



Fayetteville-Manlius
SCHOOL DISTRICT



2026-2027

Student & Parent/Guardian Handbook

FAYETTEVILLE ELEMENTARY SCHOOL

704 S. Manlius Street | Fayetteville, NY 13066

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, honors and affirms the diverse identities and experiences of our students, supports the overall wellness of each student and promotes continuous improvement in each of the district priority areas: teaching and learning; school environment; service learning and community partnerships; and fiscal capacity and responsibility.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

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

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.

Dear Families,

Welcome to the 2026–2027 school year!

I am thrilled to welcome both our returning families and those who are joining the Fayetteville Elementary community for the first time. Our staff has been hard at work preparing for a school year filled with engaging learning experiences, meaningful connections, and opportunities for every child to grow.

At Fayetteville Elementary, we are committed to creating a safe, inclusive, and supportive environment where students feel valued, challenged, and inspired each day. We know that children do their best when they feel a sense of belonging, and we strive to nurture not only their academic growth, but also their social and emotional well-being.

A strong partnership between home and school is one of the greatest gifts we can give our students. Your support, encouragement, and involvement make a tremendous difference, and we look forward to working together throughout the year to help every child reach their fullest potential.

This handbook is designed to be a helpful resource for our families. Inside, you'll find important information about school procedures, expectations, programs, and resources. We encourage you to review it carefully and keep it handy throughout the school year. If you ever have questions or need assistance, please know that we are always here to help.

Thank you for being an important part of our Fayetteville Elementary family. We are excited for the year ahead and all that we will accomplish together. Here's to a fantastic 2026–2027 school year!

Warmly,

Mrs. Alexis Thorpe
Principal

TABLE OF CONTENTS

<u>DISTRICT VISION STATEMENT</u>	<u>2</u>
<u>DISTRICT MISSION STATEMENT</u>	<u>2</u>
<u>DIVERSITY, EQUITY AND INCLUSION STATEMENT</u>	<u>2</u>
<u>TABLE OF CONTENTS</u>	<u>4</u>
<u>FAYETTEVILLE-MANLIUS SCHOOL DISTRICT</u>	
<u>BOARD OF EDUCATION MEMBERS</u>	<u>7</u>
<u>DISTRICT ADMINISTRATION</u>	<u>7</u>
<u>FAYETTEVILLE ELEMENTARY SCHOOL</u>	<u>8</u>
<u>2026-27 DAILY SCHEDULE</u>	<u>8</u>
<u>SCHOOL PLEDGE</u>	<u>8</u>
<u>FAYETTEVILLE ELEMENTARY STAFF</u>	<u>9</u>
<u>ACADEMIC ASSISTANCE</u>	<u>10</u>
<u>ALCOHOL AND OTHER SUBSTANCE USE/ ABUSE POLICY</u>	<u>11</u>
<u>ARRIVAL AND DISMISSAL</u>	<u>11</u>
<u>ASBESTOS PLAN</u>	<u>13</u>
<u>ATTENDANCE</u>	<u>14</u>
<u>BEFORE SCHOOL SUPERVISION</u>	<u>15</u>
<u>B.E.S.T. TEAM</u>	<u>16</u>
<u>BICYCLES/SCOOTERS</u>	<u>16</u>
<u>BUILDING ACCESS</u>	<u>16</u>
<u>BUILDING USE</u>	<u>17</u>
<u>BUS RULES AND REGULATIONS</u>	<u>17</u>
<u>CAFETERIA</u>	<u>19</u>
<u>CALENDAR OF EVENTS 2025-26</u>	<u>20</u>
<u>CELEBRATION ASSEMBLIES</u>	<u>20</u>
<u>CELL PHONES/ELECTRONIC EQUIPMENT</u>	<u>21</u>
<u>CHANGE OF ADDRESS/PHONE NUMBER/EMAIL</u>	<u>21</u>
<u>CHARACTER EDUCATION</u>	<u>21</u>
<u>CLASS GROUPING</u>	<u>22</u>
<u>CLASSROOM PARTIES/BIRTHDAY CELEBRATIONS</u>	<u>22</u>
<u>CODE OF CONDUCT</u>	<u>22</u>
<u>COMPLIMENTARY SENIOR PASSES</u>	<u>24</u>

COUNSELING/SOCIAL AND EMOTIONAL SERVICES	24
DIGNITY FOR ALL STUDENTS ACT	25
EMAIL	26
EMERGENCY CONTACT	27
EMERGENCY SCHOOL CLOSINGS	27
FIELD TRIP POLICY	28
FUNDRAISING AND ADVERTISING IN THE SCHOOLS	28
GRADING	29
HALLOWEEN	30
HANDICAPPED/SENIOR PARKING	30
HEALTH PROGRAM	30
HOME AND SCHOOL ASSOCIATION (HSA) PROGRAMS	30
HOMEBOUND INSTRUCTION	31
HOMEWORK	31
IMMUNIZATION REQUIREMENTS	31
INSTRUMENTAL MUSIC	31
LEAVING SCHOOL BUILDING AND GROUNDS	32
LOST AND FOUND	32
NEWSLETTER	32
NON-DISCRIMINATION & ANTI-HARASSMENT POLICY	32
NURSE'S OFFICE	33
OPEN HOUSE	35
PARENT COUNCIL	35
PARENT/GUARDIAN CONFERENCES	35
PARENTSQUARE	36
PESTICIDE USE AND NOTIFICATION	36
PHYSICAL EDUCATION AND MEDICAL RELEASE	37
PHYSICAL EXAMINATIONS	37
PICKUP PATROL	37
PLAYGROUND	38
PUPIL PERSONNEL SERVICES (PPS)	38
RECESS	38
REGISTRATION	39
RELIGIOUS EDUCATION	39

