

## Student Handbook

# Finley Computer Science Magnet Rules and Standards

Dear Parents and Students:

Welcome to Finley Computer Science Magnet School! It is our sincere desire to make this school year an outstanding one for your child. Below are some items of interest and other information that form a part of our school policy. Your cooperation in helping us to maintain these procedures will be appreciated.

### Finley Computer Science Magnet School

#### Drop-Off & Pick Up Procedures

##### Guidelines for a Safe School

Ensuring the safety of our Finley Eagles is of utmost importance and a safe school drop-off and pick-up is dependent upon all Finley community members following the procedures outlined below. For the safety of our children, please follow the procedures and rules below when dropping off and picking up your child(ren) from school.

##### General Rules

- Please follow the designated traffic flow route for our school arrival and dismissal
- **Do not turn left into the parking lot during dismissal times** (1:45-2:34 p.m. and 12:15 - 12:50 p.m. on Wednesdays)
- Please be courteous and do not cut in front of others waiting in line
- Do not block driveways or the buses entering and exiting the school
- Use the crosswalks to walk across Edwards Street
- Chronic late pick up may result in a referral to the Student Attendance Review Team

#### Morning Drop-Off Procedures

##### Ms. Curran, Ms. Kemper, Ms. Jones Class Drop-off

- Display 2022-2023 SPECIAL parking pass in car when you enter driveway
- Student drop off begins at 7:40 a.m. Use parking spots in Main Office if needed
- Do not park along curb or traffic lane

- Do not block the bus at any time.

### **Transitional Kindergarten Drop-Off & Pick Up**

- TK Gate opens for Drop-Off at 7:45 a.m
- Park in the Main Drop-Off Parking Lot (near Johnson) or park along Trask Avenue. Crossing Guard is present at Trask Ave. and Edwards Ave. at drop-off and pick-up
- Dismissal is at 1:45 p.m. Parent/guardian must walk to the gate for dismissal

### **K-5 Drop-Off**

- Breakfast service begins at 7:25 a.m. Enter through the MPR door.
- Door opens at 7:40 a.m. No supervision is available at the gate until 7:40 a.m. Students dropped off prior to 7:40 a.m. must enter the MPR for breakfast.
- Breakfast service stops at 7:40 a.m. Students must arrive prior to that time to receive a meal.

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## **Dismissal Procedures**

### **Kindergarten Dismissal - 1:55 p.m.**

#### **Enter parking lot line NO EARLIER than 1:45 p.m.**

- Please allow transitional kindergarten families to use the parking spots in the dismissal parking lot, as the children must be signed in and out each day.
- Enter the pick-up line no earlier than 1:45 p.m.
- Pull as far as you can in the drop off lane before stopping. An adult will assist students into the car.
- Do not leave your car unattended at any time.
- If you have students in 1st through 5th grade, exit and circle back to enter the line at the times listed below. Do not remain in the dismissal lane for multiple dismissals.
- Kindergarten students may not wait unsupervised for older siblings to be dismissed. If you are picking up students at different dismissal times, you must exit and re-enter the parking lot. Cars may not remain in the dismissal line and block traffic.

### **1st - 3rd Grade Dismissal -2:15 p.m.**

#### **Enter parking lot line NO EARLIER than 2:10 p.m.**

- Please enter the pick-up line no earlier than 2:10 p.m.
- Pull as far as you can in the pick-up lane before stopping. An adult will assist students into the car.
- Do not leave your car unattended at any time.
- If you have students in 4th or 5th grade, please exit and circle back to enter the line at the times listed below. Do not remain in the dismissal line for students at multiple dismissal times.

### **4th & 5th Grade Dismissal -2:30 p.m.**

#### **Enter parking lot line NO EARLIER at 2:25 p.m.**

- Please allow TK -3rd Grade families to use the pick up lane before entering the line.
- Enter the drop off line no earlier than 2:25 p.m.
- Pull as far as you can in the drop off lane before stopping.
- Do not leave your car unattended at any time.
- Chronic late pick up may result in a referral to the Student Attendance Review Team.

### **K-5 Wednesday Dismissal Time - 12:27 p.m.**

- When entering the dismissal line, pull as far as you can in the drop off lane before stopping.
- An adult will assist students into the car as needed.
- Do not leave your car unattended at any time.
- Exit the pick-up lane once your child is secured in the car and turn right onto Edwards Street.
- Chronic late pick up may result in a referral to the Student Attendance Review Team.

### **Pizza Lunch Parties**

If a teacher or parent (with approval from the teacher) elects to have a pizza party during lunch for students, pizza must be ordered through the district. This ensures our students who receive free or reduced lunch receive a balanced meal that includes milk, fruit and juice as well as pizza. All students must be offered lunch every day. Here is the link to the Nutritional Services: [Pizza Party Orders](#) Orders must be placed two weeks ahead of time.

