely,

Whyndii Dunn, Principal



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Campus Policies and General Information

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ARRIVAL AND DISMISSAL

School Hours 8:25 A.M. – 3:55 P.M.

First Bell rings at 8:25 A.M.

Instruction starts promptly at 8:25 AM

ARRIVAL

Students should NOT arrive on campus before 7:30 AM.

Where should we enter?

All bus riders and walkers should enter through the front of the building.

Car riders enter at the back of the school.

Students report to classrooms at 8:25 AM.

What if my scholar arrives late?

Students who report to school after 8:25AM must report to the front office to receive a pass to class from the office.

Where does my scholar go when they arrive?

- All scholars should enter and remain seated in the cafeteria until being dismissed to class at 8:20.
- Breakfast will be served starting at 7:45.
- Students are not permitted to leave campus after they arrive.

DISMISSAL

We kindly ask you to remain in your car during the dismissal process in an effort to dismiss all scholars safely and as quickly as possible. For safety and security reasons, scholars will not be permitted to wait by the street, side parking lot, etc. Students who need to cross the lanes of traffic must do so at the designated crosswalk.

ATHLETICS AND UIL

Participation in extracurricular activities is viewed as a privilege, not a right. We want all scholars to have this opportunity, but understand that those individuals will be held to a very high standard. Any scholar that participates in Athletics and other UIL competitions will be subject to random drug screening and must follow the “no pass- no play” rule established by the University Interscholastic League (UIL). Please ensure that you have read the WISD athletic handbook for more specific information.

Participation in extracurricular activities have shown to improve academic performance, self-confidence, self-awareness, communication, creativity, and collaborative skills. Students will have opportunities to try out and audition for teams, clubs and performances.

Throughout the year, scholars will showcase their talent through performances on and off campus. We encourage you to support our scholars by donating and/or attending events. Admission costs may apply.

ATTENDANCE/APPOINTMENTS

Students should be in attendance at all times unless ill. Students are considered tardy if they are not in their classroom by 8:25AM. At 8:26 AM scholars must report to the office for a tardy pass to enter class. Parents do NOT have to come to the office to sign their scholar in.



If it is necessary for a child to leave school early for a doctor's appointment, etc., that information will be handled through the office. The latest time to check a scholar out is 3:30pm. For scholars absent more than three days, the scholar may request makeup assignments from the classroom teacher. Within two days of returning to school, a note must be submitted to the office explaining the reason for the absence, even if the parent called the office. If no note is received, the absence automatically becomes unexcused.

According to state guidelines, excessive absenteeism (scholars not in attendance for 90% of the time) may result in the scholar being retained. The scholar is responsible for making up any missed work. Excessive tardies and absences will be addressed by our attendance clerk and a meeting will be scheduled to develop an attendance action plan as a truancy prevention measure.

Reasons for excused absences:

- Illness
- Death in Family
- Certain religious holidays
- All other absences will be considered unexcused.



BIRTHDAYS

Student and staff birthdays are announced each morning. To celebrate your scholar's birthday, you may bring him/her lunch and eat with your scholar only in the designated area outside of the library.

BUS RIDING

Riding the bus is a privilege. Please remind your scholar(s) often to follow the bus rules for their own safety and the safety of others:

- Stay seated.
- Remain in your assigned seat.
- Follow the instructions of the bus driver at all times.
- Only use respectful language when talking to others.
- Keep the school bus clean.
- Keep your hands, feet, and objects to yourself.
- Do not leave campus grounds after being dropped off by the bus



Failure to adhere to bus riding rules will result in disciplinary action, including removal from the bus.

Bus routes can be found at the following link: <http://www.infofinderi.com/ifi/?cid=W13J1UKEBBI>

If you have any questions about bus routes or bus policies, please contact the WISD Transportation Department at (972) 923-4631.

CLASSROOM OBSERVATIONS

A meeting with a campus administrator is required before any parent is permitted to observe a classroom. Parents will be required to sign acknowledging the classroom observation expectations and procedures. Policy GKA (Local) states that the principal or designee may:

- Refuse entry to unauthorized persons
- Request that a person engaging in unacceptable conduct leave
- Request the assistance of law enforcement
- Some or all visitors may require an employee escort while on campus

Reasons for limitations on classroom visits:

- Duration and frequency may be addressed
- No interference with delivery of instruction
- No disruption to school environment

COUNSELING

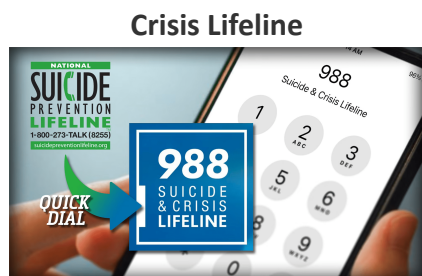
School counselors are available at Finley Junior High to support our scholars and their families with their guidance counseling needs. The role of the school counselor is to provide social and emotional support while fostering a safe and caring environment for our WISD scholars. We



strive to empower our WISD scholars to graduate from high school, to become college and career ready, and to inspire our scholars to ultimately be successful and responsible citizens.