<u>REQUESTING INFORMATION ABOUT TEACHERS</u>	<u>39</u>
<u>RESPONSE TO INTERVENTION (RTI)</u>	<u>40</u>
<u>SCHOOL EMERGENCY PLAN/SAFETY DRILLS</u>	<u>41</u>
<u>SCHOOLOGY</u>	<u>42</u>
<u>SCHOOL PATROL OFFICER</u>	<u>43</u>
<u>SCHOOLTOOL</u>	<u>43</u>
<u>SELF HEATING LUNCH CONTAINERS</u>	<u>44</u>
<u>SEX OFFENDER NOTIFICATIONS</u>	<u>44</u>
<u>SIGN IN/SIGN OUT</u>	<u>45</u>
<u>SITE-BASED TEAM</u>	<u>45</u>
<u>SKATEBOARDS/ ROLLERBLADING</u>	<u>45</u>
<u>SMOKING</u>	<u>45</u>
<u>SNACKS</u>	<u>45</u>
<u>SPECIAL AREA CLASSES/SPECIAL SERVICES</u>	<u>46</u>
<u>STANDARDIZED TESTING</u>	<u>46</u>
<u>STUDENT PLACEMENT</u>	<u>46</u>
<u>STUDENT RECORDS ACCESS</u>	<u>48</u>
<u>TEACHER GIFTS</u>	<u>48</u>
<u>THERAPY DOGS</u>	<u>48</u>
<u>TOYS</u>	<u>48</u>
<u>USE OF STUDENT PHOTOGRAPHS</u>	<u>49</u>
<u>VACATIONS</u>	<u>49</u>
<u>VISITORS/VOLUNTEERS</u>	<u>49</u>
<u>WEBSITE</u>	<u>50</u>

FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Sarah Fitzgerald, President
Kristen Purcell, Vice President
Ann Bersani
Elizabeth Mossovitz
Sarah Pinsky
Daniel Seidberg
Robert Spencer
Jon Van Valkenburg

sfitzgeraldboe@fmschools.org
kpurcellboe@fmschools.org
abersaniboe@fmschools.org
emossovitzboe@fmschools.org
spinskyboe@fmschools.org
dseidbergboe@fmschools.org
rspencerboe@fmschools.org
jvanvalkenburgboe@fmschools.org

DISTRICT ADMINISTRATION

Dr. Magda Parvey Superintendent of Schools	315-692-1200
Lisa Wade Assistant Superintendent for Personnel	315-692-1212
Kathryn Daughton Assistant Superintendent for Instruction	315-692-1202
Amy Evans Assistant Superintendent for Special Services	315-692-1203
Kevin Sommer Assistant Superintendent for Business Services	315-692-1221
Melissa Corbin Executive Director of Early Childhood and Human Resources	315-692-1208

FAYETTEVILLE ELEMENTARY SCHOOL

Alexis Thorpe, <i>Principal*</i>	315-692-1600
Tom Cheevers, <i>Assistant Principal</i>	315-692-1115
Sgt. Rob Winter, SPO	315-692-1600
Mike Quinn, <i>Counselor</i>	315-692-1601
Christina Beam, <i>Nurse*</i>	315-692-1602
Lauren Dera, <i>Psychologist</i>	315-692-1646
Emily Lorraine, <i>Home-School Liaison</i>	315-692-1600
Main Office Fax #	315-692-1055
Susan Stearns, <i>F-M Transportation Supervisor*</i>	315-692-1218
School library	315-692-1617
School cafeteria	315-692-1609

**These offices have emergency contact information for all students.*

2026-27 DAILY SCHEDULE

8:30-8:50 a.m.	Arrival- Early car riders to cafeteria; bus riders remain on bus. Doors will unlock at 8:30 a.m. for any students who walk, need breakfast, or are dropped off a few minutes before the 8:50 a.m. morning bell. Students must wait in their cars in the front circle until the front doors open.
8:50 a.m.	Release to classrooms
9:00 a.m.	Morning announcements
3:15 p.m.	Doors unlock for parent/guardian pickups
3:20 p.m.	Dismissal for parent/guardian pickups begin
3:25 p.m.	Dismissal for bus riders
3:50 p.m.	Office closes

Early dismissal (half day) is at 11:40 a.m.

SCHOOL PLEDGE

To Make a Better Environment for Everyone, I will:

B.E.E a Problem Solver

B.E.E. Caring

B.E.E. Responsible

B.E.E. Respectful and

B.E.E. Safe

FAYETTEVILLE ELEMENTARY STAFF

As of August 7th, 2026

Principal

Mrs. Alexis Thorpe

Assistant Principal

Mr. Tom Cheevers
(shared)

Dean of Students

Mr. Matt Murphy
(shared)

Office Secretary

Ms. Shelby Riedl

Clerical Aide

Mrs. Laurie Myhill

Kindergarten

Ms. Abby Hebbart
Ms. Julia Kronenberg
Mrs. Kerry Villalba
Mrs. Karen Woodridge

Grade 1

Mrs. Cina Babikian
Mrs. Leslie Cole
Mrs. Laura Houser
Mrs. Cara Krueger
Ms. Karen Petrucci

Grade 2

Mrs. Courtney
Brenckman
Mrs. Jennifer Brozak
Mrs. Laura Merritt
Mrs. Amanda Miller
Mr. Eric Nash

Grade 3

Mr. Joseph Avellino
Ms. Kerry Beeler
Mrs. Julie Guidone
Mrs. Lara Zullo

Grade 4

Mrs. Lori Bland
Mrs. Nicole Gamble
Mrs. Erin Keys
Mrs. Gina Santoro

Academic Enrichment

Mrs. Karen Gugino
(shared)

Art

Ms. Anna Castellani

Cafeteria

Mrs. Kathy Hennessey,
cook manager
Ms. Stephanie Kimber
Ms. Drita Ljuca
(part-time)

