Fayetteville-Manlius
SCHOOL DISTRICT

2026-2027
Student & Parent/Guardian Handbook

EAGLE HILL MIDDLE SCHOOL

4645 Enders Road | Manlius, NY 13104

DISTRICT VISION STATEMENT

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

DISTRICT 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, supports the overall wellness of each student, and promotes continuous improvement in each of the district's priority areas: teaching and learning; positive school environment; and supportive community partnerships; and fiscal capacity and responsibility.

DISTRICT DIVERSITY, EQUITY & 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.

Visit the “About Us” section on the district website and click on “Our Culture” under the “About Us Links” to learn more about diversity, equity and inclusion at F-M.

Eagle Hill Middle School
4645 Enders Road, Manlius, New York 13104
Telephone: (315) 692-1400
Fax: (315) 692-1046
www.fmschools.org

Karen A. Liparulo, Ed.D., Principal
Loren Doherty, Assistant Principal

Dear Parents/Guardians and Students,

Welcome to Eagle Hill Middle School!

The administration and staff at Eagle Hill are looking forward to an engaging, rewarding, and enjoyable year with you. We hope that you are as excited as we are to begin the 2026-2027 school year!

To provide the best possible education at Eagle Hill, we warmly welcome the input and support of parents and guardians. We encourage you to reach out to us with any concerns, attend school activities, and become active in parent groups that initiate, support, and enhance our school programs.

This student handbook contains essential information about Eagle Hill—its opportunities and guidelines. It will also answer many of the questions you may have about our procedures, rules, and responsibilities. We ask that both students and parents/guardians read through this handbook to thoroughly understand our expectations and your responsibilities. It will serve as a helpful reference throughout the school year. If you have questions or concerns, please feel free to see your teachers, counselor, or one of us.

Ultimately, the quality of Eagle Hill depends on how much we all respect ourselves and others. For ourselves, let's see the many opportunities for constructive learning and growth, recognizing our potential to succeed and prosper. For others, let's realize how much we gain by caring and sharing the best of ourselves. We are looking forward to a great year!

Karen A. Liparulo, Ed.D, Principal
Loren Doherty, Assistant Principal

SAFETY REMINDERS – Eagle Hill Middle School

Please take a moment to review the safety guidelines to help ensure that all students arrive at and depart from school safely. We ask that you review these expectations with your child.

Arrival
Arrival by Vehicle and Walkers: Students should be dropped off at the auditorium entrance and walk along the sidewalk to the main entrance. Drop-off is permitted between 7:45 and 8:05 a.m.
We kindly ask that when dropping students off in the auditorium bus loop, students exit the vehicle on the sidewalk/auditorium side. Vehicles should pull all the way around the circle for maximum efficiency. Students should exit the vehicle promptly and not wait until they are directly in front of the auditorium doors, as we are working to keep traffic moving efficiently and safely.

Early Arrival
Students may enter the building at 7:45 a.m. At that time, they may drop off a note to the nurse, submit a bus note to the main office, or have breakfast in the cafeteria before proceeding to homeroom.

Dismissal
Regular Dismissal – 2:45 p.m.: Students must take their buses at the bus circle or meet their rides in the auditorium circle and exit the building promptly at dismissal. Staff members will supervise students and monitor pickups. Please note that students may not be picked up in the bus circle or main parking lot at this time.

Enrichment Period Dismissal – 3:25 p.m.: Students must be picked up in the auditorium circle. Please refrain from entering the Enders Road Elementary School area, as this coincides with their dismissal time. Students taking late buses should report to the cafeteria after the Enrichment Period, where they will be supervised until buses arrive. As with regular dismissal, students may not be picked up in the bus circle or main parking lot.

Bicycles, Scooters, Rollerblades & Skateboards
For safety reasons, the use of bicycles, scooters, rollerblades, and skateboards is not permitted on school grounds. Students may ride bicycles up to the school property line. Any of these items used on school grounds may be confiscated and will only be returned to a parent or guardian.

Thank you for your cooperation and support in helping us maintain a safe environment for all students.

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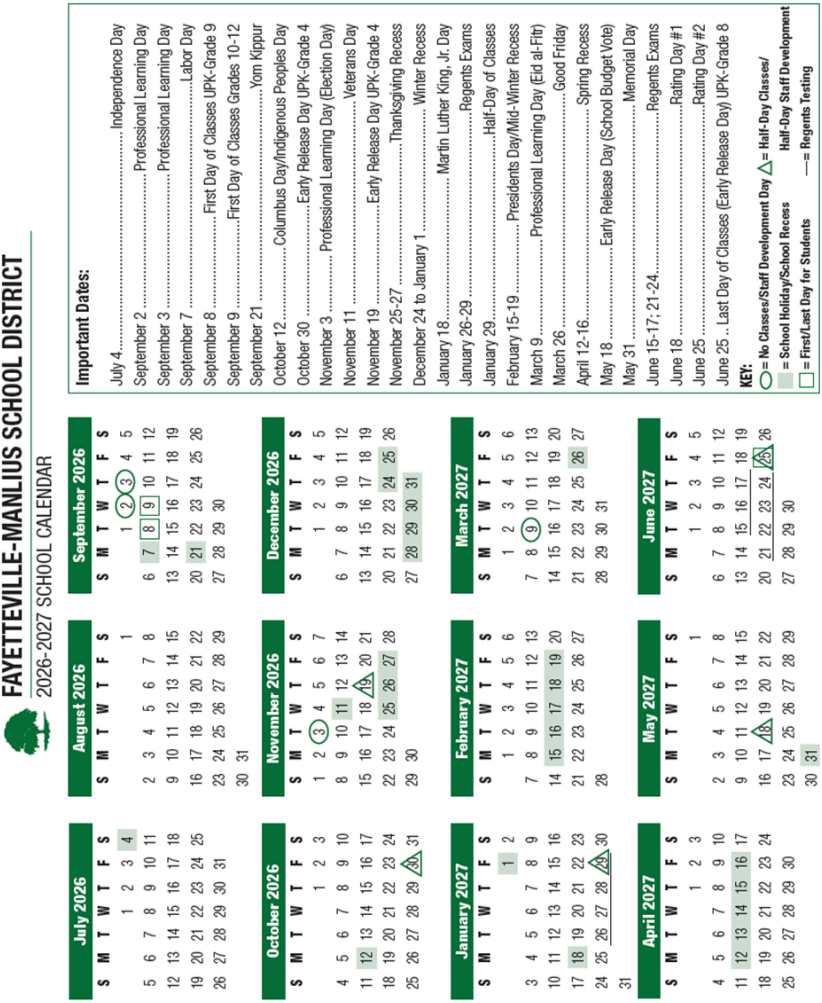
FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Sarah Fitzgerald, President	sfitzgeraldboe@fmschools.org
Kristen Purcell, Vice President	kpurcellboe@fmschools.org
Ann Bersani	abersaniboe@fmschools.org
Marissa Joy Mims	mmimsboe@fmschools.org
Alyssa Mossovitz	emossovitzboe@fmschools.org
Sarah Pinsky	spinskyboe@fmschools.org
Daniel Seidberg	dseidbergboe@fmschools.org
Robert Spencer	rspencerboe@fmschools.org
Jon Van Valkenburg	jvanvalkenburgboe@fmschools.org

DISTRICT ADMINISTRATION

Dr. Magda Parvey Superintendent of Schools	**315-692-1200**
Dr. Kathryn Daughton Assistant Superintendent for Instruction	**315-692-1202**
Amy Evans Assistant Superintendent for Special Services	**315-692-1203**
Lisa Wade Assistant Superintendent for Personnel	**315-692-1212**
Kevin Sommer Assistant Superintendent for Business Services	**315-692-1221**

DISTRICT CALENDAR



EAGLE HILL MIDDLE SCHOOL

Dr. Karen A. Liparulo, *Principal*	**315-692-1400**
Loren Doherty, *Assistant Principal*	**315-692-1400**
Nancy Alderman, *Counselor, Grades 5 & 7*	**315-692-1401**
Aeri Chapman, *Counselor, Grades 6 & 8*	**315-692-1401**
Kimberly Welling, *Nurse*	**315-692-1402**
Kelli Dervishleri, *Family School Liaison*	**315-692-1401**
Leia Abbott, *Helio Health Counselor*	**315-692-1401**

EAGLE HILL MIDDLE SCHOOL MAIN OFFICE

To help us communicate more efficiently, the main office uses email as its primary way for parents/guardians to relay messages related to:

- Bus changes
- Messages for your student

You can reach the Eagle Hill Main Office at 315-692-1400 or via email: EagleHillMainOffice@fmschools.org