When placing the order, please indicate where the pizza should be delivered to (MPR or classroom) and let Christina and Michelle know to expect the delivery. Teachers must supervise their class while students are eating and walk them to the playground at the conclusion of the event. Please remember, if you are unable to be here, substitutes may not be asked to stay with your class. They are entitled to a duty free lunch. Thanks!

### **Classroom parties**

With our first holiday of the school year nearing, I wanted to ask teachers to limit classroom celebrations and parties to the last 15 minutes of the school day. If you want to celebrate with your students at lunch time, please make sure students go through the lunch line to get a school lunch. We must ensure our students who receive free or reduced lunches are offered a meal that includes milk, fruit and juice as well as the entrée.

### **ARRIVAL TIME**

Children may not be dropped off before 7:25 a.m. when our breakfast service begins. Students not eating breakfast may not arrive before 7:40 a.m. Please use the student drop off valet when bringing students to school. Our staff will assist with helping students out of the car. This will keep the traffic flow moving. Please **DO NOT** get out of your car or leave your car unattended in the drop off lane. Please do not jeopardize children's lives or encourage poor safety habits by asking children to step between parked cars or cross the street without using the crosswalk.

CHROMEBOOKS

## **ATTENDANCE**

Regular school attendance is required for all students. It is required by law that we know the reason for your child's absence. You may do this by written note or a phone call to the school office, 714-895-7764.

## **BICYCLES**

Fourth and fifth grade students may ride bicycles to school. Helmets must be worn and safety rules must be obeyed at all times. It is the responsibility of the parent to furnish a lock for their child's bicycle. We are not responsible for lost bicycles. Third grade students can ride bicycles after January 1.

## **CAFETERIA**

Hot breakfast and lunch are available for children in grades TK through 5th grade. This year, all meals are free.

## **CARBONATED DRINKS**

Please, no carbonated drinks (soda) in cans or bottles. They cause a problem because they are warm and almost always have been "shaken up" while being carried to school, causing them to spray all over students at the lunch tables.

## **CARE OF SCHOOL PROPERTY**

Finley is a beautiful school. We hope that you will work with us to maintain pride in our school and community by encouraging your child to show respect for school property and our equipment. Vandalism hurts all of us. Dollars spent to repair vandalized damage means less dollars available for books and other instructional items.

## **CONCERNS**

When you feel you may have a problem or there is an area you need to discuss, please feel free to contact the teacher or the office by note or phone so an appointment can be made for you.

**DISMISSAL** Children are **NOT** permitted to wait after school for their brothers/sisters and/or friends. We do not have any way of watching these children. Children in grades 1, 2 and 3 must leave the school grounds as soon as they are dismissed.

## **EXTENDED SCHOOL PROGRAM**

*Webber does not provide child care.* However, we have two after school programs. The PRIDE program provided for first to sixth grades is available on campus from after school to 6:00 p.m. at no charge to parents and will assist students with homework, provide snacks, dinner and other age appropriate activities. There is space for 90 students only. When becoming enrolled in the program students are required to attend each day and can only leave when signed out by an approved adult. Please contact the Finley office for more information at 714-895-7764. Our second program is ESP, and it is limited to students in TK and K. Please contact Land School for information about ESP at 714-898-8389.

## **EMERGENCY DRILLS**

Fire drills and disaster drills will be conducted monthly to enable children to be prepared in emergencies.

## **EMERGENCY CARDS**

The importance of current addresses, home phone number, parent(s) work number(s), and emergency names and phone numbers for students cannot be overemphasized. **An emergency card is to be completed electronically at the beginning of each year.** You must contact the school's office if you have a change in your phone or work number. You must provide the school with a utility bill if you have a change of address. Please include three connected phone numbers in case of an emergency. Please include any allergies to foods or medicines.

## **HAIR—CLOTHING—JEWELRY-- MAKEUP**

**Students at Finley are encouraged to proper attire for school.**

Clothing, jewelry or makeup that is disruptive, including hair that is multi-colored, unnaturally colored, or styled in a way that is disruptive to the educational process is prohibited. Students are prohibited from wearing apparel or shoes that are:

- Considered unsafe, dangerous or a health hazard, including "flip flops", bedroom slippers, soft-soled moccasins, backless shoes, sandals, heels higher than 2 ½ inches, jewelry, large hoped earrings, or other articles which may present a safety hazard.

