

"Parents, Students and Staff; Building Our Future Together"

Student Handbook

Main Office	801-7510
Asst. Principal	801-7515
Attendance	801-7521
Guidance Office	801-7570
Library	801-7550
Nurse's Office	801-7560
Chromebook Repair	801-7554

District Web Site

<http://www.glencoveschools.org>



PBIS FINLEY MIDDLE SCHOOL - PRIDE in yourself, others & our school

	Hallway	Cafeteria	Bathroom	Classroom	All Settings
Productive	<ul style="list-style-type: none"> 1 Arrive on time 	<ul style="list-style-type: none"> 1 Wait your turn on line 	<ul style="list-style-type: none"> ■ FLUSH, WASH, LEAVE 	<ul style="list-style-type: none"> 1 Arrive on-time & prepared to learn 	<ul style="list-style-type: none"> 1 Limit cell phone use to cafeteria only
Responsible	<ul style="list-style-type: none"> 1 Walk quietly to right 1 Throw trash in receptacles 	<ul style="list-style-type: none"> 1 Use technology appropriately 	<ul style="list-style-type: none"> 1 Report issues to adults 	<ul style="list-style-type: none"> 1 Backpacks & hats remain in lockers until 2:55pm 	<ul style="list-style-type: none"> 1 Think before you react
Independent	<ul style="list-style-type: none"> 1 Maintain personal space 	<ul style="list-style-type: none"> 1 Clean up after yourself & return tray 1 Food in designated areas only 	<ul style="list-style-type: none"> 1 Give others pnvacy 	<ul style="list-style-type: none"> 1 Create original work 	<ul style="list-style-type: none"> 1 Follow the dress code & practice proper hygiene
Determined	<ul style="list-style-type: none"> ■ Proceed directly to your destination 	<ul style="list-style-type: none"> 1 Move calmly & quietly 	<ul style="list-style-type: none"> 1 Return promptly back to class 	<ul style="list-style-type: none"> 1 Always give your BEST effort 	<ul style="list-style-type: none"> 1 Be honest, be helpful, be positive
Excellence	<ul style="list-style-type: none"> 1 Use positive language 1 Be polite & courteous 	<ul style="list-style-type: none"> 1 Remain in designated area with staff 	<ul style="list-style-type: none"> 1 Use materials properly 	<ul style="list-style-type: none"> 1 Be respectful when others speak 	<ul style="list-style-type: none"> 1 Be accepting of others, treat them like you want to be treated

Conduct and Discipline Policy

Introduction

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. ***An orderly and stimulating learning environment is dependent upon a sustained and cooperative effort on the part of students, parents, and staff.**

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Positive Behavioral Interventions and Supports (PBIS)

PBIS emerged as a powerful organizing framework that supports school staff in their efforts to move from reactive to proactive behavioral interventions. Supported by decades of research, PBIS is strongly rooted in behavioral theory and practice. By combining evidence-based practices with a systems approach to implementation, PBIS has created a model that has widespread adoption and lasting success. - The PBIS Team Handbook – Setting Expectations and Building Positive Behavior, Baker & Ryan 2014

Middle School Cell Phone/Electronic Device Policy

Students must keep their cellphones and headphones (e.g., AirPods, Earbuds, etc.) off and completely out of sight for the entire school day. We expect all students to safe-guard his/her property, the school will not be liable for any loss of property. Any student found with their cell phone and/or headphones visible will be asked to turn it over to an administrator. The device will then be securely stored until the end of the day, when it will be returned to the student's parent or guardian. Refusal to turn over said device will result in disciplinary action.

We acknowledge that there may be circumstances where it is necessary for your child to have access to their cellphone during the school day. In such cases, we ask that you please communicate directly with the school administration to make

appropriate arrangements. We will handle these exceptions on a case-by-case basis, taking into consideration the specific needs and circumstances of each situation.

Repeated violations of this procedure may result in further disciplinary action.

Classroom Discipline Plan

Each teacher has designed rules and regulations, which must be followed in the classroom. With this plan come rewards for those that follow the plan as well as a classroom hierarchy of consequences for those who don't. This plan has the full support of the administration. It should be noted that as a student exhausts one level, he/she will go immediately to the next level.

VERBAL OR PHYSICAL ABUSE AND OR THREATS MADE TO TEACHERS OR STAFF BY STUDENTS ARE CONSIDERED TO BE SERIOUS VIOLATIONS OF THE SCHOOL DISTRICTS CONDUCT AND DISCIPLINE POLICY AND MAY RESULT IN THE SUSPENSION FROM SCHOOL AND A REFERRAL TO THE SUPERINTENDENT OF SCHOOLS FOR FURTHER DISCIPLINARY ACTION.