EAGLE HILL MIDDLE SCHOOL TIME SCHEDULE

7:45-8:05 a.m.	L.G.I (Grade 5 & 6), Cafeteria (Grades 7 & 8)
8:08 a.m.	Warning Bell
8:11 a.m.	Final Bell, Announcements and Attendance

Grade 5	Grade 6
Period 1: 8:11-8:45 a.m. Reading Period 2: 8:48-9:48 a.m. Team Time Period 3: 9:50-10:50 a.m. Team Time Period 4: 10:50-11:20 a.m. Lunch Period 5: 11:20-11:50 a.m. Recess Period 6: 11:58 a.m.-12:36 p.m. Specials/Team Time Period 7: 12:39-1:18 p.m. Specials/Team Time Period 8: 1:21-2:02 p.m. Team Time Period 9: 2:05-2:45 p.m. Academic Support	Period 1: 8:15-8:56 a.m. Specials Period 2: 8:58-9:39 a.m. Specials Period 3: 9:42-10:02 a.m. Reading Period 4: 10:02-11:02 a.m. Team Time Period 5: 11:02-12:02 a.m. Team Time Period 6: 12:03-12:33 p.m. Lunch Period 7: 12:36-1:17 p.m. Academic Support Period 8: 1:20-2:00 p.m. Team Time Period 9: 2:03-2:45 p.m. Team Time

Grade 7	Grade 8
Period 1: 8:11-8:59 a.m. Team Time Period 2: 9:02-9:46 a.m. Team Time Period 3: 9:50-10:35 a.m. Team Time Period 4: 10:38-11:22 a.m. Team Time Period 5: 11:25-11:55 a.m. Lunch Period 6: 11:58 a.m.-12:34 p.m. Academic Support Period 7: 12:38-1:22 p.m. Team Time Period 8: 1:25-2:02 p.m. Specials Period 9: 2:05-2:45 p.m. Specials	Period 1: 8:11-8:59 a.m. Team Time Period 2: 9:02-9:46 a.m. Team Time Period 3: 9:49-10:35 a.m. Team Time Period 4: 10:38-11:15 a.m. Specials Period 5: 11:18-11:55 a.m. Specials Period 6: 11:58 a.m.-12:34 p.m. Academic Support Period 7: 12:35-1:05 p.m. Lunch Period 8: 1:10-1:54 p.m. Team Time Period 9: 1:57-2:45 p.m. Team Time

Announcements: 2:45 p.m.
Enrichment Period: 2:50-3:25 p.m.

The district follows public health and wellness guidance provided by Onondaga County Health Department, New York State Education Department and New York State Department of Health. The district will notify parents and guardians of any guidance changes that impact the school community.

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 school psychologist in their child's building. **Eagle Hill's psychologist is Mrs. Beth DeWolf. She can be contacted at (315) 692-1400.**

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 "Academics" page of the district website, **www.fmschools.org**, and click on the "Student Support Services" link under "Academics Links."

ACADEMIC INTEGRITY POLICY

Eagle Hill Middle School is committed to creating an environment that fosters academic honesty and personal integrity. Academic honesty focuses on the expectation that all students will do their own work. Academic dishonesty can take on many forms including using information or ideas of others as your own, utilizing artificial intelligence in unethical or unproductive ways (e.g. entering equations for AI to solve, prompting to write a formal essay/research project), and copying answers on tests and homework. Students, parents, and teachers can work together to uphold the highest moral and academic standards.

Our goal is to guide children on their educational journeys and to help them to become independent learners. Developing this at an early age helps students to acquire study habits that they will carry with them throughout their academic careers and lives.

We encourage you to read the pledge below with your child and discuss it.

Additional information about how to assist with your child's education can be found at our district website, **www.fmschools.org**.

Teacher Responsibility

- Set high expectations for honesty and quality of work.
- Be clear with expectations for assignments including how much help from others is acceptable.
- Help students to understand plagiarism, cheating, and values of academic integrity.
- Meet with students frequently, encouraging them to ask questions and to review goals.
- Teach, model, and encourage time management and organization skills. Encourage students to take pride in their work.

Parent/Guardian Responsibility

- Help your child to understand assignments and expectations.
- Assist your child when needed in a manner that moves them toward independence.

- Make homework a priority.
- Communicate with teachers if you have any concerns regarding your child's academic progress.
- Help your child with time management to avoid last minute time crunches.
- Support and acknowledge your child's effort to do their own work.

Student Responsibility

- I will be honest with myself and others at all times.
- I will do my own work on assignments and tests. I will not copy other students' work.
- I will always write using my own words.
- I will ask questions if I am unclear about expectations for an assignment or project.
- I will try my hardest to do my best work and complete assignments on time.

ACADEMIC INTERVENTION SERVICES (AIS)

All students in Grades 5-8 will be universally screened three times a year in key literacy and math skills. Data from these tools and a variety of other sources will help us provide students with the best instruction and keep us aware of each child's progress. All students will continue to receive the same high quality core literacy and math instruction through their classroom teacher and the F-M curriculum.
Students who are not progressing at a rate to meet identified benchmarks will be provided interventions matched to their needs. Students needing these supplemental interventions will have their progress monitored frequently by the school's AIS Team (building principal, classroom teachers, school psychologist, reading and math specialists). When appropriate, the AIS Team and the Brainstorming Educational Strategies Team (BEST) will work collaboratively to support students' needs.

AIS is a fluid process in that students may move in and out of interventions as their needs change and progress is monitored. Interventions may include progress monitoring of specific skills, enrichment period skills groups, in class support provided by an AIS teacher, or math or literacy lab. Students will continue to participate in the core curriculum even if they need the support of these supplemental interventions.

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 developed for each building according to AHERA requirements. Triennial re-inspections are conducted every three years. Onondaga-Cortland-Madison BOCES of Syracuse completed FM's triennial inspection in the spring of 2025.

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 2028. All custodial and maintenance staff have undergone 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 during normal business hours in the ICC Building on Pride Lane behind the High School.

Questions concerning asbestos may be directed to the Asbestos Program Designee, ICC Building, 100 Pride Lane, Manlius, NY 13104, phone (315) 692-1254, fax (315) 692-1259.

ASSEMBLIES

Eagle Hill has a wonderful reputation of hosting exciting speakers, plays and musical performances. In order to make these events as pleasant as possible for both the audience and performers the following guidelines have been established:

- No food or drink is permitted in the auditorium.
- The audience should be seated quickly and sit quietly with both feet on the floor.
- Knowing that some performances can be for an extended period, the audience should take care of thirst and bathroom issues prior to the event. Movement during the performance is distracting.

- If there is a question and answer period, those wishing to ask questions should wait quietly with their hands down until the previous question is answered.
- Applause is expected and welcome during most presentations, but once a performance has resumed all clapping should cease until the next appropriate time comes to applaud. Any other forms of appreciation are restricted.
- For performances, all electronic devices should be turned off. Any electronic sound or artificial lighting is distracting and inconsiderate.

ATTENDANCE

There is an expectation for daily attendance of all students. Please send a written excuse for any period of time that a student is absent from school. Absences for illness or appointments should be reported each morning by emailing EagleHillAttendance@fmschools.org. Parents/guardians may also call the Attendance Office at 315-692-1400, extension 2.

When students return from any absence, it is their responsibility to find out from their teachers what they missed while away and to complete the assignments as quickly as possible. Please see the section on homework requests.

Student Absences and Excuses:

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 following are legal excuses for absences:

- Personal illness
- Illness or death in the family
- Doctor or dentist appointment
- Religious observance
- Required appearance in court

Procedures for Parents/Guardians:

A. **Absences:** A parent or guardian needs to notify the school between 8 and 9 a.m. each day a child is absent. Parents/guardians should email

EagleHillAttendance@fmschools.org about absences and include the reason for your child's absence. Parents/guardians may also call 315-692-1400, extension 2. If the school is not notified, school personnel will call a parent or guardian. Upon arriving at school, the student must bring to the school nurse a written excuse signed by a parent or guardian. The note should state the date of the absence(s) and reason for the absence(s). In order to participate in Enrichment Period or after-school events, students will need to attend school on the day of the event unless prior permission is granted by school administration.

B. **Written Excuse:** If the Attendance Office does not receive a written excuse from the parent/guardian of a student, the absence will be marked as an unexcused absence.

C. **Tardiness:** If your child will be tardy, please email EagleHillAttendance@fmschools.org. Parents/guardians may also call 315-692-1400, extension 2. Any student who is tardy should report to the Attendance Office, which is located within the Nurse's office. Illegal tardies may result in written communication to the parents/guardians and a consequence for the student.