- Containing offensive or obscene symbols, pictures, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
- Containing language, pictures, or symbols that are suggestive or have double meaning oriented toward lewdness, obscenity, vulgarity, violence, vandalism, sex, drugs, alcohol or tobacco or that are gang-related, promote the use of drugs, alcohol, or other illegal substances or activities such as graffiti. (BP E 5132 (a)--#2)

**Students are prohibited from wearing gang-related apparel which may include, but is not limited to:**

- Chains
- Hair nets
- Monikers or other gang markings
- Bandannas which signify gang membership
- Jewelry with gang symbols
- Gang –related overalls
- Web, untied or dangling belts
- Gang-related shoes
- Overalls with straps hanging down
- Initial belts
- Any combination of clothing which law enforcement agencies currently consider gang-related (these may change frequently)
- Oversized shirts (shirts must be hemmed, square cut; no hanging shirt-tails)
- Oversized pants (pants must fit appropriately at the crotch and waist-not larger than 1” of waist size; pant leg may be no more than 5’ of excess material and must be hemmed; may no drag the ground) (BP E 5132 (b)--#2)

**HEALTH**

The aim of our school health program is to promote healthful living at school and in the community. Your cooperation is needed in an effort to promote good health for our pupils. You, as a parent, can be our most valuable ally in the prevention of colds, communicable diseases and other serious illnesses. If your child complains of feeling ill or seems "not himself", please do not send him to school. Keep him at home where you can observe him. No student will be permitted to remain in school if he has a skin rash of any kind unless we have a note from your doctor stating it is not contagious. Since medical treatment is primarily the responsibility

of the parent and the physician, medications are rarely given in school. If a special or serious problem requires that medication be given during school time, written **authorization of physician and parent** is required. Forms for this permission may be obtained at the school health office. In most cases, the parent is urged, with the help of the family doctor, to work out a schedule of medication outside of school hours. If you feel that your child's problem is such that medication must be given during school time, please contact the school secretary or school nurse for the proper procedure to be followed. Under no circumstances will a student be permitted to carry or self-administer medication of any kind. This includes medications such as aspirin and cold tablets.

## **LABELS**

Names in jackets, on lunches, lunch boxes and personal possessions will help us to keep our lost and found relatively free of unclaimed articles. We want to return lost items to the proper owners but this is very difficult to do unless items are labeled. Students and parents are encouraged to check for lost articles in the lost and found box. Clothes left for an extended period of time will be donated to a local charity.

## **LIBRARY**

For a variety of activities, students are scheduled for regular periods in the library. Therefore, our school library is an important part of our curriculum. Books may be checked out for one week. Students are responsible for taking care and returning books. Students *will be required* to pay for lost and/or damaged books.

## **MONEY**

Please do not permit your youngster to bring money to school except for other approved projects. We would like to encourage that they bring just the exact amount needed for that day. Left-over change is easily lost or misplaced.

## **OUTDOOR EDUCATION—5h GRADE CAMP**

All fifth grade students spend three days at outdoor camp. Outdoor Education is a tremendous learning experience for students. The program covers a wide range of subjects such as forest, plant, and animal life, ecology, geography, constructive use of natural resources, and much more. The knowledge gained by the students helps them to appreciate our natural resources. More information for parents of fifth graders will be sent home prior to the trip.

## **PTA**

We believe participation on PTA activities demonstrates an interest in students' education and strengthens the ties between home, school and community. We invite you to become a part of Finley's membership.

### **SIGNING OUT STUDENTS**

We want to protect your children as much as possible from the danger of being picked up by some unauthorized person. Therefore: **NO** child will be excused to leave the grounds unless a parent or guardian comes to school to sign them out. **WE CANNOT DISMISS YOUR CHILD BY A PHONE CALL.** If the person picking up your child is not on the emergency card they will not be allowed to take them. In addition, all persons picking up a student must be able to provide identification, even if they are known by school staff.

### **SAFETY**

At certain times of the day traffic increases around our school. We are striving to impress upon our students the importance of crossing streets at crosswalks. Also, children are not to walk through the parking lot. If we share this responsibility, accidents may be prevented. Please do not jeopardize children's lives or encourage poor safety habits by asking children to step between parked cars or cross the street without using the cross walk. Parents and adults are expected to model safe behavior at all times, especially following parking lot rules.

### **SCHOOL GROUNDS**

The playgrounds will be in use from 7:40 a.m. to 6:00 p.m. Please keep your children who are not in school away from the grounds during these hours.

### **SKATEBOARDS RAZOR SCOOTERS**

Students **ARE NOT** allowed to ride skateboards or razor scooters to school unless previously approved by the principal and classroom teacher. We do not have the facilities to store these during the day.

