

# **Eddie Finley Junior High School**

**Principal Derek Zandt**



**Student Handbook**

**2022-2023**

## **Arrival and Dismissal**

### **Bike Riders, Bus Riders, Walkers, and Car Rider**

Bike riders, bus riders, and walkers will enter and exit the building through the front doors. Car riders will enter and exit the building through the back patio doors. Students may enter the building at 7:30 a.m. and go to the cafeteria. Breakfast starts at 7:45 a.m. and ends at 8:15 a.m. School starts at 8:25 a.m. and ends at 3:55 p.m. Teachers arrive at 7:45 a.m. and leave at 4:15 p.m. Attendance is taken during each class period throughout the school day. After-school supervision begins at 3:50 p.m. and ends at 4:15 p.m. It is important that your child is picked up by 4:15 unless staying for extracurricular activities.

### **Emergency Bus Passes**

An emergency bus pass may be issued to a bus student who needs to ride another bus due to a family emergency. District transportation grants three (3) passes per school year. Permission may be granted in emergency situations for eligible bus students who have a contract on file. To request a pass, parents must send a request note. Students must give the note to the assistant principal by 10:00 a.m. The note should list the emergency, student's name and ID number; the student's current bus number, requested bus number, parent's phone number, and destination information: adult name, address, and phone number. The assistant principal will contact transportation for approval. The student and parent will be informed of approval or rejection.

### **Clinic (Health Services)**

Teachers do not administer medications to students. The school nurse will administer medication that a student must take during school hours. Any medicine sent to school must be accompanied by a note with the name of student; name of the medicine and dosage; and the time the medicine is to be administered. Parents must send medication in the original container. Students must take all medication to the clinic when they arrive on campus. If a student does not take medication(s) to the clinic, disciplinary action according to the WISD Student Code of Conduct will be enforced. Students who become ill during the school day should notify their teacher and report to the school clinic. If students become ill and it is necessary for them to go home, the nurse will notify parent(s)/guardian(s). Students who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat or conjunctivitis MUST remain at home for 24 hours and/or cleared of symptoms.

### **Visitors (parents, guardians, and guests)**

Parents are to make arrangements 24 hours in advance with Mr. Zandt to observe in the classroom. Since students are engaged in learning activities throughout the school day, it is important that *other relatives only visit students during lunch*. For the safety and security of each student, all parents/guardians, district staff and other guests are to enter the building through the front door; check-in with the school office; and sign-in and receive a Raptor V-Soft Guest Badge. In order to receive a Raptor V-Soft Guest Badge, you must provide a valid Texas Driver's License or a state issued ID card to be scanned by the Raptor V-Soft Visitor Management and Technology system. When leaving the building, all guests must return to the office to sign-out and return the Raptor Guest Badge.

### **Breakfast and Lunch**

Child Nutrition does not provide a lunch or breakfast charge service for secondary students, grades 6-12. Students may bring a lunch from home; buy a school lunch, or snacks. Students may purchase breakfast between 7:45 a.m. and 8:15 a.m.

Parent(s)/Guardian(s) may eat lunch with his/her child. You must present a valid ID and sign-in in the office. After lunch return to the front office to sign-out. Students must return to class on time. Due to health issues, parents/guardians are to bring food for your child/children only. In addition, you may only eat lunch with your child/children.

No food or drink of any kind will be allowed outside of the cafeteria after lunch. If a student needs to carry a bottle of water for medical reasons a doctor's note must be given to the school nurse.

## **ATTENDANCE**

### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program; extended year program; or tutorial session unless the student is otherwise excused from attendance or legally exempt.

### **Attendance and Truancy**

Success in school depends, to a great extent, on regular attendance and punctuality. Students who arrive late often miss important information. Tardiness and absences may interfere with learning. First period attendance is taken at 8:25 a.m. School employees must investigate and report violations of the state compulsory attendance law. A student who is absent without permission from school; absent from any class or required programs (additional special instruction by the state); assigned by a grade placement committee; or required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school for ten or more days or parts of days within a six-month period in the same school year.