D. **Leaving School Early/Dismissals:** If it is necessary for your child to leave school prior to 2:45 for any reason, your child must bring a note to the Attendance Office prior to homeroom or you can email EagleHillAttendance@fmschools.org and include the time you want your child to be dismissed. Please call 315-692-1400, extension 2 for urgent or last-minute matters. Once the school is notified, your child will receive a pass with the time they are excused from class. The student will sign out in the main office prior to leaving the building and exit through the main entrance to meet their parent/guardian. As long as a parent/guardian has sent in a note or emailed the Attendance Office, there is no need for the parent/guardian to enter the building. Students remain inside the building until they see their parents/guardians arrive.

E. **Family Vacations:** Occasionally, parents/guardians remove their children from school for family vacations. 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 are absent, but they must balance this task with their normal teaching responsibilities. Students must assume responsibility for initiating the make up process with their teachers. Studies show that regular attendance leads to success in school. Please note that vacation absences must be marked as unexcused absences.

Arrival/Dismissal Procedures

A few reminders:

- The bus circle and staff parking are closed to vehicle traffic 7:30-8:30 a.m. and 2:00-4:00 p.m.
- Students should not cross in the staff parking lot
- Please do not park along Enders Road or in the Enders Road Elementary School parking lot
- Please drive in the direction of regular traffic
- Please do not leave your vehicle unattended

Arrival

With the exception of some extracurricular opportunities that are scheduled before the school day begins, students will not gain entrance to the building until 7:45 a.m. Upon entry, students may have breakfast in the cafeteria or report directly to their designated grade-level spaces before homeroom:
-Students in grades 5 and 6 enter through the Main Office entrance and report directly to the Large Group Instruction (LGI).
-Students in grades 7 and 8 enter through the cafeteria entrance and report directly to the cafeteria.

Arrival by vehicle and walkers: Students will be dropped off at the auditorium entrance and walk along the sidewalk to the main entrance. Students may be dropped off between 7:45-8:00 a.m.

Dismissal

Afternoon dismissal is at 2:45 p.m. All students are dismissed at that time and must leave the building immediately upon dismissal. Students who are staying for enrichment period will move to the location for which they are staying before 2:50 p.m.

Regular dismissal pick up: All students picked up from school at the 2:45 p.m. dismissal must report to the auditorium entrance. Staff members are assigned to supervise students and monitor pickups. No students may be picked up in the bus circle or main parking lot at this time.

Enrichment Period Dismissal: Enrichment period ends promptly at 3:25 p.m. Students taking the late bus will report to the cafeteria where they will be supervised by staff while they wait. Students who are picked up will report to the auditorium circle to be picked up by a waiting

parent/guardian. No students may be picked up in the bus circle or main parking lot at this time.

BICYCLES, SCOOTERS, ROLLERBLADES & SKATEBOARDS

For safety reasons, bicycles, roller blades, scooters, and skateboards are not to be used on school grounds. Students may ride bicycles to the school property line. However, students need to walk their bikes on school grounds when arriving and leaving the school property line. It is highly encouraged that all students lock their bicycles to the bicycle rack. Skateboards, roller blades, roller-skates, and scooters are not permitted on school property or buses without permission of a building administrator. Hoverboards and other motorized equipment are not allowed on school grounds at any time.

BIRTHDAY CELEBRATIONS

The following guidelines will apply for students celebrating classmates' birthdays:

- Birthday treats may be shared in the classroom, with prior approval from the teacher. Please communicate with the teacher to account for any allergies or dietary restrictions.
- Sharing birthday treats in the cafeteria is not permitted. Food provided for classroom events must be store bought and presented in sealed packages.

BUILDING USE

All persons requesting to use a facility will need to complete a Building Use Form. Building Use Forms will be processed by the Athletics Office. Using a school facility outside of the regular school day, or during the summer for purposes of regular work duties, would require a copy of insurance naming the F-M District as an additional entity. A rental fee would be assessed.

Forms used to apply for use of the school building or grounds are available on the district website at **www.fmschools.org**. Choose "Departments and Services" followed by "Buildings and Grounds" to make a facilities use request.

BUS RULES AND TRANSPORTATION INFORMATION

Information about routes and schedules is available on the Transportation Department portion of the district website, **www.fmschools.org**. Bus stop locations and times are sent through parent square to your email at the middle to end of August. Please remember these times are estimates as 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 K-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 bus stops five minutes before bus arrival times and give a ten minute window to arrive. Certain roads are designated as one-way roads. On these roads, students are picked up on the same side of the street as 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 opened. 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 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;
- Not bring large or dangerous objects, including skateboards and oversized band instruments; which will interfere with seating and/or the safety of others; and
- 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 New York State Education Department study 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 children." Please discuss this important safety issue with your children and remind them to "Buckle Up."

Bus Passes

The building administration issues a bus permission pass for a student who has to ride another bus or load/unload at a different bus stop for babysitting reasons and emergencies only. Bus passes are not issued for transportation to Brownie, Girl Scout, Cub Scout or Boy Scout meetings, dental appointments, tennis or horseback riding lessons, play time

between friends, car pools, etc. Notes for a bus bus pass may be requested at eaglehillmainoffice@fmschools.org.

Student Field Trips and Athletic Trips

Parent/guardian permission is required for all field trips to sites that are not located on F-M property. General permission at the beginning of a year or season for a class, club or team fulfills this requirement. Transportation shall be provided only by:

- Teachers, administrators, SIROS, SPOs or bus drivers driving school-owned or school-leased vehicles; or
- Chartered or public transportation (buses, trains, etc.) including rental or leased vehicles

No other persons are to provide transportation or to drive school vehicles on field trips. All bus rules and the district Code of Conduct apply during all school-sponsored events. Transportation of a student to a site other than F-M property is to be provided by the district, except when provided by a parent/guardian with approval of the activity advisor or the Director of Physical Education and Athletics. A parent/guardian may transport their child only.

CAFETERIA, CLASSROOM EVENTS AND CAFÉ

Students may have breakfast in the cafeteria upon arrival to school. Students will eat lunch in the cafeteria under supervision. Students will have the opportunity to order snacks as well.

It is the district's goal to provide students access to nutritious meals each school day and to ensure that a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a student whose parent or guardian does not have unpaid meal charges.

- All students in grades K-8 are eligible for one free breakfast and one free lunch daily. Additional meals and a la carte items such as chips, drinks or ice cream, will still be available *for purchase* in the school cafeteria. A la carte items or additional meals must be paid or pre-paid. Parents/guardians can use MySchoolBucks to make online payments to their student's cafeteria accounts.
- While K-8 families are not required to fill out a free/reduced-price meal application in order to receive free meals, the district strongly encourages families to complete and submit the application to help ensure correct state aid funding for the district. The applications and additional information are available

from the school lunch manager and on the Food Services section of the district website, **www.fmschools.org**. While visiting the website, parents/guardians can learn more about the district's MySchoolBucks program, which allows parents/guardians to pre-pay for a la carte items/additional meals and track food purchases.

- Students will receive a personal identification number (PIN) to use when getting meals and/or purchasing a la carte items/additional meals. The amount of purchase will either be paid in cash by the student or debited from the student's account. Parents/guardians may pay by cash or check. Checks should be made payable to F-M Food Service. Please include your student's name with your cash or check payment. A parent/guardian may request restrictions on a student account by sending a letter/email to the attention of the cafeteria manager, Roger Rainwater; rrainwater@fmschools.org.
- Students may bring part or all of their lunch from home.
- Students may not bring glass bottles.
- Students must eat their breakfast in the cafeteria.
- Outside of the designated lunch period, students are only allowed to have water bottles with sealable tops containing water only. No other beverages—including energy drinks, sodas, or sports drinks—are permitted in the classrooms or during the school day, in order to maintain a safe and focused learning environment.
- Students are not permitted to order outside food or beverages for delivery.
- The menu rotates throughout the week. Lunch and breakfast menus are available on the F-M website and Schoology.
- Lunch time is an opportunity for students to socialize in a courteous and orderly fashion. When in the cafeteria, please observe the following rules to ensure a safe, clean, and calm environment, demonstrating PRIDE at Eagle Hill:
    - Follow the directions of the lunch supervisors and cafeteria staff promptly and respectfully.
    - Remain seated. Students must remain at the table where they sit for the duration of the lunch period.
    - Pick up or sweep anything that has been dropped on the floor.
    - Dispose of all trash.
    - Students are responsible for cleaning the table they sit at before the end of the lunch period.
    - Use the signout sheet to use the restroom.

- Students must remain in the cafeteria unless they have a previously signed pass from a staff member expecting to see them.

The scheduled lunches will be:

Grade 5: 10:50-11:20 a.m.	Grade 7: 11:25-11:55 a.m.
Grade 6: 12:03-12:33 p.m.	Grade 8: 12:35-1:05 p.m.

