



HIGH SCHOOL

Student
& Parent/Guardian

Handbook

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Fayetteville-Manlius
SCHOOL DISTRICT

8201 East Seneca Turnpike | Manlius, New York 13104

Dear F-M Students:

On behalf of the Student Council, we would like to welcome you to the 2023-2024 school year at Fayetteville-Manlius High School! As your Student Council officers for the upcoming year, we are looking forward to a year filled with great accomplishments and good times.

Fayetteville-Manlius excels in academics and athletics, in the arts and in its activities. This school surpasses all others in the courses it offers and the programs it has. We are very proud to be a part of it, and we hope that you are too. There is something for everyone at Fayetteville-Manlius, and it is our hope that you will find your place at F-M. There is so much for you to take advantage of here, and it is important that you don't let those opportunities pass by if you want these years of your life to be as rewarding as possible.

Above all else, what makes F-M so special are the people who come here; not just the students, but teachers, administrators, counselors, secretaries—everyone. Make the best of these times, and the friendships you make and the memories you have will be forever yours.

Have a terrific year,

F-M High School Student Council Members

Dear F-M Students and Parents/Guardians:

Welcome to Fayetteville-Manlius High School. The administration and staff are expecting that we will share a challenging, rewarding, and enjoyable year together. Through courses and student activities at the high school, the administration, faculty and support staff desires that young people develop their abilities, express their talents, exercise responsibility, and value learning. We hope that students will experience satisfaction from applying effort and being involved.

To provide the best possible education at Fayetteville-Manlius High School, we welcome the advice and support of parents/guardians. We encourage you to write or call us about matters of concern, to attend school activities, and to become active in parental groups that initiate, support and enhance school programs. This student handbook presents essential information about Fayetteville-Manlius High School, its opportunities and guidelines. We hope that students and parents/guardians will read it carefully to gain a clearer understanding of our school.

The quality of Fayetteville-Manlius High School is ultimately dependent on the degree to which we all respect others and ourselves. For ourselves, we should see varied opportunities for constructive learning and growth, recognizing that we have the potential to succeed and prosper. For others, let us realize how much we gain by caring and sharing the best of ourselves.

High School Administration

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DISTRICT ADMINISTRATION

Dr. Craig J. Tice	315-692-1200
Superintendent of Schools	
Lisa A. Wade	315-692-1212
Assistant Superintendent for Personnel	
Kathryn Daughton	315-692-1202
Assistant Superintendent for Instruction	
Amy Evans	315-692-1203
Assistant Superintendent for Special Services	
Brad Corbin	315-692-1221
Assistant Superintendent for Business Services	
Melissa Corbin	315-692-1208
Executive Director of Special Education and Early Childhood Initiatives	

FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Marissa Joy Mims, President
Sharon Lindars, Vice President
Jason Catalino
Rebecca Cohen
Sarah Fitzgerald
Cynthia Hefti
Kristen Purcell
Daniel Seidberg
Daryll Fitch Wheeler

tmmimsboe@fmschools.org
slindarsboe@fmschools.org
jcatalinoboe@fmschools.org
rcohenboe@fmschools.org
sfitzgeraldboe@fmschools.org
cheftiboe@fmschools.org
kpurcellboe@fmschools.org
dseidbergboe@fmschools.org
dwheelerboe@fmschools.org

VISION STATEMENT

Our vision as a school community is to inspire students and promote personal success.

MISSION STATEMENT

Our mission is to build on our commitment to academic excellence with a focus on authentic learning experiences, civic responsibility and innovative programs. We will accomplish this in an environment that fosters meaningful relationships, honors and affirms the diverse identities and experiences of our students, supports the overall wellness of each student and promotes continuous improvement in each of the district priority areas: teaching and learning; school environment; service learning and community partnerships; and fiscal capacity and responsibility.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

The Fayetteville-Manlius Central School District is committed to creating a collaborative learning environment where all members feel included, respected, valued, and connected by affirming individual identities, fostering relationships, and recognizing diversity as an asset for teaching and learning.

FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BEHAVIORAL EXPECTATIONS

Schools are often referred to as microcosms of society. It seems fitting then that behavioral expectations within a school community should be governed by an overarching set of tenets applicable equally and consistently to society as a whole. The school community has a responsibility to preserve societal values related to freedom and democracy.

Given this, we all must recognize the necessity of the democratic process of law making and demonstrate its importance through respect for laws, rules and authority.

Members of the school community must also respect themselves through an understanding and appreciation of their own individuality. Self-respect is demonstrated through academic and social integrity, the making of healthful choices, personal appearance, and interpersonal relationships.

It is only through this knowledge and respect for self that we become empowered with the ability to extend this respect to others, to acknowledge the expression of uniqueness in others, and to give of ourselves in assisting others to develop a stronger sense of self.

All members must demonstrate respect for the beliefs and values of others, their points of view, their religions, and their rights as human beings. We must be active and positive in our respect, curtailing acts or language that would diminish another. Treatment, judgment, or evaluation of others should be conducted with fairness tempered by empathy for individual differences.

At the same time, expression of one's individuality must be balanced by the often greater needs of the community, particularly those related to respect for the environment, and for the health, safety, personal property and dignity of others.

All members must realize the importance of honesty in our daily tasks, activities and responsibilities. We must encourage and expect each other to offer honest opinions and preferences on important issues.

Finally, members must encourage and expect each other to be positively contributing members of our school community by accepting the responsibilities associated with our respective roles in public education.

Students and staff must work collaboratively in developing and maintaining a school climate which demonstrates a positive attitude toward learning, a safe and orderly environment, and an acceptance of the needs and differences of others.

- **Administrative Cabinet - 2001**

ACADEMIC INTEGRITY CODE

The Academic Integrity Code focuses on cultivating a school climate of civility, strong character, and global citizenship and maintaining the trust of our community through communication, integrity, and fairness.

Academic Integrity refers to honesty in school work. Simply put, a student who displays academic integrity does not cheat in any way or conceals knowledge of wrongdoing by others. At all levels of education, there are serious consequences to cheating.

What a student does matters: Character is revealed through choices one makes in academic life as well as outside of school. A student who cheats undermines their own education and personal growth as well as the reputation and character of the school community as a whole.

Avoiding Academic Misconduct

There are many ways to avoid plagiarism and cheating. The student will need to know whether and when collaboration is allowed and whether and when the student is allowed to consult outside sources in order to complete an academic task. It is the student's responsibility to understand what is expected.

If an assignment requires a student to consult secondary sources, the student will need to know how to document those sources according to course guidelines. Students are responsible for understanding the requirements for specific assignments and asking questions when clarification is needed.

The purpose of the Academic Integrity Code is to make clear to all members of the Fayetteville-Manlius High School community what their roles are and what the consequences are for violating the code.

I. Definitions

Plagiarism

According to the Merriam-Webster Online Dictionary, to “plagiarize” means:

- To steal and pass off (the ideas or words of another) as one’s own;
- To use (another’s production) without crediting the source;
- To commit literary theft; and
- To present as new and original an idea or product derived from an existing source.
- Using copyrighted images without permission or proper citation.

Plagiarism includes but is not limited to:

- Turning in someone else’s work as your own;
- Copying words or ideas from someone else without giving credit;
- Failing to put quotation marks around a quotation;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit;
- Copying so many words or ideas from a source that it makes up the majority of the work, whether credit is given or not; and
- Using copyrighted images without permission or proper citation.

adapted from Plagiarism.org

Cheating

Cheating includes but is not limited to:

- Obtaining test or quiz materials without the instructor’s knowledge;
- Inappropriate use of electronic devices, such as graphing calculators, cell phones, iPads and other forms of technology;
- Programmable watches and other computer or electronic devices in order to access information, share answers, or to in any way violate the principles of the Academic Integrity Code;
- Students sharing work that should have been individually and independently produced;
- Discussing information about a quiz or test with students who have not completed the assessment;
- Obtaining answers from another student during a test with or without the student’s knowledge;
- Knowingly/willingly giving or receiving answers to assignments, homework or test without instructor’s explicit permission or direction;
- Submitting the same work (or portions of the same work) for credit in response to different assignments;

- Sabotaging another student's work or otherwise creating a disadvantageous situation for other students; and/or
- Using online translators, or any resource that does the work of the assignment in place of the student doing the work himself or herself.
- Stealing or reviewing any type of academic assessment (i.e. quiz, test, essay question) before the assigned test time.

II. Responsibilities

Each member of our school community has responsibilities for promoting and encouraging academic integrity. We are all role models for one another. There are many helpful websites featuring educational material on cheating and plagiarism.

These websites include:

- Information on avoiding plagiarism from Purdue's Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/589/01/>.
- Information, educational materials, and useful links from the Center for Academic Integrity: <http://www.academicintegrity.org/>.

Students will:

- Read and understand the Fayetteville-Manlius High School Academic Integrity Code.
- Clarify with the teacher anything that may be unclear about an assignment with respect to how the Academic Integrity Code may apply to it.
- Avoid situations that might contribute to cheating and plagiarizing, and complete all assigned work, activities, and tests in a way that shows integrity.
- Act in a manner that demonstrates integrity and does not give any illusion of cheating, i.e. cell phone should not be out during a test.
- Not give or receive unauthorized assistance on school assignments.
- Promote an honest culture by not accepting unethical behaviors in others and understand that leaving such behavior unreported is to be complicit in them.
- Not in any way intimidate, retaliate against, nor harass a student who has reported a violation of the Academic Integrity Code.

Parents/Guardians will:

- Read and understand the FMHS Academic Integrity Code and the student consequences of not abiding by it.
- Encourage their child to be academically honest and to value education for the sake of learning.
- Support faculty and administration in enforcing the Academic Integrity Code.

- Understand the inappropriate contribution to a student's work will negatively affect the student's growth, and potentially their grade. For example, a parent/guardian may proofread and offer feedback on a paper, but the parent/guardian may not compose or rewrite any portion of the paper.

Teachers will:

- Read and understand the FMHS Academic Integrity Code.
- Provide students with explicit requirements and directions on assignments, and encourage questions for clarification.
- Specify the types of collaboration that are allowable and not allowed.
- Teach and review correct use of documentation when assigning work that will need such documentation.
- Model proper documentation in their own work.
- Maintain confidentiality if a student reports cheating by others.
- Promote an honest culture by not accepting unethical behaviors in others and understand that leaving such behavior unreported is to be complicit in them.
- Discuss any violations of the code with the student, and inform the student's parents/guardians, administrator, and school counselor.
- Complete an Academic Honesty Violation form for any violation of the code.

III. Consequences

First Offense:

A student found cheating or plagiarizing will at minimum receive a grade of zero for that assignment. The teacher will discuss the incident with the student, and the student's parents/guardians, administrator, and school counselor will be informed of the offense.

If the student is the member of any honor society, the honor society advisor(s) will be notified, and appropriate measures will be taken, in accordance with the bylaws of the honor society. Students may also lose positions and/or memberships in other school organizations, such as student government.

Second and Subsequent Offenses:

A student found repeatedly cheating and/or plagiarizing will at minimum receive a grade of zero for that assignment, as well as possible disciplinary consequences commensurate with the severity and sum of the infractions. For example, if a student steals a copy of a test, the student may face consequences for stealing, as well as for cheating.

The severity of a particular consequence may also depend on whether or not the action affects others, such as students or teachers. Consequences may include (but are not limited to): detentions, in-school suspensions, and course failure. As in the case of the first offense, the teacher will discuss the incident with the student, and the student's parent/guardians, administrator, and school counselor will be informed of the offense.

If the student is the member of any honor society, the honor society advisor(s) will be notified, and appropriate measures will be taken, in accordance with the bylaws for the honor society. Students may also lose positions and/or memberships in other school organizations, such as student government.

If the cheating occurs on a scale that undermines the integrity of the entire test, assignment, or class itself, the teacher has the right to invalidate scores for all students. Some other way of assessing students may then need to take place.

It is also important to note that cheating/plagiarizing could lead to the failure to graduate. Cheating on a Regents examination may result in the student being banned from all future Regents exams and a zero being recorded for a grade. Cheating on Advanced Placement exams may subject the student and the school to investigation by The College Board. Such an investigation could lead to the invalidation of the scores of all test-takers present at the time of the examination and would result in severe consequences from the administration. In the case of concurrent enrollment courses (i.e. SUPA courses), the student may be subject to the academic integrity policy and consequences set by the institution issuing credit.

Furthermore, a violation of the Academic Integrity Code may affect a teacher's or counselor's decision whether or not to complete college, scholarship, and/or job recommendation letters; a violation of the code may also affect the content of such a letter.

Final Note: This Academic Integrity Code is not intended for the sole purpose of punishing students. It is designed to protect each student and the integrity of the school community. This is a developing code, subject to periodic review and revision. It is understood that this one document cannot encompass all possible situations related to academic integrity, so it should be understood that each member of the FMHS community should act in the spirit of the code – to show personal integrity and to expect others to do so as well

Works consulted:

“Integrity Works!” The School for Ethical Education.

<http://www.ethicsed.org/academics-integrity.htm>

What is Plagiarism?” Plagiarism.org

iParadigms, 2014.Web 7 July 2015

STUDENT RIGHTS AND RESPONSIBILITIES

Regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, students have the right to:

1. An education that offers opportunity for inquiry and development to the fullest potential.
2. Constructive discipline for the development of good character, conduct and habits.
3. Security in the school community against influences detrimental to proper development.
4. An educational climate where the well-being of students is of primary concern.
5. An educational staff that serves as a positive role model.
6. The opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous, or insubordinate.
7. Wholesome extracurricular activities.
8. Health and psychological services to assist in physical, mental and social development.
9. An appropriate education and/or remediation to serve special needs.
10. Consideration as an individual within the educational environment.
11. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.
12. Be free from bullying, discrimination, harassment and retaliation on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to: threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression) or any other legally protected status.

All Students have the responsibility to:

1. Work toward personal growth.
2. Be honest with themselves and others.
3. Show respect for fellow students, teachers and all school district staff.
4. Perform all assignments to the best of their ability.
5. Consider their education as preparation of the future.
6. Obey all school rules and regulations.
7. Respect public, private and school property.
8. Attend school regularly and punctually.
9. Develop high moral standards and the courage to live by them.
10. Strive for mutually respectful relationships with teachers, administrators, and other district staff.
11. Inform an adult in the school about any threat to safety within the school environment.
12. Take full advantage of educational opportunities available at school.
13. Learn and practice civic responsibility.