Comp Lab Teacher

Asst

Mrs. Maria Davis

Computer Resource

Mr. Timothy Teelin

Counselor

Mr. Michael Quinn

Custodians

Mr. John Gersna
Mr. Stepan Grynyk,
head custodian
Mr. Jeff Obold
Mrs. Yvonne Wood

ELA Curriculum Specialists

Mrs. Jaclyn Gangloff
Mrs. Amy
Riemenschneider

ENL

Ms. Martha Tuttle

Health

Mr. Shamus Hickey

Home-School Liaison

Ms. Emily Lorraine

LAN Tech

Mr. Neil Winchell

Library/Media Specialist

Ms. Jessica Stokes

Library Aide

Mrs. Cindy Stimson

Math AIS

Mr. Thomas Otis

Math Curriculum Specialists

Mrs. Katie Feulner
Mrs. Laura Simone

Music

Mrs. Shelly Brooks

Nurse

Mrs. Christina Beam

Occupational Therapist

Mrs. Teresa Wildhack

Physical Education

Mr. Shamus Hickey
Mr. Matthew Murphy
Mrs. Lisa Patchen

Physical Therapist

Mrs. Jeannine Quirk

Psychologist

Mrs. Lauren Dera

Reading

Ms. Krista DiMora
Ms. Keirin McNamara
Mrs. Amy Sarmast

**Science Curriculum
Specialist**

Mrs. Erin Concannon

**Social Studies
Curriculum Specialist**

Ms. Mary Kate
Longergan

Special Education

Mrs. Sarah Delao
Ms. Chelsea Grantham
Mrs. Shannon McShane
Mrs. Laura Nardella
Mrs. Jessica Rolince

Speech

Mrs. Andrea Benz
Ms. Lauren Page
(shared)

SPO

Sergeant Rob Winter

Strings

Mrs. Amy Cirmo

Teaching Assistants

Mr. Rockne Beeman
Mrs. Tracey Barlow
Ms. Chloe Boucounis
Mrs. Johanne Brault
Mrs. Diana Curtis
Mrs. Heidi Donner
Mrs. Suzanne Dupras

Mrs. Liz El Bayadi

Mrs. Jesica Gallagher
Mrs. Heather Hawkins
Ms. Shelly House
Ms. Amber Irfan
Mrs. Donna Klein
Mrs. Naga Kovur
Mrs. Katie Mahoney
Mr. Zach Manchester
Mrs. Kate Manahan
Ms. Casey Miller
Ms. Liz McRae
Mrs. Meredith Ritter
Ms. Astrid Riesch
Ms. Stacey Robson
Mr. Sean Roos
Mr. Jupiter Sacadura
Mrs. Danette Tallman
Mrs. Amy Trombino

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 their child's school building school psychologist. ***Fayetteville Elementary's psychologist is Mrs. Lauren Dera and can be contacted at 315-692-1646.***

The school psychologist will meet with parents/guardians virtually to discuss the process that will be followed and the possible intervention available to fit the needs of the student. Your child's teacher may accompany you to the meeting. 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."

ALCOHOL AND OTHER SUBSTANCE USE/ ABUSE POLICY

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, paraphernalia and tobacco 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:

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

ARRIVAL AND DISMISSAL

Arrival by bus: At 8:50 a.m., students will be released from the bus. Students will go directly to their grade-level classroom.

Arrival by car: From 8:30 a.m. - 8:50 a.m., cars will pull up to the front doors. Students will exit their vehicles and enter through the front doors. The driver should not get out of the car.

PickUp Patrol:

Fayetteville Elementary uses a web application called PickUp Patrol. PickUp Patrol helps us manage attendance, plan changes, and our arrival/dismissal process safely and efficiently while providing you with a convenient app to make changes to your children's schedule. An email with instructions for how to register will be sent to all families. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until 2:45 p.m. on the day of the change.

After 2:45 p.m., changes will not be accepted except in the case of an emergency. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY.

Use PickUp Patrol for:

- **Attendance:** Report absences, late arrivals and early dismissals.
- **Default Dismissal Plan:** Establish how your student will regularly be dismissed.
- **Plan Changes:** Submit changes to the default dismissal plan days, weeks or months in advance (i.e. your child is getting picked up instead of taking the bus). Daily changes **MUST** be made before 2:45 p.m. to allow time to communicate with classroom teachers. Calls can be accepted after the deadline only in emergency situations.

PickUp Patrol provides a layer of safety to our dismissal process by authorizing plan changes and automatically tracking student dismissal plans. The application reduces classroom interruptions, speeds up dismissal time and is administered by our own school staff. ALL plan changes should now be submitted through PickUp Patrol. Please do not send notes, emails or call the school for changes, except in an emergency. Texting your child's personal device (ex: smart watch) with plan changes will not be accepted. All communication **must** go through PickUp Patrol/Staff.

Dismissal by bus: At 3:30 p.m., students will be released.

Dismissal by car/walkers: Students will be dismissed at 3:20 p.m.

By Car: If you plan to pick up your child, you must utilize PickUp Patrol.

Walkers/Bikers: If your child will be a walker or biker, you must utilize PickUp Patrol.

We have two entrances for walkers: the bus dock or the main entrance. At dismissal, walkers will exit through either the main entrance or the back door near the green shed. Please indicate in PickUp Patrol which exit your child will be leaving from and talk with your child about which door to exit from, depending on your address.

Walkers/bikers who use the back bus dock area must stay on the sidewalk. Students should not walk on the path that crosses the Wellwood Middle School staff parking lot.

Walkers/bikers who use the main entrance need to cross in front of the building and enter and exit through the main doors. Students need to make sure that the crossing

guard sees them, and wait and cross the parking lot with the crossing guard if they are entering through the main doors. If exiting the school through the main entrance, students need to wait in the foyer and they will exit the school and be crossed through the parking lot as a group.

When walking after school, students need to exit the campus immediately. If a parent/guardian wants to walk home with their student, they need to be waiting outside when walkers are dismissed. Students cannot wait outside for an adult to arrive.