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.

9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the.

A student's dress, grooming, and appearance, including hair style/color, jewelry, makeup, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Not include the wearing of sleepwear, loungewear and/or slippers.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of *headgear in school such as, but not limited to: hoods, stocking caps, scarfs, ski goggles, ski masks, sunglasses or any other items which may obscure identification* except for a medical or religious purpose.
7. Not include items that are vulgar, obscene, libelous, *promote sexual harassment*, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. *Heavy chains, large rings, and other dangerous items are not permitted in school.*
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal, violent, or *gang* activities.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be

subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. *The following discipline code applies to the behavior of all district students while attending school, and/or on school grounds, in school buildings, and/or participating in school sponsored activities.*

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. *Serious or flagrant violations of the district's code of conduct can result in a hearing with the Superintendent or his/her designee or Board of Education.*

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly, *i.e., intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof.* Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees, or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive.

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, slapping and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, slapping and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. *Possession of fireworks or other explosive devices or items meant to resemble fireworks or other explosive devices.*
4. Displaying what appears to be a "weapon" means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.
5. Threatening to use any weapon, *fireworks or other explosive devices or items meant to resemble fireworks or other explosive devices.*
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of *themselves* or others. Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that

harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, *in any form including sexual harassment*, which includes a sufficiently severe action or persistent pervasive pattern of actions or statement directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. No student may use, possess or sell, manufacture or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, any intoxicating liquor, inhalants, and any drugs which are illegal such as marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alike drugs, which have a legitimate purpose but are highly addictive, any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited. All searches for drugs or illegal substances shall be documented, regardless of whether such search discloses any drugs or illegal substances. A request to a student to open his or her hand shall not be considered a search.
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning;
2. Written warning;
3. Detention;
4. Suspension from transportation;
5. Suspension from athletic participation;
6. Suspension from social or extracurricular activities;
7. Suspension of other privileges;
8. In-school suspension;
9. Removal from classroom by teacher;
10. Short-term (five days or less) suspension from school;
11. Long-term (more than five days) suspension from school;
12. Permanent suspension from school.

Teacher Removal of Disruptive Students

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

Admit to Class from Suspension Room

Parents of suspended student are required to confer with the guidance counselor and the teacher to formulate a plan to change unacceptable behavior. Suspended students will be issued a re-admit pass through the guidance office. This pass will be signed by all subject teachers and returned to guidance at the end of the school day. The pass indicates that the suspension is over and a plan has been developed.

Sexual Harassment and Students

The Board of Education recognizes that sexual harassment of students is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing

and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn productively.

The Board is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, student to student, student to staff, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass anyone.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complaints and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student handbooks, and other appropriate school publications.

Emergency Procedures

Delayed Opening

The district also uses a "**Delayed Opening**" procedure. Again, the announcement will be carried by the stations listed below. When this is done, the following will be in effect:

1. All schools in the district will open as announced, one or two hours later than normal.

- School buses will begin their runs one or two hours later. Students should report to their bus stops one or two hours later than usual.
- Dismissal times will not be changed. Buses will return students to their bus stops at the regular time on those days.

Emergency School Closing

In the event that it becomes necessary to close the school because of inclement weather or an emergency situation, the following radio/TV stations will broadcast the closing of our schools:

News 12 Long Island

Emergency Exit Drill Procedures

Fire drills are scheduled to prepare both students and staff for any emergencies, which might necessitate the immediate evacuation of the building.

The ringing of the fire alarm means that classes are to be taken out of and away from the building as quickly as possible in an orderly and quiet manner.

Everyone is to leave the building and remain at a safe distance from it. Make sure all doors and windows are closed.

- The teacher must accompany the pupils being instructed and record present period attendance.
- Any deliberate disorder or talking during a fire drill may result in disciplinary action.
- Any student with a physical disability attending a class on the second floor during a fire drill must report to the Mini-Center.
- Three short rings of the school bell (all clear) will be the signal to return to class.

In the event that any exit is congested or blocked, teachers are to use whatever exit will permit classes to leave the building with greatest safety in the shortest time. During a drill, do not use the elevator for any reason. Students are not to cross Forest Avenue.

