

STUDENT INFORMATION

ACADEMIC INFORMATION

The school year is divided into four quarters. Report cards will be issued approximately a week following the close of each quarter. The purpose of the report card is to inform the student and parents of the progress being made in school.

Academic grades will be issued on the following basis:

A-Superior	D-Poor	P-Pass
B-Good	F-Failing	W-Withdraw
C-Average	I-Incomplete	

Points will be given for grades in the following manner:

90-100 A	77-79 C+	67-69 D+	59-0 F
87-89 B+	73-76 C	60-66 D	
83-86 B	70-72 C-		
80-82 B-	<i>There are no A+, A-, or D-</i>		

Progress reports will be mailed at mid-quarter for students receiving D and F grades. Parents access the WEBGrader through the parent portal on the district website- www.lwsd.org.

In addition, parents may request weekly progress reports be given to students in classes where they are making below average progress. Parents need to contact a counselor to request these reports.

ASSEMBLIES

There are basically four types of assemblies: Spirit, entertainment, awards, and information. Students' conduct at each of these assemblies is somewhat different, and the key is to fit actions to the type of assembly that is being presented. Each student is responsible for appropriate behavior to fit the occasion, and plays an important role in making our assemblies an enjoyable experience for everyone. **Students may be removed if their behavior is inappropriate, and will not be allowed to attend the next assembly.**

ATTENDANCE

Illness and other parent/administrator excused reasons are the only justifiable excuses for not being in attendance at school. Students who know they will be missing school in advance should get a **Pre-Arranged Absence** form from the student office prior to the dates they will be out of school. Absence from school or class without the knowledge and consent of either parents or the school authorities is truancy. An unexcused absence may result in consequences. A doctors note may be required if absences become excessive.

After an absence or tardy the student should come to the student office before school for a permit to re-enter class. To obtain the permit he/she must bring a written excuse

signed by a parent/guardian on the same day they return to school.

Prior arrangements must be made for early dismissals. A note may be brought in before school begins to the student office or the parent may call the school.

Chronic tardiness whether excused or unexcused is a disruption to the learning environment. Excessive tardies will result in school discipline consequences, or possibly a Becca Bill referral. Students will receive a lunch detention for an unexcused tardy.

Students are required to remain on campus and attend each class daily unless properly excused. *Students must be in attendance a half day, **three consecutive periods**, prior to any school activity/event, i.e.; athletic games, dances, fashion show, field trips, etc. in order to participate.*

CLUBS AND ACTIVITIES

The following clubs and activities may be a part of our program: Drama, Annual staff, Band, Craft Club, Computer Tech, Washington Teen Institute (W.T.I.), Academic Games, WEB Leaders, Journalism Club and National Junior Honor Society. Any activity or club that receives financial support from ASB funds will be required to have participants purchase an ASB sticker.

COUNSELING

Counselors will help you plan your school program during registration and will help you make wise decisions concerning any personal or social problems which may develop. The counselors will also interpret test results so that you will have an understanding of your abilities and be able to set realistic goals regarding school.

DANCE and AFTER SCHOOL ACTIVITIES

In order to create a safe, controlled environment for school activities:

- Dance contract must be signed and turned into office.
- Tickets are sold at lunches at least 2 days before event.
- An ID/ASB card is required for entry.
- Only current Finn Hill students with tickets and an ID/ASB card will be admitted.
- Students must be in attendance at school the day of the dance.
- Students may enter up to a half hour after the start of the dance but may not leave early unless a parent comes to the door to pick them up.
- For safety please arrange a ride home leaving promptly following the dance.

DRESS CODE

The purpose of the school dress code is to help students avoid wearing inappropriate clothing during the school day or any other school related function.

- Hats, hoods, sunglasses, sweat bands, bandanas or any other head coverings are not to be worn. These items are to be kept in lockers during the day.
- Pants, shirts, or blouses exposing undergarments or midriffs are not acceptable. No holes in pants above mid-thigh. Pants must be worn at the waist and should not sag.
- Sleeveless undershirts, tank tops and low cut tops are not allowed.
- Pajamas, flannel pants, slippers or other nightwear cannot be worn at school.
- Length of dresses, skirts and shorts must reach at LEAST fingertip length when arms are held at the side. Shorts/skirts can not have slits, tears or holes that go higher than the above length requirement.
- Shoes and shirts must be worn at all times.
- Clothing that promotes alcohol, drugs, tobacco, racism or sexism, profanity, offensive logos, sexual connotations, weapons and gang-related material is not permitted.

