

## MISSION STATEMENT

The mission of Finley Elementary School is to help each child reach his or her full potential emotionally, socially and academically in order to become productive citizens and lifetime readers and learners. It is our goal to provide a safe, nurturing environment that will enable each child to gain self-esteem, respect diversity, develop academic and social skills and become an independent problem solver.

## VISION STATEMENT

<b>F</b>	Fostering academic, social, and emotional needs
<b>I</b>	Individual attention and success for all
<b>N</b>	Nurturing and safe environment
<b>L</b>	Learning for life
<b>E</b>	Envisioning the future
<b>Y</b>	Yearly progress through daily strides

## Finley School Calendar

### 2010-2011 Calendar

First Day of School (12:00 Dismissal).....	August 30, 2010
Finley Open House (5:30 p.m.).....	September 2, 2010
Labor Day Holiday .....	September 6, 2010
Progress Reports Go Home.....	October 1, 2010
Finley Halloween Carnival (5:00-8:00).....	October 28, 2010
End of 1 <sup>st</sup> Qtr.....	November 5, 2010
Report Cards Go Home.....	November 10, 2010
Veteran's Day Holiday .....	November 11 & 12
Parent Teacher Conferences (12:30 Dismissal).....	Nov. 15-Nov.19
Minimum Day (12:00 Dismissal).....	November 24, 2010
Thanksgiving Vacation .....	November 25 & 26
Progress Reports Go Home .....	December 10, 2010
Minimum Day (12:00 Dismissal).....	December 17, 2010
Winter Vacation.....	December 20 – 31
Martin Luther King, Jr. Holiday.....	January 17, 2011
End of 1 <sup>st</sup> semester.....	January 28, 2010
Kindergarten Conferences (12:30 Dismissal Monday, .....	January 31-Feb 4
Tuesday, Thursday, Friday and 1:30 Dismissal on Wednesday)	
Report Cards Go Home.....	February 2, 2011
Lincoln's Birthday Holiday .....	February 14, 2011
Presidents' Day Holiday .....	February 21, 2011
Progress Reports Go Home.....	February 25, 2011
Fair Day Local Holiday .....	March 4, 2011
End of 3 <sup>rd</sup> Qtr.....	April 1, 2011
Report Cards Go Home.....	April 6, 2011
Minimum Day (12:00 Dismissal).....	April 15, 2011
Spring Break.....	April 18-22, 2011
STAR Testing (2 <sup>nd</sup> -5 <sup>th</sup> Grades) .....	May 2-13, 2011
Progress Reports Go Home.....	May 13, 2011
Memorial Day Holiday .....	May 30, 2011
Last Day of School (12:00 Dismissal).....	June 10, 2011

## **SCHOOL HOURS**

Classes start at Finley School at 8:00 a.m. for all students. Four days a week kindergarten students are dismissed at 2:20 p.m. and students in grades 1 through 5 are dismissed at 2:30 p.m. **Every Wednesday, students in grade 1 – 5 are dismissed at 1:30 p.m.; kindergarten students are dismissed at 1:20 p.m.** Students are not allowed on campus before 7:30 a.m. and should be off campus within 10 minutes of being dismissed from either the classroom or after-school tutoring.

## **ATTENDANCE**

Good attendance is important. Regardless of the reasons, excessive absences are often a cause for student failure. Regular attendance at school is essential and necessary for a pupil's continued progress. When picking a child up early from school, parents must come into the office and sign their child out in the attendance logbook (located in the Finley Office). Students will then be called to the office to be picked up.

## **ABSENCE**

When a child must be absent from school, a parent or guardian is to ***call the school, 356-2929***, stating the reason for the absence or ***send a note the day*** the child returns to school. **If the school office does not receive an explanation of the absence within 3 days, the absence will be marked as “unexcused”.** Three or more unexcused absences will start the SARB (School Attendance Review Board) process for that student.