One of the biggest dangers in school or any public building is fire. Any student who may be involved in starting a fire in school will face immediate suspension and other legal action. Likewise, if any student deliberately sounds a false fire alarm, that student will face immediate suspension along with appropriate police action. Many lives have been lost and property has been damaged due to false alarms being sounded.

Inclement Weather/Early Dismissal Procedures

Parents are reminded that each family should have an alternate plan with their children in case of an emergency dismissal. If weather conditions deteriorate throughout the morning, Glen Cove Schools may dismiss as follows:

High School

Middle School
Connolly/Landing
Deasy/Gribbin

This schedule will allow the earlier bus runs additional time for the completion of their routes and will ensure that the elementary dismissal will not be delayed. The plan will enable elementary students to arrive at home as close to their regularly scheduled time as possible. The district will notify the radio stations of the change in schedule as well as any evening cancellations.

Extra Curricular Program

Extra curricular activities are an important part of our school. An extensive co-curricular program is available for students. Each student is urged to participate in one or more co-curricular activity, with due consideration to grades and other obligations. Participation in these activities benefits you and the school and adds to your total school experience.

Interscholastic Athletics

Eligible 7th and 8th grade students are permitted to participate. Sports physicals must be passed in order to qualify to play athletics. The following is a list of the teams available for tryouts:

Fall Season - September

7th Gr. Boys' Soccer	7th Gr. Girls' Soccer
8th Gr. Boys' Soccer	8th Gr. Girls' Soccer
7/8 Football	7/8 Girls' Tennis
7/8 grade Cheerleading	

Winter 1 - November

7th Gr. Volleyball	7th Gr. Boys' Basketball
8th Gr. Volleyball	8th Gr. Boys' Basketball

Winter 2 - January

7th Gr. Girls' Basketball	7/8 Wrestling
8th Gr. Girls' Basketball	

Spring - March

7/8 Girls' Softball	7/8 Girls' Track
7/8 Boys' Baseball	7/8 Boys' Track
7/8 Boys' Lacrosse	7/8 Boys' Tennis

Questions regarding any of the teams or any aspect of interscholastic competition should be directed to the **Director of Physical Education at 801-7640.**

Intramurals

Intramurals are conducted throughout the school year. Students may pick up a monthly calendar in the main office or look on our website. Also listen to the morning announcements.

Clubs and Organizations

Clubs and organizations are available to all students and will be run based on student interest/attendance.

Eligibility Policy for Athletic and Extra-Curricular Activities-see Appendix A

1. It is expected that a member of a team or club will be a responsible individual, possessing a good attitude as well as good citizenship. Also, team members must have a physical by the school doctor or by their family physician, co-signed by the school doctor.
2. Attendance and Lateness - If a member of a team or club is absent from school and/or late to school, he/she may not participate in that sport or activity for that day. Chronic absenteeism or lateness to school will have a bearing on a student's eligibility for a team or club.
3. Cutting classes or truancy - Any team or group member cutting classes or truant from school is subject to school disciplinary action which could lead to a suspension from participation in subsequent games or events.

Reinstatement of Privileges for After School Activities

Each student who is suspended, either in school or out of school, automatically forfeits the privilege of attending any extra curricular activities. **However, we have instituted the following procedure so that students, who are denied access to extra curricular programs by virtue of a suspension, may have an opportunity to appeal their case and again participate in our full range of academic, social and athletic programs.**

Please keep in mind the following:

1. The appeal for reinstatement must be made in writing by the student.
2. The appeal must be submitted personally to the guidance counselor assigned to the student.
3. All appeals will be reviewed by the student's guidance counselor and an assistant principal. The student seeking reinstatement for after school privileges might be allowed to meet with the review committee to discuss his/her case.

The student will be notified of the administration's decision. In the event that the student's request for reinstatement is denied, he may appeal again.

Spectator Code of Ethics for Athletic Events

1. Spectators are an important part of the game and should at all times conform to accepted standards of behavior and good sportsmanship. All spectators must sign in at the front desk before attending the event.
2. Spectators should at all times respect officials, coaches, and players as guests in the school and extend all courtesies to them.
3. Spectators should observe and obey the rules and regulations of the school.
4. New York State Law prohibits alcoholic beverages of any kind on school property. The law further prohibits any person under the influence of alcohol from being on school property.

5. Tobacco use in and on school grounds is prohibited.
6. Spectators should respect and obey all school officials, marshals and police at athletic contests.
7. For flagrant or repeated violations of this code, spectators will be ejected from the area and may be denied access to future events.
8. All of the above regulations are applicable at all events (home and away).