Due to occupancy and school guidelines, visitors (including adults and non-Eagle Hill students) are not permitted to join Eagle Hill students in the cafeteria for lunch.

CALENDAR

The Schoology calendar is updated regularly with school events. Additionally, our faculty utilizes the Schoology calendar to post due dates for class assignments and projects.

CHILD ABUSE REPORTING

Keeping children safe is all of our responsibility. While certain professions are designated as mandatory reporters when child abuse or maltreatment is suspected, the community as a whole has a moral obligation to act when a child is in danger. The following resources may help if you have questions about your role in preventing and reporting child abuse and maltreatment:

New York State Office of Child and Family Services:
http://ocfs.ny.gov/programs/cps
New York State Abuse and Neglect Reporting Hotline: 1-800-342-3720
New York State Abuse and Neglect Reporting Hotline
(Telecommunications/Teletypewriting Device for the Deaf):
1-800-638-5163
Onondaga County Children and Family Services:
www.onondaga.gov/cfs/child-welfare
Onondaga County Child Abuse and Neglect Reporting Hotline:
315-422-9701

CHROMEBOOKS

The school district will assign a chromebook and charger to all students. Students need to use extreme care handling them and knowing where they are located. New Chromebooks and chargers will be issued to all incoming fifth graders, as well as new-to-Eagle Hill students in grades 6-8. Students will be responsible for keeping their Chromebooks and

chargers safe at all times. They will have to pay for lost or damaged Chromebooks and/or chargers.

A protection plan can be purchased for $50 at the beginning of the school year to cover the cost of any damages if they were to occur. The protection plan can be found in Schoology in the Resource folder under Technology At F-M - Forms and Resources. The protection plan does not cover intentional damage or damage from misuse.

Students are responsible for the care of their student-assigned device and its accompanying charger. Damaged or lost devices and chargers will be the responsibility of the student/ guardian/ parent to replace or pay for. Damages beyond repair will be billed to the student's family. The range of charges are from $50 to $400 depending on the replaced part(s).

To access MySchoolBucks login, please visit the "Food Services" page of our website.

CODE OF CONDUCT

Each student is expected to behave in a mature, responsible way and to follow the rules and regulations of Eagle Hill Middle School. This enables all of us to work in a positive manner to reach common goals.

As listed in the Fayetteville-Manlius School District's Code of Conduct, there is a range of consequences, including:

1. **Lunch/Recess Detention:** Students will report directly to the office with their lunch. The administrator who assigns the detention will inform the student of the day(s). Fifth grade students who are scheduled for recess detention may read or work on class work in the office during the recess period.
2. **In-School Suspension:** In-school suspension is a highly structured setting used for part or all of the school day. Students report to the Main Office before homeroom prepared to work on school subjects for the remainder of the day. If there is an announced test in a particular class that day, students will be allowed to take it. If a student is absent from school on the day of the assigned suspension, then the in-school suspension assignment will be made up on the first day upon return. Participation in school activities, including enrichment period, will not be allowed on days of in-school suspension and dismissal will occur at 2:45 p.m.

3. **Out-of-School Suspension:** This consequence is for serious infractions of the rules of Eagle Hill or for violations of the policies of the Board of Education. Students are not permitted on school grounds at any time during the day or night of the suspension. Refer to www.fmschools.org for the complete Fayetteville-Manlius Code of Conduct.

COMPUTER ACCESS

Google Apps for Education

All students are assigned a Google account that provides access to Gmail, Google Drive and other educational Google applications.

- Students will use Gmail for their student email.
- Students can use Google Drive to save files they need to work on outside of school or to collaborate and submit projects to teachers.

The F-M Help Desk is open 7:00 a.m.-4:30 p.m. when school is in session. It can be reached at (315) 692-1111. Students can meet with the computer lab assistant during the school day for demonstrations or troubleshooting.

COUNSELING

Overview

In order for students to learn effectively, they must feel comfortable in their school environment. To help accomplish this goal, school counselors provide individual and group counseling programs.

Parents/guardians are encouraged to contact counselors if they have concerns about their children's progress or well-being. By working closely together, parents/guardians, counselors and teachers can help each student reach their highest possible level of accomplishment.

Through individual and group counseling, the counselors help students to understand themselves and others, to reflect upon their behavior, and to learn problem-solving techniques. Counselors work closely with the staff to improve students' academic achievement. The counselors also are available to work with parents/guardians to improve homeschool communication and interpret standardized test results. Appointments with the counselors may be scheduled during the school day.

Conferences with parents/guardians, teachers, and counselors may be arranged by calling the Counseling Center (315-692-1401).

Students: You may make an appointment to see a counselor to discuss any concerns or problems you have. To make an appointment, visit the Counseling Center before or after school, during your lunch, or team study. The counseling secretary will arrange for an appointment. In case of an emergency, you may come directly to the Counseling Center. It is important you inform the teacher of the class you will be missing and make up any missed work. This same procedure must be used for visits to the nurse. Teachers must know where you are at all times. You do not need to inform anyone as to why you are going to counseling.

Parent/Guardian Conferences

Administrators, counselors and teachers welcome the opportunity to confer with parents/guardians. Parents/guardians may contact the Counseling Center to arrange a parent/guardian-teacher conference.

Requests for conferences should be made at least a few days in advance. Conferences are possible from early September to early June. Please contact the counseling office at (315) 692-1401 with questions.

Special Education Services

Special education services are designed to help children with educational disabilities. These children are the responsibility of the district's Committee on Special Education and are identified through referrals and the district census. Questions on special education should be addressed to the office of the Assistant Superintendent for Special Services at (315) 692-1203.

When Questions AriseOften parents/guardians are uncertain about whom to contact in order to answer a question or pursue a concern. The following guidelines are designed to provide clarification:

Contact the teacher for a question regarding a child's classroom progress or a concern regarding the teacher's own performance.

Contact the counselor for a question regarding a child's personal adjustment, future plans, schedule, etc. The counselor is the key communication link between the home and the school.

- Contact the administrator for any questions regarding the child's behavior or if satisfaction is not received through communication at the other levels..

DIGITAL COMMUNICATION GUIDE FOR PARENTS/GUARDIANS

Fayetteville-Manlius Schools provides multiple communication tools for home and school communication. Schooltool is used for census, scheduling, grading and report cards. Schoology is an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents and teachers to engage with learning materials and their school community from the classroom and beyond. ParentSquare is a tool for the district to send parents/guardians important notifications and report cards.

School Announcements - Schoology

Parents/ guardians will receive a Schoology new account email once the student is registered at FM. If you have not received this, you may go to schoology.com, select PARENT and then select forgot password. If you do not receive a password reset, the email that was provided to FM is different from this one. Contact your building secretary to have this changed. This account will provide communication from teachers and the principal from grades K-12. Tutorials for best use and notifications will be on the dashboard upon logging in. If you prefer to use your phone, the app can be installed and notifications turned on. You may also turn on notifications to an email account for timely announcements from the teacher and principal. If you are unable to reset your account using your email, call 315-692-1111.

Census, Course Schedule, and Report Card Information - Schooltool

Schooltool accounts are generated upon student registration to the district. If you have not logged in yet, go to https://fm.schooltool.cnyric.org/schooltoolweb/ and select "forgot username or password" if you did not see the welcome email. Select FORGOT PASSWORD. Please review your contact information and contact your school office if there is an error. Each September, you will receive an updated contacts document to also make changes. If you feel that you do not have an account, contact 315-692-1805.

Primary District Mass Communication System - ParentSquare

You will receive text and email notifications regarding important district and school communications such as delays and closings due to inclement weather, school newsletters, athletic season registration, special events and more. Student report cards will be distributed via ParentSquare at the end of each marking period, parents/guardians will be notified via email of report card availability. A mobile application is available for families who wish to use it, which can be downloaded from your app store. If you opt out of communication, you will not receive important information about grade level school trips and other schoolwide announcements.

DIGNITY FOR ALL STUDENTS ACT (DASA)

The state's 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 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. In addition, the school district website provides an electronic tip line, Let's Talk!, to help open the lines of communication between parents, staff, students, and our community. Each school building also has a designated Dignity Act Coordinator.

Eagle Hill Middle School Dignity Act Coordinator:
Loren Doherty, Assistant Principal, (315) 692-1400

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, 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.

DRESS CODE

All 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 all other 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, sweatshirt hoods);
- 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. Any student who refuses to do so may be deemed to have violated the code of conduct.

Students or parents/guardians may contact school administration regarding exemption from the dress code policy when religious, cultural, or medical reasons exist. The opt-out provision must be discussed with the building principal, central office and the parents or guardians. If the school administration denies the request for opt-out, the applicant may appeal the denial to the superintendent or his/her designee within five school days. If the superintendent or his /her designee denies the request, the applicant may appeal the denial to the board of education within five days of the superintendent's written denial. The decision of the board will be final.