Students wearing inappropriate clothing will be asked to change into something appropriate at school or may call to have someone bring a change of clothing. Parents will be notified.

Based on these guidelines, staff will use their discretion to decide on the appropriateness of student dress.

FINES AND FEES

ASB Membership-ASB (Associated Student Body) membership cost \$20.00. Replacement cost for ID/ASB cards is \$5.00. One must be an ASB member if they participate in sports, clubs, band, student council.

Books-no deposit will be charged for books.

If books are damaged in any way, fines will be levied against the student to whom the book is assigned. Lost books will be paid for by the student before another book can be assigned.

PE Baskets and Locks-Each student is provided a lock and basket to secure personal items. There is a \$10.00 fine for school issued lost locks. Personal locks only can be used for after school sports to secure athletes personal items.

Shop, Art, and Home & Family-Students may be charged a class or materials usage fee for personal

projects and class equipment. Fines are given for equipment that is broken or damaged due to neglect.

FOOD AND BEVERAGES

Students consuming food outside designated areas, i.e.; eating/drinking in classrooms or hallways, etc. and or littering will be subject to disciplinary action.

NO GUM is allowed at Finn Hill.

FREEDOM OF EXPRESSION

Freedom of student expression is part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others. Students who abuse this privilege are subject to disciplinary action.

HEALTH ROOM

The school provides a health room in the counseling office for emergencies and illness only. Parents will be notified if a student becomes ill or is injured while at school. There is no nurse on duty. Students should report immediately any serious emergency, injury, or illness to any staff member. All medications must be given to the counseling secretary.



HOMEWORK POLICY

- Teachers will communicate homework expectations and grading system at the beginning of each semester.
- Guided practice will be provided in class time.
- Students will maintain a three-ring notebook and carry it to and from school.
- Satisfactory completion of homework is the student's responsibility.
- Teachers are encouraged to give daily homework and will credit and record student work.
- Teachers may assign homework over the weekend.
- Following an excused absence students have two (2) days for each day of absence to complete missed assignments. Special arrangements will be made for absences longer than five (5) days.
- Teachers may handle late homework (other than due to illness or family issues) on an individual basis.
- The teacher will inform the parent(s) with a mid-term progress report when the student is in danger of receiving a D or F on the quarter grade.
 - Parents are responsible for checking notebooks and student planners.

In case of extended illness (3 consecutive days or more) assignments may be requested through the counseling office. Please allow one day (24 hours from time of request) for materials to be prepared for you. Requested work should be picked up by parent or guardian,

completed and handed in to the teacher when student returns to school.

LIBRARY AND COMPUTER LABS

There are no fines for overdue library books. However, if library books are lost or damaged they must be turned in or paid for at the end of the school year. A list of overdue library materials is posted on the window by the library entrance. Questions regarding fines should be made to the library secretary or librarian.

LOCKERS

Each student will be assigned their own locker which is not to be shared with other students. Lockers should be kept clean on the inside as well as the outside. Locker concerns/repairs will be addressed when a completed locker repair form is turned in to an office staff person. Locker repair forms are located in the student office. Do not share your locker combination with anyone. Doing so you are at risk for having items taken out of your locker and you will be held responsible. ***If you leave valuables in your locker you do so at your own risk.***

LOST AND FOUND

There are two locations for lost and found items, the student office and PE locker rooms. Students are reminded to check the "Lost and Found" when an article is missing. All unclaimed items will be donated to a charity at the end of each semester. Finn Hill Junior High is not responsible for the loss of personal items brought to school.

LUNCH PROGRAM

Lunches may be purchased in the cafeteria, \$2.50* for students and \$3.00* for adults. A standard lunch, sandwich bar, and a la carte lunches are available. Students may use cash or funds that have been deposited into student accounts. The best time to deposit money into a student lunch account is before school in the ***cafeteria only*** from 7:45-8:10. All students will be issued an ID card at the beginning of the year. If the student loses or damages this card there will be a \$5.00 charge for a replacement. ****prices may change***

Federal free or reduced meals are available for those in need of assistance. Forms are located in the student office.