If your child misses school, the state considers only the following as excused absences:

1. Observing a religious holy day
2. Attending a required court appearance
3. Doctor, dentist, counseling or other medical appointment
4. Funeral of family member (obituary or memorial pamphlet)

### **Absences and Notes**

Each absence from school requires documentation, a parent or guardian note with the child's First Name, Last Name, and ID Number written clearly at the top. The note is due when the child returns to campus. Excessive parent notes, or excessive absences without proper documentation, will result in parent/guardian being contacted to fill out a truancy packet and/or possible referral to truancy court. Medical documentations are due when the student returns to campus.

Students who miss more than 10% of the school year (18 days) will be required to have a hearing to discuss possible promotion/retention.

### **Doctor's Note after an Absence for Illness**

Upon return to school, if a student is absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absences from school. [See Board Policy FEC (LOCAL).]

Should the student develop a questionable pattern of absences, the attendance clerk will require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence(s). [See Board Policy FEC (LOCAL).]

If the student has established a questionable pattern of absences, the Attendance Committee may require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

### **Leaving School Grounds**

Students may not leave school grounds. Any student needing to leave school before the regularly scheduled release time must be signed out by an authorized person; the

parent/guardian; or a representative whose name is on file in the front office. The adult signing the student out will be required to show a photo ID.

### **Tardy Policy**

A student is considered tardy for class if he/she is not in the classroom when the tardy bell rings. Students who are tardy to class will receive the following consequences:

<b>1<sup>st</sup> time</b>	Verbal Warning/Mark in attendance/No Consequences
<b>2<sup>nd</sup> time</b>	Verbal Warning/Mark in attendance/Contact Parent/No Consequences
<b>3<sup>rd</sup> time</b>	Lunch Detention/Mark in attendance/Contact Parent.
<b>4<sup>th</sup> time</b>	Lunch Detention/Mark in attendance/Contact Parent.
<b>5<sup>th</sup> time</b>	Level 2 Detention (Principal detention). Principal notifies parent.
<b>6<sup>th</sup> time</b>	Consequences determined under the discretion of principal. Principal notifies parent.

Consequences will start over at the beginning of each 9 week grading period.

## **Academic Success**

### **Report Cards/Progress Reports**

Grades are calculated at the end of the third week.

### **Missed Assignments (Absences)**

- Assignments or tests will be made available to students after absence(s). Students must request missed assignments along with assessments and make arrangements for missed work on the day (first day) he or she returns to campus. Students are given one day for each day of absence to make up assignments. When three (3) consecutive or excessive absences occur students will need to make special arrangements with each teacher in order to complete assignments.
- Work that is assigned when a student is present must be turned in on the first day a student returns from being absent. The student must turn in all work that was assigned before the student was absent. All tests assigned before the absence must be taken on the first day back.

### **Late Work**

**“Success Is the Only Option”** at Finley Junior High School. Therefore, “Zeros Are Not Permitted”. Work that is assigned, when a student is present, must be turned in on or before the designated date. If the work is not turned in by the designated time, the student will receive a grade penalty. The maximum grade for late work is 70%. Please contact teachers for specific information.

### **Tutoring**

Tutoring is available before the school day. Tutoring begins at 7:45am. Students who attend tutorial sessions will work on assignments or take tests. Tutorial is recommended for students who receive a grade below 75% on a grade report. Teachers will provide tutoring before school, during Advisory, or after school.

### **Parent/Teacher Conferences**

Conferences will be conducted in the conference room or a designated area. Please do not conduct a conference in the lobby, hallways, etc. We will observe our confidentiality procedures. Each teacher has a conference period designated for parent conferences, planning, campus/district meetings/conferences, training, etc. You may contact teachers by note, e-mail, or phone to schedule a conference.

### **School Counselors**

Societal problems affect every school district and prevent many students from learning. Utilizing leadership, advocacy, and collaboration, counselors promote student success; provide preventive services; and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, personal, and social development for students.

### **DISCIPLINE OVERVIEW**

Finley Junior High staff take great pride in keeping a safe and well-maintained campus for our students. We expect students to demonstrate good behavior when they walk into Finley Junior High and will be given consequences for misbehavior according to the student code of conduct. We believe in restorative discipline practices and want to assist the student in building great relationships with teachers and staff. Assistant principals handle all discipline offenses and consequences. Please call and set up a meeting with the appropriate assistant principal if you should have any concerns.