After an absence, all students are to report to the office **before school starts** to pick up an admit slip to give their teacher. If you have not called the office concerning the absence, be sure to send a note with your child stating the reason for the absence.

Doctor or dental appointments should be arranged outside of school hours when possible.

## **TARDINESS**

Prompt attendance at school is a requisite for good citizenship and academic achievement. Any student coming on campus after the 8:05 a.m. bell is considered tardy. Up until 8:15 a.m., tardy students may report to their classrooms where their teacher will mark them as “tardy” and ask the student for a note explaining their tardiness. All students reporting to school after 8:15 a.m. must first report to the school office. A parent's notification is required to have the tardiness excused.

## **GUARDIANSHIP**

In all cases where a child is not living with natural or custodial parent(s), the acting guardian must provide the school with documents that certify that s/he is the legal guardian. In most cases, this document will be a court order signed by a judge.

## BEHAVIOR/DISCIPLINE

All students are expected to follow the Finley School Rules and Behavior Expectations while coming to, attending, and returning home from Finley Elementary School and from all activities sponsored by Finley or in which Finley students participate.

### BASIC SCHOOL RULES

We expect Finley students to act in the following manner:

1. Follow directions and class and playground procedures
2. Be honest
3. Exhibit conduct that is courteous to others
4. Show respect toward students, adults, and staff
5. Act and play in a safe manner
6. Keep hands, feet, and objects to self
7. Students riding bikes to and from school MUST wear bike helmets

### Display of Affection

There is no acceptable display of affection allowed at Finley. Any display of affections is inappropriate on school grounds or at any school sponsored activities.

### Fighting

Fighting and pretend fighting will not be tolerated at Finley School, nor can the school recognize any excuse for it. Therefore, jumping on other students, head locks, and other forms of horseplay that can cause bad feelings are not to be allowed at any time. Contact games which can cause injury such as wrestling, football, keep-away, and crack-the-whip, etc., are not allowed on school grounds. Name-calling and other activities, which cause hard feelings, must be discouraged. The counselor is willing to help students settle differences with other students or groups of students.

### Harassment

Harassment may be verbal, visual, physical, or sexual advances that result in interference with a pupil's academic performance or create an intimidating hostile or offensive educational environment. *Harassment of any kind will not be tolerated!* Pursuant to Ed. Code 48900.2, "A pupil may be recommended for expulsion if the superintendent of the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Penal Code Section 212.5." Also, a pupil may be recommended for expulsion if the pupil has committed or attempted to commit a sexual assault as defined in Section 261, 261c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Harassment in any form by an adult or student should be reported immediately to any school employee.

### **Hazing, Physical Force, Bullying, and/or Intimidation**

Hazing or the “intimidation” of students is a violation of the law. Serious injury may result. **Students who are abused in this manner should report the incident to the administration.** Hazing includes any action by a person or persons that results in physical injury to another.

Physical force and/or intimidation will not be tolerated. Intimidation involves threats of mental or physical harm or pressure. Examples include, but are not limited to bullying, domineering, extorting, or otherwise attempting to influence someone with the use of frightening actions and/or words. Severe cases of intimidation are classified as an assault. In an assault, no blows (physical contact) need to occur.

### **Profanity/Obscenity**

Language, actions or gestures that are offensive, crude, lewd, uncultured and generally unacceptable are prohibited. Certain words and gestures fit the description.

## **CLASSROOM DISCIPLINE**

Classroom rules and consequences will be clearly posted in each classroom. Rules will be taught and practiced and students are responsible for following them.

