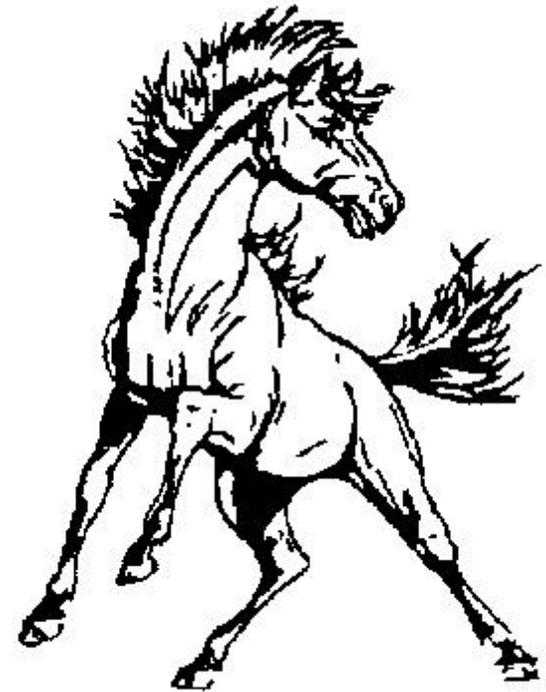


# Finch Student Handbook



2016-17

## Finch Schoolwide Expectations

- Follow school rules in school, on field trips, and at before & after school sponsored after-school sports & activities
- Keep unkind words, hands, feet and objects to self
- Respect school property and grounds
- Remove hats and head coverings upon entering the building
- Leave inappropriate items at home, such as: gum, candy, suckers, energy drinks, toys, trading cards, balls, valuables, games, radios, skateboards, Ipods or other MP3 players, heellies, roller blades and scooters
- ABSOLUTELY NO WEAPONS OF ANY KIND

## Students are responsible for following the directions of...

- Principal/Principal's Assistant
- Teachers
- Guest Staff
- Support Staff and Volunteers
- Instructional Assistants
- Playground Supervisors
- Secretaries
- Custodians and Cooks
- Patrols on duty
- ASB officers

## Classroom Rules

Teachers and students will make a coordinated effort to determine individual classroom rules. Rules will be posted in each classroom. A copy of classroom rules will be sent to parents the first month of school. Parents will have an opportunity to review the rules and go over these expectations with their child before they sign and return them to school. A copy of the signed classroom rules will be kept on file during the year.



## Student Behavioral Expectations

A student in Spokane Public Schools is expected to follow the school and district rules and to conduct him/herself in a responsible manner as a member of the school community.

### **EACH STUDENT IS RESPONSIBLE TO:**

**Demonstrate a shared responsibility for achieving school progress.**

#### **Demonstrate Respect for Self and the Rights of Others**

- Treat others as you like to be treated
- Use acceptable language and conduct yourself in an acceptable manner
- Abstain from using, being under the influence of, possession of, or sale or distribution of alcohol, tobacco, or illicit drugs

#### **Demonstrate Respect for Individual Differences**

- Respect others in general and in relation to their race, gender, religion, ethnic origin, disability, sexual orientation, and individual differences
- Appreciate diversity in learning styles and abilities
- Actively work to learn about and overcome prejudices
- Refrain from ethnic jokes, slurs and attire with derogatory messages

#### **Demonstrate Respect for School Property and the Property of Others**

#### **Demonstrate Individual Responsibility and Self Management**

- Know and use positive conflict resolution
- Attend school punctually and regularly
- Behave in a non-violent manner
- Pursue learning with honesty
- Contribute through Individual Action to a Positive, Safe Learning Environment
- Cooperate with school personnel
- Comply with the law
- Exhibit zero tolerance for firearms and weapons
- Refrain from verbal and physical intimidation or harassment

## The Finch Student Success plan has four parts:

- 1) Use restorative practices to help students have healthy communication and the ability to understand the harm that is caused by behavior
- 2) Teach students the behaviors we expect
- 3) A progressive discipline plan for when students choose not to follow the expectations
- 4) A positive incentive plan to acknowledge students who are making good choices

## THIS IS FINCH!

### **Part One: Teach students the behaviors we expect**

Students at Finch Elementary are expected to behave according to these standards.