- Board of Education Policy #3410, Code of Conduct

Non-discrimination and harassment policy

The Fayetteville-Manlius Central School District, its officers and employees, shall not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), color, national origin, creed, religion (including religious practices), marital status, sex (including pregnancy, childbirth, or related medical condition), age, gender identity and expression (i.e. actual or perceived gender-related identity, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender), sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, or use of a guide dog, hearing dog, or service dog, as applicable. The district will provide notice of this policy in accordance with federal and state law and regulation.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

Harassing conduct generally consists of subjecting an individual, on the basis of his/her membership in a protected class, to conduct and/or communications that are sufficiently severe, pervasive, or persistent as to have the purpose or effect of: creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities.

Harassing conduct can include unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles an individual because of his/her membership in a protected class. Such conduct includes, but is not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

Additionally, to promote the district website's accessibility to staff, students, and members of the community with disabilities, the district will maintain a website that is accessible (or contains accessible alternatives) on perceivability, operability and understandability principles.

The School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination or harassment, and will promptly take appropriate action to protect individuals from further discrimination. All such complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints.

FMHS ADMINISTRATIVE STRUCTURE

The **building principal** oversees all programs and activities. At each grade level, an administrator, secretary and class advisor(s) work with a class throughout the year. These individuals provide personalized, knowledgeable assistance in response to student needs.

The **class administrators** are responsible for monitoring the behavior and progress of the students in their grade level in conjunction with parents/guardians, counselors and teachers.

The **class advisor** works with the class officers and other class members in planning and running a wide range of class activities.

The **class level secretary** is an essential source of assistance and information for both students and parents. The secretary will make appointments for individuals wishing to see their administrator.

Building Administration

Interim Principal
Assistant Principal
Assistant Principal
Interim Assistant Principal
Interim Assistant Principal
Dean of Students
Director of Counseling
Director of Athletics

Mr. John Durkee
Dr. Karen A. Liparulo, Ed.D.
Ms. Lis Benavides
Ms. Paula Kopp
Ms. Mary Ann Murphy
Ms. Elizabeth Wheeler
Ms. Heidi Green
Mr. Scott R. Sugar

Class of 2024 – Seniors

Class Administrator
Class Secretary
Class Advisor

Dr. Karen Liparulo, Ed.D.
Ms. Becotte
Ms. Monaco

Class of 2025 – Juniors

Class Administrator
Class Secretary
Class Advisor

TBD
Ms. Gamble
Ms. Breed and Ms. Hammond

Class of 2026 – Sophomores

Class Administrators
Class Secretaries
Class Advisors

Dr. Karen Liparulo, Ed.D./TBD
Ms. Becotte/Ms. Gamble/Ms. Murdock
Ms. Brennen

Class of 2027 – Freshmen

Class Administrator
Class Secretary
Class Advisor

TBD
Ms. Murdock
Mr. Fox

STUDENT COUNCIL – 2023-2024

President
Co-President
Corresponding Secretary
Recording Secretary
Treasurer

Natalie Rameas
Haley Kim
Marie Nicole Jazmin
Manal Thib
Ritvik Mehta

Junior/Senior Liaison
Freshman/Sophomore Liaison
Public Relations
Accountant
Site-Based Team
FM Education Representative
Fundraising Co-Chairs
Student Council Advisor

Samuel Abougor
Sureeta Das
Hilary Loh & Lily Pierce
Ethan Richards
Ella Zhao
Angelina Fang
Varna Aeleti & Deniz Gursoy

Class of 2024

President
Vice President
Secretary
Treasurer
Senior Class Advisor

Stephen Wu
Alexis Forbes
Evelyn Russell
Nila Ganesh
Ms. Monaco

Class of 2025

President
Vice-President
Secretary
Treasurer
Junior Class Advisor

Zachary Mangoba
Nolan Krukin
Elyssa Hollister
Andrew Hoehner
Ms. Breed and Ms. Hammond

Class of 2026

President
Vice-President
Secretary
Treasurer
Sophomore Class Advisors

Noya Amjad
Jacob Chen
Maya Mody
Eleanor Comprix
Ms. Brennan

Class of 2027

Elections will be held in September.
Freshman Class Advisor

Mr. Fox

FMHS BELL SCHEDULE

First Warning Bell	7:40 a.m.
Second Warning Bell	7:44 a.m.
Period 1	7:45-8:25 a.m.
Period 2	8:31-9:11 a.m.
Period 3	9:17-9:57 a.m.
Period 4	10:03-10:43 a.m.

Period 5		10:49-11:49 a.m.
	Group One	10:49-11:09 a.m.
	Group Two	11:29-11:49 a.m. (includes Wellness Break)
Period 6		11:55 a.m. -12:35 p.m.
Period 7		12:41-1:21 p.m.
Period 8		1:27-2:07 p.m. *No bell at 2:07 p.m.

F-M High School Delayed Bell Schedules

One Hour Delay

First Warning Bell		8:40 a.m.
Second Warning Bell		8:44 a.m.
Period 1		8:45-9:17 a.m.
Period 2		9:23-9:55 a.m.
Period 3		10:01-10:33 a.m.
Period 4		10:39-11:11 a.m.
Period 5		11:17 a.m.-12:10 p.m.
	Group One	11:17-11:37 a.m.
	Group Two	11:50 a.m.-12:10 p.m. (includes Wellness Break)
Period 6		12:16-12:49 p.m.
Period 7		12:55-1:28 p.m.
Period 8		1:34-2:07 p.m. *No bell at 2:07 p.m.

Two Hour Delay

First Warning Bell		9:40 a.m.
Second Warning Bell		9:44 a.m.
Period 1		9:45-10:10 a.m.
Period 2		10:16-10:41 a.m.
Period 3		10:47-11:12 a.m.
Period 4		11:18-11:43 a.m.
Period 5		11:49-12:34 p.m.
	Group One	11:49 a.m.-12:09 p.m.
	Group Two	12:14-12:34 p.m. (includes Wellness Break)
Period 6		12:40-1:05 p.m.
Period 7		1:11-1:36 p.m.
Period 8		1:42-2:07 p.m. *No bell at 2:07 p.m.

CALENDAR OF EVENTS - 2023-2024

September	6	Freshman First Day (Building Open 5-7 p.m. for informal tours)
	7	First Day of School Grades 10-12
	9	Link Crew Dance
	13	Freshman Parent/Guardian Night
	18	Senior Seminar / Celebration / Senior Photo
	19/20	Yearbook Picture Days
	22	Freshman Election Assemblies / Elections
	27	Senior Parent/Guardian Night
October	3	Activities Fair / Battle of the Classes
	4	Eastside College Night
	5	Open House
	6	Homecoming Game / Tailgate / Parade
	6	End of First Mid-Marking Period
	7	SAT Exams
	7	Homecoming Dance
	14	PSAT - Gyms / College Information Program 8-10 a.m.
	21	Dessert Concert
November	1	Pops Concert
	2	Blood Drive
	3	Picture Retakes
	4	SAT Exams
	8	Jazz Concert at Wellwood
	9	NHS Induction Ceremony
	9	End of First Marking Period
	14	AMC Math Exam
	16-18	Fall Play
	21	Shelter/Go Home Drill
December	28	Peter Van Buskirk / College Information Night
	6	Winter Concert 1
	8	Winter Formal (ABC Dance)
	13	Winter Concert 2
	15	End of Second Mid-Marking Period
	20	Winter Concert 3
January	4	Grade 8 Parent/Guardian Night at HS
	9/10	Small Ensembles Concert 1 & 2
	17	District Jazz Concert
	19	Dance Marathon Community Kick-Off
	23-26	January Regents Exams

	26	End of Second Marking Period / Wellness Day
	30/31	Junior Scheduling Seminar
February	1	Black History Month Assembly
	6/7	Sophomore Scheduling
	13/14	Freshmen Scheduling
	15	Student Council Handball Tournament
March	7	Musical Preview Assembly
	8-9	Musical
	8	End of Third Mid-Marking Period
	14	Pi-Day
	15-16	Musical
	18	Junior Parent/Guardian Night
	20	Band Concert
	23	Dance Marathon
	26	Orchestra Concert
	27	Choir Concert
April	TBD	Band Concerto Concert
	12	End of Third Marking Period
	12/13	Showboat
	18	Blood Drive
May	2	Jazz Night at Wellwood
	4	SAT Exams
	6-17	AP Exams
	15	Spring Concert 1
	16/17	Election Assemblies / Elections
	17	End of Fourth Mid-Marking Period
	18	Junior Prom
	20-21	Small Ensembles Concerts
	22	Spring Concert 2
	29	Senior Farewell Concert
	30	Awards Night / Senior Art Show
	31	Community Celebration / Yearbook Distribution
June	1	SAT Exams
	1	Senior Ball
	3	Music Department Banquet
	4	Regents Exam
	5	Tri-M Music Honor Society Inductions
	7	Out of the Darkness Walk
	8	Hornets for Hope Race / Paige's Butterfly Run
	11	Athletic Awards Banquet
	13	Last Day of Classes

14-25	Local School and Regents Exams
20	Graduation Rehearsal
21	Graduation at SRC Arena
25	End of Fourth Marking Period

DATES TO REMEMBER - 2023-2024

Please refer to the district website calendar for the most current listing of events.

School Pictures/Retakes: We plan to have our school photographer take yearbook photos on September 19 and 20, 2023. Photo retakes will be available on November 3, 2023.

Testing:

SAT Exams are scheduled to take place at Fayetteville-Manlius High School on the following dates:

- October 7, 2023
- November 4, 2023
- May 4, 2024
- June 1, 2024

The **PSAT Exam** is scheduled to take place at Fayetteville-Manlius High School on October 14, 2023.

Regents Exams are scheduled to take place during the following times:

- January 23-26, 2024
- June 4, 2024
- June 14-18, 2024
- June 20-26, 2024

Mid-Marking Period End Dates:

- October 6, 2023
- December 15, 2023
- March 8, 2024
- May 17, 2024

Marking Period End Dates:

- November 9, 2023
- January 26, 2024
- April 12, 2024
- June 25, 2024

ACADEMIC POLICIES

NYS Graduation Requirements

Regents Diploma Required Courses

English	4
Social Studies	4
Math	3
Science	3
World Language	1
Art/Music	1
Health	.5
Physical Education	2
Electives	3.5
TOTAL	22

Required Regents Exams (Passing score of 65 and above)

English Language Arts

Algebra I

Global History and Geography

U.S. History and Government

One Science

OR 4+1 approved pathway.*

*Contact the Counseling Center for student eligibility.

Advanced Regents Diploma Required Courses

English	4
Social Studies	4
Math	3
Science	3
World Languages	3
Art/Music	1
Health	.5
Physical Education	2
Electives	1.5
TOTAL	22

Required Regents Exams (Passing score of 65 and above)

English Language Arts

Algebra I, Geometry and Algebra II

Global History and Geography

U.S. History and Government

Two Science

- Students seeking an Advanced Regents Diploma must pass a local examination in a World Language. Students earning five units in business, technology, or the arts may be exempt from the requirement for three units in a World Language.
- Students with an Individualized Education Plan (IEP) may earn a local diploma in a number of ways. The school counselor will work closely with the student.
- Students who have completed diploma requirements in fewer than eight semesters shall not be required to continue enrollment in high school for the sole purpose of completing the physical education requirement.

Course Load Requirement

AT FAYETTEVILLE-MANLIUS HIGH SCHOOL, EACH STUDENT MUST CARRY A COURSE LOAD OF FIVE (5) SUBJECTS, PLUS PHYSICAL EDUCATION EACH SEMESTER.

Appeals Process

The appeals process is applicable to those students who score between 60 and 64 on a required Regents exam. Students seeking an appeal must meet the following criteria:

1. Take the Regents exam in question two times.
2. Have a score between 60 and 64 on the Regents exam under appeal.
3. Provide evidence that they have pursued academic help.
4. Have a course average in the course under appeal that meets or exceeds the required passing grade by the school.
5. Be recommended for an exemption to the graduation requirement by the teacher or department chairperson in the subject of the Regents exam under appeal.

The principal will chair a standing committee of three teachers and one additional administrator that will review the appeals and rule on them. The superintendent will sign off on any appeal granted by the committee. Students may be considered for an appeal on two of the five required Regents exams.

Diploma Levels

- Advanced Regents Diploma = 8 exams at 65+
- Regents Diploma = 5 exams at 65+
- Local Diploma = 1 or more exams less than 65 (only available to students with an IEP)

Grading System/Report Cards

Marks reflect the academic achievement of the student. When determining marks, teachers consider a variety of factors including tests, quizzes, homework, notebooks, projects, and class participation.

Due to the differing nature of courses at the high school, teachers weigh these factors differently in each course. Consequently, students should consult teachers to find out how they are being graded.

Marks are reported four (4) times a year with mid-marking period notices (Academic Progress Reports) available in SchoolTool at the mid-point of each marking period. A schedule of both can be found on the district's online school calendar at www.fmschools.org.

For report cards, the high school uses numeric grades on a scale of 0 – 100, with 65 being the lowest passing grade.

In addition to numeric grades, the following codes may be seen on a report card:

W = Withdraw
MED = Medical Excuse
P = Pass
INC = Incomplete

Grade Point Average (GPA)

A student's GPA is calculated by multiplying the course grade with the frequency of the class, and then dividing by the total frequency of all courses.

Frequency = 1.0 for classes that meet daily and 0.5 for classes that meet on alternate days; this treats all courses equitably according to frequency of meeting.

The following example illustrates the calculation of a quarterly average:

Course	Grade	x	Frequency	=	Point Value
U.S. History & Government H	96	x	1.00	=	96
Pre-calculus	86	x	1.00	=	86
Chemistry	89	x	1.00	=	89
Latin 3 H	92	x	1.00	=	92
Health	100	x	1.00	=	100
American Literature H	82	x	1.00	=	82
Physical Education	89	x	0.50	=	44.5
Total			6.50		589.50
<i>Final Calculation</i>	<i>$589 \div 6.50 = 90.7 \text{ average}$</i>				

Final Average

A student's final average is calculated similarly, by multiplying the final course grade with the course credit, and then dividing by the total credits earned in all courses. The Final Average is equal to the Grade Point Average for the year and will appear on the report card in the bottom right hand corner as GPA. This treats all courses equitably according to credit. The following example illustrates the calculation of a final average:

Course	Grade	x	Frequency	=	Point Value
U.S. History & Government H	95	x	1.00	=	95
Pre-calculus	90	x	1.00	=	90
Chemistry	87	x	1.00	=	87
Latin 3 H	92	x	1.00	=	92
Health	96	x	0.50	=	48
American Literature H	84	x	0.50	=	42
Physical Education	88	x	0.50	=	44
Total			5.50		498
<i>Final Calculation</i>	<i>$498 \div 5.50 = 90.5$ average</i>				

Weighted GPA

At the completion of each year, an un-weighted and a weighted GPA will be calculated and placed on a student's transcript. We provide these GPAs to colleges in order to share context that better represents our students within their academic programs.