Texas law ([TEC § 33.005](#)) requires school counselors to integrate the following four key components through a comprehensive school guidance program, which are included in The Texas Model for Comprehensive School Counseling Programs which is published by the Texas Counseling Association in accordance with its licensing agreement with the Texas Education Agency.

- Guidance Curriculum
- Individual Academic Planning
- Responsive Services
- System Support



DRESS CODE

Students are expected to dress in a neat, clean manner. If a scholar does not abide by the dress code, the scholar may be subject to disciplinary consequences, including remaining in ISS until compliant, and/or removal of privileges.

Please be mindful that regarding dress code, the following are *NOT* allowed:

- Crop tops
- Hats and sunglasses
- Pajamas/pajama pants, house shoes
- Leggings- unless worn under a dress or a shirt that completely covers the buttock
- Torn jeans with holes that expose skin above midhigh.
- Revealing clothing (cleavage, belly button, buttock)
- Sagging pants
- Any clothing advertising drug, alcohol, violence, or nicotine use

The entire dress code policy may be found [here](#).

FOOD DELIVERIES

Due to scholar health, allergy, safety and security regulations, outside food deliveries (Uber Eats, Door Dash, etc.) **will not be accepted** on our campus. Scholars should not open exterior doors.

Parents may bring lunch for their scholar(s) only if they are eating with their student. Please register in the office and wear a visitor's badge, remain seated at the visitor's tables outside the main office, and exit through the front office at the end of the lunch period.

LOST AND FOUND

From time to time scholars will lose or misplace articles during the school day. We have a large lost and found box near the cafeteria. Small items such as jewelry, keys, cell phones, or money will be kept in the office area. Clothing, lunch boxes, and water bottles will be in the designated Lost and Found Area. At the end of each six week grading period, materials left in the lost and found will be donated to a local clothing bank.

Please prevent loss and theft by writing your child(ren)'s names on his/her belongings.

PARENT CONFERENCES



Parent-teacher conferences are strongly encouraged.

Scheduled parent conference dates:
September 20
February 7

Please contact your child's teacher to schedule conferences as needed. Be sure to jot down questions or bring notes to ensure that conference goals are met.

Please do not expect to conference with teachers during instructional or transition times. We encourage you to bring your scholar to the conference with you so s/he may advocate for him/herself.

Here at Finley, we want our families to stay aware of scholar attendance, grades, and behavior. We use Skyward to house all of this information. Please learn how to access and edit important records in Skyward [here](#). We encourage you to teach your scholar to view his/her records as well.

SCHEDULES: ADVISORY, LUNCH, TEACHER CONFERENCE & TUTORING

ADVISORY

Advisory time (7th period) is structured and targeted time for scholars to complete school work. It is *not* a free period. Advisory teachers will check for missing work, and scholars will have the opportunity to complete the work. Students will also be allowed to work on homework,



projects, or other academic pursuits during this time. Advisory will also be used to provide campus growth and counselor lessons. Advisory is also time that teachers can provide tutoring, provided the scholar has received a pass for tutoring. If scholars leave their advisory class for tutoring, they must stay in that classroom until the end of the advisory period. Students may only leave the classroom with 2 teachers' permission.

LUNCH ACCOUNTS

In the cafeteria, scholars are required to remain seated and clean his/her area ensure that your scholar's lunch account is paid in full at all times. To help you manage lunch accounts, feel free to download the My School Bucks app on the Child Nutrition website at <https://www.myschoolbucks.com/index.jsp>

TEACHER CONFERENCE PERIODS

Teacher conference periods are designed for parent conferences, collaborative meetings, and preparing the classroom. Parents should make appointments for conferences to ensure adequate preparation and respect for your time.

TUTORING

Selected scholars may attend tutoring before school from 7:45-8:20 or after school as provided by the teacher. A pass must be presented for the scholar to report. Without the pass, the scholar will remain in the cafeteria (in the morning), or be dismissed from the campus.