Arriving Late to School: Go to the main office window in the lobby and sign in.

Leaving School Early: If you plan to pick up your child early, you must utilize PickUp Patrol: Select “Early Dismissal,” designate time of pick-up, name of who is picking up, the reason, and whether or not the student will return. When the adult arrives to pick up the student, they will go to the main office foyer window and the child’s classroom will be called and the student will be dismissed to meet the adult.

ASBESTOS PLAN

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 conformed asbestos-containing materials.

Beginning in 1989, all district-owned facilities were inspected for asbestos and management plans were developed for each building according to AHERA requirements. Triennial re-inspections are conducted every three years. Onondaga-Cortland-Madison BOCES of Syracuse completed F-M’s triennial inspection in the spring of 2025 and completed its report in July 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 a two-hour Asbestos Awareness Training.

The summary report on the visual inspection and re-inspection, as well as the AHERA Management Plan, are on file and available for public review from 7 a.m. to 3:30 p.m. in the ICC Building on Pride Lane behind F-M High School.

Questions concerning asbestos may be directed to ICC Building, 100 Pride Lane, Manlius, NY 13104, phone- 692-1254, fax- 692-1259.

ATTENDANCE

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. Your child's daily attendance is very important. When they are absent, missed class activities are difficult to make up. It is your responsibility to make sure your child is in school every day, including before and after school vacations. Parents/guardians will be notified by mail when tardies or unexcused absences exceed 20 percent in any marking period.

Continued tardiness and absences will result in direct communication with parents/guardians by phone or conference.

When your child returns from any absence, it is your responsibility to find out what was missed while away and to have the assignments completed as quickly as possible.

Student Absences and Excuses

The following reasons for student absences from school are recognized as legal:

- A. Sickness.
- B. Impassable roads or weather making travel unsafe.
- C. Religious observance.
- D. Illness or death in the family
- E. Approved school-sponsored trips.
- F. Quarantine.
- G. Required court appearances.

Missing school due to a family vacation is not an excused absence.

Procedures for Parents/Guardians

Our elementary schools utilize an automated system to contact families if a student is absent from school without any prior communication with the attendance office. If a student is absent or tardy:

- Please use the PickUp Patrol app, or call the main office at (315) 692-1600 between 7:50 a.m. and 9:00 a.m. that morning to report it.
- If a call is not received by 9:00 a.m., you will receive an automated call from school asking you to contact the main office or the school nurse to verify and explain the absence or tardiness. Please then call as instructed.
- Upon returning to school, the student must bring a written excuse regarding the absence which includes the student's name, date(s) of absence, reason and parent/guardian signature.

Arriving at School Late: Go to the main office window in the lobby and sign in.

Leaving School Early: If you plan to pick up your child early, you must utilize PickUp Patrol and select Early Dismissal. When the adult arrives to pick up the student, they will go to the main office foyer window and the child's classroom will be called and the student will be dismissed to meet the adult.

Returning to School: If returning to school before the end of the school day, select Leave & Return in PickUp Patrol and sign back in at the office when your child returns.

Testing and Holiday Dates: We ask that parents/guardians note these dates when planning appointments and family trips. It is important to avoid missing class on test dates or taking extended vacations at times other than those set aside on the calendar.

BEFORE SCHOOL SUPERVISION

Students who are being dropped off prior to 8:30 a.m. for Strings lessons or before-school programs should be dropped off in the front parking lot drop-off zone. Beginning at 8:30 a.m., students should be dropped off in the front parking lot drop-off zone and a crossing guard will assist the students.

In order to limit traffic and expedite the drop-off process, parents/guardians should not get out of the car to assist children or remove belongings from the trunk. If this is necessary, please park and then escort your child to the crossing guard.

The bell for the beginning of the school day will ring at 8:50 a.m. Prior to that time, from 8:30 a.m. to 8:50 a.m., students will be supervised in the cafeteria where breakfast will be available. Parents/guardians may not walk their children to their classrooms in the morning, as it can delay the beginning of the school day and complicate a child's smooth transition to school.

Students are encouraged to walk, bike, or ride the bus to school, as drop-off time can be quite congested if many parents/guardians drive their children to school.

B.E.S.T. TEAM

(Brainstorming Educational Strategies Team)

Fayetteville Elementary School has a BEST Team (formerly known as PPS), composed of the building principal, school psychologist, teachers, a school counselor, the classroom teacher, and any other staff or faculty who are pertinent for planning for your child. When a classroom teacher is concerned that a student may need extra support (academically, socially, or behaviorally), they will complete the proper paperwork to refer the child to the BEST Team. The BEST Team then meets weekly to discuss students' strengths, weaknesses, current interventions, and supports and needs. The BEST Team will work within a problem-solving model to develop an intervention plan to support your child in the area of concern and gather data over a period of 8-10 weeks. Throughout the process, the classroom teacher, or other appropriate staff, will serve as a liaison for communication with the child's parents/guardians. At the end of the 8-10 week period, the BEST team will reconvene to examine progress and determine next steps.

BICYCLES/SCOOTERS

Bicycles and scooters may be ridden to school. They must be locked and parked in the designated areas. If your child will be riding their bike home instead of taking the bus, you must utilize the PickUp Patrol app. Bicycle safety rules should be stressed to your child. Students may not ride up or down the driveway or through the parking lot. New York State law requires all students wear helmets. Helmets should be stored in the student's cubby.

BUILDING ACCESS

The building is locked during after-school hours. Parents/guardians should not expect to return to school for forgotten items or instrument pick-ups. When clubs are

offered, an HSA representative will be at the door to allow access for participant pick-up. Parents/guardians are asked to sign their child(ren) out.

BUILDING USE

All outside groups (i.e. scouts, youth basketball) must complete the online Facility Use form, which is located on the district website under Departments and Services > Buildings and Grounds > Building/Facilities/Field Usage Requests.