### **Lunch Detention**

Per the Administrator's discretion – Students who fail to comply with district or campus guidelines may be placed in lunch detention. Designated seating will be provided. Students assigned to Lunch Detention will only be allowed to purchase the tray lunch unless they bring their own lunch. Students will lose the privilege to purchase snacks and use devices when assigned to lunch detention.

### **Level 1 After School Detention (3:55-4:20)**

Per teacher discretion – Students who fail to comply with classroom, campus or district guidelines may be placed in after school detention. Location will be determined by his/her teacher. Teacher will contact parents/guardian. Students will be required to bring

homework or study materials. Students who fail to attend after school detention will receive additional discipline.

### **Level 2 After School Detention (3:55-4:55)**

Per Administrators discretion - Students who fail to comply with classroom, campus, or district guidelines may be placed in after school detention. Administrators will contact parents/guardians. Students will be required to bring homework or study materials. Students who fail to attend after school detention will receive additional discipline.

### **In-School Suspension (ISS)**

Students who fail to comply with district or campus guidelines will be placed in ISS. The ISS room is located on campus and students are assigned to this area during the school day for discipline reasons. Students will work on classroom assignments while in ISS. Students who misbehave in ISS will be assigned additional ISS days, suspended, sent to Challenge Academy, or expelled.

### **Discipline Alternative Placement Program**

Major infractions of district or campus guidelines may result in an off-campus placement, Discipline Alternative Education Placement (DAEP). The Challenge Academy (CA/DAEP) is located in the Turner Building, 614 North Getzendaner.

## **BOOKS**

### **Textbooks**

Damaged or lost textbook fees must be submitted to the campus secretary.

### **Library Books**

Lost or damaged library books must be paid for immediately.

## **LOST AND FOUND**

Students, parents, and guardians are encouraged to label lunch bags, clothing, jackets, coats, personal items, etc., so that the staff can easily return lost items. Items that cannot be identified will be placed in lost and found near the cafeteria.

**Finley administrators highly recommend writing your child's name their clothing.**

## **SAFETY AND SECURITY**

### **Bullying**

Bullying occurs when a student or group of students directs written or verbal expression or physical conduct against another student and the behavior results in harm to the student or the student's property; places a student in fear of physical harm; or is so severe that it creates an intimidating, threatening or abusive educational environment. The Board of Trustees has established policies and procedures to prohibit bullying and to respond to reports of bullying. Students may fill out a Safety Alert form and turn it into the front office or the counselors' office. [See School Safety Transfers and Board Policy FFI (LOCAL).]

### **Identification Badge**

To ensure student safety, students will be required to wear an ID badge. Each student will be issued an ID along with a lanyard. Students must wear their ID badge around the neck at all times during the school day. ID badges are used to enter all school functions; to participate in the school lunch program; to checkout library books; for bus transportation; and to receive discounts at extracurricular events. Replacement ID cards may be purchased for \$5.00 and a replacement lanyard for \$1.00. Replacements may be purchased in the office.

### **Checking-Out Students**

When a parent or a parent representative makes a request to check-out a student, he/she must present a photo ID. For the student's safety and protection, no student will be released to anyone without validation. If someone arrives on campus to check-out a student and he/she is not listed on the student's official document(s), campus records, the child will not be released.

### **Change of Address**

Any change of guardianship, address, or telephone number must be reported to the classroom teacher and the office immediately. It is important that this information be kept current in case of an emergency. Parents who change jobs during the school year should update campus records: new address of employment as well as a new phone number.

### **Emergency School Closing Information**

In the event of inclement weather, students should listen to radio stations KBEC (AM) 1390, WBAP (AM) 820, or watch Channels 4, 5, or 8 for school cancellations or delays.



### **Safety Drills**

Students, staff, substitutes, and other district employees will participate in emergency drills. Fire drills will be conducted monthly. Additional drills will include tornado, and intruder/lock down drills will be conducted throughout the year. Students must follow direction(s) of teachers and marshals and proceed quickly and quietly in an orderly manner. *Students are to remain quiet until the drill is over.*

### **Student Deliveries**

To decrease academic disruptions during the day, required items (i.e. band instruments, clothes, homework, lunch, lunch money, etc.) will be delivered to students by the office staff. Do not send or bring the following items: homecoming items, flowers, balloons, candy, stuffed animals, gifts, Valentines, birthday, and holiday items, floral deliveries etc. We cannot house or deliver them.