DROPPING OFF FORGOTTEN ITEMS

Parents/guardians and others who are dropping off or picking up items will be directed to a drop-off/ pick-up table in the front vestibule of the building, located at the Main Entrance. Items need to be labeled with student name, teacher name and grade level. Staff members will deliver items during the lunch period or at the end of the day.

EAGLE HILL PERSONNEL

A complete staff list is available on Schoology.

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

EMERGENCY PLANS

The district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency. The plan includes identification of potential emergencies, appropriate responses and plans for taking the following actions, if appropriate: school cancellation, early dismissal, evacuation and sheltering.

Each year, the district stages a “test” drill of the Emergency Management Plan, including practice in sheltering students and staff, and a “Go Home Early Drill,” a dismissal earlier than the normal dismissal time. Students will be dismissed 15 minutes earlier than normal and must leave school property.

ENRICHMENT PERIOD

The Enrichment Period begins at 2:50 p.m. and includes time for extra help and a variety of activities.

1. Teachers offer extra help in all subjects on designated days from 2:50-3:25 p.m. This is a time for students to complete work missed during absences or get extra help. Teachers may also ask students to stay for extra help if the teacher believes the extra time would be beneficial.
2. Activities sponsored by teachers are also offered from 2:50-3:25 p.m. These activities provide students with the opportunity to participate in an enjoyable activity and also provide students with a chance to meet new friends. Students are encouraged to become involved. Enrichment Period is canceled on the days of faculty meetings and every Friday. A list of activities is available through the Eagle Hill Schoology website.
3. Once a student arrives at their Enrichment Period location, they must complete the necessary form posted on Schoology.

Students may not leave the school during the Enrichment Period. Students may not play on the Eagle Hill or Enders Road playgrounds during the Eagle Hill Enrichment Period time of 2:50-3:25 p.m. If a student is being excused by their parent or guardian during this period, they must show a written excuse signed by their parent or guardian and sign out in the main office. The exact time the student is to be dismissed must be clearly stated. Late buses depart Eagle Hill between 3:30-4:30 p.m. for students who stay for the Enrichment Period. Students waiting for late buses or sports shuttles must wait in the cafeteria. Students being picked up by a vehicle must be picked up at the auditorium circle

between 3:25-3:40 p.m. In order to ride the late bus, a student must stay within the school building during the Enrichment Period and participate in an activity from 2:50 p.m. until the late bus arrives. Students not participating in after school events are expected to leave school grounds by 2:50 p.m. Students may not return to school to take a late bus after leaving the school campus.

Enrichment Period Study Hall

Enrichment Period study hall will be held for students who are not staying with a teacher, but participate in an extracurricular club or sport that begins after 3:25 p.m.

ENTRY PROCEDURES

Parents/guardians and other non-staff members are required to report to the Main Office upon entering Eagle Hill. If you come to pick up your child, a Main Office school staff member will contact your child, if they have not presented. Volunteers should also report to the Main Office to sign in, present state-issued identification to be scanned into our Visitor Aware system and obtain a visitor's badge before going to the volunteer assignment. Any person in the building without a visitor's badge will be escorted by a staff member to the Main Office to speak with one of the building's administrators. Please remember that our teachers, between 8:05 a.m. and 3:25 p.m., are unavailable to meet with parents/guardians who come to school unexpectedly. If you need to meet with a teacher, please call the Counseling Office to schedule a time that is convenient for all. All doors will be locked during the school day.

EVENING AND AFTER-SCHOOL ACTIVITIES

1. If a student has been absent from school on the day of the activity, they will not participate in the evening activity unless prior permission is granted by school administration.
2. All appropriate school rules are still in effect for evening activities.
3. Proper dress is required of all students.
4. Students must arrive at the designated starting time and stay until the event concludes.
5. Students must leave school property within 15 minutes after the event is over.
6. Misbehavior at one of these events may end a student's participation at that event and future events.

FIELD TRIP POLICY

Field trips are off-campus activities which extend and enhance classroom and after school activities. They generally fall in two categories: curricular and extra-curricular.

1. **Curricular Field Trips:** Curricular field trips are those in which all students are expected to participate as an assignment of the course of class. These trips may occur during or after the school day. Expenses, except for food, are to be paid by the school.
2. **Extra-curricular Field Trips:** All other student trips, which are directly related to a school class, club or team, are considered extra-curricular. These include trips by an entire grade level, a class, a club, an athletic team, and in some instances a performing group (band, orchestra, chorus or drama).Expenses associated with these trips ordinarily will be paid by the school. However, when a trip is beyond the scope of a group's regular activity, students may be required to provide all or part of the fees and expenses. Occasionally the mode of transportation, facilities or nature of the trip limits the number of students who may participate. In such a case, a fair and equitable selection process will be established.
3. Written parent/guardian permission is required for all field trips to sites other than Fayetteville-Manlius school property. Generally, the Field Trip Parent/Guardian Permission form signed at the beginning of the school year covers all field trips.
4. Vehicular seatbelts must be worn on all field trips.
5. All school rules and dress code guidelines are in effect for field trips.

FIRE DRILLS/LOCKDOWN DRILLS

Fire Drills

Frequently during the school year fire drills will be conducted to practice evacuating the building as quickly as possible. The regulations listed below must be followed closely:

1. Leave by the exit directed by your teacher.
2. Maintain an orderly line and exit as quickly as possible.
3. Walk silently; there will be no talking during the drill.
4. Do not cross the road in front of the building.
5. Move at least 500 feet away from the building.
6. Remain with your class outside so attendance may be taken.

7. Wait until notified before entering the building.

If the student is not with their class at the time of the fire drill, they should leave by the closest exit and notify the teacher of the nearest group. Remember, a mature response can help save lives.

Lockdown Drills

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.

FUNDRAISING AND ADVERTISING IN THE SCHOOLS

No activity involving commercial endorsement or promotion shall take place on school facilities during the academic day, and no activity involving profit or non-profit organization fundraising, other than that which is initiated by recognized F-M student or parent/guardian organization for the sole benefit of the organization, shall take place in school facilities during the academic day.

However, an activity which involves commercial sponsorship, endorsement or promotion, or which involves profit or non-profit organization fundraising may take place on school property outside the academic day if it is totally voluntary on the part of each student participant. Non-fundraising activities that involve commercial endorsement or promotion, which have significant educational and public service purposes and which are exempted from F-M Board of Education policies are the Spelling Bee, the Drug Quiz, and Olympics' activities.

The following examples of permissible and impermissible fundraising activities during the academic day:

1. Permissible fundraising activities during the academic day (for the sole benefit of the sponsoring organization):
    a. A sale approved for an F-M student organization.
    b. A sale approved for an F-M H.S.A. STPA, Backstage Backers, All-Sports Booster Club and Educational Foundation.
    c. Yearbook and school photographs, as long as the photographer does not use the opportunity for commercial promotion.

2. Impermissible fundraising activities during the academic day:
    a. A sale by an F-M student or parent/guardian organization for which the beneficiary is not the organization itself.
    b. Any non-school fundraiser by an individual or group.

GO HOME EARLY/SHELTER DRILL

Go Home Early Drill: A Go Home Early Drill may be used in a situation where it is necessary to transport students home prior to regular dismissal. The district will send written notification to the parents/guardians one week before this drill is scheduled.

On the day of the Go Home Early/Shelter Drill, modified practices will be canceled. An additional practice may be added that week.

Shelter Drill: An annual Shelter Drill is a requirement of our Emergency Management Plan. Staff and students are notified in advance of the date and the specifics of this drill.

A sheltering drill may be used in the event of emergencies such as:

- A snow/ice storm that prohibits normal dismissal.
- Any incident (chemical, radiological, etc.) resulting in it being unsafe to go outside 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.

Each family shall have a plan in case of early dismissal any time during the school year.

GRADE REPORTING SYSTEM

Our reporting system consists of report cards and interim reports.

Report Cards

1. Report cards are issued every 10 weeks. Report cards are issued a week after the end of each of the first three marking periods and mailed home at the end of the year. Our four marking periods during this school year end on: **November 13, January 29, April 9, and June 24.**

2. The following symbols may also appear on a report card:

S – Satisfactory	MEX – Medical excuse
INC – Incomplete	U – Unsatisfactory

An incomplete grade must be made up two weeks after report cards have been sent home. After this time if the work has not been made up, the grade will be changed to a failing grade.