Students MUST have their ID/ASB card with them in order to access their lunch account.

The game room and student store are open during lunches the last 15 minutes of each lunch period. A staff member monitors the building to ensure student safety and we ask that the students use appropriate behavior when using this facility.

Students may eat lunch in the cafeteria or **A/B** courtyard. Students are not allowed to enter the hallways to go to lockers until the passing bell rings as so not to disrupt classes in session. All areas off limits during the lunch periods include outside the interior perimeter of the campus buildings, specifically, ***students are not to go behind the gym, A, B, C, D, H or F buildings, into the C/D building courtyard, or onto the play fields without permission*** (see map of campus). Students are expected to behave appropriately in the cafeteria and outside.

MANDATORY MAKE UP

Students with 3 or more missing assignments in one class may be assigned to a one hour study time after school. This time is an opportunity for students to catch up on late work with help from an adult supervisor. Once assigned, parents will be notified and students are required to attend.

MEDICATION

All medication (**prescription or over-the-counter drugs**) must be checked in and left in the counseling office accompanied by the Lake Washington School District medication form (available in the counseling office). Any prescriptions or over-the-counter medications (this includes, Tylenol, Advil, Midol, etc.) require the district medication form to be completed and signed by both the parent/guardian and the attending physician. Any students/parents who wish to have medications dispensed at school must follow district procedures which may require meeting with the building administrator, district health official and counselor for approval. **Water bottles may be allowed at the teacher's discretion.** If a water bottle is needed for medical purposes, a letter from a physician is required.

All Medications must be in their original containers

NUISANCE/PERSONAL ITEMS

Finn Hill Junior High strongly advises that students bring to school only those items which are necessary and essential for learning. Personal items which are valuable or may prove to be a nuisance, such as MP3 players, skateboards, cell phones (see below), roller blades, hand-held computers, should be left at home if possible. If you must use these items on the way to or from school, you must leave these items in your locker throughout the entire school day. ***If these items are not in lockers during the school day, they are subject to confiscation and will be returned at the discretion of the administrator.***

BACKPACKS- For safety purposes students are **required** to keep their backpack, or any large bag, in their locker throughout the school day.

Finn Hill Junior High will not be held responsible for damage to, or loss of, such

items brought to school that are unnecessary to the learning process.

Cell Phones-

Finn Hill Junior High discourages students bringing cell phones to school. However, if you must have a cell phone for before or after school use, it must be kept in lockers and turned off throughout the school day. **Under no circumstances should cell phones be in the classroom or in student possession during school hours.** If a student is in possession of a cell phone during school hours, the phone will be confiscated and consequences will be assigned. Consequences are as follows: 1st Offense – After school detention; letter home
2nd Offense – Two after school detentions; letter home
3rd Offense – Friday School; letter home; no phone allowed on campus at all.

Parents who wish to contact students during the school day may call the office and we will be happy to deliver a message. Students may also use the student phone in the office to contact home as needed.

Bicycles-

Students riding bikes to school must wear helmets and have a lock and chain to secure bikes to the bike racks which are located outside of the B and E buildings. Bikes, scooters and skateboards are not to be ridden through campus at any time. Finn Hill is not responsible for damage or theft of any of these items.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds **at any time** during the school day without a pass from the student office. Students leaving school because of illness or any other reason must first check out in the student office where they meet their parents or guardian. When returning to school, students need to check in the student office.

RECYCLING AND LITTER CONTROL

The custodians at Finn Hill work hard to keep your school clean. It is important that we all make every effort to dispose of trash or recyclable items in the proper containers placed around the campus.

SCHOOL SPORTS

This program is highly structured and organized. All those participating must meet eligibility requirements before the first turnout date. To ensure all students are cleared to play by the first practice of any given sport season, all paperwork required should be turned in to the student office as soon as possible. Students not cleared by the first practice will not be able to participate at practices and games.