### **KINDERGARTEN AND FIRST GRADE:**

#### **Basic Classroom Rules**

1. Follow directions the first time they are given
2. Raise your hand to speak
3. Stay seated
4. Keep hands, feet, and objects to yourself
5. Be respectful

#### **Daily Consequences:**

- |                              |  |
|------------------------------|--|
| 1 <sup>st</sup> Consequence: | Verbal reminder; name on board   |
| 2 <sup>nd</sup> Consequence: | Check mark, 30-second conference with the teacher at the end of class (prior to recess)  |
| 3 <sup>rd</sup> Consequence: | Lose one recess (first one following consequence)  |
| 4 <sup>th</sup> Consequence: | Student will call parent(s)  |
| 5 <sup>th</sup> Consequence: | Referral to the principal or vice-principal  |
| Severe Clause:               | Immediate referral to the principal or vice-principal <ul style="list-style-type: none"><li>• Fighting</li><li>• Disregard and/or disrespect of teacher</li><li>• Other extreme behavior</li></ul> |

## **SECOND THROUGH FIFTH GRADE:**

### Basic Classroom Rules

1. Follow directions the first time they are given
2. Raise your hand to speak
3. Come to class on time, prepared, and ready to learn
4. Keep hands, feet, and objects to yourself
5. Be respectful

### Daily Consequences:

- |                              |  |
|------------------------------|--|
| 1 <sup>st</sup> Consequence: | Verbal reminder  |
| 2 <sup>nd</sup> Consequence: | Name on board, 30-second conference with the teacher at the end of class (prior to recess)   |
| 3 <sup>rd</sup> Consequence: | Check mark; lose one recess  |
| 4 <sup>th</sup> Consequence: | Student will call parent(s)  |
| 5 <sup>th</sup> Consequence: | Referral to the principal or vice-principal  |
| Severe Clause:               | Immediate referral to the principal or vice-principal <ul style="list-style-type: none"><li>• Fighting</li><li>• Disregard and/or disrespect of teacher</li><li>• Other extreme behavior</li></ul> |

## **PLAYGROUND RULES**

While on the playground, students are expected to:

- Use the restroom before going to lunch or the playground
- Play safely – do not use behavior that endangers others
- Have no dangerous objects or substances
- Use playground equipment as it is designed to be used
- Avoid playing games of “keep away”, play fighting, body slamming, etc.
- Make a playground supervisor aware of any problems immediately

## **INFORMAL DISCIPLINARY ACTIONS**

Holtville Unified School District uses a variety of informal disciplinary steps in order to correct a conduct violation before taking formal disciplinary action through suspension and/or expulsion. These include, but are not limit to:

- Teacher-student conference
- Teacher-parent conference
- Administrator-student conference
- Administrator-parent-student conference
- Red cards for time outs (playground)
- Individual behavior plans

The administration and staff will use a variety of steps; however, it recognizes that some acts of disruption and disobedience can result in immediate suspension or upon due process, expulsion from school.

## **FORMAL DISCIPLINARY ACTION**

### **DETENTION**

Student misbehavior will, in most cases, be answered first with a call to parents and then – if misbehavior persists – with a lunch, recess or after-school detention.

Students should bring pencil, paper, and books so that they may work during detention. Students causing problems or not following instructions during detention will face further consequences, ranging from additional detentions to suspensions.

If a student fails to report for detention, s/he will be sent to an administrator on a referral for further consequences.

### **SUSPENSIONS**

Suspensions will usually be served out of school. Suspensions are given at the principal's or vice principal's discretion for either severe or persistent misbehavior, continued harassment and/or an open attempt to inflict injury onto another person. When a child is suspended, the parent/guardian must conference in person with the administrator and other staff directly involved before the child can be readmitted.

Procedures for suspension are as follows:

1. The student is given oral and written notice of the charges of misbehavior
2. The student is given a chance to present his/her side of the story
3. Parent(s) are notified by telephone of the suspension and reasons
4. Once suspended, the student and parent/guardian will receive notice of the following:
  - a. Reason for suspension and the rule(s) violated
  - b. Procedures required of student and parent/guardian for reinstatement
  - c. Beginning and ending dates of the suspension
  - d. Students may be allowed to make up class work at the discretion of the teacher(s)

During a suspension, the child may not be on the school grounds, without parent/guardian, at any time during the suspension. Suspension removes the privilege of attending school and school sponsored activities.