- **F**ollow Directions
- **I**nclude Others
- **N**ever Give Up
- **C**ome Prepared
- **H**onor Self and Others

Staff will take the month of September to teach these expectations to students. During this time they will also talk with students about what the consequences will be, if they choose not to follow expectations.

**This is  
Finch!**



## **Part Two: A progressive discipline plan for when students choose not to follow expectations.**

If a student chooses not to follow the expectations, they will be given a Finch Foul that will be sent home. This will identify which expectation they broke, along with an explanation of their behavior and consequence. It will also notify families as to which stage their child is at in the progressive discipline plan. Finch Fouls are expected to be signed and returned to school. Refusal to sign the Finch Foul indicates you do not agree with the discipline, not that the student is excused from the discipline.

### **Progressive Consequences**

#### **1. Restorative Practices**

- Discussion with the principal, followed by parent and teacher contact
- Student is removed from a desired activity for a period of time
- Loss of recess for 1 or more days
- After school detention

#### **2. Restitution**– students repair the damage caused by their behavior; mediation, behavior plan, cleaning around the school, etc.

- Placed on restrictions
- Parent/student/teacher/principal/counselor conference to devise a Student Success Plan
- Temporary removal from classroom (in-school suspension for the rest of the day, or future days)
- Short or long term suspension
- Expulsion from Spokane Public Schools

If student behaviors are severe enough, the student will be referred to the administration who will investigate the situation. Every attempt will be made to reach families by phone to notify them of the situation. Written notifications will also be sent home. Consequences will be given that are appropriate to the situation. Student consequences will be based on students behavior history and the seriousness of the incident, situations will be dealt with on an individual basis.

## **Part Three: A positive incentive plan to acknowledge students who are making good choices.**

At Finch Elementary, we value student’s decisions to follow the expectations and behave appropriately. In accordance with that value we have set up a positive incentive plan that gives students the opportunity to be recognized.

### **Classroom Celebrations**

We have a school-wide reward system for classrooms that exhibit the “This is Finch” expectations. Any adult in the building can reward a classroom with a Finch Team Award when they show “This is Finch” behavior. Classrooms collect fun prizes as their Team Award total grows. Prizes include popcorn parties, extra recess, and a picnic with the principal! This is a great way for classes to work together as a team to reach a common goal.



### **Monthly Celebrations**

Every month each teacher will get the opportunity to nominate one student from their class to have lunch with the Principal. Students will receive an award certificate to bring home to their family, and a special reward for earning lunch with the Principal.

### **Yearly Celebrations**

Our “This is Finch” team plans a fun assembly each year to recognize those students that have consistently shown exemplary behavior at school. Students can be nominated for the esteemed “Red Shirt” award by any adult in the building. Because this is such a fantastic opportunity to honor our students, parents will be notified if their students will be recognized at this assembly.

## Visitor Policy

In order to preserve the learning time of students and minimize interruptions in the class; we ask that families wishing to talk to teachers please make appointments prior to coming to the building. If you have something to deliver to your child; please leave it at the office and it will be delivered at an appropriate time. Parents are requested to not wait at the classroom door to pick up their children. Safety is a top priority at Finch. Therefore, ALL VISITORS TO THE BUILDING MUST BE BUZZED IN TO THE MAIN BUILDING, SIGN IN AT THE OFFICE AND WEAR A VISITOR'S BADGE. Visitors are expected to follow the same behavioral expectations as our students, which include:

### Demonstrate Respect for Self and the Rights of Others

- Treat others as you like to be treated
- Use acceptable language and conduct yourself in an acceptable manner
- Abstain from using, being under the influence of, possession of, or sale or distribution of alcohol, tobacco, or illicit drugs

### Demonstrate Respect for Individual Differences

- Respect others in general and in relation to their race, gender, religion, ethnic origin, disability, sexual orientation, and individual differences
- Appreciate diversity in learning styles and abilities
- Actively work to learn about and overcome prejudices
- Refrain from ethnic jokes, slurs and attire with derogatory messages

## Cell Phone/Smart Watch Policy

If a student must bring a cell phone or smart watch to school, please be sure the student has it **turned off** when on school grounds, and in backpack or locker. The phone/watch is not to be used during school hours. If the phone/watch is taken away, it will be held in the office until a parent/guardian can come and pick it up.