### **SCHOOL VOLUNTEERS**

Parent and community volunteers give their time and talent to help as members of the educational team. If you wish to help in this program, please call the school. Your help is needed and appreciated.

### **TRANSFER**

If you plan to move from our area, please notify us so we can issue a transfer card to facilitate registration of your child at his/her new school.

## TOYS

Students **may not** bring any sports equipment or personal property, including toys, trading cards, or valuable items, such as cameras, ipods and radios to school. Such articles interfere with learning. Finley Computer Science Magnet and the Westminster School District will **not be responsible** for lost or damaged personal items which students bring to school. *Any confiscated items must be picked up in a timely manner by the parent.*

## Cell Phones

It is understood that many students now carry cell phones. The phone must remain in the student's backpack or in the space indicated by the teacher and turned off during school hours and may not be used for any purpose including recess and lunch periods. If students are using the phone it will be confiscated and returned to the parent only. If there is a second violation it will be confiscated and kept for the balance of the school year.

## VISITATIONS

You are welcome to visit any time. However, before going to any classroom, **please stop by the office.** California law requires all visitors to check in at the school office. No unauthorized persons will be allowed on campus. If you wish to see a specific part of your child's educational program, we suggest an appointment be made with his teacher to obtain the exact time the subject is being taught. It is often disturbing to students and teachers to be disrupted during lessons or testing. Classroom visits will be limited to 20 minutes.

## WEAPONS

Any objects capable of hurting others are **not allowed at school**. The Westminster School District has a **zero tolerance** policy on weapons, even "look-a-likes" which include toy guns, knives, etc. Please check your child's backpack before they leave for school to be sure they have only the materials that are necessary for the learning process. **Children who bring weapons to school may be expelled.**

## Bullying:

Bullying is defined as deliberately hurtful, repeated behavior against those who find it difficult to defend themselves. It involves a desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment by the aggressor, and a sense of being oppressed on the part of the victim.

Although bullying is frequently thought of as activity consisting of such overt acts as physical intimidation or the more common verbal abuse or threats, a recently recognized form is relational aggression. This is a form of bullying that often takes the form of organized shunning, whispering, spreading negative rumors, and mocking particular students. Cyberbullying encompasses the above actions made on any social media platform, in google classroom, on school or personal devices whether it occurs at school or home.

### **Sexual Harassment:**

District Policy states that “sexual harassment of any student or employee by another person is prohibited.”

Sexual harassment includes, but is not limited to: (1) **Verbal:** Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes or epithets; (2) **Written:** suggestive or obscene letters, notes, or invitations; (3) **Physical:** Sexual assault, touching, impeding or blocking movement; (4) **Visual:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed. Making reprisals, or threats of reprisal following a negative response to sexual advances, or following a sexual harassment complaint. The law prohibits any form of sexual harassment, which impairs the educational environment or a student's emotional well being at school.

**How comments or acts are *perceived* by the recipient is the final determining factor of whether or not the comment or act qualifies as bullying or sexual harassment. The perceptions and experiences of the recipient (victim) are what are important, not the reported intent of the perpetrator, i.e.: “I was just joking around” is not a valid defense.**

### **From the WSD Parent Handbook**

#### **CELL PHONES**

If a student violates the Technology Responsible Use Policy for Students, his/her cell phone may be

confiscated. When an employee confiscates a cell phone under this policy, he/she shall take reasonable measures to label and secure the cell phone and turn it over to a school administrator as soon as the employee's duties permit. The cell phone will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. It is a misdemeanor to send an obscene or threatening message to another person by means of a cell phone or an electronic communication device. (PC653m)

### **Cell Phones and Other Devices**

Students carry cell phones and other devices at their own risk. Misuse of cell phones during the school day will result in consequences outlined in Parent/Students Rights and Responsibilities. The district is not responsible for lost, stolen, or damaged cell phones and other devices.

#### **Responsible Use**

- I understand that cell phones must be muted/turned off during the instructional school day except when used for a valid instructional or school-related purpose as determined by the teacher.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that cell phones may not be used during after school programs.
- I understand that I may use cell phone and/ or the school landline phones in an emergency.
- I will not bring iPods, or any other electronic device to school without the school's permission.
- I will never use a cell phone during the school day inside school buildings, classrooms, or offices, including restrooms without permission from a district employee.
- I will never use a cell phone during school assemblies and other special events.
- I will never take any pictures using a cell phone or camcorder at school that infringes on the privacy rights of another person.
- I will not use a smart watch to text or call

#### **Finley (draft)**

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones following after-school detention.
- **Third offense:** The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive after-school detention and will be prohibited from bringing their cell phone back on school grounds for two weeks.

\*\*The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension.