BUS RULES AND REGULATIONS

Bus Garage – 315-692-1218

Information about routes and schedules is available on the Transportation Department portion of the district website, which is located on the district website under Departments and Services > Transportation.

Parents and guardians who enter their address can view a map indicating the nearest bus stop and bus stop times. Some bus schedules and routes may change slightly during the first week of school. For questions, please contact the Transportation Department at 692-1218.

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

Rules for behavior on school buses reflect state law and are designated to provide safety at all times. The bus driver shall report any infraction of these rules and regulations to the supervisor of transportation who shall report to the principal of the school involved.

Appropriate disciplinary measures will be taken which could result in the denial of transportation privileges.

Consequences for inappropriate behavior on the bus may include the following:

1. Warning
2. Seating assignment

3. Written referral by driver to administrator and parents/guardians.
4. Detention at lunch or recess.
5. Loss of bus privilege - duration to be determined by school administration.

Bus Passes

- A. The elementary school office 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, emergencies, etc. Bus passes are not issued for transportation to scout meetings, dentist appointments, private lessons, playtime between friends, car pools, etc.
- B. Permission from parents/guardians should be communicated through PickUp Patrol.

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 school functions. 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 their seats until the bus arrives at its destination and comes to a complete stop;
- When exiting the bus, walk 10 feet away from the bus. If they need to cross a street, they should wait for the driver to signal it is safe before crossing;
- Be courteous and respectful to the bus driver and passengers;
- Use conversational level voices – no yelling or screaming. Unnecessary conversation with the driver is dangerous;
- Keep the bus clean;
- Not eat or drink on the bus; and
- Not bring large or dangerous objects, including skate boards and band instruments, which will interfere with seating and/or the safety of others.

Keeping our students safe is one of the highest priorities of the F-M School District. As such, the use of seat belts on all school buses at all times is mandatory.

This decision was made after the review of a study published by the New York State Education Department funded by the Governor’s Traffic Safety Committee and conducted by Madison-Oneida BOCES. The report concluded that “students who learn to use seat belts on buses consistently from an early age continue to do so as they grow older,” and “properly used seat belts should reduce injuries and fatalities and provide the highest level of safety for these children.” Please discuss this important safety issue with your children and remind them to “Buckle Up.”

CAFETERIA

All students in grades K-8 are eligible for one free breakfast and one free lunch daily. A la carte items and additional meals are available for purchase.

Students may also bring a lunch from home.

F-M utilizes mySchoolBucks, an online system that allows our students to purchase milk, additional meals and single food items. Instructions on how to set up an account, add payments or view your child’s balance are available on the district’s website under Departments and Services > Food Services > MySchoolBucks.

Parents/guardians can also make a check prepayment in any amount to their child’s account. Checks should be made payable to: F-M School Lunch.

Parents/guardians may contact Mrs. Kathy Hennessey, Fay El’s Cafeteria Manager, at 315-692-1609 at any time to request their child’s account balance or request a summary of all food purchases made by their child.

It is the district’s goal to provide students with 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.

Lunch and breakfast menus are available at **www.fmschools.org**, as well as on Schoology under Resources. Applications for free and reduced-price lunches are available through the school nurse, the school lunch manager and on the Food Services section of the district website, **www.fmschools.org**.

Lunch Times

Grade 2:	10:50-11:20 a.m.
Kindergarten:	11:25-11:55 a.m.
Grade 3:	12:00-12:30 p.m.
Grade 1:	12:35-1:05 p.m.
Grade 4:	1:10-1:40 p.m.

Students are expected to behave in the cafeteria as they would in any dining situation. Lunch time is an opportunity for students to socialize in a courteous and orderly manner. Students must follow the directions of the supervisors. When students do not respond to warnings made by the adults, a consequence may follow.

CALENDAR OF EVENTS 2026-27

For the most up-to-date schedule of events, please refer to the calendar available on Schoology as well as the monthly newsletter, At-A-Glance.

CELEBRATION ASSEMBLIES

Welcome Back/B.E.E. Safe.....	September 16, 2026
B.E.E. Caring.....	October 23, 2026
B.E.E. Responsible.....	December 18, 2026
B.E.E. a Problem Solver.....	February 26, 2027
B.E.E. Respectful.....	April 30, 2027
End of Year.....	June 18, 2027

CELL PHONES/ELECTRONIC EQUIPMENT

We ask that parents/guardians turn off or silence cell phones when visiting or volunteering in classrooms, the library, or in other work areas. Unanswered rings or even quiet phone conversations are distracting to students and staff.

In accordance with Education Law § 2803, effective July 1, 2025, the use of internet-enabled devices, including cell phones and smartwatches, is prohibited during the school day, including all classes and while on school grounds. These devices should not be worn, used, or visible at any time during the school day. Violations of this policy will be addressed in accordance with the District Code of Conduct.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

If your phone number (home or cell) or email address changes during the school year, please notify the main office. If you move within the district, please complete a change of address form found on the district's website and bring it to the District Office along with proof of new residency address.

CHARACTER EDUCATION

Fayetteville Elementary is the Place to B.E.E. Character Education at Fayetteville Elementary continues to work to ensure we are supporting our students to be socially responsible young citizens. Our character education program is tiered so that many children can be recognized.

Our School Pledge:

To make a Better Environment for Everyone I will...

B.E.E. a Problem Solver

B.E.E. Caring

B.E.E. Responsible

B.E.E. Respectful and

B.E.E. Safe

Teaching the Five Attributes:

September/October: B.E.E. Safe

November/December: B.E.E. Caring

January/February: B.E.E. Responsible

March/April: B.E.E. a Problem Solver

May/June: B.E.E. Respectful

Barnabee Bunch Award:

One student from each class will receive this award for each attribute. Winners are chosen by teachers and support staff based on outstanding demonstration of the attribute. These children will receive a certificate in their classroom, delivered by Barnabee. Teachers will also have small certificates to pass out to their students during each 2-month period that we are celebrating each attribute.