Eligibility requirements are:

- 1) **ATHLETIC PARTICIPATION CLEARANCE CARD** (available in the student office) completely filled out by a parent/guardian with a physician signature

certifying the student to be fully capable of participating in interscholastic sports. *An initial physical exam is required and is valid for two (2) years.*

- 2) Proof that a student is adequately covered by accident insurance, at least to the limits specified by the W.I.A.A. Accident insurance may be purchased through the school. Forms are available in the student office.
- 3) **Lake Washington Athletic Policy** read by both student and parent with signature on **ATHLETIC PARTICIPATION CLEARANCE CARD**.
- 4) Purchase of a Finn Hill Junior High A.S.B. card, cost \$20.00. Also the sports fee must be paid prior to each season a student will be participating. The cost is \$35.00 with a maximum of \$70.00 per student, per year. Ninth graders participating in a sport at the high school will have a fee of \$75.00 per sport, \$150.00 maximum per year.
- 5) Students must not be failing any classes and have at least a 2.0 G.P.A. Students will be placed on academic probation if grades fall below stated guidelines.
- 6) Student must be cleared with the Vice Principal's Assistant in the student office **before the first practice** in order to participate.

The interscholastic sports program consists of regularly scheduled practices lasting approximately two hours from the time school is dismissed.

Season 1-Football (8/9), Softball, Badminton, Boys' Tennis, and 7th Boys' Basketball.

Season 2-Girls' Basketball, Boys' Basketball (8/9).

Season 3-Girls' Volleyball (8/9), Wrestling.

Season 4-Baseball, Track (co-ed), Girls' Tennis and 7th Girls' Volleyball.

Athletic Discipline Policy-Every Monday during the season we will assess grades and eligibility. If a student is failing a class he/she has one week to bring the grade up or show significant effort to do so. After the one week if the student/athlete has not accomplished the following he/she will be suspended from the team for a week, which means no participation in practices or games. After two weeks if the grade has not come up or this student/athlete has not shown effort he/she will be dismissed from the team and will return their uniform and/or equipment to the student office. When a student/athlete misses practices due to behavior (processing, lunch detention, or after school detention) there is a great possibility that their

playing time may be affected as well due to the coach's or athletic director's discretion.

Offense Per Week

4 or more time outs
2 or more lunch detentions
2 or more after-school detentions
Friday School
Suspension

Consequence

Miss 1 practice
Miss 1 practice
Miss 1 game
Miss 1 game
Dismissal from team

STUDENT GOVERNMENT

The Student Council is the governing body of Finn Hill Junior High. Its purpose is to propose, discuss and vote for legislation which is for the good of the student body and the school. In the spring, a president, vice-president, secretary, treasurer, and historian are elected. A WEB Leader Liaison *may* be appointed to ensure the students are an active part of this organization. This Executive Council along with a representative from each homeroom forms the Student Council.

ASB membership is required to be eligible to be a student council representative and vote in ASB elections.

The requirements to run for a student body officer position are: A.S.B. membership, 2.5 G.P.A., application form signed by student/parent, and Administrative and Teacher approval. Membership in the Finn Hill Associated Student Body (ASB) is open to all enrolled students, and each student is encouraged to join. Membership is required for all those participating in interscholastic sports, clubs, band and choir.

TARDINESS/LATE ARRIVAL

Frequent lateness to school or class whether excused or unexcused is a disruption to the class and is not permitted.

Discipline procedure for tardies will be: one lunch detention per unexcused tardy. Excessive tardies will result in a referral to the Vice Principal for further consequences such as after school detention or even Friday school.

TELEPHONE

A phone for student use is located in the student office. Calls from this phone are to be made to parents/guardians only for school related issues. If students are ill, please use the phone in the counseling office (health room) to call parents so office staff can give assistance, not the classroom phones.

TRUANCY

Any unexcused absence from class or classes, including leaving class without permission, is not permitted. According to Washington State law, illness is the only excuse for absence from school without prior permission.

Permission can be obtained by presenting a written request to the office prior to any planned absence. A student ten (10) minutes or more late for class is considered to be truant. Frequent truancy could result in enforcement of the Becca Bill, a state law. Students who are truant may need to attend a truancy workshop and/or appear in court as regulated by the Becca Bill.