To calculate the weighted GPA, a value will be applied as follows:

1.1 x grade for AP/SUPA/concurrent college enrollment courses and 1.05 x grade for Honors courses.

The transcript will show the grades issued by the teachers; only the weighted GPA will reflect the weighting of grades.

Honor Roll

At the end of each marking period, the Honor Roll is computed. Students with marking period averages above 85.0 are placed on the Honor Roll. Students with averages above 90.0 are placed on the High Honor Roll. Weights are not used to calculate marking period GPA.

Honors Class Statement

The purpose of this statement is to assist students, parents/guardians, and faculty as they participate in meeting the goal of graduating informed, thinking, participated citizens who will enjoy learning throughout their lives.

Honors classes place a strong emphasis on critical thinking process and practices.

Increased intellectual rigor and intensity are central elements of honors classes.

Students wishing to experience the challenges and rewards of participation in honors classes should exhibit the following traits:

1. Intellectual curiosity: Demonstrated by initiative during engagement in a variety of challenging learning activities.
2. Intellectual maturity: Demonstrated by the ability to apply higher order thinking skill to problem solving.
3. A strong work ethic: Demonstrated by a willingness to regularly contribute independent attention to successful progress within the learning process.

Students not able to maintain a successful level of progress in an honors class (C or higher) should seek support and be receptive to interventions. This may require a student to meet with their teacher more than once each week during ninth period or to meet with the respective subject area teacher in the Learning Support Center more than once each week. Students who do not seek support or do not respond to academic interventions should re-evaluate the appropriateness of their placement.

Schoology

Schoology is an online learning management system that allows students and teachers to interact and collaborate. All teachers are using Schoology in place of teacher websites and have individual classroom pages.

Teachers will post assignments, announcements and other resources for their classes on their Schoology pages, and students may access resources for classroom assignments and submit assignments directly through Schoology.

Principals will share building-level information and resources through Schoology that are targeted to parents and guardians, rather than the general public. Users can access Schoology from any computer or mobile device with internet access, and parents/guardians will have one login that will access all of their children's information. Schoology offers an app that can be downloaded for iOS and Android devices.

The district will continue using SchoolTool, where parents, guardians and students can view information such as their current grades, schedule and attendance. SchoolTool will show how students are doing in class, and Schoology will show what is happening in the class.

The district will continue sharing information on its public website, which is targeted to people interested in learning more about the district's schools and programs.

Flyer Distribution via Schoology

The Fayetteville-Manlius School District cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for district families.

As part of our efforts to be more environmentally friendly and maintain fiscal responsibility, the district posts flyers digitally via Schoology.

Paper flyers from outside organizations are not distributed within the schools.

SchoolTool

Assignments and grades are recorded in SchoolTool, and students and parents/guardians will have access to those grades throughout the year via the parent portal.

F-M High School utilizes this electronic grade management system to enhance communication among teacher, student, and parent/guardian. This additional tool can facilitate collaboration between home and school but should not replace the traditional forms of communication with a teacher, such as phone calls, emails, and/or parent/guardian teacher conferences.

Outlined below are some guidelines for usage of the SchoolTool parent portal:

1. Teachers will take the appropriate time to accurately assess each assignment before it is reported; therefore, grades may not be immediately available on SchoolTool. The length of time for grades to appear will vary based on teacher and type of assessment. If there is a question about an assignment, the student should direct that question to the teacher.
2. Grades are regularly updated throughout the quarter. Each time a student/parent/guardian checks SchoolTool, they are seeing a snapshot of current progress.

3. If there are questions about a grade or grading policies in a class, the student should discuss them with the teacher. Additional concerns can be emailed to a teacher or followed up with a phone call.
4. If you have any technical questions, you may direct them to: schooltoolhelp-hs@fmschools.org.
5. If you have forgotten your password and need a reset, please contact the Helpdesk at 315-692-1111.

Class Rank Policy

Fayetteville-Manlius High School does not rank students by cumulative averages relative to their classmates.

Student Schedule

Each student receives their course schedule with a code which indicates when courses meet. The code is as follows:

1 – First semester

2 – Second semester

All – All year **O** – Odd days **E** – Even days

Senior Privilege

Students who are not scheduled for a class during a particular class period are assigned “Senior Privilege.” They may go to the Library Media Center, Learning Support Center, cafeteria, foyer or other supervised locations.

Student Records Access

The Family Educational Rights and Privacy Act of 1974 gives a parent/guardian of a student under 18, or a student 18 or older certain rights. These include the right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into a student’s cumulative folder intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurring behavior patterns.

A parent/guardian or student is also entitled to an opportunity for a hearing to challenge the content of such records; to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; and to provide an opportunity for the corrections or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Questions concerning the procedure to be followed in requesting such a hearing should be directed to the Assistant Superintendent for Special Services, located in the District Office.

Student records other than directory and public relations information, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than a parent/guardian or the student without written consent of such parent/guardian or student.

There are a number of exceptions to this rule, such as other school employees and officials and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Procedures governing the particular matters covered by the Family Educational Rights and Privacy Act of 1974 are available for inspection at the District Office.

Students may review and/or obtain unofficial copies of their transcript from the Student Services Office in House I. Students or parents/guardians who wish to review records should contact the student's counselor to make an appointment.

Homework

Homework is any course-related activity assigned to be completed outside of class. Homework includes reading, writing, and other activities assigned on a daily or near daily basis. Its purpose is to support learning by providing opportunities for:

- Practicing or applying new skills and learning;
- Reinforcing previously taught skills and understanding;
- Preparing to learn new information and/or skills; and
- Developing self-discipline.

Given the purpose of homework, it is part of the formative assessment process. As an extension of classroom instruction, homework is an integral part of learning. For high school students, there is a positive correlation between the quality of homework and levels of achievement.

Students who do not complete assigned work are missing part of their learning experience. The grading of homework should recognize student effort and reflect student progress.

Writing Standard

Inasmuch as writing is a process that often involves editing and proofreading, the control of technical aspects of writing and overall appearance of final products should be represented fairly in the evaluation of the assignment. In the four main types of writing (informal, formal, polished, published), the level of expertise in technical control expected must be clearly stated and adhered to in evaluation.

Course Changes and Course Drops

Careful planning goes into the construction of a student's schedule. Therefore, course changes and drops are not permitted arbitrarily. However, in some instances, changes in program may be in the student's best interest. If this is the case, changes or drops may be initiated by the student through the counselor and will include parent/guardian and teacher participation. When the student talks with the counselor about the proposed change, the counselor gives the student a drop-add form which must be signed by the parent/guardian, teacher, student, and counselor.

The student must continue to attend their class until the signed form has been returned and the counselor has officially dropped the course from the student's schedule. Failure to do so will result in a class cut disciplinary consequence. In contemplating a course drop, students should keep in mind that they must maintain a minimum of five courses plus Physical Education each semester.

We realize that students are young adults whose interest often changes; and thus, in many cases, preferences for electives also change. Because this happens with considerable frequency at the beginning of each semester, students are not required to obtain a drop-add form when changing or dropping electives (as long as they maintain the five course minimum) until the second full week of school.

A student who wishes to withdraw from a course without having a grade noted on the permanent transcript should do so according to the following deadlines:

.50 credit course - prior to the 20th class meeting

1.0 credit course - prior to December 1

Course drops are not permitted during the fourth quarter. In unusual cases where a student does not maintain the five course minimum (e.g. entering school late in the

semester or absence due to prolonged illness), the student, regardless of grade level, will be assigned to study halls for the remainder of the semester.

Course Requests/Course Overrides

Teacher recommendations regarding course level placement are an important part of the course selection process. They have been shown to be accurate predictors of success. Students, with parent/guardian approval and support, may choose to enroll in a course for which they have not been recommended. In order to do so, students must obtain a Request for Course Override form available in the Counseling Center. This form provides the opportunity for the student, teacher and parent/guardian to receive more detailed information, and come to a shared understanding, regarding the teachers' original course recommendation.

Ultimately, the student and parent/guardian may decide in which course level to enroll. It is important to know that the course may be exceedingly difficult, resulting in poor performance rather than success. Additionally, there is a possibility that the student may not be able to change their schedule later to take the originally recommended course. Students should contact their counselors for further information regarding the course override process.

Incompletes

No credit will be given for a course as long as an incomplete appears as a grade. Incompletes are to be made up by the end of the mid-marking period of the following quarter. Failure to meet this time-line will result in the incomplete being changed to an "F" by the teacher. If there are extenuating circumstances, the student is responsible for talking with their teacher about a time extension.

Academic Assistance

The Fayetteville-Manlius School District offers a wide array of compensatory, remedial or special education programs at all grade levels to supplement its regular school programs. Parents/guardians who feel that their child might need help or testing beyond what is offered in the classroom should contact the building psychologist. **F-M High School's psychologist is Laurel Pritchard. She can be contacted at 315-692-1848 or lpritchard@fmschools.org.**

The school psychologist will meet with parents/guardians to discuss the process that will be followed and the possible interventions available to fit the needs of the student. If necessary, appropriate referrals will be made by the psychologist or parent/guardian.

For more information regarding the district's student support services, go to the district's website, www.fmschools.org, and click on the "Student Services" link under "Academics."

CODE OF CONDUCT/RULES AND REGULATIONS

These general rules and regulations comply with S.A.V.E Legislation mandated by NYS Education Department and are applicable to all school- sponsored events both on and off school grounds. All persons associated with Fayetteville-Manlius High School (students, parents/guardians, staff and board members) are working together toward the educational goals and objectives of the school system. When anyone's rights are violated or when someone is not acting according to the rules and regulations, we must all be concerned.

All students have the right to pursue these goals and objectives unhindered by disruptions or other infractions. All students also have the responsibility to abide by rules and regulations established and maintained for the general welfare of students. The individual student must understand that these rules and regulations are intended to benefit the school as a whole and that membership in a group usually requires a reasonable degree of personal sacrifice.

Disciplinary alternatives used at Fayetteville-Manlius High School range from an informal conference to prolonged suspension from school. The alternative to be used depends upon the seriousness of the infraction, the specific circumstances of the situation and the individual's overall pattern of behavior. Administrators strive to be consistent with the interpretation of rules, infractions and consequences. On occasion, administrators may exercise their judgment regarding the seriousness of the infraction and the resulting disciplinary outcomes. When appropriate, infractions will be reported to the police. The complete F-M Code of Conduct and a plain language summary version are available at the high school and on the district website at www.fmschools.org.

Disciplinary Actions

- **Detention**

Students assigned detention must report for an enforced quiet study period from 2:15 to 3 p.m.

- **Removal from class**

Students who are continually disruptive and who impede or interrupt or substantially disrupt the educational process may be removed from class for up to two days per infraction.

- **5 p.m. Detention**

5 p.m. detention is utilized as a consequence for infractions that supersede an activity period detention and that do not require absences from classes. It is to be a quiet, restrictive academic environment. Assigned students are expected to bring school work and/or appropriate reading material with them.

- **In-School Suspension**

The administrator can assign in-school suspensions when deemed necessary. Students are expected to complete all assignment given by their teachers while in the in-school suspension room. Further misconduct for which the consequence is an in-school suspension will result in an out-of-school suspension and the opportunity of a parent/guardian conference with the principal.

- **Out-of-School Suspension**

The principal assigns out-of-school suspensions when deemed necessary. The school's assumption is that suspended students will work on classroom assignments at home supervised by their parents/guardians. If a student has been involved in a series of school infractions or in a serious disciplinary matter, the class administrator may arrange a conference with the principal. The student, their parent/guardian(s) and their counselor may participate in the conference.

- **Superintendent's Hearing**

This is required for all suspensions beyond five consecutive school days and for expulsion from school unless waived by the parent or guardian.

- **Other Actions**

Students may be denied the right to utilize school transportation and/or to participate in school-sponsored groups or activities. They may be required to make restitution for damaged property. Incidents involving violations of law will be reported to the police. Loss of privileges; including participation in co-curricular activities, parking passes, late arrival/early release and unstructured time, may also be revoked.

Disciplinary Guidelines

To ensure an atmosphere that is conducive to developing a climate for learning, it is necessary to establish certain standards of behavior. Staff members and administrators will use the guidelines stated below when handling student discipline cases. The lists

of infractions are not meant to be exhaustive, as it would be impractical to attempt to list everything that could be an infraction of school rules.

Drug or alcohol violations as well as assault, possession of weapons, arson, false fire alarms and other major disruptions are considered serious infractions. A series of minor infractions committed by the same student may also constitute a major infraction.

Although not all-inclusive, the following list of offenses on school property at a school function and range of consequences apply in most circumstances.

Administrative prerogative – In the case of students who are habitually disruptive or who are chronic cutters, administrators have the prerogative of applying more serious penalties at any stage, including removal from class.

Level One: A level one infraction is minor misconduct that impedes the teaching/learning process. Classroom teachers will usually handle this kind of misconduct as they are the first line of authority in dealing with classroom-related misconduct.

Level One Infractions

Academic dishonesty	Insubordination
Defamation	Leaving class without permission
Discrimination	Loitering
Dishonesty	Possession of disruptive items
Disorderly conduct	Profanity
Disrespect toward others	Tardiness
Disruptive behavior	Unexcused tardiness to class/homeroom
Dress code violation	Unexcused absences from class/ study hall/detention

Level One Possible Consequences

Administrative referral	Parent/guardian contact
Controlled study hall*	Removal from class
Counseling Center referral	Warning/Verbal reprimand
Detention	Restitution*
Loss of privileges	

****Administrative Action Only***

Level Two: A level two infraction is misconduct whose frequency and seriousness disrupts the climate of the school and its academic purpose. This type of misconduct typically requires administrative action.

Level Two Infractions

Bullying	Menacing
Bus misconduct	Physical attack on staff/student/other
Computer misuse	Possession or use of tobacco products
Dress code violation	Possession of stolen property
Driving/Parking violations	Possession of unauthorized non-prescription medication
Electronic communications	Reckless endangerment
Fighting	Serious/repeated level one infractions
Gambling	Stealing/Theft
Forgery	Threat to staff/student/others
Harassment: verbal, physical sexual	Trespass
Hazing	Truancy/Unlawful absence
Indecent exposure	Unauthorized audio-taping, videotaping, filming or photography
Insubordination	Leaving school without permission
Vandalism/Destruction of property	Violation of guidelines for dances

Level Two Possible Consequences

Detentions	Parent/guardian conference
In-school suspension*	Police notification*
Loss of privileges	Removal from class
Out-of-school suspension*	Removal from school property*

****Administrative Action Only***

Level Three: A level three infraction is misconduct that endangers the health, safety, and welfare of others. It is misconduct that cannot be tolerated under any conditions. Consequences for most level three misconducts are outlined in District Policies.