CLASS GROUPING

The school's expectation for each child is based on the child as an individual rather than as part of a group. Students are grouped heterogeneously in all of the classrooms and not by academic level. A student entering during the school year may be assigned temporarily to a class until a more detailed academic evaluation by our staff can be made.

CLASSROOM PARTIES/BIRTHDAY CELEBRATIONS

Planning precedes any party, is directed by the classroom teacher, and coordinated by the room parent/guardian. All celebrations should be cleared in advance with the teacher. All food should be commercially prepared in adherence with county guidelines for hepatitis. Food may not be prepared at home to be shared during the school day. Students with food allergies or restrictions will need special accommodations. The school cafeteria can supply a snack upon request and has many healthy offerings. Parents/guardians should provide any serving materials, such as napkins and plates. Invitations to parties outside of the school setting may not be distributed at school unless the entire class is invited.

CODE OF CONDUCT

Each student is expected to behave in a responsible way and to follow the rules and regulations of Fayetteville Elementary School. This enables all of us to work in a positive manner to learn. When a student misbehaves, he/she interferes with learning and hurts not only himself but also others. As a result, students must be prepared for the consequences of their actions.

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

Detention: Detention can be during lunch or recess. After-school or before-school detention may be assigned in extreme situations. The principal or teacher who assigns the detention will inform the students of the day(s) and place of the detention.

In-School Suspension: In-school suspension is for part or all of the school day. The student will report to the main office, prepared to work on school subjects for the remainder of the day. If a student is legally absent from school on the day of the assigned in-school suspension, it will be made up on the first day of the student's return. Participation in school activities will not be allowed on days of in-school supervision.

Out of School Suspension: This consequence is for serious infractions of the rules of Fayetteville Elementary or for violations of the District Code of Conduct and policies of the Board of Education. A student may not be on school grounds at any time during the day or night of the suspension.

Refer to the website at www.fmschools.org for the complete Fayetteville-Manlius Code of Conduct.

The school recognizes that while inappropriate student behavior must be addressed, it is equally important to examine and resolve factors causing the behavior. Staff members and parents join together in efforts to quickly identify and intervene in situations involving poor conduct. When necessary, school personnel make alterations in student educational programs in order to correct behavior and treat reasons behind it.

General school rules are as follows:

1. Keep hands, bodies and objects to oneself.
2. Listen to the adult in charge.
3. Walk while inside the building.
4. Use acceptable and respectful language.
5. Stay in the assigned area.
6. Use indoor voices.
7. Sharp/pointed objects may not be brought to school.
8. Hats will be worn only outside at school.
9. Clothing should be safe, and not disrupt or interfere with the educational process, be disrespectful to others or encourage illegal or violent activities.
10. Treat the school and other people in a courteous, respectful, dignified and caring manner.

11. Toys from home should not come to school.

COMPLIMENTARY SENIOR PASSES

In recognition of the support senior citizens have provided over the years to F-M schools, the district is continuing to offer district residents age 62 or older free complimentary passes to school plays, musicals, concerts, athletic events, and more. We welcome our community members to share in the musical, artistic and athletic talents of our students and staff.

The Fayetteville-Manlius Schools Complimentary 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.

Some school activities, such as the Fall Play, Spring Musical and Showboat, require advance acquisition of tickets. The complimentary pass will guarantee free admission, but you must contact the designated ticket sales representative to obtain a ticket in advance.

The complimentary pass is good for one school year. The passes can be acquired by contacting the District Office at 315-692-1234.

COUNSELING/SOCIAL AND EMOTIONAL SERVICES

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

You are encouraged to contact school counselor Mr. Michael Quinn at 315-692-1600, if you have concerns about your child's counseling needs. By working closely together, parents, guardians, counselors and teachers can help students reach their highest possible level of accomplishment.

The school uses a screening tool to assess student mental health. Based on results, students are provided varied levels and intensity of support, such as individual or group meetings, referrals to outside therapists and/or enrollment in mentoring programs.

Counseling services may include the following: individual counseling, group counseling, classroom presentations and parent/guardian-staff conferences.

DIGNITY FOR ALL STUDENTS ACT

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

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

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

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

What is bullying?

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

Bullying includes, but is not limited to, the following types:

- **Verbal bullying:** includes, but is not limited to, name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs and anonymous notes.
- **Physical bullying:** includes, but is not limited to, poking, slapping, hitting, tripping or causing a fall, kicking, punching, biting, pinching, scratching, spitting, damaging clothes and personal property and taking personal belongings without permission.
- **Social or relational bullying:** includes, but is not limited to, spreading rumors or gossip, excluding someone from a group, arranging public humiliation, undermining relationships, teasing about clothing, blatant or subtle offensive body language and coercion.
- **Cyberbullying:** occurs via electronic communication (both on and off school property) on the Internet, cellular phones or other electronic media and includes, but is not limited to, sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images and blog and website postings.

EMAIL

Fayetteville-Manlius teachers and administrators can be reached by email. Please use the person's first initial followed by the last name, followed by "@fmschools.org" (e.g., mjohnson@fmschools.org). There are a few exceptions as some staff members have the same names.

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

EMERGENCY CONTACT

In the event of an emergency, to reach your child while they are participating in an afterschool class sponsored by the Fayetteville Elementary Home and School Association, please use the following numbers: 315-692-1608 or 315-575-1029. These numbers will reach the custodian, who will then be able to respond to your call.