VISITORS

The staff at Finn Hill Junior High is responsible for the safety and welfare of students when they are at school. This is more easily accomplished when we have control over who is present on campus. Therefore; ***persons who are not Finn Hill students, pre-approved volunteers or district personnel are not allowed on campus during school hours without permission.*** Visitors to Finn Hill Junior High are required to report to the main office upon arrival. After check-in, visitors are issued a guest pass. Adult guests are permitted in the building only after checking-in. Student guests/visitors from other schools, organizations or communities **are not permitted to attend lunches, classes, dances or other closed school functions.**

DISCIPLINE POLICY

It is our intent to develop respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. We believe that the enforcement of the school rules is the joint responsibility of students, parents, and the school staff.

GOALS

1. To develop respect for self and others.
2. To provide a suitable learning environment.
3. To maintain order and security.
4. To teach responsible behavior.

INSTRUCTIONAL DISCIPLINE PROCEDURES

Our goal is to have all student behavior fall within the general behavior expectations. Realizing not all unacceptable behaviors can be specifically identified in written expectations; teachers will teach self-assessment and self-control by following the instructional discipline procedures:

1. Teacher develops behavior expectations for the classroom.
2. Teacher teaches classroom and school expectations.
3. Classroom expectations are made available to parents. Questions are encouraged.
4. When a disciplinary situation occurs, the following steps will be followed:
 - a. Student is made aware of inappropriate behavior.
 - b. Student identifies and displays a more appropriate behavior.
 - c. Student experiences some in-class sanction or consequence issued by teacher.

Substitute Teacher Policy

Finn Hill students are expected to be respectful and follow school/classroom rules when substitute teachers are present. Students who for discipline reasons are sent to the office for time out will automatically be given an after school detention.

CONSEQUENCES FOR RULES VIOLATION

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses has occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Second violations will result in severe disciplinary action. Repeated violations may result in severe disciplinary action, including suspension or expulsion. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions.

Confiscation: Items considered inappropriate for school, i.e., cell phones, MP3 players, personal stereos, lighter, Matches, radios, cap and water pistols, laser pointers, Skateboards, noise makers, etc., will be taken away and Appropriate consequences may be given.

Time Out (On going in classes): Students with minor Classroom disruptions will be given the chance to reflect On their actions and return to class within minutes to prove they can change their behavior. Students will be given a time out if they continuously talk in class, distract other, or disrupt the learning environment. Students who are given a time out will be quietly asked to go to a neighboring classroom to privately complete a reflection form and then return when it is complete.

Lunch detention (Each day during both lunches – 30 minutes): Students who have been assigned lunch detention for offenses such as having a nuisance item in

class, being disruptive in the hall, being tardy to class, being unprepared for class, or leaving a mess at lunch, will be escorted by a staff member to the lunch detention room. Students who purchase lunch will get a healthy and filling sack lunch delivered to the room. Those who bring lunch from home will bring it to lunch detention. Student will remain seated and quiet the entire 30 minutes of lunch and reflect upon their behavior. Students who are disruptive in lunch detention will be assigned an automatic after school detention. Students who earn 6 or more lunch detentions will progress to after school detention.

After school detention: After school detention will be assigned for accumulated offenses, continual behavior concerns, nuisance items, and frequent tardies to class. In order to assure that students attend, they will be escorted from their 6th period class to the detention room. During detention, students may work on homework or read, but they may not visit with others. Parents will be notified prior to their student serving after school detention.

Friday School (Each Friday ending at 6:00 pm):

Students who progress through the discipline procedures above may be assigned Friday School. Students who exhibit offenses such as hitting, harassment, or truancy may also be assigned Friday School. Parents will be notified prior to their student attending Friday School. During this time, students can work on homework or read but not visit with others. Friday School students will also complete a goal form that will be mailed home to parents.

Restitution: Damaged or stolen property is replaced or repaired. This may be accomplished monetarily or with students working it off.

Rule of Two: Once a student has been given a consequence twice, the student will progress to the next discipline level. Students will be able to start fresh each quarter. However, students with frequent behavior issues may be put on a contract.