Level Three Infractions

Arson/Fire*	Possession of a weapon or ammunition*
Assault	Serious/chronic level two infractions
Bomb threat*	Tampering with fire equipment*

False fire alarm*

Violation of the drug and alcohol policy

Possession of fireworks/explosive materials*

Level Three Possible Consequences

Alternative placement*

Police notification*

Out-of-school suspension*

Removal from school property*

Permanent suspension**

Superintendent's hearing*

** Administrator Action Only **Superintendent Action Only*

General Behavior – Related Expectations

1. **Students who do not demonstrate respect for facilities, grounds, and other persons in our schools will be firmly disciplined.** According to Board of Education Policy concerning student respect for persons and property, respect for activities and personnel is an essential characteristic of a healthy educational environment. Actions and attitudes of all personnel should foster this characteristic.
2. **Fighting** – three day suspension out of school as a minimum consequence. Possible Superintendent's hearing.
3. **Assault** – five day suspension out of school as a minimum consequence. Possible Superintendent's hearing.
4. **Theft** – three day suspension out of school as a minimum consequence if the item stolen is valued at less than \$50. For items valued at more than \$50, the minimum penalty will be five days suspension out of school, with a possible Superintendent's hearing.
5. **Disciplinary Infractions** that occur at the end of the school year (food fight, fighting, etc.) may be carried over to the following school year. At the principal's discretion, consequences for such infractions can include a student being suspended at the beginning of the following school year.
6. **Squirt guns, water balloons, portable speakers, laser pointers and other disruptive items are not permitted on school grounds any time.**
7. **Skateboards/roller blades/scooter** or similar devices are not permitted on school property or on school buses without prior permission of a building administrator.
8. **Vaping/Tobacco Products** – students are not to possess or to use these products on school grounds or at school events off school grounds. Smoking is prohibited in all school district buildings and upon all school grounds at all times (Board of Education Policy #2420). Penalties for smoking, chewing or possession of tobacco products, and/or lookalikes*, including e-cigarettes or vapor pipes; are as follows:

- a. 1st Violation – Minimum 2-day in-school suspension, parent/guardian contact and confiscation of paraphernalia.
 - b. 2nd Violation – 3-day suspension out-of-school, parent/guardian contact and confiscation of paraphernalia. Revoke privileges (study hall passes, free periods, 9th period activities, co-curricular events and activities).
 - c. 3rd Violation – 5-day suspension out-of-school, parent/guardian contact and confiscation of paraphernalia. Possible referral to the Superintendent of Schools. Recommendation to attend a smoking cessation program.
** All paraphernalia confiscated is subject to additional testing by law enforcement.*
9. **Administration of Medication to Students** – Please refer to District Regulation #4230.2 in Section F - Alcohol and Other Substance Use/Abuse on page 30.
10. **Sexual Harassment** – Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building administration. Example of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually – explicit pictures, greeting cards, articles, books, magazines, photographs, or cartoons. The student can pursue their complaint informally or file a complaint with Lisa Wade, Assistant Superintendent, who serves as the Title IX Compliance Officer. (Administrative Regulation #2100).
11. **Cafeteria** – Students may eat only in the cafeteria or during the scheduled Wellness Break. Throwing food or other substances is specifically prohibited. Flagrant violations may lead to detention(s), suspension and/or denial of cafeteria privileges.
12. **Library** – Students are expected to make appropriate use of the educational resources available in the library. Misuse of library facilities or disruptions may result in loss of library privileges plus further disciplinary action.
13. **Dances** – all the usual school rules and penalties apply. Administrators will screen students at the door; those who are found to be under the influence of drugs and/or alcohol will be detained and will be dealt with in accordance with the District's alcohol and drug policy.
 Guidelines for Dances:
 - a. Prohibition of inappropriate contact.

- b. Prohibition of explicit language in music or videos.
- c. No inappropriate apparel.
- d. Respect for other peoples' expressed boundaries.
- e. Respect for adults.

Students wishing to bring a guest must complete a Guest Information Form, which can be obtained at the SAO. This form must be returned to the SAO 48 hours prior to the dance.

14. **Field Trips** – All the usual school rules and penalties apply. Written parent/guardian permission is required prior to the student's departure.
15. **Sporting Events** (home and away): All the usual school rules and penalties apply.
16. **Card Playing/Gambling** is not permitted on school grounds.
17. **Acts of Disrespect** directed toward others such as verbal, physical, sexual harassment or assault are particularly deplorable. Serious offenses could result in a suspension, administrative conference, and may result in police notification.
18. **Possession of Noxious Materials** is considered reckless endangerment of others and will result in disciplinary action.
19. **Disruption:** Students have the responsibility to pursue their education and interests without disrupting the activities of other students or staff members.
20. **Possession of a weapon** on school property is a serious offense and will be dealt with in a manner consistent with Board of Education Policy #3410.
21. **All-terrain vehicles and snowmobiles** are not permitted on school property.
22. **With the exception of school-wide or classroom activities** to which the general public or parents/guardians are invited, audio-taping, videotaping, filming, or photographing students, staff, or school activities without administrative authorization is not permitted at any time.
23. **Headphones/earbuds** – Students may use headphones/earbuds to listen to music while in study hall, the cafeteria and in the hallway. While in the hallway, students may only use one headphone/earbud so that they are able to hear while walking.
24. **Restrooms** – Only one student is allowed in a restroom stall at a time. If multiple students are found to be in a restroom stall, all students present will serve two days of ISS.

Dignity for All Students Act

The Dignity for All Students Act, which went into effect July 1, 2012, reinforces the Fayetteville-Manlius School District's commitment to provide a positive learning environment for all students. The goal of the Dignity for All Students Act, or DASA, is to provide students with a safe, supportive educational environment that is free from discrimination, intimidation, taunting, harassment and bullying (including cyberbullying). Some of the law's requirements include establishing anti-harassment and discrimination policies and creating school training programs at every grade level which includes lessons in civility, citizenship and character education.

The F-M School District has several long-standing policies in place that are aimed at eliminating harassment. This new law will enhance those policies as well as support F-M's existing array of character education programs, which promote respect, tolerance and civility with the goal of creating a caring school community. Making sure all students are attending school in a setting that is free from bullying, harassment and intimidation is central to the standard of excellence for which F-M prides itself.

The district encourages students, staff members and parents/guardians to report bullying – including cyberbullying. In most cases, the district will work with students accused of creating a hostile environment, educating them on why their actions are hurtful to others. In some cases, depending upon the seriousness and nature of the reported incident, a student could be disciplined according to the district's Code of Conduct. Depending upon the nature of the offense, the district may involve local law enforcement.

Parents/guardians are encouraged to review the Code of Conduct, which is posted on the district website, **www.fmschools.org**, and sent home annually with every student. The district's policies condemn and prohibit all forms of discrimination on school grounds, on school buses, at school bus stop sites and at all school sponsored activities, programs and events.

F-M is committed to providing an educational and working environment that promotes dignity and equality for all students and staff. It is critical that those being bullied, or who witness bullying, report the incidents to the district. Students are encouraged to report such incidents to a teacher, counselor, administrator or other trusted adult at school. Each school building also has a designated Dignity Act Coordinator.

F-M High School Dignity Act Coordinators:

TBD, Assistant Principal, 315-692-1882

Mr. Scott Sugar, Director of Athletics and Physical Education, 315-692-1919

What is bullying?

Bullying is the creation of a hostile environment that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits or a student's mental, physical or emotional well-being.

Bullying includes but is not limited to the following types:

Verbal bullying: includes but is not limited to name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs and anonymous notes.

Physical bullying: includes but is not limited to poking, slapping, hitting, tripping or causing a fall, kicking, punching, biting, pinching, scratching, spitting, damaging clothes and personal property and taking personal belongings without permission.

Social or relational bullying: includes but is not limited to spreading rumors or gossip, excluding someone from a group, arranging public humiliation, undermining relationships, teasing about clothing, blatant or subtle offensive body language and coercion.

Cyberbullying: occurs via electronic communication (both on and off school property) on the Internet, cellular phones or other electronic media and includes but is not limited to sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images and blog and website postings.

Alcohol and other Substance Use/Abuse

Illegal Substances include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substance commonly referred to as designed drugs and look alike, prescriptions, over the counter or any product which, when misused, will result in the impaired or altered state, when possession is unauthorized or such are inappropriately used or shared with others.

Possession, use, sale, distribution, or being under the influence of illegal substances or alcohol on school grounds is prohibited. The district's Alcohol and Other Substance Use/Abuse Administrative Regulation #4230.2 is the following:

A. Illegal Drugs and Alcohol

1. If a student on school property, at a supervised school function, on a school bus, or in a school vehicle is found to be possessing, using, or under the influence of an illegal substance or alcohol, prescribed medication not their own, drug paraphernalia, or any product which, when misused, will result in an impaired or altered state, the following will take place:
 - a. A parent/guardian of the student will be notified immediately;
 - b. The violation will be reported to a law enforcement agency, as appropriate;
 - c. The student will be suspended out of school for 20 days. After discussion with administration, the suspension will be ten days out of school as long as it is accompanied by a counseling/evaluation/education component as determined by the Building Principal. Failure to comply with the counseling/evaluation/education component will result in further out of school suspension as determined by the Superintendent. Such determination will be made after a student disciplinary hearing in accordance with provisions of Education Law.

If a staff member has reasonable suspicion that a student on school property, at a supervised school function, on a school bus, or in a school vehicle, is possessing, using, or under the influence of an illegal substance, alcohol, or prescribed medication not their own, drug paraphernalia, or any product which, when misused, will result in an impaired or altered state, the staff member has the right to request that the student take a saliva based drug test, a Breathalyzer or Alco-sensor test, or to smell the student's breath. Should the student refuse to comply with the request, the student shall be subject to the same disciplinary action as if the student were guilty.

2. If a student is subsequently found to be possessing, using, or under the influence of an illegal substance or alcohol, prescribed medication not their own, drug paraphernalia, or any product which, when misused, will result in an impaired or altered state, on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:
 - a. A parent/guardian of the student will be notified immediately;
 - b. The violation will be reported to a law enforcement agency, as appropriate, and
 - c. The student will be suspended out of school for one calendar year.

If a staff member has reasonable suspicion that a student on school property, at a supervised school function, on a school bus, or in a school vehicle, is possessing, using, or under the influence of an illegal substance, alcohol, or prescribed medication not their own, drug paraphernalia, or any product which, when misused, will result in an impaired or altered state, the staff member has the right to request that the student take a saliva based drug test, a Breathalyzer or Alco-sensor test, or to smell the student's breath. Should the student refuse to comply with the request, the student shall be subject to the same disciplinary action as if the student were guilty.

3. If a student is found selling or distributing an illegal substance, prescribed medication, alcohol, or any product which, when misused, will result in an impaired or altered state, on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:
 - a. Parent/guardian of the student will be notified immediately;
 - b. The violation will be reported to a law enforcement agency, as appropriate; and
 - c. The student will be suspended out of school for 40 days.

If a student is subsequently found selling or distributing an illegal substance, prescribed medication, alcohol, or any product which, when misused, will result in an impaired or altered state, on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:

- d. A parent/guardian of the student will be notified;
 - e. The violation will be reported to a law enforcement agency, as appropriate; and
 - f. The student will be suspended out of school for one calendar year.
4. For clarification, the district will interpret the phrase "under the influence" to include any student who consumes an illegal substance, alcohol within a time period reasonably approximate to their presence at school, or any product which, when misused, will result in an impaired or altered state, on a school bus, in a school vehicle, or at a school-sponsored function. A student's admission(s) and other relevant evidence may be considered as proof of such use. The phrase will also include any student who tests positive for any level of blood alcohol on an Alco-Sensor or equivalent device, but will not include a student for whom such device does not show any level of blood alcohol. A student may, within the meaning of this Regulation, be deemed to be "under the influence" whether or not they are legally considered to be "intoxicated" or "impaired."

B. Medication

1. All prescribed and non-prescribed medications must be administered by the school nurse, unless a student is authorized by a physician to carry and self-administer their own medication.
2. All prescribed and non-prescribed medication, except as otherwise authorized, shall be securely stored in the nurse's office and kept in its original labeled container, which specifies the student's name and date of birth, the type of medication, the amount to be given, times of administration, and a list of possible side effects.
3. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of medication and a notation of each instance of administration.
4. All medication shall be brought to school in the original container by the parent or guardian and shall be picked up by the parent or guardian at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.
5. Violation of any of these requirements constitutes insubordination.

Classroom Related Expectations

- Teachers will inform their students of classroom expectations and address situations as they pertain to their classes. Parents/guardians will be notified when classroom expectations are not being met. When students are unprepared or in need of extra instruction, teachers may subtract the classroom participation grade for the day from their averages and may require the student to meet with them during the activity period. In these cases, teachers will give students the choice of three dates. Teachers may also remove students who are continually disruptive in class for up to two consecutive days.
- Disciplinary matters are handled at the most immediate level by the classroom teacher. Students need to recognize that inappropriate behavior in the classroom will not be tolerated. A student who demonstrates inappropriate behavior is subject to a detention assigned by the teacher or may be sent out of the class. A student's unexcused absence from detention will result in the assignment of two detentions by the teacher. If a student does not attend these two detentions a Saturday detention will be given to the student by their class administrator. If sent out of class the student must report directly to the office of their class administrator.

- Lost or damaged books and materials: Students who lose or damage materials which are the property of the school district are obligated to pay for replacement.
- Unexcused absence(s) from class: Class attendance is recognized as an integral part of instruction and of each student's learning experience. Achievement is a measure of what a student has learned, what they can do, and the nature of the student's class participation. Regular class attendance is essential to student performance. It contributes to academic growth, promotes continuity in the learning process and helps to establish a sense of diligence and dedication important to the development of a positive work ethic.

Accountability for learning begins with classroom attendance. Every student has the responsibility to attend all scheduled classes and to participate in class activities. In addition, it is the student's responsibility to make up all classes from which they have been absent. Teachers are to maintain current records of student class attendance and report the number of absences each grading period on the student's quarterly report cards. Also, teachers shall provide opportunities for makeup work and will determine the nature of makeup assignments(s).

A reasonable time limit for making up class work will be set by the teacher. Teachers should communicate their procedures for makeup work to parents/guardians in writing at the beginning of the course.

Teachers will not extend makeup opportunities to students who are truant or cut class. The reason for the absence is important. Students who are truant or cut a class receive an unfair advantage over a student who took a test on the day it was scheduled or completed their assignment on time. Allowing makeup opportunities to students under these conditions condones and encourages such behavior. Makeup opportunities will be denied to those students with unexcused absences.