Interim Reports

Interim Reports may be accessed approximately halfway through each marking period. The purpose is to inform students and their parents/guardians of student progress during the first half of a marking period. The closing dates for these reports are: **October 9, December 18, March 5, and May 21.**

HEALTH OFFICE

In the Health Office the nurse provides education and counseling about health-related issues. If a student becomes ill or injured at school, the school nurse will call their parent/guardian at home or at the place of employment. Each student must have complete emergency information on file in SchoolTool. Absence/attendance records at Eagle Hill Middle School are kept in the Health Office (see Attendance). The school nurse also coordinates physical examinations and administers medications.

Injury or Illness

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 district website will have updates regarding immunization requirements. The Onondaga County Immunization Clinic, located at John H. Mulroy Civic Center at 421 Montgomery Street Syracuse, NY 13204, is a good resource. Their phone number is (315) 435-2000. Medical exemptions must have proper paperwork filed with the nurse and district office and are the only reasons for immunization exemptions. Medical exemptions must be renewed every year.

Physical Education and Medical Release

A medical excuse from class participation in physical education is allowed for one day when written by a parent/guardian. Excuses for more than one day must be based upon a statement from a physician. After an injury or illness requiring medical treatment, it is necessary for a student to obtain a medical release before returning to active participation in physical education.

Physicals for Students

The New York State Department of Education requires physical examinations of students in grades K, 1, 3, 5, 7, 9, 11, any student entering the district for the first time, and students participating in interscholastic sports in grades 7-12. Please see the athletic department's 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.

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/guardian, 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.

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.

The school nurse is also available to speak with students or their parents/guardians regarding any health problems or to recommend community resources. To contact the Health Office, please call (315) 692-1402.

HOME AND SCHOOL ASSOCIATION

The Eagle Hill Home and School Association (HSA) consists of all parents/guardians with students currently enrolled at Eagle Hill, as well as the faculty, staff and administrators of the school. Meetings are held during the academic year. Consult the online district calendar for upcoming meeting dates.

The HSA provides a forum and staff to discuss mutual concerns. Each year the HSA supports many school-wide programs, including field trips and Arts in Education. If you have ideas to share, please let us know.

In order to participate in Enrichment Period or after-school events hosted by HSA, students will need to attend school on the day of the event.

This year's officers are:

President: Emily Valentino
Vice President: Erin Badawy
Secretary: Jill McGuire
Treasurer: Shawn Darrow

HOMEBOUND INSTRUCTION

Homebound instruction is available to students if they are unable to attend school due to a lengthy illness. A physician must certify the illness. Parents should contact the Counseling Center at (315) 692-1401 for further information.

HOMEROOM

Each student is assigned a homeroom. Homeroom begins at 8:05 a.m. This room serves as a "home base" at the beginning of each school day. The Pledge of Allegiance, attendance and daily announcements occur during the homeroom period.

Students must be in homeroom by 8:11 a.m. or they will be counted tardy. The homeroom period runs until announcements are finished, at which time students in grade six pass to their first period class and grades five, seven and eight remain in homeroom for their first period class. Occasionally, the homeroom period will be extended to convey information about school matters.

HOMEWORK EXPECTATIONS/REQUESTS

Homework is any assigned work or activity to be completed outside of class. Homework may be assigned daily and will vary depending on the grade level and the individual teacher's objectives for the assignment.

Homework is an integral part of learning. Since most work is sequential in nature, homework must be completed in a timely manner. If a student has missed class time, it is the student's responsibility to see the teacher, make arrangements to complete work, and agree upon a deadline for missed work to be completed.

If your child is absent due to illness for two or more consecutive days, you may request homework by calling the Counseling Center (315-692-1401) by 10 a.m. Please do not email a homework request. The Counseling Center accepts requests for excused absences only.

INSTRUMENTAL MUSIC

If a student is interested in playing a musical instrument, they may join the middle school band or orchestra by seeing a teacher in Room 320 for orchestra; or a teacher in Room 317 for band. Instrumental lessons are given during the school day. The total band and orchestra practice two or three times a week. Membership in band or orchestra is required to be a member of Jazz Band or Chamber Orchestra along with receiving weekly lessons. Additional information regarding instrumental music is provided through email by our music staff.

INSTRUMENTAL MUSIC LESSON POLICY

Students are required to attend instrumental music lessons on a weekly basis. The instrumental music teacher may excuse students from a lesson with advance notice from the student, classroom teacher or the administration. Such excuses would usually be for a major exam or other significant experience that cannot be replicated at another time. Students missing a scheduled lesson will be responsible to make the lesson up by arrangement with the instrumental teacher. Missed lessons not made up will impact negatively on the student's grade for the

marking period. Consistently missing scheduled lessons will have a major impact on the student's grade, and may result in disciplinary action.

INTERNET/NETWORK ACCEPTABLE USE

Google Apps for Education

All students are assigned a Google account that provides access to Gmail, Google Drive and other educational Google applications. Students will use Gmail for their student email.

Students can use Google Drive to save files they need to work on outside of school or to collaborate and submit projects to teachers.

The F-M Help Desk is open 7 a.m.-4:30 p.m. when school is in session. It can be reached at 315-692-1111. Students can meet with the computer lab assistant during the school day for demonstrations or troubleshooting.

Students Grades 5-8

Eagle Hill students and families will be provided the F-M Technology Acceptable Use Policy to read, review, sign, and return to school.

Network Security

- **Privacy Advocacy:** Students must safeguard the confidentiality of others. Utilize only your school-issued credentials and ensure your personal login information and data remain secure.
- **System Protection:** Uphold the security and availability of our network. Any identified risks or breaches should be reported to school personnel immediately. Do not interfere with or change resources belonging to other users.
- **Copyright Compliance:** Respect intellectual property by avoiding plagiarism and following copyright regulations. Unauthorized duplication or downloading of media, such as music or games, is prohibited.

Digital Citizenship Guidelines

- **Social Etiquette:** Exercise proper manners in all online interactions. Maintain a safe presence and always represent your true identity.

- **Community Standards:** Commit to the core principles of digital citizenship by:
    - Informing the school of any cyberbullying or misuse.
    - Reserving Chromebooks and other district equipment for academic tasks.
    - Communicating with kindness and civility.
    - Notifying a counselor or teacher regarding inappropriate content.
    - Abiding by the **Fayetteville-Manlius Code of Conduct** when creating or sharing material.
    - Refraining from using school resources for unlawful acts.
    - Avoiding proxies that bypass district filters.
    - Avoiding the storage or use of games on devices.
    - Securing permission before using Google Meet or chat features.
    - Upholding academic honesty by not presenting AI-generated content as original work.

Disciplinary Measures

Violations of these policies may result in account suspension as outlined in the Code of Conduct. The district will cooperate with law enforcement during investigations into illegal activities.

Supervision and Safety

The District monitors all network traffic to protect against intrusions and hostile software. This ensures a secure environment for all users.

GoGuardian Platform

Teachers utilize GoGuardian to promote student engagement. This program allows staff to share web resources and maintain a focused testing environment. Students will receive an on-screen notification when the session begins. Further details are available at https://www.goguardian.com/teacher.

Google Workspace for Education

Our district employs Google Apps to support learning. Key tools include:

- **Gmail:** Primary for district communication and educational collaboration.

- **Google Drive:** For creating projects and storing shared files.
- **Chrome:** For managing bookmarks and web apps. Remember to sign out to conclude your session history.

Before graduation or transfer, students may export their data; otherwise, it will be removed. Information is available at https://www.fmschools.org/student-resources/.

We register students for educational sites using their Google credentials to simplify access. Minimal data such as name and grade level may be shared with platforms like Discovery Education or Newsela for instructional use.

Equipment Management

Families are responsible for the district-assigned device and charger. In the event of loss or damage, the cost of repair or replacement (ranging from $50 to $400) will be billed to the parent/guardian.

District-owned devices are intended for educational purposes only.

Equipment Expectations

Maintain the integrity of your Chromebook by following these protocols:

- Keep the device in a secure location.
- Always keep the device within your sight or locked away.
- Do not modify, deface, or apply stickers to the device.
- Clean the screen only with approved materials; avoid harsh chemicals.
- Avoid exposure to moisture or extreme heat.
- Keep food and beverages at a distance.
- Treat school property with gentleness and respect.

Daily Academic Readiness

To be fully prepared for instruction, students must adhere to these standards:

- Ensure your device is fully charged for use every morning.
- Charge the device nightly to prevent battery depletion during class.
- Maintain backup materials, such as a notebook and pen, in case of technical issues.

INTERSCHOLASTIC SPORTS

(Seventh and eighth grade students)

Please check the Athletic Department website, www.fmhornets.com for information.

Modified Sports

Please check the Athletics section of the school district website, fmschools.org, for more information. Some athletics teams are a combined group of both Wellwood and Eagle Hill students, and some are strictly Eagle Hill students. The following schedule is for fall sports.