## Detention

**Time:** Detention is held Monday through Thursday from 3:00-3:30.

**Notification:** Parents will be notified by the teacher for a detention resulting from a Finch Foul or other disciplinary action.

**Student behavior during detention:** Students will report to detention at 3:00 on the day of detention. Bathroom and drinks need to be completed before detention. Behavior detentions require the students to sit, remaining completely silent with their heads down. Students are not allowed to work on classwork at this time. If detention rules are not followed the supervising teacher will assign another detention day and notify both the student's classroom teacher and parents.

**Teacher responsibilities:** The teacher will obtain the list of students serving detention from the office each day. The teacher will notify the office immediately if a student does not show up for detention so that parents can be contacted. At 3:30 the supervising teacher will escort all detention students to the front of the building to be released to parents.

## Telephone

Because a school is served by business phones only, it is necessary to limit student use of phones to emergencies. Permission to call home about visiting a friend after school, for instance, will not be given at school. Please make plans for after school pick up before your child comes to school. **Planning ahead limits the need for after school calls and shows that you support and value the instructional time by not interrupting the classroom with messages from home.**



## Damaging Property

Damaging property of others can occur in many ways. It includes damaging or stealing other peoples' things, or it could mean damaging or marring school property such as walls, books, fixtures, instruments, furniture, play structure, or any part of the building or surrounding property.

- Students damaging property need to be aware that they and their parents are liable to pay for repair costs and will also be subject to discipline by the principal and may be reported to the police
- Anyone defacing or damaging school property will have his/her parents, district security and/or police notified
- Students losing or damaging textbooks must pay for damages or replacement prior to receiving their report card. Library books must be replaced or damages paid
- Students having knowledge of someone damaging school property are encouraged to report the incident to a teacher or principal



## Field Trip Policy

Field trips are often an extension to the academic curriculum. Parental signatures are required for students to attend field trips. Chaperones accompanying students on a field trip must have a Volunteer Clearance on file and be a parent/guardian of a Finch student. If a parent/guardian cannot attend and would like to designate a substitute for the parent this person must at least be 24 years of age and have a Volunteer Clearance.

## Extracurricular Policy

Research has shown that students who participate in extracurricular activities are more successful in school, are less likely to experiment with alcohol or drugs and have a strong sense of self confidence. At Finch, we offer many opportunities for extracurricular activities such as, sports, patrol, Spirit Club, ASB, and academic enrichment clubs.

Extracurricular activities are a privilege, therefore students are expected to adhere to the following rules:

- Attend all meetings, and do any assigned jobs. If unavailable to attend please notify supervisor prior to meeting and/or job
- Have an alternate to cover job if possible
- Participate in all activities as a role model for other students
- Maintain satisfactory grades and work completion
- Model appropriate behavior toward peers and any adults in the building
- Suspensions will result in removal from the extracurricular activity at the principal's discretion

## Playground Rules

Students will all be taught playground expectations during the 1st week of school during Positive Behavior Interventions and Supports (PBIS) rotations. They include:

- Students are to be involved in approved activities at all times in designated areas
- To avoid injuries students are not to interfere with organized games on the playground. P.E. classes have first choice of field and should not be interfered with by recess students
- Spitting, swearing, use of foul language or “hands/feet on” play will not be permitted
- Students will not play crack the whip, red rover, football, fly-up, or play wall ball against the building
- If it is necessary to go to the restroom during noon recess, students must obtain a pass from the noon aide
- Students are not to climb on the fences and/or back stops
- Students are not to stand or sit on ramps, railings or stairs
- Playground balls may be kicked on the grass area only, **not on the blacktop**
- Students may play tag by using a light “tag” but are not to pull or grab others or their clothing in any way. Tag must be played on grass area only and not around or on the play structures
- All students must remain on the designated grounds during the school day. Students are **never to go into the street or parking lot after a ball**. Instead, please notify a supervisor and they will tell you what to do
- 9-1-1 will be called for any student leaving school grounds

## Playground Rules Cont.

- Students will return all equipment to the designated area at the completion of recess. They will then line up quietly at their classroom dot quickly and quietly when the teacher or noon aide blows a whistle to end recess. All activities are to stop immediately. **Teachers will accompany the class into the building in a single file line.**