### **EXPULSION**

In addition to possessing/using weapons or illegal substances, students who commit continued acts of persistent misbehavior or gross misconduct can and may be expelled to protect the educational opportunities or the safety of other students.

When a recommendation for expulsion is made:

- A meeting of the Board is scheduled - only the School Board can expel a student
- Parents are informed of the date and time of the meeting and of their right to attend
- Parents are informed of their right to bring legal counsel to the meeting

## HEALTH AND SAFETY

### SAFETY GUIDELINES – GOING TO AND FROM SCHOOL

It is important that students travel to and from school in a safe manner:

- Cross in designated crosswalks
- Always cross the street at the corner, never from between parked cars, as drivers will not see you until it is too late
- Never cross a street without looking both ways. Look left, then right, and then left again, before crossing
- Never ride home with a stranger. If a stranger approaches or attempts to get you into a vehicle, scream and run for help.
- Students should know their full name, address and phone number in case of an emergency

### SAFETY, SAFETY, AND MORE SAFETY

Two of the most obvious and most hazardous safety problems are double parking to drop off students and children crossing in the middle of the street to meet parents who wait on the other side. PLEASE HELP YOUR CHILD BY YOUR GOOD EXAMPLE. You are urged to pick up your child on the school side of the street.

### RIDING A BICYCLE TO SCHOOL

If you ride your bike to school, you **MUST WEAR A HELMET**. It is the law and it is a school rule. The first time a student rides their bike to school and is not wearing a helmet the bike will be taken away until parents can either pick up the bike or bring a helmet for their student. The third time a student does not wear a helmet, they will be asked not to ride their bikes to school.

The school cannot assume responsibility for the loss or vandalism of bicycles on campus. Please have students lock their bikes while they are on campus.

### FINLEY TRAFFIC PLAN

For the safety of our students, Finley has several Loading and Unloading Zones around campus (see map). Also, for one hour every morning (7:30 – 8:30 a.m.) and one hour every afternoon (2:00 – 3:00 p.m. except on Wednesdays, 1:00 – 2:00 p.m.) **6<sup>th</sup> Street becomes a one-way street. Barricades will be out daily as a reminder.**

### EMERGENCY DRILLS

Fire drills are held according to the provisions of the state law and conducted on a monthly basis. The signal is three long rings of the alarm repeated over and over.

Students are to stay with their classes and not leave the school grounds or go home during a drill. They are to return directly to the classroom area they came from when the all-clear bell is sounded.

Earthquake drills will be conducted at regular intervals. Students are to drop and cover and wait for the teacher's signal to exit the buildings. They may return to the classrooms after the all-clear signal, a long continuous bell.

**HEAD LICE (PERDICULOSIS)**

Periodic head checks for lice will be conducted in the classrooms. Students identified with nits and/or live lice may be sent home for treatment. Students may be excluded from school attendance until signs/symptoms are gone.

**ILLNESS OR INJURY**

Students may ask permission from teachers to go to the nurse's office any time they are not feeling well or have been injured. If the nurse is not there, the student should report to the school secretary in the Finley office.

**MEDICATION IN SCHOOL**

Non-prescription and prescription use of medicine at school:

1. The physician is to provide the school with a written order.
2. The parent/guardian is to provide the school with a written request authorizing the administration of the medication at school. The approved form is available in the school office.
3. Medication is to be in a properly labeled container from a pharmacist or physician, or for over-the-counter medication, in its original container. You may request a duplicate container for school from your pharmacists.
4. All medicines will be stored by the school. (No student will be allowed to carry or store medication unless it is documented that it is a medical necessity.)
5. Upon arrival at school, all medication must be given to the school nurse or, when she is not available, the school secretary, vice principal or principal.
6. Students must report to the nurse/office to obtain medicine.
7. The school nurse, administrator, or secretary will administer or supervise the administration of the drug only if the above requirements are met.
8. At the end of the school year, any medication not used or container not claimed will be discarded.