SPORT START DATE 8/31/2026

7/8 Football
Boys/Girls 7/8 Cross Country
Girls 7/8 Swimming & Diving
Girls 7/8 Field Hockey
Girls 7/8 Soccer
Boys 7/8 Soccer

Practices generally last for two hours. Starting time for practices vary for each sport.
There is a shuttle bus within the district for sports that will transport students to the various practice locations. Typically, this shuttle will make two passes at each of the stops.

A physical examination is required to participate in the sports program. The school provides sports physicals three times a year at the high school.

The registration platform that FM uses for interscholastic sports is called FinalForms (https://fayettevillemanlius-ny.finalforms.com/) as our official student registration.

In addition, up-to-date game schedules can be found in Arbiter Live, (https://arbiterlive.com/Teams?entityId=7446).

If you have any questions, contact the high school Athletic Office at 315-692-1919.

LATE TO CLASS

Students are expected to be on time for classes and must follow their schedule every day. If delayed by a teacher, students should ask that teacher to write a pass for their next class. If late for another reason, there may be a consequence assigned by the teacher. If a student is late for class and does not have a pass from a teacher, the teacher will make a note. After three tardies a referral will be written by the teacher and a consequence will be issued by the administration.

LEAVING SCHOOL GROUNDS

Students are strictly prohibited from leaving school grounds at any time during the school day, including Enrichment Period.

LIBRARY MEDIA CENTER

The library collection comprises over 18,000 items, including books at all reading levels reflecting the curriculum and students' personal interests. The library offers a growing selection of digital resources, many of which can be accessed through the library's web page These include audiobooks, ebooks, interactive books, online encyclopedias, and periodical databases. The library's curriculum places heavy emphasis on safe and effective use of online resources.

The library's Destiny system provides online access to the library catalog and other features to encourage reading. Users can log into Destiny at any time through the library's Schoology page. Students are given password access to Destiny that allows them to check their own library accounts, enter reserve requests, and share reviews.

Students may borrow up to four books at a time for two weeks and may renew them as necessary. The library does not charge overdue fines. Students bear primary responsibility for taking care of library materials and returning them promptly. Reminders are issued at the middle and end of each marking period. Students who lose or seriously damage library materials must pay for them.

LOCKERS

Fifth graders will keep their coats and lunches in coat racks and cubbies located outside their classrooms.

Sixth, seventh and eighth grade students are assigned lockers for the storage of coats, lunches, books and other materials. Students will store

backpacks in their assigned locker. It is the student's responsibility to see that the locker is kept clean and locked at all times. To ensure the privacy of the locker, students will not share the locker or the locker combination with anyone else. The school provides combination locks so no personal locks are necessary. If there are any problems with a locker, report them to the Main Office.

Sports equipment should be stored in the physical education equipment storage area. Please make arrangements with the PE teachers ahead of time.

Lockers may be accessed at the beginning or end of lunch period. Teams will determine other appropriate times to go to lockers. Special permission is needed to go to a locker at any other time.

Use caution when bringing valuable items to school. Do not leave such items in a locker or anywhere unattended. The school is not responsible for lost or stolen items.

Lockers are provided for student convenience but remain the property of the school district. Students should have no expectations of privacy for anything contained in lockers. Eagle Hill Middle School reserves the right of school administrators to conduct periodic inspections of lockers for any reason at any time without notice, without student consent, and without a search warrant. Searches of a student and/or their possessions will be governed by the reasonable suspicion standard established by the administration. In addition, drug detecting dogs may be used in either random searches or those governed by reasonable suspicion.

LOST AND FOUND

If a student loses any materials during the school year, they should follow these steps:

1. Go back and look where the student last remembers having the object.
2. Check the Lost and Found located in the green cabinet in the cafeteria.
3. Check with the Main Office in case the item was returned there.

Lost items can be returned more easily if books, clothing and other items are labeled. Periodically, items which have been found will be displayed in the cafeteria foyer. Unclaimed articles will be donated to charity. Following the last day of school for students, electronic items that have

been lost and found will be held at the District Office for one additional school year to be claimed by students.

NON DISCRIMINATION & ANTI-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.

Alcohol and Other Substance Abuse

The Fayetteville-Manlius School District is committed to an education program which emphasizes prevention and intervention of alcohol and other substance use/abuse. The District recognizes its responsibility to provide for the health and safety of students attending our schools. It will promote and encourage healthy lifestyles for its student body and staff, and will discourage the use/abuse of alcohol, tobacco and other substances which jeopardize the physical, social, emotional and intellectual development of students. The possession, consumption, other use or sale of drugs, including alcoholic beverages and paraphernalia will not be allowed on school property, in school vehicles or at school-related activities, on or off campus.

In order to promote a drug-free environment in the schools, the objectives of the District are to:

1. Educate the school population regarding the potential physical, psychological and legal consequences of drug use.
2. Communicate and cooperate with parents and appropriate public and private community resources to prevent drug abuse.

The Superintendent is responsible for establishing a regulation for the implementation of this policy including prevention, early intervention, employee assistance, disciplinary measures, staff development, execution, dissemination and monitoring.

HIV Positive – Students and Employees

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. It also recognizes based upon the current state of medical knowledge that HIV is not easily transmitted and cannot be transmitted by casual social contact.

The District acknowledges both the rights and interests of students diagnosed with HIV infection or AIDS to continue their education, and of non-infected students and employees to be in an environment free of the significant risks to their health and their right to anonymity. The Board also recognizes that current law and regulations strictly limit the disclosure of confidential HIV-related information shall be bound by the confidentiality requirements contained in Article 27-F of the Public Health Law. Any breach of such confidentiality shall be subject to conditions contained in Article 27-F of the Public Health Law and in addition to disciplinary procedures as established by the Board of Education.

Accordingly:

1. 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.
2. A parent/guardian requests to modify the education program of their child who is infected.

PARENT/GUARDIAN CONFERENCES

Parent/guardian conferences may be held in person, over the phone or via Google Meet. Teachers are limited to the time of day when parent/guardian conferences can be scheduled. Generally, fifth grade teachers are available from 11:00 to 11:30 a.m., sixth grade teachers from 9:00 to 9:30 a.m., seventh grade teachers from 1:30 to 2:00 p.m. and eighth grade teachers from 11:15 to 11:45 a.m.

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.

PARENT/GUARDIAN VOLUNTEERS AND VISITOR GUIDELINES

The staff recognizes the valuable contribution of volunteers and appreciates active involvement of parents/guardians in their children's education. We are responsible for the safety and well-being of all students in the building. Therefore, our policies protect all families, and the following must be adhered to:

1. Volunteers are required to provide government-issued photo identification to sign in with the Main Office and wear a visitor badge throughout their time in the building.
2. Volunteers will not use volunteering time to consult with teachers about students.
3. Volunteers will not use cell phones or other devices during volunteer hours. Please silence all electronic devices while in the building.
4. Volunteers must exhibit the utmost appropriateness and respect to students and staff members.
5. If permitted by school staff to take pictures, only include yourself and your child in the picture. Photos of other children or adults are not permitted to protect others including but not limited from unwelcome social media postings or messages with personal information.
6. Respect the privacy of students and staff by not divulging confidential or personal information via social media or in conversations with other community members.

PERSONAL INTERNET ENABLED DEVICES/CELL PHONES

Students are not allowed to use personal internet enabled devices for any reason during the school hours. During the duration of the school day, students are prohibited from using personal internet-enabled devices at any time during the school day, including lunch, recess, hallways, and study periods. Electronic devices include those that connect to the internet such as cell phones, smart watches, video/audio devices, or any other electronic device. School issued technology will still be permitted. Devices such as Chromebooks or tablets provided by the district for learning purposes are still allowed.

PESTICIDE USE AND NOTIFICATION

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.

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
- Boric acid and disodium octaborate tetrahydrate
- The application of EPA designed exempt materials under 40CFT152.25
- 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: Director of Facilities III, 100 Pride Lane, Manlius, NY 13104 or fax a letter to (315) 692-1259. The letter should include your name, address, daytime interest. For more information, contact the Director of Facilities III at (315) 692-1254.

PHYSICAL EDUCATION

Students may change from school clothes into athletic wear for physical education. T-shirts, gym shorts, sweatpants and sweatshirts are appropriate. Sneakers are the required footwear. Class meets every other day. Physical education teachers keep a record of those students who are unprepared. After three times, a student may be assigned a consequence by the teacher.

RECESS

Fifth-grade students will participate in recess daily, following their lunch period. Students will have recess outdoors every day unless the “real feel” temperature is less than 10 degrees or more than 95 degrees, or it is raining. Families should plan appropriate clothing for daily weather conditions.