## Winter Rules

- **ABSOLUTELY NO SNOWBALL THROWING OR KICKING OF SNOW. STUDENTS WILL NOT SLIDE ON THE ICE OR PLAY ON SNOWBANKS.**
- Playground equipment and the “Big Toy” will be used only during safe weather conditions
- The Finch staff cares about your children and students are expected to wear weather appropriate clothing
- Recess will be held outside as much as possible, as it is very beneficial for students to get outside for fresh air during the day. In extreme weather conditions only will recess be moved to indoor

## Big Toy Rules

- Always stand a safe distance from the equipment while waiting a turn
- No pushing, shoving or running near or on the equipment at any time
- Do not play or stand on top of the equipment
- Do not play tag around or on play equipment
- Never use just one hand, foot or leg on the equipment while performing a skill



## Big Toy Rules cont.

- Always climb down from the equipment; NEVER JUMP
- Do not hang off of the equipment
- Do not walk or climb over top railing
- Never sit or lie down underneath equipment
- If any part of equipment is slick, stay off

## Monkey Bars

- One at a time on rings and slides
- Rings are used from a south to north direction
- When you are done with your turn, go around, not through the middle of the bars, to get back in line
- Do not “hang out” in the middle of the bars
- Do not play “chicken”
- Jump ropes are not to be used on or near the equipment
- Always use a locked grip while grasping the bars (a locked grip is when the thumb is on the opposite side of the fingers.)
- Monkey bars are off limits to Kindergarten students at all times

## Slides

- Students will sit down at the top of the slide and come down properly, (feet first, on bottom) one at a time



## Lunchroom Rules

- Teachers will escort students to the lunchroom check-in area in a single file, alphabetical line following hallway rules
- Students are to **walk in the lunchroom** at all times
- Students will walk in a single-file line with hands and feet to themselves
- Students who wish to purchase milk will go through the computer line using money in their account or cash. Students purchasing an la carte items must have written permission from home
- When a students' lunch account balance drops to \$5.00 they will receive a stamp as a reminder to parents to send lunch money
- Students will use proper table manners and eat **only their own food. ABSOLUTELY NO SHARING OF FOOD DUE TO ALLERGIES!**
- Students will not throw food while in the lunchroom and will clean their area before dismissal
- Students will sit at their assigned classroom tables and will wait to be dismissed



**Breakfast:** Students participating in the breakfast program will arrive no earlier than 8:00 a.m. Breakfast is served from 8:05-8:25. Students should line up quietly at the front of the building, without blocking the stairs to the building. Students will wait in a single file line at the computer, and will use only their card to purchase breakfast. When finished eating, students are expected to exit the building and line up in their designated area.

## Celebrating Birthdays/Parties at School

A child's birthday is a time of great happiness and celebration which is often shared with classmates. We ask parents to be sensitive to all children's feelings and to refrain from bringing invitations, thank you notes, or any other selective forms of communications to school. Invitations to parties brought to school for "selected classmates" invariably causes tears, hurt feelings and awkward situations in the classroom that detract from learning.



Most teachers allow treats to be brought to share with classmates. Please contact your child's teacher to find a good time and an appropriate treat, so that it is not disruptive to the educational process and meets any allergy concerns that may exist in the classroom. Trinkets, such as erasers, pencils, bubbles, etc are great food substitutes.

Our classroom time is limited, so your understanding in avoiding any situations or actions that detract from the learning process is appreciated.

- Due to health and safety issues, store bought items (preferably individually wrapped) will be the only items allowed for parties
- Classroom celebrations will be held no earlier than 2:30 p.m.
- Balloons, flowers, cookie bouquets, etc. delivered to the school will be given to children at the end of the day

Thank you for your support of our teachers and learning opportunities of all of our students.