Grievance Procedure

(This does not include detention or other classroom consequences) A student may proceed to the office with a pass, and request an appointment to see the Assistant Principal (students must not leave class without permission). An appointment will be made and the student will have an opportunity to present his complaint. If the complaint is valid, action will be taken.

Transportation

Transportation Eligibility

To be eligible for bus transportation the New York State Education Department has set up the following mileage requirements:

- **Sixth grade thru eighth grade students must live more than 1 mile from the school.**
- **Bus passes and routes will be mailed out the middle or end of August.**
- **Any questions please contact Transportation Department 516-801-7075.**

Rules for Student Conduct on Buses

1. Be orderly, quiet and considerate of people and property in the vicinity of bus stops.
2. Be ready when the bus arrives. Present your bus pass (I.D. card) while boarding the bus.
3. Bus drivers have the authority to assign seats, give directions and implement rules for the safety and orderly conduct of students.
4. Acceptable public behavior will be expected of all bus riders.
5. Pass in front rather than behind the bus when crossing the street to or from the bus.
6. Do not enter or leave the bus while it is in motion.
7. Remain behind the white line so as not to interfere with the driver.
8. Heads or arms must not be extended from bus windows.
9. Avoid eating on the bus and help keep the bus neat.
10. Shouting, fighting, offensive language, and smoking are not acceptable on the bus.
11. Remain seated until the bus stops at your destination.
12. **Bus drivers will report violations of the above.**

Bus transportation is a privilege that is enjoyed by most of our students, however, students who violate the regulations will have their bus privileges suspended or revoked.

Attendance

Attendance Guidelines

Success in school is as dependent upon good attendance as upon any other single factor. Absence from school may cause a student to fall behind in his/her work, causing a student's grades to suffer. The school system sustains a loss of revenue since money appropriated by New York State to Glen Cove is based upon student attendance. Funds lost through absenteeism must be made up by local taxation.

1. The following are legal excuses for being absent must be accompanied by documentation (i.e., parent note, subpoena):
 - Student illness;
 - Illness or death in the family;
 - Observance of religious days;
 - Quarantine;
 - Necessary appearance in court;
 - Attendance at organized health clinics;
 - Supervised school trips.
2. When a student is absent, it becomes his/her responsibility to make up the missed schoolwork.
3. **Lateness to School** - Homeroom is held at the start of the day. Any student who is not in his/her Homeroom is late when the bell rings (8:10 a.m.) to signal the start of Homeroom.
4. **Truancy** - A student, who does not attend school for other than lawful reasons, is truant. Upon his/her return, the student will not be allowed to attend classes until a parent or guardian is contacted. Students should be aware of the seriousness of truancy. Truancy is a violation of the Education Law and Section 887 of the Criminal Code. Any student who is truant is subject to a school disciplinary action. Repeated truancy may result in court action against the student.
5. **Leaving the Building** - Once a student arrives at school, he/she is not permitted to leave the school grounds before the close of the session unless authorized to do so by the school nurse, the principal, or his assistants. A student who leaves school without permission is considered to be truant and is subject to disciplinary action. (See section on Truancy.)
6. **Sign Out Procedures** - A student may be signed out of school only by a parent, guardian or family member that is listed on the student's emergency information card. In addition, anyone picking up a student must present a **photo I.D.**

Excessive Lateness

In cases of repeated or excessive lateness, a teacher may request through the administration that such willful lateness to class be counted as cutting. Also, detention will be assigned by the teacher for this infraction.

Lateness to Class

In the event a student is detained by a teacher and does not have sufficient time to report to his/her next class, he/she should request a late pass from the teacher who detained the student. **NO STUDENT WILL BE SENT BACK TO HIS PREVIOUS CLASS TEACHER OR THE OFFICE FOR A LATE EXCUSE OR PASS.**

Information and Procedures

Accidents

Accidents in and around school must be reported immediately to the person in charge and the Nurse's Office.

Assemblies

When assemblies are called, students are to follow all directions of their teachers and are to proceed to the auditorium in an orderly fashion with their teacher when directed to do so by the office.

Cafeteria Procedures

All students have the right to enjoy a leisurely and problem-free lunch period. Students are expected to behave appropriately and to keep the cafeteria clean. Food and drink are to be kept in designated areas and trash is to be put in the receptacles. The noise level is to be kept down and directions of teachers, monitors, cafeteria and custodial workers are to be obeyed. Students are not to leave the cafeteria without obtaining a pass from an administrator, teacher or monitor.