RECORDS

Parents/guardians have access to school records except those which are delineated in F-M Board of Education policies. Requests for information should be made in writing and should describe the record sought.

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:

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

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.

SCHOOLOGY

Schoology is an online learning management system that allows students and teachers to interact and collaborate. All teachers use Schoology in place of teacher websites.

Teachers post assignments, announcements and other resources for their classes on their Schoology pages, and students may access resources for classroom assignments and ultimately 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 also offers an app that can be downloaded for both iOS and Android devices.

Parents/guardians will receive a welcome email in September introducing Schoology. Tutorials for best use and notifications will be on the dashboard upon logging in. If you prefer to use your phone, the app can be installed and notifications turned on. You may also turn on notifications to an email account for timely announcements from the teacher and principal. If you do not know your password, select "Forgot Password" after going to schoology.com.

The district will continue using SchoolTool, which is where parents, guardians and students can view information such as their current schedule and attendance. SchoolTool will be where parents/guardians and students go to see how students are doing in class, and Schoology is where they will go to see 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.

SCHOOL PATROL OFFICER (SPO)

The primary responsibility of the School Patrol Officer (SPO) is to serve as a mentor and role model for F-M students. The SPO will educate and mentor our 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 and help them to understand the consequences of unacceptable behaviors, according to the district's code. For teachers and staff members, the SPO will serve as a resource, helping to nurture our students and prepare them for success inside and outside the classroom.

The SPO 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 SPO will immediately become involved. The SPO 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.

SCHOOL SPIRIT DAYS

Throughout the year, students and staff will enjoy a number of spirit days, in accordance with our dress code, to celebrate special occasions, sports events and support community service projects.

SCHOOLTOOL

SchoolTool is used for census, scheduling, grading and report cards. 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.

Eagle Hill Middle 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.

Schooltool accounts are generated upon student registration to the district. If you have not logged in yet, go to https://fm.schooltool.cnyric.org/schooltoolweb/ and select forgot username or password if you did not see the welcome email. Please review your contact information and contact your school office if there is an error. Each September, you will receive an updated contacts document to also make changes. If you feel that you do not have an account, contact 315-692-1805.

Parents/guardians and students can access SchoolTool by visiting the following link: **fm.schooltool.cnyric.org/schooltoolweb**

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 first.
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 forgotten your password and need a reset, please contact the Counseling Office at (315) 692-1401.

SENIOR COMPLIMENTARY PASSES

Guest passes to F-M school-sponsored events, including plays, concerts, and athletic events, are available for district residents aged 62 and older. The pass may be used for admission to all school-sponsored activities with the exception of adult education courses, recognition banquets, dinner dances, and athletic contests taking place outside the F-M district. Passes are available at the district office. Call the district office at 315-692-1234 for more information.

SEX OFFENDER NOTIFICATIONS

As of Nov. 1, 2011, the district began receiving sex offender notifications from the New York State Division of Criminal Justice Services (DCJS) rather than local law enforcement agencies. 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.

SIGN IN/OUT

When students leave the building at any time during the school day, they are expected to sign out outside the Main Office and sign back in upon returning to school at the health office. Students must have a written excuse from a parent/guardian for any late arrivals to school or early dismissals. When students arrive late to school or return to school from an appointment, students must report to the health office to receive a pass to class and for attendance reasons.

SMOKING

Smoking is prohibited at all times in all school district buildings, vehicles and on all school grounds. Moreover, students are prohibited at all times from possessing tobacco and tobacco products in all school district buildings, vehicles and on all school grounds at all times.

STANDARDIZED TESTING SCHEDULE

GRADE	TEST	DATE
5	English Language Arts	April 27-28
	Mathematics	May 4-5
	Science	May 12
6	English Language Arts	April 27-28
	Mathematics	May 4-5
7	English Language Arts	April 27-28
	Mathematics	May 4-5
8	English Language Arts	April 27-28
	Mathematics	May 4-5
	Science	May 12
	WIDA (Formerly NYSESLAT)	Week of March 15
	Algebra I Regents	June 16
	Biology Regents	June 17

STUDENT DIRECTORY

Information will be shared during the first several weeks of school requesting whether you would prefer that your child's personal information (parents'/guardians' names, address, phone number) be listed in the online HSA directory. Permission must be given if you would like for your child's information to be included.

STUDENT GUESTS

Given the unique nature of the school year, student guests will not be permitted in the school building.

STUDENT PHOTOS (USE OF)

Throughout the school year, photographs are taken of students to be used in F-M district print publications, posted on the district's website

and social media pages, 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.

STUDENT RECORDS ACCESS

The Family Educational Rights and Privacy Act of 1974 gives a parent/guardian of a student under 18, or students 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, scored 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 they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Questions concerning the procedure 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 students without written consent of such parent/guardian or 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 in the District Office.

STUDENT TRANSFER

Parents/guardians planning to move to or from Eagle Hill Middle School should contact the Counseling Center at (315) 692-1401.

TELEPHONE CALLS

There is a telephone available in the Main Office for school business or emergency calls. Cellular phones are not permitted during school hours.. Students are encouraged to make transportation arrangements for getting home at the end of a school day prior to coming to school.

If necessary, students may – with a pass from their teacher – use the telephone before or after school or during lunch. Phone messages from parents/guardians will be delivered at the end of the school day. Students are not called to the phone except for emergencies. Students are asked to also plan ahead and use the phone early in the day to avoid a long line by the telephone at the end of the school day.

TEXTBOOKS

Textbooks will be furnished by the school district. Please use extreme care in handling textbooks and knowing where textbooks are located. Books issued in the fall will be returned in June. The student must return, in good condition, the same book that was issued at the beginning of the school year. The student will have to pay for lost or damaged books. In addition, the book should be covered.

VISITING SCHOOLS

Regular communication between parents/guardians and teachers is important to student achievement. Prior notice is necessary to properly plan for any parent/guardian conference.

WEBSITE

The district website contains a wealth of important information and updates. Please visit **www.fmschools.org**.

WORKING PAPERS

Working papers are available in the Counseling Center at (315) 692-1401. A physical examination is required.

COLLECTIVE COMMITMENTS FOR PARENTS/GUARDIANS

Become informed and knowledgeable about the curricular, co-curricular, and student support programs available to students by:

- Carefully reviewing school publications such as the district newsletter, district calendar,
- Code of Conduct and the Student/Parent/Guardian Handbook.
- Attending and participating in parent/guardian information programs sponsored by the school.
- Reading/using the F-M website.
- Reading/using Schoology.
- Reading Community Dialogue flyers in Schoology.

Assist children in making important educational decisions by:

- Helping our children set educational goals, which are appropriate to their individual capabilities, interests and needs.
- Participating in the course selection process.
- Encouraging involvement in school activities.
- Helping our children identify and pursue education and career goals.

Engage in open and timely communication with the school by:

- Responding to the school's feedback about our children's academic progress and behavior.
- Advising school personnel of any special circumstances or needs of our children.
- Being proactive in asking questions, expressing concerns and seeking information.

Become actively involved in the school by:

- Attending school programs.
- Participating in parent/guardian support groups such as the HSA, SBT, Booster Clubs, etc.
- Volunteering in the school.

- Acting as an advocate for quality education within the community.
- Utilizing the resources of the school through adult education and community access programs.
- Promoting F-M to the extended community.

Help our children become responsible, self-reliant members of the school community by:

- Teaching them to accept responsibility for their own learning, decisions and behavior.
- Insisting they observe the rules of the school.
- Follow the F-M Code of Conduct.
- Demonstrating respect, consideration, and cooperation in dealing with others and expecting our children to do the same.

Create a supportive environment for learning in our homes by:

- Modeling the importance of life-long learning.
- Providing a quiet time and place for study.
- Helping our students make connections between their learning experiences and their everyday lives.
- Expecting achievement and offering encouragement and praise.

Promote healthy lifestyles by:

- Modeling and supporting responsible lifestyle choices.
- Monitoring the activities of our children and responding to behavior that jeopardizes their health and well being.
- Becoming informed of the risks associated with teenage use of alcohol, tobacco and other drugs.
- Discussing and developing family rules, which prohibit illegal use of alcohol and other drugs.

ALMA MATER

Guarded by the old oak tree
Symbol of our goal:
Steadfast as our pride in thee
Its strength will write our scroll.
Fayetteville-Manlius
Truth shall be thy light.
Pledge we now our loyalty
To colors Green and White!
Raise we now our voice in song,
To thee a tribute bring;
Join the ever-growing throng-
Let all who love thee sing!
Fayetteville-Manlius
Truth shall be thy light.
Pledge we now our loyalty
To colors Green and White!

NOTES