EMERGENCY SCHOOL CLOSINGS

Every fall parents/guardians are asked to develop a plan with their children for emergency school closings. There may be times when the school needs to dismiss early with little or no advanced warning - snowfall, fire, flood, furnace problems, water pipe breakage, etc. It is important that our children know what to do and where to go in such situations. It is also very important that they have a plan that does not involve using the school phone. There may be circumstances when the phone is not operating or when children must evacuate the building and not be able to get back in for personal belongings and phone calls. The bus pick-ups would be immediate. In any emergency early closing situations, students will be sent wherever they typically go at the end of the school day on that day of the week. It may be to your home, daycare, or to a babysitter's home. This early dismissal could occur anytime in the morning or afternoon, so it is important that your child understands what he or she is to do upon arriving home without you. If school phones are operating and you are aware of the closing, you may call school and make other arrangements. When school closes early for any reason, children are sent to their usual after-school destination for that day of the week unless we hear otherwise from a parent/guardian.

In these emergency situations, children need to know who to go to in the neighborhood or how to get into their homes. It would be helpful to have a few plans in place that do not involve phone calls to or from school. The important factor is that children have immediate access to a home and a list of phone numbers they can call for assistance from that home. Please do not have children only carry a key to school every day in their pockets or backpacks for these situations as most times the keys get lost or there may be no access to the backpacks.

All of this requires some family brainstorming and discussion, but it is well-worth having your child feel as comfortable and secure as possible in school emergency situations.

Closings and delays

The decision to close school is made by the Superintendent of Schools. When closing becomes necessary because of weather or other emergencies, announcements will be made over the television and radio stations in the area and through the ParentSquare telephone, text messaging and email service. This same procedure applies to school closings during the day. School closing information will also be posted on the district website, **www.fmschools.org**. If school is delayed in the morning, early supervision will be delayed, too.

FIELD TRIP POLICY

Student field trips provide experiences that extend and enhance classroom activities.

Teachers and administrators are charged with the responsibility of determining curricular and extra-curricular experiences that are advantageous and meaningful. All field trips involving transportation require the approval of the Superintendent or a designee. Curricular field trips are those in which all students are required to take part as a class. These trips occur during the school day. Expenses associated with a curricular field trip are to be paid by the school. However, students will often be responsible for their own food.

1. Written parental permission is required for all field trips to sites other than F-M school property. General or blanket written permission at the beginning of a school year fulfills this requirement.
2. Transportation shall be provided only by: a) teachers, administrators or bus drivers driving school-owned vehicles; b) teachers (with prior approval) and administrators driving their own vehicles; or c) in chartered transportation (buses, trains, etc.). No other persons are to provide transportation or to drive school vehicles on field trips.
3. Transportation of a student to a site other than F-M school property is to be provided by the District, except when provided by a parent/guardian with approval of the building principal. A parent/guardian may transport his or her child only, even if another parent/guardian is willing to give verbal or written permission.

FUNDRAISING AND ADVERTISING IN THE SCHOOLS

No activity involving commercial endorsement or promotion shall take place on school facilities during the academic day. Moreover, no activity that involves profit or

non-profit organization fundraising, other than that which is initiated by a 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 which involve commercial endorsement or promotion, which have significant educational and public service purposes and which are exempt from Policy 9511 are the Post-Standard Spelling Bee, and Special Olympics activities.

Permissible fundraising activities during the academic day (for the sole benefit of the sponsoring organization):

- A sale approved for an F-M student organization.
- A sale approved for an F-M HSA and Education Foundation.
- Yearbook and school photographs, as long as the photographer does not use the opportunity for commercial promotions.

Impermissible fundraising activities during the academic day:

- A sale by an F-M student or parent organization for which the beneficiary is not the organization itself.
- Any non-school fundraiser by an individual or group; i.e. United Way, Scouts, American Heart Association, American Cancer Society, Make-A-Wish, sports teams.

GRADING

Grading is based on end-of-year standards.

Characteristics of a Learner Key

M- Meets grade-level expectation
P- Progressing toward grade-level expectation
N - Not meeting grade-level expectation

K-4 Academic Key

4- Exceeds Standard
3- Meets Standard
2- Partially Meets Standard
1- Does Not Meet Standard
NA- Not Assessed at this time

The district's four marking periods end on:

November 13

January 29

April 9

June 24

Report cards for grades K-4 will be shared electronically.

HALLOWEEN

Friday, October 30 will be a half-day for parent/guardian/teacher conferences, with an early release of students at 11:40 a.m. On this day, students can choose to wear their costumes to school. Costumes must follow school guidelines in that no items that can be interpreted as a weapon should be brought to school (toy swords, guns, light sabers, etc.) Costumes should not be too gory or scary so as not to scare younger students.

HANDICAPPED/SENIOR PARKING

There are several parking spots permanently reserved for handicapped and senior parking.

HEALTH PROGRAM

Good health is essential to education. The school nurse and the health teacher are the health specialists in the school. The school nurse cares for sick and injured children, carries out screening procedures for vision and hearing, and interprets health matters to parents/guardians and children. In addition, it is the responsibility of the school nurse to see that the state mandated requirements concerning physicals and immunizations are fulfilled. Health teaching involves direct instruction for each class grades 1-4 by the health teacher. In kindergarten, classroom teachers provide health-related instruction.

HOME AND SCHOOL ASSOCIATION (HSA) PROGRAMS

After-school activities are being planned for the 2025-26 school year.

HSA Committee Chair/Board Contact Information

If you would like to volunteer, please contact the HSA at Fay.El.HSA@gmail.com. HSA meetings begin at 6:00 p.m. and will be held on October 7, November 4, December 2, February 3, March 3, April 7, May 5, and June 2.

HOMEBOUND INSTRUCTION

Homebound instruction is available to students who are unable to attend school due to a lengthy illness. A physician must certify the illness. Parents/guardians should contact the main office for more information.

HOMEWORK

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

Homework is an integral part of learning. If a student has missed class time, it is the student's responsibility to see the teacher and make arrangements to complete the work. If a student is out due to illness, homework may be requested through the office. Requests for homework may be made prior to 9 a.m. on the second day of absence. Homework can be picked up or sent with another child at the end of the day.