Administrative Detention

Office detention will be assigned by administrators based on teacher referrals, student misconduct and other violations of school rules.

Dismissal

When the school day is completed, students are to leave school grounds immediately unless supervised by a staff member for an organized activity. Students are not to return to school grounds after dismissal unless participating in a supervised, extracurricular activity. Students are not to wait in front of the building for extended periods of time. Students missing their bus are to report to the office to contact home. The school will not be responsible for students remaining on or near school property circumventing supervision.

Elevator

An elevator is provided for those needing it. Permission is given through the health office only. Students may take one helper on the elevator if needed and if approved by the nurse.

Food in Class

Students are not permitted to bring food and beverages to class without the express permission of the teacher.

Guidance

Each student in the Finley Middle School is assigned a guidance counselor. Any student who has school related problems should request an appointment with his or her counselor during the homeroom period. A pass will be issued and the student is to report to the guidance office only at the time of the appointment.

Guidance services include:

- Facilitating parent conferences
- Crisis intervention
- Developmental counseling
- Interpretation of test scores
- Monitoring student progress
- Study help
- Academic counseling
- Career information
- Program selection and scheduling

Homework Policy

The staff and administration believe strongly that daily homework is important to reinforce the concepts and skills taught during the school day. Students can expect written assignments for each class of approximately 15-30 minutes in length to be completed each evening. Homework is a factor in the student's report card grade and will be provided for absentees whenever requested by a parent.

It is recognized that written homework assignments in certain courses such as physical education, home and career skills, and technology are not often practical, however, teachers of such subjects do, of course, reserve the right to assign such homework as it relates to a particular unit.

Library Media Center

The library contains a large and up-to-date collection of books, periodicals, computers, and other resources that are available for research or circulation purposes.

Students have several opportunities to use the library. Subject teachers can give students individual passes or bring their entire class.

Students are also encouraged to become members of the Glen Cove Public Library and to use its facilities.

Lockers

School lockers are not to be shared and are to be utilized as storage space for clothing, books and other school paraphernalia. These lockers are the property of the school district and do not belong to the students. The administration of the school reserves the right to inspect all lockers at any time without prior notice.

Students are advised not to give their locker combination to anyone. The school is not responsible for any items missing from a student's locker. Any student who misplaces their lock must report this to the office immediately and purchase a new school lock. Personal locking devices are not permitted on school

lockers and will be removed without notice.

Loitering

Students are not to loiter on school grounds or in the hallway at any time. (See Dismissal - page 9)

Musical Instruments

Any musical instrument brought into the building must be stored in the band room lockers and be registered with the student's band teacher. The Glen Cove Schools assume no responsibility for lost or stolen instruments.

Nurse's Office (Medical Office)

- The Nurse's Office is located on the first floor of the building. Students are not to come to the Nurse's Office without a pass unless an emergency exists.
- Students who are ill or injured will report to the Nurse's Office. When it is necessary for a student to be sent home, there must be someone at home who will be responsible for the student. This procedure will be done ONLY through the Nurse's Office.
- All students must have on file, in the Nurse's Office, an emergency telephone number to be used when the parents are not available.
- Internal medicine, such as aspirin, cannot be distributed through the Nurse's Office. This is forbidden by law.
- Students may not carry or take medication in school without authorization from the Nurse's Office. (See nurse for procedure.)
- Only first aid treatment is given to students for an injury or illness occurring in school or on the way to school. State law forbids the treatment or diagnosis of any other injury or illness.
- Each student is given a vision, hearing and scoliosis test annually.
- Any student excused from gym for medical reasons must have a doctor's note indicating the specific date when the student may return to gym.

Passes

A student should never be out of class without a pass from the teacher (agenda book pass or official school pass). The issuance of passes will be at the teacher's discretion, on a limited basis and for important reasons.

Personal Property

Each student must be responsible for caring for his/her own property. Students are encouraged to bring only those items that are essential for learning. The school is not responsible for items brought to school that serve no legitimate educational purpose.

Restrooms

Students may use restrooms during period breaks without a pass but must report to their next class on time. They are expected to keep the restrooms clean. Feminine hygiene products are available in the Nurse's Office and must be disposed of properly. Students may not loiter in

the restroom for any reason. Illness should be reported immediately to the nurse. Restroom use during class time may be limited at the discretion of the classroom.

Smoking

According to Federal, State and County legislation tobacco use in schools or on school grounds is prohibited. School grounds are defined to include any building or structure and the outdoor grounds within the property, boundaries of a school, as well as any vehicle used to transport children or school personnel.