Transportation

Information about routes and schedules is available on the Transportation Department portion of the district website, www.fmschools.org. Parents/guardians who enter their address can get a map indicating the nearest bus stop and bus times. Some bus schedules and routes may change slightly during the first week of school. For questions, please contact the Transportation Department at 315-692-1218.

All district students in kindergarten through grade 12 may walk up to one half mile to the nearest designated bus stop, where buses will pick them up and drop them off. Students should be at the bus stops five minutes before bus arrival times. Certain

roads are designated as one-way roads. On these roads, students are picked up at their homes and may not cross the street.

Please remember it is illegal to pass a stopped school bus with red lights flashing at any time, including in all school zones.

School Bus Behavior Expectations

To provide a safe and orderly bus environment, students are expected to follow all aspects of the Fayetteville-Manlius School District Code of Conduct while on the school bus.

The district's Code of Conduct applies to all students, school personnel, parents, guardians and other visitors when on school property, in school vehicles or in attendance at a school function. Students may be disciplined for conduct that occurs on the school bus that may endanger the health or safety of pupils within the educational system or adversely affect the educational process.

The district has a long-standing set of student conduct expectations based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The district will not tolerate any form of harassment, inappropriate language or bullying, including cyberbullying.

When problems arise on a school bus, the transportation staff will inform parents/guardians as quickly as possible. Parents/guardians are encouraged to review the F-M Code of Conduct and reinforce appropriate bus behavior with their children.

Students using district transportation should:

- Be at their designated bus stop five minutes ahead of the scheduled bus arrival time. The bus cannot wait for those who are tardy;
- Be visible and, if possible, 15 feet away from the bus as it approaches the bus stop;
- Not approach the bus until it has stopped and the door is open. If students miss their bus, under no circumstance should they run after the bus;
- Sit down after boarding the bus and buckle their seat belts (The bus driver is authorized to assign seats when necessary.);
- Keep their heads and hands inside the bus; Remain in their seats until the bus arrives at its destination and comes to a complete stop;
- When exiting the bus, walk 10 feet away from the bus. If they need to cross a street, they should wait for the driver to signal it is safe before crossing;

- Be courteous and respectful to the bus driver and passengers;
- Use conversational level voices – no yelling or screaming. Unnecessary conversation with the driver is dangerous;
- Keep the bus clean;
- Not eat or drink on the bus; and
- Not bring large or dangerous objects, including skate boards and band instruments; which will interfere with seating and/or the safety of others.

Keeping our students safe is one of the highest priorities of the F-M School District. As such, the use of seat belts on all school buses at all times is mandatory. This decision was made after the review of a study published by the New York State Education Department funded by the Governor’s Traffic Safety Committee and conducted by Madison-Oneida BOCES.

The report concluded that “students who learn to use seat belts on buses consistently from an early age continue to do so as they grow older,” and “properly used seat belts should reduce injuries and fatalities and provide the highest level of safety for these children.”

Please discuss this important safety issue with your children and remind them to “Buckle Up.”

Student Drivers

According to district policy, driving to school for any purpose by either automobile, motorcycle, or bicycle is a privilege. This privilege is granted to Junior and Senior students who have a valid NYS driver’s license. Accordingly, any student who drives to school must obey all state, district, and campus traffic signs, school rules, parking rules, and regulations. Violations may include suspension of driving privileges, towing of the vehicle at student expense, police arrest, and/or other school disciplinary actions. Students parking unregistered vehicles will be warned after the first occurrence. Student drivers and their passengers are expected to be on time for school each day.

In order to obtain a parking pass, students must submit: a valid registration for the vehicle(s), a completed parking registration form, and a valid NYS driver’s license. Students must attend a Student Driver Information Meeting and sign a contract indicating their agreement to student Driver Rules & Expectations.

Vehicles are parked on school grounds at the owner’s risk. The school is not responsible for the vehicle or its contents.

To provide safe and orderly parking, the following rules will apply to all students who park a motor vehicle on school grounds:

- A. All vehicles must be registered. A student may register up to two vehicles. To register a vehicle or if any changes occur in vehicle ownership or registration please see the grade level administrator's secretary. The parking pass is to be used solely by the student on their registered vehicle(s) and must be hung on the rearview mirror at all times.
- B. Parking between the hours of 6:30 a.m. and 3:30 p.m. Monday through Friday is strictly limited to the designated student parking lot. Students will be assigned a numbered parking space when they register their car. Students are not to park in staff parking lots prior to 3:30 p.m.
- C. Vehicles must be parked properly within parking lines and not on the grass, sidewalks, fire lanes or in any manner that obstructs traffic or creates a safety hazard. The administration reserves the right to tow an improperly parked vehicle at the owner's expense.
- D. Students are not to be in the parking lots and/or sit in vehicles during the school day. If a student needs to go to their vehicle, he/she must receive approval from their class administrator.

Maintaining Student Parking Privileges

According to district practice, driving and parking on school grounds are considered privileges. Any student who drives to school is expected to obey all state, district, and campus traffic signage, and school parking regulations.

Violations may result in suspension of parking privileges, towing of the vehicle at the student's expense, police arrest, as well as other school disciplinary action.

Consequences:

- Minor offenses
 - 1st offense = a warning
 - 2nd offense = detention
 - 3rd offense = up to 30-day pass suspension
- Major offenses
 - 1st offense = 5 p.m./Saturday detention and pass revoked
- Parking privileges may also be revoked or suspended for chronic or serious disciplinary infractions not necessarily related to parking and driving.
- Students who drive to school without being registered will be warned the first time and their parents/guardians will be notified. For a subsequent

violation, a disciplinary consequence will be issued to the student and the vehicle may be towed away at the owner's expense.

- **IN THE CASE OF A SERIOUS OR CHRONIC VIOLATION, THE ADMINISTRATION MAY EXERCISE ITS JUDGMENT REGARDING DISCIPLINARY CONSEQUENCES, INCLUDING TOWING OF THE VEHICLE AT THE OWNER'S EXPENSE.**

F-M High School Student Dress Code

Students are expected to dress appropriately for school and school functions in clothes that promote a safe learning environment. Clothing that creates a disruptive environment or causes a health or safety hazard are neither appropriate nor acceptable at school. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The superintendent, building principal, or designee shall be responsible for informing all students and their parents/guardians of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. In addition, the superintendent, building principals, and other designated administrators have the authority to require a student to change their attire should it be deemed inappropriate according to the following guidelines:

Students may not wear clothing or accessories that:

- Bear an expression or insignia that is obscene, lewd, vulgar or libelous, promotes alcohol or drug use, or which advocates unlawful violence or prejudice.
- Are extremely brief or otherwise revealing to the point where the educational process is disrupted.
- Obscure or hide the face (e.g. sunglasses, halloween/ski masks)
- Does not fit appropriately such that it may cause injury
- Disrupts the educational process

In addition, since footwear is required to promote health and safety of students, students must wear footwear at all times in the school building. The board also requires students to wear protective gear in certain classes.

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.

F-M High School Student Cell Phone Policy

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, parent/guardian conference, suspension or loss of other privileges.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, Counseling Center, all Physical Education Areas and all School Office Areas.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to consequences according to the Code of Conduct.

Cell Phone Rules

1. Cell phones are not to be used in bathrooms.
2. Once inside the school, students must store their cell phone/electronic device in a location that is not visible to the teacher or other students, even though they are on SILENT. It is the student's responsibility to keep their things secure.
3. If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, is visible anytime during class time, or if a student is caught using it on campus during class time, a staff member may confiscate the device.

4. Under no circumstance is photographing or video recording allowed anywhere on the school premises.
5. Texting and cell phone use is permitted in halls during passing and during the lunch period in the cafeteria.
6. All cell phone use must be respectful and non-disruptive to students and staff.
7. Phones must remain on silent at all times throughout the school day. Parents/Guardians, can contact their child via cell phone during the student's lunch period. In the event of an immediate emergency, please call the school's main office at (315)692-1900 or the counseling center at 315-692-1801.
8. The staff of Fayetteville-Manlius High School requests your FULL cooperation with our policy.

Neither the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure their belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch periods, in a student's Wellness Break (classroom only), Senior privilege foyer, and school hallways during passing period only. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration). All classrooms will have a cell phone "caddy", to be used at the teacher's discretion. Students may not use cellphones in the hallways during class periods. Students may use cell phones to listen to music and support academic purposes in the library and study halls. Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

- First Offense: the device will be confiscated and held in the office until the end of the school day. The student may pick up their phone following a behavioral contract review of this policy at the end of the school day in the main office.
- Second Offense: the device will be confiscated and the student will serve detention.
- Third Offense: An Administrator will establish parent/guardian contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian. The student will serve a 5:00pm detention.

Refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the school's Code of Conduct. Students who refuse to turn over their cell phone will be subject to disciplinary action, including In-School Suspension.

Student Supervision/Hall Pass System

1. A unique student identification card will be provided to all seniors.
 - a. Seniors may use this card as a pass.
 - b. It must be shown to any staff member upon request.
 - c. The ability to use this card as a pass is a senior privilege. As such, it may be restricted or rescinded for repeated or serious violation of school rules.
 - d. If a senior loses or forgets their identification card, they must follow the same procedure as an underclassman.
2. All students in grades 9-11 will be assigned to study halls when not in class.
3. Passes to the cafeteria will not be issued.
4. During their lunch periods, students are expected to eat lunch before exiting the cafeteria.
5. Students found to be loitering will be escorted to the study hall and referred to an administrator for follow-up actions.

Due Process Rights

Each student is given this student handbook which contains the guidelines, rules and regulations, and disciplinary procedures for the school. It is the student's responsibility to read and to become familiar with the material contained in the handbook. The following procedures have been established to ensure the student's due process:

1. A student who is not following the rules and regulations will be given notice either verbally or in writing regarding the infraction.
2. When circumstances warrant immediate removal of a student from the building, parents/guardians will be notified immediately.
3. The student will be given the opportunity to explain the situation.
4. The class administrator will keep a written record.
5. After hearing the student's account, the class administrator will make a determination as to the type of disciplinary action the infraction will require taking into consideration the circumstances, the number of previous problems, and the intent.

6. The student and/or parent/guardian may request a conference after the class administrator has made the determination of disciplinary actions required by the infraction. If the matter remains unresolved, that student or parent/guardian may make an appeal to the principal.
7. A principal's conference will be arranged for any student who regularly breaks rules and regulations. The principal, after due process, may administer a suspension of up to five days.
8. Following a principal's conference with the parents/guardians, any student who continues to break rules and regulations may be recommended by the principal for suspension out of school for more than five days. The student has the right to a hearing with the Superintendent of Schools. Following the hearing, the Superintendent will render a decision.

Religious Education

Upon proper request, students will be released by the building principal for religious instruction one hour each week. The district may require all religious groups to use the same hour of release time each week. Such instruction shall not be held in any public school building.

Requesting Information About Teachers

According to the No Child Left Behind (NCLB) Act of 2001 and New York State Education Law Section 3012-c, parents/guardians may request specific information as to the qualifications of their children's current classroom teacher(s) and teaching assistants. The following may be requested:

1. Whether the teacher has met state qualifications and licensing criteria for the grade level and subject area in which the teacher provides the instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any additional graduate certifications or degrees held by the teacher, and the field of discipline of the certification or degree;
4. The teacher's most recent Annual Professional Performance Review quality rating and effectiveness score; and
5. Whether a child is provided services by teaching assistants and, if so, their qualifications.

Disclosure to the Military

Pursuant to the federal No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. Parents/guardians and students can request the district not release this information without prior parental consent. This request should be made in writing to the high school principal.

HEALTH AND SAFETY

Injury or Illness

There is a health office and nurse in each school building. Any student who is ill or injured should report immediately to the teacher who will, in turn, refer the student to the nurse's office. When necessary, the nurse will contact a parent/guardian to take the ill student home. In cases of severe injury or illness, the local ambulance will be called, and parents/guardians will be notified.

Medication

Any medication (prescription and over the counter) to be taken at school must be brought to the nurse's office by a parent or guardian in its original container. A written request from the physician and parent/guardian indicating the frequency, dosage, reason for administration and duration of any medication must be provided. A medication authorization form is available on the school nurse website if needed. All medication must be picked up at the end of the school year by a parent or guardian.

Immunization Requirements

New York State Department of Health requires that all students are immunized prior to starting school. Check with your child's physician about changes in requirements and always send in the most up to date immunization record to the school nurse. The school nurse website will also have updates regarding immunization requirements. The Onondaga County Immunization Clinic is also a good resource and is located at John H. Mulroy Civic Center at 421 Montgomery Street Syracuse, NY 13204 and its phone number is 315-435-2000. Medical exemptions must have the proper paperwork filed with the nurse and the district office and are the only reason for immunization exemptions. Medical exemptions must be renewed every year.

Physicals for Students

The New York State Department of Education requires physical examinations of students in grades K,2,4,7,10 and any student entering the district for the first time and students participating in interscholastic sports in grades 7-12. Physical forms are available on the nurse's web site. See athletic department website for information on sports physicals and Family ID Registration. The school nurse will provide vision, hearing and scoliosis screenings as mandated by New York State per grade level each year.

Asbestos Management

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1988, Fayetteville-Manlius Schools inspects for asbestos materials and has developed a written management plan for all assumed and confirmed asbestos-containing materials.

Beginning in 1989, all district-owned facilities were inspected for asbestos and management plans were developed for each building according to AHERA requirements. Re-inspections are conducted every three years.

Onondaga-Cortland-Madison BOCES of Syracuse completed F-M's triennial inspection in the spring of 2019 and completed its report in August 2019.

All asbestos-containing materials in the school buildings are in good condition and the district will continue to manage them in place as recommended by the accredited asbestos management planner in the district's AHERA Inspection and Management Plan.

All asbestos-containing building materials in the district will continue to be visually inspected at six-month intervals and a complete re-inspection will take place again in 2023. All custodial and maintenance staff have undergone a two-hour Asbestos Awareness Training.

The summary report on the visual inspection and re-inspection, as well as the AHERA Management Plan, are on file and available for public review from 8 a.m. to 4 p.m. in the ICC Building on Pride Lane behind F-M High School.

Questions concerning asbestos may be directed to: Mr. Russell McCarty, Asbestos Program Designee, ICC Building, 1 Pride Lane, Manlius, NY 13104, phone- 315-692-1250, fax- 315-692-1259, or rmccarty@fmschools.org.