FINLEY BELL SCHEDULE

[Please click here for the bell schedule](#)

SCHOOL VISITS

All parents and other visitors must register in the office when visiting the campus **for any reason**. This is a state law and is designed for the safety of scholars. We will use the RELATRIX system that requires a state issued driver's license, state photo ID card or a current passport. If it is necessary to contact your child or his teacher during the day, the office staff will assist you.

If a scholar needs to leave school during the day, the parent must come to the office and sign the scholar out of school. Parents are required to display a state issued picture ID. Please comply with all campus rules and procedures.

Waxahachie ISD Policy allows administration to remove any individual who is disruptive, abusive, threatening, or violent. Superintendent/designee may ban those who engage in prohibited conduct.

What can a parent visitor do while on campus?

- Have lunch with their scholar at a designated visitor table



- Parent-teacher conference or meetings with other educators (e.g. ARD meetings)
- Pick up or drop off child
- Volunteer Work or other activities as permitted by campus administration

Examples of Impermissible Conduct for Parents

- Yelling, shouting, cursing
- Barging into classrooms during instruction or without an appointment
- Threatening employees or others verbally or physically
- Approaching or communicating with scholars in a threatening manner
- Entering prohibited areas of the campus without authorization.
- Inappropriate dress/appearance for schools- skimpy clothing, obscene tattoos
- Carrying of firearms or other weapons inside school buildings
- Use of tobacco products or e-cigarettes
- Possessing, using, or being under the influence of alcohol/drugs

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to follow guidelines outlined in the Waxahachie ISD code of conduct. In addition, our campus follows a Restorative Discipline Practice that is designed to build relationships with scholars and incentivise positive behavior. Part of this practice is our Finley 5 Program. Please see information below about how to become a Finley 5 Student.

Failure to follow the scholar code of conduct and other campus directed guidelines will result in a consequence intended to help the scholar correct the misbehavior and teach appropriate behavior. Disciplinary action will be administered at the discretion of campus administration. Consequences include, but are not limited to withdrawal of privileges, in school Suspension (I.S.S.), and after school or Saturday detention. Parents will be notified of the offense and consequence.

Students who follow school guidelines and will be rewarded with scholar incentives, assemblies and campus celebrations.



Finley 5

The Finley 5 program is designed to reward exceptional behavior. What is expected of a Finley 5 Warrior?:

<i>No device infractions</i>	<i>No demerits</i>	<i>No missing assignments</i>	<i>No ID infractions</i>	<i>No dress code infractions</i>
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Students who meet the guidelines of the Finley 5 each marking period will be rewarded with privileges such as special device use, celebrations, etc.

STUDENT HEALTH

All medication brought to school by scholars shall be prescription only and in the original pharmacy labeled bottle. The label must include the scholar's name, the times to be given and dosage. A completed and signed Request for Administration of Medication form must accompany the bottle. All controlled medications must be brought into the clinic by a parent or guardian. It is the responsibility of the scholar to report to the clinic to take his/her medication at the scheduled time.

Due to limited room in the clinic, we cannot supervise scholars who are ill or injured for extended periods of time. When contacted about a child's injury or illness, please pick up the scholar as quickly as possible. In efforts to prevent delay in contact, please keep current phone numbers updated in your Skyward account.

Also, please keep your scholar's immunization records up to date.

TOYS, GAMES & ELECTRONIC DEVICES

Cell phone use is allowed before and after school, and during specified lunch times.

Electronic device use is NOT permitted during class time. This includes cell phones, gaming systems, toy weapons, laser devices, ipods, including devices that are not "activated".

Earbuds, airpods, headphones, smart watches and similar devices that may or may not connect to technology and rest in *or* over the ears may NOT be worn. ALL devices should be powered off and put away. Scholars who violate the policy are subject to disciplinary actions, including progressive confiscation, which may require a parent to pick the item up from campus. Please reinforce the importance of listening and following instructions, even when it comes to personal items with your scholar.

See Finley 5 section for more details.

The district will not be held responsible if a device is lost, stolen, or misplaced, including those that have been confiscated.



VOLUNTEERING AT Finley

Volunteers are vital to the support of educational programs and activities here at Finley. Volunteers give their time, dedication and encouragement to our scholars and school staff in various ways. Whether you are a parent, business/community partner or individual volunteer appreciate you for giving your services and time.

All volunteers that engage in campus and scholar must complete the application process and receive a background clearance by the Human Resources Department. Once cleared through Relatrix, will report to the main office and be given a duty assignment. Volunteers are expected to remain in the assignment area.

Applications are valid for one year, and volunteers must sign in and out with the front office daily.



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activities

volunteers
volunteer