**CAFETERIA**

For safety and security reasons, parents and relatives of Finley students are not allowed in the cafeteria during students' breakfast and lunch times except on special occasions. On these special occasions, parents and guardians will be invited in writing by the school to eat with the students.

## INSTRUCTIONAL PROGRAM

### FIELD TRIPS

Trips are approved based on their relation to topics of school study. Students who have been suspended and/or who have received behavior referrals may not be allowed participate.

The choice of chaperones, including parent volunteers, for field trips is at the discretion of the classroom teacher. Other relatives and siblings will not be allowed to accompany the students.

If parents wish to drive their students home from a field trip, **PRIOR approval** (minimum of 24 hours in advance) is needed from the Finley Office (forms available in the office).

### GRADING PERIODS

Student report cards are sent home the Wednesday after the end of each nine-week quarter. You are to sign and return the attached form within a week of receiving it.

In all cases where a grade report raises questions, please contact the child's teacher(s) promptly.

### PARENT/TEACHER CONFERENCES

Parent/teacher conference days are scheduled for November 16 - 20. A notice will be provided in advance of the schedule. We expect to be able to meet with each parent. Parents may also request a conference at any other time during the school year.

### HOMEWORK POLICY

The Holtville Unified School District Governing Board considers homework to be an important part of the instructional program. Homework should reinforce classroom learning and expand on a student's school experiences. Assignments are to be specific and related to classroom objectives. Class work not completed during the school day may be assigned in addition to regular daily homework.

Recommended time allocations:

Kinder and first grades	20 minutes daily
Second grade	20-30 minutes daily
Third – fifth grades	30-60 minutes daily

### MAKE-UP WORK

As a general rule, students shall be given the opportunity to make up schoolwork missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule. Students who miss schoolwork because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the option of the teacher(s). If a student's absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension.

### **ACCELERATED READER PROGRAM**

The staff at Finley Elementary School recognizes the value of having students read daily. To encourage reading, we reward students in grades 1 - 5 who are reading and have passed tests at their independent reading level (IRL) on the Accelerated Reader (AR) computerized program. Tests taken below the student's IRL will be deleted and will not count towards rewards. Certificates are given quarterly at the Finley Awards Ceremonies for students who have reached reading goals of 25 points, 50 points, etc. At the end of the school year, the top 2 readers at each grade level (according to AR testing) will earn a special trip. The next 8 readers at each grade level will go to the movies, or other approved award. Students are encouraged to read over the summer vacation and will be allowed to take appropriate tests when school resumes each fall.

### **WITHDRAWAL FROM SCHOOL**

Parents of students who will be transferring out of our school during the school year are asked to notify their teacher(s) and the office as far in advance as possible. On the last day of attendance, texts and school owned supplies must be returned.

Parents need to come to the office prior to withdrawal to:

- Fill out paperwork relating to a student transfer
- Settle any fines relating to damaged or missing books or school materials

### **VISITORS AND VOLUNTEERS**

For safety and security reasons, all visitors and volunteers at Finley School are required to report to the school office **before** entering the campus. Visitors must sign in and must wear a Visitors or Volunteers Badge while on the school campus. The Finley staff has been asked to stop anyone not wearing a badge and have them report to the office. Volunteers are encouraged in the classroom only at the discretion of the teacher. If you would like to visit a classroom or volunteer, please contact the teacher 24 hours prior to coming to school. If there are any questions or concerns, please call Finley School at 356-2929.

### **DRESS CODE**

The dress code policy is sent home with each student on the first day of school. **Please note that flip-flops (sandals without heel straps) are not allowed due to safety reasons.**

### **OFFICE HOURS**

Finley School office is open from 7:30 a.m. to 4:00 p.m.