Pesticide Use and Notification Policy

The F-M School District utilizes an Integrated Pest Management Program in an attempt to eliminate pest hazards. Pesticides will only be used as a last resort. The district maintains a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. **The list expires at the end of the school year. Those wishing to be on the list must notify the district annually by following the directions below.**

Prior notification is not required if a school remains unoccupied for a continuous 72 hours following an application or for any of the following pesticide applications:

- Anti-microbial products;
- Non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR152.25; and
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in a school, please mail a letter to:

Russell McCarty, Director of Facilities III, 100 Pride Lane, Manlius, NY 13104 or fax a letter to him at 315-692-1259.

The letter should include your name, address, daytime phone number, home phone number, e-mail address, and the school building(s) of interest. For more information, contact Mr. McCarty at 315-692-1250 or rmccarty@fmschools.org.

Sex Offender Notifications

The district began receiving sex offender notifications from the New York State Division of Criminal Justice Services (DCJS). Parents/guardians and community members can also register online to receive sex offender notifications from the New York State Department of Criminal Justice Services at <http://www.criminaljustice.ny.gov/nsor/nyalert.htm>. A link to the Sex Offender Registry is available on the district's website, www.fmschools.org, under the "About Us" tab.

HIV Positive Students

The Fayetteville-Manlius School District recognizes the public concern over the health issues surrounding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection. The district also acknowledges both the rights and interests of students diagnosed with HIV infection or AIDS to continue their education, and their right to anonymity and of non-infected students to be in an environment free of any significant risks to their health. The Board also recognizes that current law regulations strictly limit the disclosure of confidential HIV-related information without an authorized consent form.

Accordingly:

- No student's right to education shall be interrupted or curtailed solely on the basis of such information. A student must be afforded the same rights, privileges, and services as other students.
- A parent request to modify the education program of their child who is infected with HIV must be made to the Superintendent or designee. Alternatively, if school personnel believe that the student requires special education in order to benefit from instruction, a referral to the Committee on Special Education will be initiated.
- No student shall be discriminated against on the basis of being HIV-infected or having AIDS.
- All students in the district shall receive instruction regarding the nature, transmission, and prevention of HIV infection from kindergarten through high school, in an age-appropriate manner, unless exempted, pursuant to the Commissioner's Regulation. (Board of Education Policy #2350)

NYS Confidential Disclosure Procedure

The New York State School Supportive Health Services Program Compliance Agreement, entered into on July 20, 2009, by the New York State Department of Health (DOH), the New York State Education Department (SED) and the New York Office of the Medicaid Inspector General (OMIG) requires that the state and local school districts shall establish a confidential disclosure mechanism enabling employees to disclose anonymously practices or billing procedures, deemed by the employee to be inappropriate, to the State's Compliance Officer.

An employee of the SED, DOH, or any local school district, including New York City and, with respect to the Preschool Supportive Health Services Program, any county in the state, who believes that any practice or billing procedure related to Medicaid reimbursement of School or Preschool Supportive Health Services is inappropriate, may send information concerning such practice or billing procedure in writing to the State Compliance Office by U.S. mail, courier service, email or facsimile transmission. Note that the review and follow up will not be undertaken with respect to oral disclosures.

State Compliance Office contact:

Rose Firestein, Compliance Officer
New York State Department of Health
Office of General Counsel
90 Church Street, 4th Floor
New York, NY 10007
Telephone: 212-417-4393
Facsimile: 212-417-4392
Ref01@health.state.ny.us

Confidential Disclosure Policy: Description of disclosure process, http://www.oms.nysed.gov/medicaid/resources/state_plan_amendment/Confid-Disclosure-Policy-Final.pdf

Commitment to Compliance: State's commitment to comply with all laws and regulations related to the receipt of Medicaid funding, http://www.oms.nysed.gov/medicaid/resources/state_plan_amendment/Commit-to-Compliance-Final.pdf

SCHOOL ATTENDANCE PROCEDURES

In accordance with New York State law, children must attend school from September of the year in which they become six through June of the year in which they attain the

age of 16 years. All students are expected to be in attendance whenever school is in session.

The administration and faculty of Fayetteville-Manlius High School believe that they have an obligation to provide educational opportunities for every student. Along with the school's commitment is an accompanying obligation for each student to accept responsibility for their education. To actively pursue personal learning and to contribute toward the learning of others, each student must attend class regularly and be punctual.

The high school attendance system includes important roles for students, parents, guardians, teachers, and administrators. The following guidelines have been established in conjunction with regulations set forth by the New York State Education Department.

Attendance-related infractions, including tardiness to school, class cuts, truancy, and leaving school without permission, will result in appropriate disciplinary action which may include suspension of the student's parking privileges.

Absences

On the day of an absence, a parent or guardian should call the high school Student Services Office at 315-692-1805 between 6 a.m. and 9 a.m. Please note, between 6 a.m. and 7:30 a.m. a message can be left on their voicemail. Failure to notify the school will result in an automated call to the parent/guardian during the school day at home or office.

Time Limit for Bringing in Excuses for Absences

Students are expected to bring in written excuses for any absence(s) on **the day they return to school**. If no written excuse is received, the absence will be recorded as unexcused.

Excused absences, as defined by the district Attendance Policy, include:

- Sickness;
- Sickness/Death in Family;
- Required Court Appearances;
- Scheduled Appointments with Physicians, Health Clinics and/or Agencies;
- Religious Observance/Impassable Roads/Quarantine;
- Approved Work Program/Military Obligation;

- Approved Externship/Internship/Volunteer Activity;
- Counselor Endorsed College Visit; and
- Endorsed by Administrator.

Student Attendance/Course Credit

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures may make up the work and those excused absences, tardiness and early departures will not count toward the minimum attendance standard.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with their teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

Notice of Minimum Attendance Standard/Intervention Strategies Prior to the Denial of Course Credit

In order to ensure that parents/persons in parental relation and students are informed of the District's policy regarding minimum attendance and course credit, and the implementation of specific intervention strategies to be employed prior to the denial of course credit to the student for insufficient attendance, the following guidelines shall be followed:

1. Copies of the District's Comprehensive Student Attendance Policy will be available to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.

2. School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. Copies of the Attendance Policy will also be posted on the district's website.
3. At periodic intervals, letters will be sent to the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to their ability to receive course credit.
4. A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Tardy to School

A student must report to the Safety and Security Office in House I's main foyer to:

- Sign in immediately when arriving any time during the school day after 7:45 a.m.
- Turn in an excuse for a previous absence upon their return to school.

A student must report to the Student Services Office (House I) to:

- Submit a written parent/guardian request to receive a pass for early dismissal (this should be done prior to first period); or
- Contact a parent/guardian for dismissal during the school day.

Students arriving late to school must have a note from a parent/guardian to be considered excused. **Students without a note will be considered unexcused.** The only acceptable reasons for being late to school are illness, a scheduled health-related appointment, required court appearances, or an extreme emergency. Excessive tardies may require written verification from a physician, health care provider, dentist, social service agency, court, or college. In absence of such written official verification, student lateness may be considered unexcused. Parents/Guardians who allow children to be excessively tardy without a verifiable explanation can be charged with educational neglect.

Families are encouraged to schedule any appointments outside of the school day so students do not miss instructional time.

- All students must be in their first period class by **7:45 a.m.**

- Students who arrive to first period after 7:45 a.m. are considered tardy.
- Students arriving after 7:45 a.m. must sign in at the Safety and Security Office upon arrival.
- Notes for all tardies and absences must be turned in to the Safety and Security Office.
- Failure to sign in immediately at the Safety and Security Office when arriving late to school will result in a detention the first time and a 5 p.m. detention for subsequent times.
- Students who are late three times in a 10-week marking period will be issued a warning.
- The fourth late in a marking period will result in the assignment of an after-school detention. The administrator may also assign loss of privileges for excessive tardiness. These privileges include driving to school, early release, unstructured time and co-curricular activities.

Notes for all tardies must be turned in to the Safety and Security Office in the Foyer Entrance on the day the student is late. Failure to submit a note will result in the prescribed disciplinary consequence(s) as listed below:

- Third unexcused tardy – warning issued, parent/guardian contacted by school personnel.
 - Fourth through sixth unexcused tardies – one (1) detention assigned for **each** tardy (i.e. one for the fourth tardy, one for the fifth tardy and one for the sixth tardy), parent/guardian notified via mail.
 - Seventh through ninth unexcused tardies – two (2) detentions assigned for **each** tardy (i.e. two for the seventh tardy, two for the eighth tardy and two for the ninth tardy), parent/guardian notified.
 - Tenth unexcused tardy – student referred to administrator, 5 p.m. detention assigned, parent/guardian contacted by administrator.
 - Eleven or more unexcused tardies – 5 p.m. detention and/or in-school suspension assigned, parent/guardian contacted by administrator. One or more of the following may also occur:
 - Loss of driving privileges
 - Loss of senior privileges
 - Loss of unstructured time and/or extra-/co-curricular activities.
- Failure to sign in immediately at the Safety and Security Office in the House I main foyer when arriving late to school may result in detention(s) and/or 5 p.m. detention(s).
 - ***In the case of unique or extenuating circumstances, or chronic tardiness, administrators may use their discretion in determining appropriate consequences for students being late to school.***

Students/First Period Attendance

Students will begin the day in their assigned first period class. Daily student attendance will be conducted at the beginning of first period. A student who arrives late to first period three times within a marking period will be given a warning. On the fourth late arrival, the student will be assigned a detention. Each subsequent late arrival will result in an additional detention. A student who arrives late to school with a signed parental excuse must give the note to the Safety and Security Office upon arrival to school.

Dismissals During the School Day

Dismissals will be restricted to only those reasons designated in Education Law as excused absences. A parent/guardian requesting a student's early dismissal from school should provide their student with a written excuse on that day noting the time and reason for the dismissal. Please use the absentee form that is located on the Attendance Policy page of the high school website. Students should bring excuses to the Student Services Office in House I prior to first period. If a student forgets a note but must leave during the school day, a parent/guardian must contact the school and either fax or email a signed note or come to the Safety and Security Office in the foyer entrance to sign them out.

Senior Late Arrival/Early Dismissal

Seniors who are in good standing may apply for late arrival and/or early dismissal for their senior year. Late arrival/early dismissal shall be a privilege. As such, it may be revoked at any time by the senior class administrator for failure to remain in good standing and/or violations of school rules.

The following conditions will apply to receiving and retaining a late arrival/early dismissal:

1. The student is a member of the senior class and in good standing. Good standing shall mean the student:
 - a. Is scheduled for five (5) classes plus physical education.
 - b. Is projected to meet all graduation requirements by the end of the current school year.
 - c. Is passing all scheduled classes, and is not academically at risk.
2. **For late arrival**, students must sign in at the **Safety and Security Office in the foyer entrance ONLY** immediately upon arrival and must remain in the school building until dismissal.

3. **For early dismissal**, students must carry their early dismissal pass with them while at school and be able to show it to any faculty or staff member upon request. Students with early dismissal must exit through the foyer entrance and present their pass to the Safety and Security Office before leaving. Students who are granted an early dismissal may not be on school property following their dismissal time without prior approval of the senior class administrator. Seniors participating in after school activities/athletics may return to the school property after the general dismissal time (2:07 p.m.), once the school buses have departed the property.
4. **Schedules WILL NOT be adjusted to accommodate late arrival/early dismissal.**
5. Late arrival/early dismissal may not exceed two periods per day.

Truancy

Truancy is the unlawful absence or irregular attendance upon instruction by a student of compulsory education age. All students are expected to be present and on time throughout the school year. First and subsequent offenses will result in in-school suspension, recording of the absence as truant, and a grade of zero for all class assignments missed.

Family Vacations

Occasionally parents/guardians remove their children from school for family vacations. This is not considered an excused absence. It is important to remember that it is not possible for a teacher to replicate class experiences a student misses. Teachers will do their best to assist students who were absent, but they must balance this task with their normal teaching responsibilities. Studies show that regular attendance leads to success in school.

Missed Work/Make-Ups

It is the responsibility of the student to initiate the make-up process with their teachers when work is missed due to absence, tardiness, field trips, or other dismissals during the school day. Students are responsible for checking-in with their teachers within 24 hours of their return to school. Failure to do so may result in no credit being awarded for assignments or other coursework.

School Closings

The decision to close the schools is made by the Superintendent of Schools. When closing becomes necessary because of weather or other emergencies, announcements will be made over television and radio stations in the area, through the ParentSquare telephone, email and text messaging service, and on the district website. This same procedure applies to school closings during the school day. Students would return home by the normal procedure. Parents/guardians away from home during the day must make arrangements for care of their children in the event of emergency school closings.

ParentSquare

ParentSquare is utilized by the Fayetteville-Manlius School District to notify parents/guardians and staff of upcoming school events, emergency situations, closings and delays, etc. ParentSquare allows the district and each of its schools to send messages via telephone, email and text.

EMERGENCY DRILLS

Fire Drills

- **EVERY TIME** the fire alarm goes off, it is to be considered a REAL FIRE.
- Students must comply with directions issued by staff members.
- Students and staff are expected to evacuate the building by the nearest exit and move away from the building.

DO NOT IGNORE THE FIRE ALARM.

Shelter Drill

An annual shelter drill is a requirement of our Emergency Management Plan. A sheltering drill may be used in the event of emergencies such as:

- Snow/Ice storm that prohibits normal dismissal.
- Any incident (chemical, radiological, etc.) resulting in it being unsafe to go outside and therefore prohibiting normal dismissal.
- Emergencies that require building occupants to remain in the building for an extended time period after school hours.
- Any situation that delays the normal dismissal.

Early Dismissal/Go Home Drill

A go home drill may be used in a situation where it is necessary to transport students home prior to regular dismissal. Staff, students and parents/guardians are notified in advance of the date and the specifics of these drills.

Lockdown Drill

Lockdown drills are a requirement of our Emergency Management Plan. A lockdown is called when leaving or walking through the building would endanger the health and safety of students or staff. Staff will review lockdown procedures with students at the beginning of the school year.

ATHLETICS

Attendance Requirement

A student athlete absent from school may not practice or play the day when such absence occurs. A student must be in attendance by the beginning of the fourth period and be in attendance for the remainder of the school day to participate in a practice or game. Frequent or excessive tardiness may result in the same penalty. Exceptions to this rule can be made only by the building principal or a designee.

For further information about athletics, students should contact the Athletic Director, Mr. Scott Sugar, House II, Room 2147 or call 315-692-1919.