## Hallway rules

- Students will **walk** at all times
- Students will **walk on the right** side hall
- Student will walk in a single file line
- Students will not talk while in the hall
- Students must have a pass to be in the hallway during school. This includes returning to the classroom after lunch if a student is not going outside
- Locks are **NOT** allowed on lockers



## Fire Drill Procedures

- Everyone must leave the building during a fire drill through the designated building doors
- There is **NO TALKING**, pushing, or running during the entire fire drill
- Students and staff will face away from building
- Students are to remain in line and are not to return to the building until escorted single file **by a teacher**



## Food Policy

- Students may not bring outside food or beverages on school grounds before school begins
- No candy, suckers, gum or energy drinks will be allowed on campus

## Finch Dress Code

All of us at Finch want to thank you for supporting us in maintaining an appropriate learning environment for our students by sending your children to school dressed for academic success. Students should dress for school as if they were dressing for a job. Children may need adult guidance and reminders to dress appropriately for school.



Below are listed some guidelines that will help our students maintain a positive learning environment.

- Students shorts/skirts should reach to the end of their fingertips
- Everyone is required to wear safe shoes that protect their feet. Flip flops and shoes with heels are discouraged. Please consider and make accommodations for recess and Fitness and Health class activities
- Midriffs must be covered
- Spaghetti type tank tops and tube tops are not permitted unless a shirt, blouse, or a vest is worn over them. Tank tops worn alone must meet the two finger width rule on straps
- Dress and/or appearance which constitutes a clear and present danger to the students' safety or which creates a disruption to the educational process will not be permitted. This includes, but is not limited to, apparel which, by printed word, or symbol, display or promotes alcohol, drugs, tobacco, sex, nudity, profanity, violence, and gang behavior
- Hats and head coverings are not to be worn in the building unless it is Hats On Day
- Pants, shirts, or blouses must not be cut as to be revealing

If your child is unable to follow these guidelines, families will be called to bring appropriate clothing to school. If someone can not be reached, loaner clothing will be provided if possible. Thank you for your cooperation on this issue.

## Bicycle Rules

With parent permission, students in grades 3 through 6 may ride their bikes. The following rules apply:



- Bikes must be locked on the bike racks. One lock per bike is required
- Bikes are not to be ridden on the school grounds, blacktop or sidewalks during the hours of 8:00 am to 3:30 pm
- Students who ride bikes to school must walk them across the intersections at each patrolled crosswalk
- All students must stay away from the bike racks, except to park or retrieve their bikes
- Students must ride in a safe and lawful manner
- Students must wear a helmet to and from school

**Violation of these rules will result in the loss of bicycle riding privileges.**

## Pets

Safety Regulations and Procedures policy S50.30 outlines the procedures for the safe handling and care of animals for the protection of everyone in Spokane Public Schools. These guidelines provide information on safety precautions to prevent personal injury or illness due to animals. Students and staff members with allergies or sensitivities to animals must be accommodated. Allowing any animal in the school building or the school grounds is at the principal's discretion and requires a Visiting Animal Request Form in advance. **Finch school requests that families not bring any pet to the school grounds** and discourages pets as classroom visitors or show and tell activities.



## Finch School Attendance and Tardy Policy

Regularity of attendance is important to a student's character building process and is necessary in developing proper habits, the feeling of mastery through success, interest in school, and a sense of responsibility. It is the policy of the board of directors of the Spokane School district to establish and enforce the concept of prompt and regular attendance. Under the Washington State Compulsory Attendance Law, parents or guardians have the primary responsibility for keeping their student in regular attendance, recognizing that classroom attendance and punctuality are essential. In accordance with the state law parents will be notified either by phone or mail on matters of excessive absences. A copy of this law is available on request.



The school district policy on tardiness states that: "A policy regarding tardiness will be determined and implemented at the building level. A student who is absent from school without an excuse or is tardy shall be considered by the school for discipline, which might include suspension or expulsion, provided the necessary required actions have been taken in accordance with District No. 81, Procedure No. 3120 and No. 3200."

The Finch building has an established tardy policy. If a student arrives to school after the 8:30 bell, he/she must report to the office for a tardy slip. Parent will be asked to please not escort their student to class, to minimize interruptions to the classroom learning environment. Any student who has 3 or more tardies will result in a meeting with either the principal, the principal's assistant or the counselor. Tardies as a result of a medical or dental appointments, legal issues and licensed day care and district transportation problems will be considered "excused" tardies. Thank you in advance for your support in this matter.

## Finch Homework Policy

**At Finch, we believe homework is important for student success. One of the most important gifts parents can give their children is help in learning to study effectively. Families have the responsibility to support their child and school in completing assignments. Your child's teacher may require your involvement by signing their homework.**

**Kindergarten**– We require 10 minutes of reading each night. Homework packets will be sent home per individual teacher discretion.