Sports Equipment

Basketballs, lacrosse sticks, etc., are not to be carried around the building. These items are to be stored in student lockers or the team room.

Student Obligations

When students receive materials from the school (books, locks, equipment, lockers, etc.) they are expected to keep these materials in proper condition. Should these materials be damaged, destroyed, lost or stolen, the student will be held responsible. All financial obligations should be cleared by the end of the school year. A student may not receive a report card or participate in activities, including graduation, if he or she has outstanding obligations.

Alternative Learning Center

Students who commit a rule infraction that is serious (but not enough to require out-of-school suspension) are ordinarily sent to In-School Suspension for a partial or entire day. While there, students are monitored by teachers and expected to produce schoolwork that is current and relevant; usually those assignments procured from his/her classroom teachers, including quizzes or tests. Furthermore, students must follow the rules and be respectful. A behavior report is maintained each class period on each student.

Each student assigned to a partial or full day in the suspension room will be escorted to the suspension room. Once in the room, students may not go to their lockers or be sent to any other area of the building (Students may use the restrooms across the hall from the room).

Visitors

All visitors must report to the lobby receptionist for sign in.

Each valid visitor will be issued a visitor's pass which must be prominently displayed throughout the duration of the visit. Individuals not having a valid reason to be in the school will be asked to leave. Because of insurance and liability circumstances, school policy does not permit students to bring friends or relatives on the bus or into the school with them.

ACCEPTABLE USE AND SAFETY POLICY

Mission Statement

The Glen Cove School District Network is a service provided to improve learning and teaching through research, collaboration and dissemination of successful educational practices, methods, and materials.

The Glen Cove School District Network is a Wide Area Network (WAN) connected to the Internet. The Internet links computer networks around the world, giving the Glen Cove School District access to a wide variety of computer and information resources.

The Glen Cove School District provides limited access to these local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return every Glen Cove School District user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Glen Cove School District users are expected to act in a responsible, ethical and legal manner, in accordance with the Glen Cove School District Network Code of Conduct, the missions and purposes of the other networks they use on the Internet and the laws of the states and the United States.

Access

Access to the Glen Cove School District Network is a privilege offered each academic year to all Glen Cove School District students and educators.

CODE OF CONDUCT

The Glen Cove School District's Code of Conduct applies to all users of the Glen Cove School District's Network. It reads:

"I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow Glen Cove School District's Network's basic rules: no disparaging remarks, no damage to property, and no violence."

The Glen Cove School District Network user is held responsible for his/her actions and activity within his/her user account. Unacceptable uses of the network will result in the suspension or revoking of these privileges.

- 1. Using the network for any unauthorized access including but not limited to hacking and/or illegal activity and violation of copyright or other contracts.**
- 2. Using the network for financial or commercial gain.**
- 3. Degrading or disrupting equipment or system**

performance.

4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Using the Network to access material which is obscene, pornographic and/or harmful to minors.
12. Transmitting personal information about any student by that student or others, including pictures, addresses, phone numbers, pager numbers and email addresses.

INTERNET CONTROL FILTERING

In accordance with the provisions of the Children's Internet Protection Act ("CIPA"), the District requires that all District computers with Internet access be equipped with filtering or blocking technology which will, at a minimum, block or filter Internet access for both minors and adults, to visual depictions that are obscene; child pornography; and for computers used by minors with Internet access, harmful to minors.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. However, the District shall institute measures to monitor the online activities of minors and assist students in the appropriate use of the Internet.

Under certain supervised circumstances, authorized personnel may override the filtering/blocking technology for a limited, prescribed period of time, to assist staff members engaged in bonafide research or other lawful purposes. The District will develop regulations to implement this element of the policy.

The District shall provide employee training for proper use of the Network, including training to foster the safety and security of minors when using electronic mail, chatrooms, and other forums of direct electronic communications; as well as training to prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.

All users of the Glen Cove School District Network,
Page | 12

including students and staff, must abide by the District's restrictions on Network use.

Further, the user and, where applicable, his/her parent(s) or guardian(s) are warned that The Glen Cove School District does not have control of the information on the Internet. Even though the Glen Cove School District Network uses Internet filtering software, it is possible that the requester might access unacceptable sites. These sites may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, users shall discharge and hold harmless the Glen Cove School District, its board of education trustees and employees from any and all claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to his/her own or his/her child's use of or access to the Glen Cove School District Network or other independent networks. While the Glen Cove School District's intent is to make Internet access available to further its educational goals and objectives, users may access other materials as well.