Girls Interscholastic Sports - Fall				
Sport	Varsity	Junior Varsity	8/9	7/8
Cheerleading	X			
Cross Country	X			X
Field Hockey	X	X		X
Gymnastics	X			
Soccer	X	X	X	X
Swimming	X			X

Tennis	X	X		
Volleyball	X	X		

Boys Interscholastic Sports- Fall				
Sport	Varsity	Junior Varsity	8/9	7/8
Cross Country	X			X
Football	X	X		X
Soccer	X	X	X	X
Volleyball	X	X		
Golf	X	X		

Girls Interscholastic Sports - Winter				
Sport	Varsity	Junior Varsity	8/9	7/8
Basketball	X	X	X	X
Bowling	X			
Cheerleading	X	X		
Indoor Track	X			
Volleyball			X	X

Boys Interscholastic Sports - Winter				
Sport	Varsity	Junior Varsity	8/9	7/8
Basketball	X	X	X	X

Bowling	X			
Ice Hockey	X			
Indoor Track	X			
Swimming	X			X
Volleyball				X
Wrestling	X	X		X

Girls Interscholastic Sports - Spring				
Sport	Varsity	Junior Varsity	8/9	7/8
Golf	X			
Lacrosse	X	X	X	X
Softball	X	X		X
Track	X			X
Crew	X		X	

Boys Interscholastic Sports - Spring				
Sport	Varsity	Junior Varsity	8/9	7/8
Baseball	X	X	X	X
Lacrosse	X	X	X	X
Tennis	X			
Track	X			X
Crew	X		X	

Sports Physicals

All students participating in interscholastic sports programs, regardless of grade level, must have a physical exam before participating in any sport practice. This physical includes a health history signed by a parent, a blood pressure reading and a urine test. Physicals are good for one year. Physicals must be valid on the first day of the season and be current through the sports season. Physicals which expire during the sports season will not be valid.

Medical examinations will be scheduled periodically during the school year and shall be valid for a period of 12 continuous months from the date of the exam. Dates, time, and location of sports physical exams will be published on the district website, **www.fmschools.org**. Each athlete must check with the nurse in their own school. Physicals are usually conducted during October, March and June.

A student may also receive a physical from their family physician. Physical forms are available in the nurses' offices located at the high school or middle schools.

In case of an accident, the student should:

- A. Report all injuries to the coach.
- B. Obtain the necessary accident form from the athletic office or coach.
- C. Not return to participate in practices or contest until a release from the doctor or nurse is obtained.

Varsity level sports are open to all who qualify but generally include grades 11 and 12. Junior Varsity level sports are open to students in grades 9-10 who qualify, but generally include grade 10. Modified level sports are open to students in grades 7-8-9. Practice for athletics does not begin until 3:15 p.m. so that individual team members may receive help with their academics.

F-M High School, which you are attending, is your school. You should be concerned about its reputation and the actions and attitudes of its students. It will be a better school for you and for all the students if those who attend think and act properly in their relationships with other people, especially at athletic events.

Good sportsmanship is absolutely necessary to good school spirit. Improve your school spirit by improving your sportsmanship. Sportsmanship is the quality of honor that desires always to be courteous, fair, and respectful, and it is interpreted in the conduct of players, spectators, coaches, and school authorities.

Athletic Code of Conduct

The Fayetteville-Manlius Board of Education believes that the involvement in interscholastic athletics is an integral part of a student's total educational program, as it forms a connection between the student and the school community and nurtures each student's special interests and abilities. Participation in athletics is a privilege and carries with it responsibilities to self, school and community. The Eligibility Standards and Rules will cover Student Behavior and Chemical Use/Abuse.

Student Behavior

It is the expectation that all students exemplify good citizenship and behavior at all times, both in and out of school. If, in or out of school, a student exhibits unacceptable behavior as outlined in the FMCS D Code of Conduct, or is charged with a violation of local, state or federal laws, the student will be subject to the consequences below. Examples of unacceptable behavior include, but are not limited to: fighting, vandalism, stealing, insubordination, academic dishonesty and truancy. Additionally, engaging in harassing behaviors that include verbal threats, threatening, hazing activities, bullying, cyberbullying, vandalism, intimidation, retaliation or abuse, conduct or speech based on a person's actual or perceived race, color, weight, national origin, ethnic group religion/religious practices, disability, sex, sexual orientation, gender or perceived gender, protected federal rights, or other personal misconduct, including, but not limited to, conduct that involves police or court action, will be subject to the consequences below.

Chemical Use/Abuse

Any student-athlete (grades 7-12) who is found to be possessing, using or under the influence of any illegal drug, alcohol, prescribed medication not their own, tobacco, or drug paraphernalia will be subject to the following consequences. Additionally, if a student hosts or remains present at events, activities or locations where alcohol, illegal drugs or other performance-enhancing substances are present, used, or illegally distributed, that student will also be subject to the following consequences.

First Offense

For a first offense of the Code of Conduct, a student athlete (grades 7-12) will be suspended for 20 consecutive practices and/or contest days. At the discretion of the parent/guardian, after discussion with the Director of Athletics, the suspension will be 10 consecutive practice and/or contest days, as long as it is accompanied by a counseling/ evaluation/education component as determined by the Director of

Athletics. Failure to comply with the counseling/ evaluation/education component will result in further suspension as determined by the Director of Athletics.

If a student athlete is found selling or distributing an illegal drug, prescribed medication or alcohol, the student athlete will be suspended for 40 consecutive practice and/or contest days. The student athlete must be in attendance at all practices and contests during the suspension but will not participate. In addition, the student athlete, upon their return, must practice a minimum of three (3) days for the purpose of conditioning before they may compete in a contest.

Before reinstatement, the student athlete and parent/guardian must attend a hearing with the Director of Athletics, building principal and the coaches involved for the purpose of confirming that the conditions of the suspension were met. Following the hearing, the Director of Athletics will determine if eligibility will be restored.

Second Offense

A second offense by any student athlete previously suspended from a team during their athletic career will result in a suspension from all athletic participation for a period of one calendar year from the date of the violation. At the discretion of the parent/guardian, after discussion with the Director of Athletics, the suspension can be 30 consecutive days of practice and/ or contest, if accompanied by a behavior contract as determined by the Director of Athletics.

If a subsequent offense occurs and it involves selling or distributing an illegal drug, prescribed medication, tobacco or alcohol, the student athlete will be suspended from all athletic participation for a period of one calendar year from the date of the violation. Refusal to participate in counseling will result in an extended suspension until such time that the student athlete complies.

Before reinstatement, the student athlete and parent/guardian must attend a hearing with the Director of Athletics, building principal and the coaches involved for the purpose of confirming that the conditions of the suspension were met. Following the hearing, the Director of Athletics will determine if eligibility will be restored.

Other Disciplinary Action

Violation of this athletic code may result in other disciplinary action by the school administration. The Student Athlete Code of Conduct is in effect from the official start of a season until its conclusion and is in effect both on and off school property. First offense penalties will carry over to the next season, if applicable. All appeals should be made to the Director of Athletics.

Acknowledgment

To participate on a Fayetteville-Manlius athletic team, each student athlete must acknowledge, by signature, the aforementioned Code of Conduct.

Guidelines for Resolving Athletic/Music Conflicts

As a comprehensive high school, Fayetteville-Manlius offers students a wide range of curricular and co-curricular activities. Many of our students take full advantage of the opportunities available to them by participating in multiple activities. When this happens, conflicts are inevitable and sometimes students are faced with choices. Given the size of our athletic and music programs, the potential for conflicts is high for students engaged in both. Additionally, whereas curricular activities are attached to courses in a student's schedule, course requirements can be a factor.

The following guidelines are intended to help coaches and music instructors resolve conflicts when they arise:

1. Game and concert schedules are published well in advance, as are practice and rehearsal schedules. The athlete/musician has the responsibility to review schedules, identify conflicts, and bring conflicts to the attention of both the music instructor and the coach.
2. Once the music instructor and the coach have been apprised of the conflict they will attempt to find a reasonable solution. The order of priority is:
 - a. For athletics – games, scrimmages, practices
 - b. For music – concerts, dress rehearsals, practices
3. If the conflict is not resolved at the instructor and coach level, the Director of Athletics and the District Music Coordinator will attempt to find a reasonable solution.

PHYSICAL EDUCATION POLICIES

Physical Education is a participation-based course. Students must be present and participate in class in order to earn credit and pass the course. Students are allowed 2 legal/excused absences per 10 weeks that will not count against them. If a student has more than 2 absences, they have the opportunity to make up other legal/excused absences. Make-ups must be done within two weeks of the absence.

If that is not possible, the student should see the teacher before the two weeks is up regarding their specific situation. It is the student's responsibility to see their teacher

regarding make-ups. Make-ups are completed after school on Wednesday or Thursday all year long.

Medical Excuses

A medical excuse from class participation is allowed for one day when written by a parent/guardian. Attendance in class for that day is required. Medical problems require an excuse that states specific limitations from a physician. When this excuse has been presented to the teacher, the teacher will have the student do one of the following in order to earn credit:

- Limit participation in activity as per physician's orders (for example: student may walk and do lower body activities).
- Perform scorekeeping or officiating duties.
- Complete an alternative assignment assigned by the teacher.

Satisfactory Participation in Physical Education

Students must be dressed in appropriate physical education attire to participate in class. Appropriate attire includes:

- Sneakers (no crocs or sandals allowed, feet must be covered completely).
- Clothing appropriate for moving around

If a student does not have appropriate footwear, they will be unprepared for class and have to sit out due to safety concerns. Students are able to make up one unprepared class each 10 weeks.

STUDENT ACTIVITIES

Student Activities Office

The purpose of the Student Activities Office is to promote and to coordinate student activities at F-M. The office seeks to encourage student involvement and to assist students in effective organization. Located in House II, the Student Activities Office is open to all students, faculty and visitors who seek assistance or information about:

Activity Fair/Activities
Announcements
Assemblies
Awards

Booklet School Calendar
School Elections
School Publications
School-Wide Events

Calendar of Events
Class Functions/Dances
Fundraisers (Internal)

Student Clubs
Student Council

Student Council

The Student Council (SC) is an organization of students whose function is to promote student activities, positive interpersonal relations, and school enrichment. The SC sponsors and coordinates social activities such as Homecoming and Dance Marathon.

The SC encourages communication and rapport among students, staff and community through elections, student and staff appreciation, and community service. One of the ways SC works with the community is by sponsoring events such as the blood drive. The SC also explores ways to improve student life and school facilities at F-M.

The SC is comprised of student officers elected in a school-wide election. A student may attend meetings at any time, or if interested in becoming an integral part of the organization they can contact the Student Activities Office for further information.

Student Organizations

After-school clubs and activities begin in September. An Activities Fair in October allows students to learn about and sign up for clubs and activities.

F-M encourages the formation and activity of organizations that represent a wide range of student interest. Students interested in the forming of a new group should contact the Student Activities Office for help with organization.

The following groups were active at F-M during the 2021-22 school year:

General Clubs/Activities

AAPI Heritage Club
Advocates in Action
Agape Club
Alphabet Soup
American Sign Language Club
Archaeology Club
Art Club
Astronomy Club

Junior Classical League
Key Club
Masterminds
Math League
Meaningful Mentors Club
Melon Ball Club
Middle School Tutoring
Mock Trial

Big Sibbs Mentoring Club
 Broadcast Journalism/Film Club
 Ceramics Club
 Chemistry Club
 Community Connections
 Community Wide Dialogue
 Crew/Rowing
 Dance Team/Dance Troupe
 Dungeons & Dragons
 ECOS Club
 F.A.M.E. Club
 F-M Diversity Coalition
 F-M E-Sports
 F-M Fresh Meals
 F-M International
 F-M Observatory Volunteer Club
 French Club
 French Honor Society
 Gaming Club
 Garden Club
 German Club Deutschklub
 German National Honor Society
 Girl Up
 History Bee/History Bowl
 History Day Club
 HOSA
 H.O.P.E.
 Hornets for Hope (Relay for Life)
 Improv Club
 Investment Club

Model United Nations
 Musical Theater
 National Art Honor Society
 National Honor Society
 Number Wonders
 Patriot Club
 Pep Band/Marching Band
 Programming Club
 Project Bridge
 Psyched
 Robotics Club
 ROCA - Refugee Outreach Club Assoc.
 S.A.F.E. ~ Suicide Awareness for Everyone
 Science Honor Society (NYS)
 Science Olympiad Team
 Set Construction Club
 Showboat
 Ski/Snowboard Club
 Spanish Club
 Spanish Honor Society
 Spikeball Club
 Stage Crew Club
 Step Team
 Student Council
 Swing 16
 Syracuse Stage Goers
 Thespians
 TRI-M Music Honor Society
 Unified Friends

MUSIC

A Capella - Bases Loaded
 A Capella - Lookin' for Treble
 Chamber Orchestra
 Jazz Band
 Jazz Ensemble

PUBLICATIONS

OakLeaves (Yearbook)
 The Buzz (Newspaper)
 Voices (Literary Magazine)

Attendance Policy: A student absent from school may not participate in a student activity on the day such absence occurs. A student must be in attendance by the beginning of fourth period and be in attendance for the remainder of the school day to participate. Exceptions to this rule can only be made by the building principal or a designee.

National Honor Society

The National Honor Society recognizes students who show outstanding leadership, scholarship, service, and character. Membership in local chapters is an honor bestowed upon a student by the faculty. Selection for membership is by a faculty council. To be considered for Oak Tree Chapter of the N.H.S., students must complete an application that details activities in school and the community. These details, will be considered by the faculty selection committee. If selected, members have responsibility to continue to demonstrate these qualities in volunteer and fundraising activities.

NHS Selection process is as follows:

- A letter from the Principal and N.H.S. advisor is emailed to all 12th grade students who have met the scholarship requirement for N.H.S. membership. The Faculty Council has established the minimum standard as a 90.00 percent unweighted GPA. Interested students must complete an application to be submitted by a specific date to the N.H.S. Advisor.
- A selection committee will consider each applicant based on outstanding leadership, service and character in school and in the community.
- The faculty is given an opportunity to provide the selection committee with input on each student who submits a completed information packet.
- The induction ceremony takes place in the fall.

Support Organizations

F-M Education Foundation, Inc.: Funds raised by this not-for-profit organization are used primarily to supplement the funding of district programs and projects which are already supported by public financing at a basic level, and to finance projects outside the annual district budget which could not be initiated without supplemental financing.

Site-Based Team: The high school Site-Based Team is composed of students, teachers, parents/guardians and administrators. Its purpose is to make decisions

relating to school climate/discipline, philosophy of scheduling, homework, field trips, communications and extra-curricular activities.

Home School Association (HSA): The HSA is a support group that promotes cooperation between the home, school and community. It also supports an annual Awards and Recognition Night that recognizes deserving students who have performed in an outstanding manner in academics, citizenship, and/or service to the school and community.

Backstage Backers: The Backstage Backers is a group of parents/guardians who strive to support and promote musical and dramatic activities. The group was formed in 1979 and is open to all parents/guardians. Volunteers assist with ticket sales, publicity, refreshments, costuming, dinners, and rehearsals. Awards are also donated at the end of the year for excellence of performance and superior efforts backstage. Occasional donations are also made for special performing arts needs.