**1st Grade**– We require 15 minutes a night which includes reading, spelling and math.

**2nd Grade**– We require 30 minutes a night which includes reading, spelling, math, and the return of the reading folder every Thursday.

**3rd Grade**– We require 20-30 minutes of reading at least four times a week. In addition, spelling homework and other assigned homework should be completed on time. Daily assignments not completed in class are homework.

**4th Grade**– We require students to read 80 minutes per week, complete a math packet and three spelling activities. Daily assignments not completed in class will be homework and returned the next day.

**5th Grade**– We require students to read at least 30 minutes each night. Students will generally have math homework daily and weekly spelling homework. Daily assignments not completed in class will be homework due the next morning.

**6th Grade**– We require students to read 100 minutes per week and will have weekly spelling, math and grammar homework. Daily assignments not completed in class will be homework and returned the next day.

## Students Arrival and Pick Up

- **Please do not drop off, pick up, or wait in vehicles for your children in the bus zone, south staff or hardware parking lots. Students are NOT to enter through the front door before or after school unless coming in for breakfast**
- **Please drive slowly in front of the school.**
- Parents and siblings are requested to have a designated pick-up area or meeting location outside of the school building and away from the bus area
- All students crossing the street must cross at designated intersections and obey the safety patrols. Parents should not ask their students to cross in the middle of the street when being picked up or dropped off at school. Students should cross at crossings and walk down the sidewalk. School crossing guards will be respected at all times
- Students participating in the breakfast program should arrive no earlier than 8:05 and enter the building at the front door. Following breakfast, students must line up with their class. All other students should arrive no sooner than 8:15 am unless participating in a school sponsored activity.
- Students are to go directly home after school and be off school grounds by 3:15— unless involved in an after school activity. The Finch grounds are used for activities until 5:00 pm.
- Handicap parking is available on the east side of the building
- Parents are requested to not wait at the classroom door to pick up their children. Teachers will escort their class out of the building single file to their classroom dot on the blacktop. For the safety and security of your child, all students will exit the building with their classmates under the supervision of their teacher at 3:00. This is to provide added supervision and safety



## Serious Disruptive Behavior Policy

Each Spokane Public School has been asked to define “**serious disruption to the educational process**” as part of its discipline plan. For students who are determined to seriously disrupt the educational process, the parent will be called by the administrator. Student exclusion will take place, and **re-entry will occur when administrator, parent, student and staff agree on a plan for reentry and subsequent requirements.**

The Finch definition of “serious disruption to the educational process” is when a student:

- Is verbally or physically out of control or endangering the safety of others
- Interferes with the educational process of other students
- Does not correct his/her behavior according to the classroom or school discipline plan
- Fails to comply with any written or oral contract relating to behavior in the classroom or school

In cases where student behavior warrants an emergency removal from class, specialist or activity, prior to the return of the student, the principal shall notify the employee in writing of the disciplinary action taken or initiated by the principal and any other conditions of return imposed upon the student. Provided, except in emergency circumstances, **the teacher shall have the first attempted form of corrective action as set forth in RCW 28A.58.1011, RCW 28A.58.201**, and Spokane Public Schools Policy on Student Rights and Responsibilities: and provided further, that in no event without the consent of the teacher shall an excluded student be returned during the balance of that school day.



Dear Finch Families:

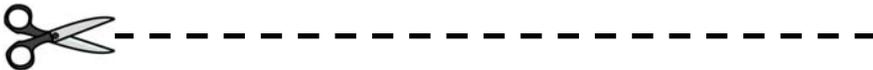
This handbook is designed to provide information to help families and staff work together in communicating behavior expectations to our students.

To coordinate this program between home and school, we ask that families review and discuss these rules at home with their child/children. When the students follow these rules, their efforts will be recognized with a variety of special activities. If they choose to not follow the rules, there will be appropriate consequences.

**Agreement:**

I have read the **Finch Handbook** with my child/children. We agree to support and follow the Finch expectations.

**Please sign below and have your child/children sign their first and last names and return to his/her teacher.**



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Parent/Guardian Signature Date

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Student Signature Date