The Glen Cove School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The Glen Cove School District would like to emphasize that the independent networks, accessed through the Glen Cove School District Network, are open systems. This means that another individual within or outside the Glen Cove School District community might access a Glen Cove School District's user's files without the user's prior knowledge or consent. Therefore, the Glen Cove School District's advice to all users is "Don't put anything in writing that you wouldn't want other people to read." As it is impossible to guarantee complete security, the Glen Cove School District accepts no responsibility for any consequences of unauthorized entry, even if such entry could have been prevented by procedures known to the Glen Cove School District but not adopted. Glen Cove School District Network will make reasonable efforts to protect the electronic files of every user.

The user and, where applicable, his/her parent(s) or guardian(s) must understand the specific conditions and services being offered will change from time to time. In addition, a user uses Glen Cove School District Network at his/her own risk. The Glen Cove School District makes no warranties with respect to Glen Cove School District's service, including but not limited to the following:

The content of any advice or information received by a user from a source outside Glen Cove School District Network or any costs or charges incurred as a result of seeing or accepting such advice. Any costs, liability or damages caused by the way the user chooses to use his/her Glen Cove School District Network access.

Users must recognize that the Glen Cove School District's Code of Conduct applies to the use of the Glen Cove School District Network and other independent networks, and that any usage of these networks in violation of this code or the Glen Cove School District's policy and procedures regarding usage of the networks, and/or any of the Glen Cove School District's policies and procedures, will be subject to appropriate disciplinary action, including but not limited to loss of Glen Cove School District Network privileges.

Network users have NO EXPECTATION OF PRIVACY with respect to any data stored or transmitted via the District's Network or used in conjunction with the District's Network. School officials shall monitor the use of the District's Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Network.

While the Glen Cove School District supports the privacy of electronic mail, account users must assume that this cannot be guaranteed. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Glen Cove School District.

Policy adopted by the Glen Cove Board of Education on: 12/19/05.

National Junior Honor Society Selection Process

In February of each year a letter will be mailed home to all 7th and 8th grade students with an overall GPA of 90 or above. Candidates will also receive a Candidate Packet. These forms must be completed and submitted by the end of March (actual dates to follow)

Selection will be determined by the Faculty Advisory Committee, and is based upon the 5 Pillars of the National Junior Honor Society. The following indicators serve as a framework for selection rather than a checklist of items that must be fulfilled:

1. Scholarship
 - must have cumulative overall GPA of 90 or above from the beginning of 6th grade through the end of the 2nd quarter of this school year
2. Service
 - participate in at least 10 hours of service or charitable activity outside of school within the last 6 months
 - Mentoring people in the community or students at other schools
 - helping with requests made by staff to help support our school community
 - volunteering to provide assistance whenever needed
3. Leadership –
 - successfully holding school offices or positions of responsibility
 - leading in the classroom, at work, and in other school or community activities
4. Citizenship
 - must have been a member of 2 (two) or more school clubs, teams or organizations
 - Understanding the importance of civic involvement
 - Involvement with such activities as scouting, community organizations
5. Character –
 - upholding our core values of respect, responsibility, and integrity
 - complying with school rules

Candidates must also submit an essay introducing themselves to the Faculty Committee and explaining why they wish to become a member of the NJHS

An induction ceremony will take place in the Spring.

Appendix A

MIDDLE SCHOOL POLICY REGARDING ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Eligibility for Participation - REVISED 5/8/2024

In order to improve learning and promote increased academic success, the Robert M. Finley Middle School will be implementing the following regarding Extracurricular and Interscholastic Eligibility beginning in the 2024-2025 school year:

1. If a student fails three (3) or more classes for the quarter, the student will be ineligible to participate for the next quarter in extracurricular activities for the duration of that entire quarter. The ineligibility will carry over from the fourth quarter to the first quarter of the following school year.
2. If a student fails two (2) classes, they will be placed on probation for one (1) quarter. If a student fails two (2) classes during the fourth quarter they will remain on probation for the duration of the first (1st) quarter of the new school year. To remain eligible, it is the student's responsibility to attend required extra help sessions and make up all missed assignments, tests, class work, etc. A bi-weekly progress report which is designed to monitor student's attendance at extra help sessions will be mandatory. Failure to do so will result in a student's suspension or removal from the activity for one week.

If a student fails to show continued incremental academic improvement and effort, according to the teacher, then he/she will be deemed ineligible. The Academic Eligibility Committee will be responsible for the determination.