All Sports Boosters: The Boosters is a group of parents whose main thrust is to support interscholastic athletics. They make important contributions toward improved fields and facilities and promote community interest in the F-M sports programs. One of the functions of the Boosters is to conduct an awards dinner in June to recognize individual athletic achievement.

STUDENT SUPPORT SERVICES

Counseling Center

(Located next to the House I Office)

Counselors believe that it is crucial for students to have a positive attitude about themselves and their school environment in order to perform well academically and to become responsible, productive citizens. Counselors work with students to help them develop their talents and abilities and reach their personal, educational, and career goals.

Major roles of counselors include:

Individual counseling

Students may stop in the Counseling Center to see their counselor before school, during a study hall or free period, or after school. They can arrange an appointment with their counselor through a counseling department secretary.

Issues that students may wish to discuss with a counselor include: academic programs; course scheduling; decision-making regarding college and career choices, setting and achieving realistic goals, relationships with family members and peers; social/emotional concerns, feelings of belonging and self-worth.

Seminar Program

A curriculum has been developed to cover important areas of academic, career and social-emotional learning.

Grade 9

- Introduction to high school (expectations of teachers, extra help, ways to become involved, available support services).
- Discussion of counselor's role.
- Discussions about maintaining balance in one's life.
- Graduation requirements and academic/vocational information.
- Review of first semester (academic progress, activity involvement, etc.)
- Preparation for 10th grade; course selection process.

Grade 10

- Reinforcement of students' abilities to make positive choices.
- Career exploration, including career-related materials.
- Course selection: importance in relation to careers and post-secondary options.
- Standardized Testing Program.
- Introduction to SCOIR and resume building.
- Transcript review.

Grade 11

- Post-high school planning and preparation, including college search process.
- Transcript review.
- Interview techniques/college visit.
- East Side College Night.
- Graduation requirements and senior year course selection.
- Standardized Testing Program and recommended testing schedule.

Grade 12

- Review of college seeking process; begin college application.
- Financial literacy.
- Inside the Admission's Office.
- Application process.
- Transcript review.
- Financial aid information.

2023-24 Counselor – Student Assignments

Students are assigned alphabetically to a counselor and will remain with that counselor throughout high school to assure a better understanding of the individual student and provide continuity in the student's program.

Counselor	Class of 2027	Class of 2026	Class of 2025	Class of 2024
Mrs. Kristen Rubacka	A-CA	A-Col	A-Ch	A-Cog
Mrs. Gracelyn Musci	Ce-F	Com-Gor	Ci-F	Coh-Gl
Mrs. Heidi Green			G-Hea	Go-H
Ms. Dana Pierce	G-KI	Gos-Kn	Heb-L	I-Mag
Mr. Doug Madden	KL-NE	Ko-No	M-P	Mah-Ra
Ms. Kelly Campolieta	NI-SM	Nu-Spe	Q-Sma	Re-Ta
Mr. David Madden	SN-Z	Spi-Z	Sme-Z	Te-Z

Parent/Guardian Conferences

Administrators, counselors, and teachers welcome the opportunity to confer with parents/guardians. Conferences may be arranged by contacting the teacher, counselor, or principal. Requests for meetings should be made at least a few days in advance. Parent/guardian, teacher meetings take place during ninth period - 2:15 p.m. to 3 p.m.

Career Center

The Career Center is located in the library and is open from 8 a.m. – 1 p.m. Monday – Friday. It contains a variety of resources from which students may obtain information on colleges, scholarships, financial aid and careers.

Other sources include informational posters in the hall regarding open houses and local receptions and visits by college representatives. Students can request a job shadowing placement and be considered for a career internship as well. Contact Mrs. Foran in the Career Center for more information.

Family School Liaison

The Family School Liaison provides support, intervention and counseling to students and their families when a situation adversely affects the student's ability to function in their educational program.

Students may seek out the family school liaison for concerns such as:

- Alcohol or drug use, abuse and addiction
- Eating disorders
- Concerns about family and friends
- Anxiety and stress
- Grief/Loss
- Divorce
- Peer difficulties and concerns
- Depression
- Bullying

Students may be referred to the Family School Liaison by school counselors, administrators, teachers, parents, guardians, peers or students themselves. The Family School Liaison may refer students and families to various community agencies for more comprehensive and/or intensive services.

School Information Resource Officer

The primary responsibility of the School Information Resource Officer (SIRO) is to serve as a mentor and role model for F-M students. The SIRO will educate and mentor students on the school district's Code of Conduct. The officer will talk with students about acceptable behaviors and help them to understand the consequences of unacceptable behaviors, according to the district's code. For teachers and staff

members, the SIRO will serve as a resource, helping to nurture our students and prepare them for success inside and outside the classroom.

The SIRO will educate students and staff on topics such as bullying, cyberbullying and the dangers of drug and alcohol use. The officer will build early and positive relationships between students and law enforcement and facilitate a cooperative relationship between school, community and police.

In those few instances when Code of Conduct violations call for police involvement, the SIRO will immediately become involved. The SIRO will also serve as a guide for the administration, ensuring that it is handling the situation appropriately and correctly, according to local, state and federal laws.

Therapy Dogs

The district's strategic plan includes a focus on creating a positive school environment, and F-M's therapy dog program is one way staff members are supporting students as they deal with stress and anxiety.

The district's program currently includes 13 therapy dogs; four are regularly at F-M High School.

The therapy dog spends time in the Counseling Office, walks through the school hallways—always on a leash and accompanied by a staff member—and visits classrooms at staff members' requests.

Contact with the therapy dogs is voluntary. They will avoid classrooms where students or staff members have expressed that they do not want to be around the therapy dogs.

Learning Support Center

The Learning Support Center is located in House II, Room 2238 next to the cafeteria. It is available to students during a study hall or lunch period. Teachers from core academic subjects are assigned to the LSC each period and provide extra support to students who desire assistance.

Computer Labs

There are stationary computer labs at F-M High School comprised of Windows computers. All labs have printing options, scanning devices, a teacher workstation and large screen projection.

Examples of our computer labs are:

House 1 Room 1161B - 30 Windows computers

House 2 Room 2231 - 30 Windows computers

In addition, F-M is a Google for Education school. Google accounts give students access to email, Google creation tools and unlimited Cloud storage allowing easy access to files from any location on an Internet-connected device. All computers, laptops and Chromebooks are connected to the school network or wireless.

Computer Personnel

Mrs. Fiorito is the Computer Resource Teacher.

Network and Internet Use

The network is provided for students to conduct research and communicate with others for educational purposes. The use of electronic communications is subject to the same standards and rules of behavior expected of students in F-M High School. Students will be held accountable for misuse of Internet and electronic mail just as they would for the misuse of any other school property.

Some examples of the Internet and electronic or email misuse would be going to inappropriate places on the internet, using obscene language, sending or displaying offensive pictures or messages, violation of others privacy, loading software anywhere on the network, the use of proxies, etc.

Email accounts are given to all students who have their Acceptable Use Policy (AUP) on file with the high school. The email address is the student's user name@fmschools.org. For example: 21jsmith@fmschools.org. All students are encouraged to use these email accounts for all schoolwork including sending files back and forth from home to school.

If students are found violating computer rules and regulations, their computer access, internet access, and email accounts may be revoked at the discretion of the network administrator or high school administrators.

Also, students should understand that folders on the network have limited space and that they may not download certain files to their folders. These files include, but are not limited to, executable or certain batch files and games. **Students must use computers for educational use. Accessing personal email and playing computer games are not allowed.**

Rules and Regulations

1. Students must sign into the sign-in book in each computer lab, before using computers.
2. Food or drinks are not allowed in the computer labs.
3. Each student must use only their own ID and password on the network. Students who give out their passwords or use the password of another student will lose their privilege in the labs.
4. Game disks or other program disks from home will not be permitted in the labs.
5. Students may not download and/or play games found on the Internet.
6. Instant messaging or chat rooms are NOT permitted in school.
7. Students may not download program files, game files, or proxies of any sort and store them on the computer system.
8. Students who are abusive to equipment in any way will lose privileges in the labs.
9. All students must have a Network and AUP form on file in order to use the Internet.

Failure to comply with these rules may result in detentions, suspensions, parent/guardian conferences or long term restriction from computer use. Unauthorized use of computers, computer trespassing or computer tampering are examples of misuse that can lead to criminal prosecution. In these cases, law enforcement agencies may be contacted. Students may not create or contribute to websites that harass, malign or threaten others.

GENERAL INFORMATION

Emailing Teachers

The protocol for F-M district email addresses is: first initial, last name@fmschools.org (For example, Jane Smith would be jsmith@fmschools.org).

Parents/guardians are welcome to communicate with teachers and administrators via email. However, they should recognize that day-to-day demands may prevent them from responding to emails on a daily basis. In some instances, especially where it involves time-sensitive inquiries, it may be more appropriate to use telephone communication. School emails are not confidential and are stored electronically.

Accidents

Any student involved in an accident on school grounds should report this to the teacher in charge of the activity or, where there is not a teacher in charge, the student should report to the school nurse. An accident report must be completed for insurance purposes.

Lost and Found

Articles found in and around the school should be placed on the lost and found bookcase outside of the House 1 Security Office where the owner may locate and claim their property. Books, money, jewelry, glasses, keys and other valuable belongings should be turned into the House 1 or House 2 Offices. At the end of each quarter, items will be put on display outside of the Security Office. All unclaimed items will be donated or discarded at the end of the school year.

Lost and Found Inventory of Electronic Items

The House 1 and House 2 Offices are required to keep a log of any electronic items that are turned in to the lost and found. These items must be stored in a location that only an administrator can access. When/if the item is returned to an owner, it is logged into the chart with the administrator's name who gave the item back and the date the item was returned.

If an electronic item is not claimed by the end of the school year, the item will be sent to the District Office where it will be stored for one additional year.

Use of Student Photographs

Throughout the school year, photographs will be taken of students to be used in F-M district print publications, posted on the district's website and its Facebook page, shared via the district's Twitter account and to be distributed via press releases to local news media.

Parents/guardians who do not wish to have their child's photograph used in these outlets should indicate so on page two of the Annual Student Information Verification Form that is sent home to parents/guardians at the beginning of the school year. Contact the school's main office if you have questions.

In order to respect the privacy rights of our students and staff, visitors are asked to please not take photos of any individuals outside of their family members for the purpose of posting on social media.

Telephone Use

Student use of school telephones during the day is confined to the telephones in the House I and House II offices. Classroom phones are not for student use.

Visiting Schools

Regular communication between parents/guardians and teachers is important to student achievement. Parents/guardians are encouraged to visit schools and to meet with teachers. Prior notice is important to properly plan for any parent/guardian-teacher conference. Parents/guardians and others, with building principal approval and teacher notification, may visit the classroom during regular instruction. The building principal is encouraged to be present.

Fayetteville-Manlius High School has implemented the Raptor visitor management software. All school visitors must enter through the Safety and Security Office in House I. Each visitor will be asked to show their license or other state-issued identification. The identification will then be swiped through a scanner and instantly screened for registered sex offenders, domestic dispute offenders and other trespassers.

When a visitor is cleared, the software will print a badge featuring their name, photo, date, time and destination. If a potential threat is identified, the system will instantly alert via email, telephone and/or text messaging designated officials, such as administrators and law enforcement - including F-M's School Information and Resource Officer.

Student Visitors

In order to minimize disruption of the learning process, student visitors are not allowed in classrooms between 7:45 a.m. and 2:15 p.m. However, visitors may have access to other parts of the building after their hosts have obtained permission from their grade level administrator. The form for visitor approval may be picked up in the House I or House II office and must be completed in its entirety at least 48 hours prior to the proposed visit. If the visitor is from a local school, written permission must have been obtained by that school's administration if that school is currently in session. **Students who have already graduated from high school are not permitted to visit with other students between 7:45 a.m. and 2:15 p.m.**

Students bringing a visitor to F-M will be responsible for the conduct of the visitor. Visitors' passes will not be issued as follows:

- On the day preceding a vacation.
- During the last week of the first and third marking periods.
- During the last two weeks of the first semester.
- After the third Monday in May through the end of the school year.

FOR YOUR INFORMATION

School Services

If you need assistance with:

Arriving late to school
Bus transportation
Career information
Class schedule
College information
Community/Family School Liaison
Early dismissal card
Excuse to leave early
Family issues, drug/alcohol use
Guest Information Form
Graduation
Graduation requirements
Homebound instruction
Honor roll
Illness
Late Arrival Card
Learning Support Center
Lost and found
Military career
Occupational education
P.A. announcements
Parking registration
Personal counseling
Physical education excuse
Report card corrections
Returning from appointment
Sports schedule

Where to go:

Safety and Security Office, HS I
HS I or HS II Offices
Career Center/Counseling Center
Counseling Center – HS I
Career Center/Counseling Center
Asst. Principal/Counselor
Class administrative secretary
Student Services Office – HS I
Family School Liaison and/or Counselor – HS I
Student Activities Office – HS II
Assistant Principal – HS II
Counseling Center – HS I
Counseling Center – HS I
Student Services Office - HS I
Nurse – HS II
Class administrative secretary
House II, Room 2238
Safety and Security Office - House I
Career Center - HS I
Counseling Center – HS I
Principal's Office – HS II
Assistant Principal's Office - House I
Counseling Center – HS I
Nurse's Office/ Physical Education
Student Services Office – HS I
Safety and Security Office – HS I
Athletic Director's Office – HS II

Sports and intramurals	Athletic Director's Office – HS II
Student clubs/school-wide events	Student Activities Office – HS II
Student records/grades	Student Services Office - HS I
Working papers	Student Services Office - HS I
Use of high school building	Student Activities Office – HS II
Visitor's pass	Asst. Principal's Office – HS I or HS II
Volunteer service	Student Activities Office – HS II

High School Telephones

Executive Principal House II	Dr. Kilmer	315-692-1910
Assistant Principal HS I	TBD	315-692-1882
Assistant Principal HS I	Dr. Liparulo	315-692-1883
Assistant Principal HS II	TBD	315-692-1943
Athletic Office	Mr. Sugar	315-692-1919
Student Services Office	Mrs. Castro, Mrs. Oley	315-692-1912
Counseling Center	All Counselors	315-692-1801
Custodial Office	Ms. O'Brien-McManus	315-692-1908
Main Office	Ms. DiNatale/Mrs. Betts	315-692-1900
Nurse's Office	Mrs. Welling	315-692-1802/1963
Student Activities Office	Mrs. Martinez	315-692-1942

NOTES

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.