*In the 1st year of implementation students who fail to meet the eligibility requirements at the end of the 2023-2024 school year, will be permitted to participate in activities in the fall of the 2024-2025 school year but will be placed on academic probation, with a determination review to take place after the 1st progress report of the year. Students failing to meet the requirements will no longer be eligible to participate.

- 3) A student, who has an unexcused absence, or is out for reasons of illness, cannot participate in any extracurricular activity during that school day, including but not limited to, after-school activities. A student cannot participate in any extracurricular activities for that school day if he/she arrives after 9 a.m. without a legal excuse. Students who are chronically absent may be referred to the committee for an eligibility determination review.
- 4) A student who has been suspended from school, in-school or out-of-school, cannot participate in any extra-curricular activity during the period of suspension. The suspension period is inclusive of weekends, school holidays and any activities scheduled outside the school day for the duration of the suspension.
- 5) An appeals panel consisting of the principal or his/her designee, athletic director, coach of the sport/advisor of the activity, guidance counselor and one content area teacher will meet to review any appeals of the committee's decisions.

*Extracurricular activities include any activity outside of the school day (e.g. team sports, intramural sports, clubs, the school play, etc.)

Appendix A

POLÍTICA DE LA ESCUELA MEDIA CON RESPECTO A LA ELEGIBILIDAD ACADÉMICA PARA ACTIVIDADES EXTRACURRICULARES

Elegibilidad para participar - REVISADO 5/8/2024

Para mejorar el aprendizaje y promover un mayor éxito académico, la Escuela Intermedia de Robert M. Finley será implementar en la siguiente acerca de Elegibilidad extracurricular e interescolar a partir del año escolar 2024-2025:

1. Si un estudiante reprueba tres (3) o más clases durante el trimestre, el estudiante no será elegible para participar durante el siguiente trimestre en actividades extracurriculares durante todo ese trimestre. La inelegibilidad continuará desde el cuarto trimestre hasta el primer trimestre del siguiente año escolar.
2. Si un estudiante reprueba dos (2) clases, será puesto en período de prueba por un (1) trimestre. Si un estudiante reprueba dos (2) clases durante el cuarto trimestre, permanecerá en período de prueba durante el primer (1er) trimestre del nuevo año escolar. Para seguir siendo elegible, es responsabilidad del estudiante asistir a las sesiones de ayuda adicional requeridas y recuperar todas las tareas, exámenes, trabajos de clase, etc. perdidos. Será obligatorio un informe de progreso quincenal diseñado para monitorear la asistencia del estudiante a las sesiones de ayuda adicional. No hacerlo resultará en la suspensión o remoción del estudiante de la actividad por una semana.
Si un estudiante no demuestra un esfuerzo y una mejora académica incrementales continuos, según el maestro, entonces se considerará no elegible. El Comité de Elegibilidad Académica será responsable de la determinación.
 - En el 1er año de implementación los estudiantes que no cumplan con los requisitos de elegibilidad. requisitos al final del año escolar 2023-2024, se le permitirá participar en actividades en el otoño del año escolar 2024-2025, pero se le pondrá en período de prueba académica, y se realizará una revisión de determinación después del primer informe de progreso del año escolar 2023-2024. año. Los estudiantes que no cumplan con los requisitos ya no serán elegibles para participar.
- 3) Un estudiante que tiene una ausencia injustificada o está ausente por motivos de enfermedad no puede participar en ninguna actividad extracurricular durante ese día escolar, incluidas, entre otras, actividades después de la escuela. Un estudiante no puede participar en ninguna actividad extracurricular para ese día escolar si llega después de las 9 a.m. sin una excusa legal. Los estudiantes que están crónicamente ausentes pueden ser remitidos al comité para una revisión de determinación de elegibilidad.
- 4) Un estudiante que ha sido suspendido de la escuela, dentro o fuera de la escuela, no puede participar en ninguna actividad extracurricular durante el período de suspensión. El período de suspensión incluye fines de semana, vacaciones escolares y cualquier actividad programada fuera del día escolar durante la duración de la suspensión.
- 5) Un panel de apelaciones compuesto por el director o su designado, director deportivo, entrenador del deporte/asesor de la actividad, consejero/a y un maestro/a del área de contenido se reunirá para revisar cualquier apelación de las decisiones del comité.

*Las actividades extracurriculares incluyen cualquier actividad fuera del día escolar (por ejemplo, deportes de equipo, deportes intramuros, clubes, la obra escolar, etc.)