IMMUNIZATION REQUIREMENTS

The New York State Department of Health requires all students be 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.

For updates regarding immunization requirements, please visit the district website and navigate to Departments and Services > Health Services > Immunization Requirements.

Medical exemptions must have the proper paperwork filed with the nurse and the district office and are the only reasons for immunization exemptions. Medical exemptions must be renewed every year.

INSTRUMENTAL MUSIC

When a student is in fourth grade, there is the opportunity to play a musical stringed instrument. Instrumental lessons are given during the school day by Mrs. Cirmo. Information will be shared with families in September and students will have an opportunity to try different instruments.

LEAVING SCHOOL BUILDING AND GROUNDS

Students may not leave the school building without supervision. Children may not leave the school grounds.

LOST AND FOUND

If you lose any materials during the school year, you should let your teacher or supervising adult know. Please contact the F-M Transportation Office if missing items could have been left behind on the school bus.

Lost items can be returned more easily if you label your books, clothing, and other items. Once each marking period, items which have been found will be displayed in the cafeteria. Unclaimed clothing articles will be donated to charity through the office. Electronic items are sent to the District Office.

NEWSLETTER

Each month, a brief publication, HSA At-A-Glance, will be sent home.. The HSA At-A-Glance will contain the most pertinent and updated information for families regarding school events, programs and the calendar. It will also be available on the Fayetteville Elementary Schoology website.

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.

NURSE'S OFFICE

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

Parents/guardians will be responsible for checking each child's health before school each day. If a child presents with any of the following, they should be kept home from school:

- Temperature of 100.0 degrees or above
- Cough
- Shortness of breath or difficulty breathing
- Chills (with or without repeated shaking)
- Muscle pain
- Headache
- Sore throat
- Nausea, vomiting and/or diarrhea

Please note, this screening is in addition to other conditions that should preclude students from attending school (e.g., pink eye, vomiting) or any situation in which a child appears not to be well enough to participate in the activities of the school day.

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.

Medications - In School

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 district website under Departments and Services > Health Services > Medication Information and Administration.

All medication must be picked up at the end of the school year by a parent or guardian. Any medication not picked up will be properly disposed of after the completion of the school year.

Fever – In order to ensure the well-being of all students, anyone with a fever of 100° or above is asked to remain out of school for a recovery period after the fever drops below 100° without medication for at least 24 hours. Students should also be symptom-free for 24 hours from vomiting and diarrhea before returning to school.

For special medical/health situations, please contact the school nurse.

Guidelines for Lice Prevention & Treatment

Anyone - adult or child - can get head lice. The lice are passed from person to person by direct contact or on shared objects (combs, towels, hats, hair accessories, headphones, etc.). It has nothing to do with cleanliness and hygiene. For more information about prevention and treatment, please refer to the district website under Departments and Services > Health Services > Head Lice Information. If you have any questions regarding these procedures, please call the Nurse's Office: 315-692-1602.

OPEN HOUSE

This event is a special opportunity for parents/guardians to visit the school with their children and to see student work across curriculum areas. A 2026-27 Open House has been scheduled for March 11, 2027 from 6:00 p.m.-7:30 p.m.

PARENT COUNCIL

Parent Council is a forum for parents/guardians in the F-M District to meet with the Superintendent and other staff members to discuss topics relevant to our students. Meetings are generally held on the first day of each month from 9-11 a.m. during the school year (a video conference option is available) and are open to all parents/guardians in the District. At each monthly meeting, parents/guardians and members of the community join the F-M staff and Superintendent for presentations and discussions regarding relevant and timely issues facing the District. You can find out more information about Parent Council, meeting dates and topics at www.fmschools.org under the "Parent/Guardian Resources" quick link.

PARENT/GUARDIAN CONFERENCES

Parent/guardian conference dates are usually scheduled during the first semester and then as needed throughout the year. Parents/guardians may sign up for a conference at the curriculum night scheduled for September. Two half-days have been scheduled specifically for conferences:

Friday, October 30

Thursday, November 19

Additional conferences may be initiated by parents/guardians at any time they have a concern at any level. This is done by contacting the child's teacher, counselor, or principal.

Based on parent/guardian choice, parent/guardian conferences can either be held in person or remotely through Google Meet.

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.

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. **The list expires at the end of the school year. Those wishing to be on the list must notify the district annually by following the directions below.**

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

- Anti-microbial products;
- Non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides
- The application of EPA designated exempt materials under 40CFR152.25;
- 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. The letter should include your name, address, daytime phone number, home phone number, email address, and the school building(s) of interest.

PHYSICAL EDUCATION AND MEDICAL RELEASE

Physical education classes do not require students to change from school clothes into athletic wear. However, sneakers and footwear are required. Class meets every other day for grades K-4. 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.

PHYSICAL EXAMINATIONS

The New York State Department of Education requires physical examinations of students in grades K, 1, 3, 5, 7, 9, and 11, for any student entering the district for the first time, and for students participating in interscholastic sports in grades 7-12. Physical forms are available on the district website under Departments and Services > Health Services > Health Exam Requirements. For information on sports physicals and Family ID Registration, please visit the F-M athletics website at **www.fmhornets.com**. The school nurse will provide vision, hearing and scoliosis screenings as mandated by New York State per grade level each year.

PICKUP PATROL

Fayetteville Elementary uses a web application called PickUp Patrol. PickUp Patrol helps us manage attendance, plan changes, and our dismissal process safely and efficiently while providing you with a convenient app to make changes to your children's schedule. An email with instructions for how to register will be sent to all families. Changes can be entered from a smartphone or computer days, weeks, or months in advance, and at any time up until 2:45 p.m. on the day of the change.

After 2:45 p.m., changes will not be accepted except in the case of an emergency. The end of the school day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY.

Use PickUp Patrol for:

- **Attendance:** Report absences, late arrivals and early dismissals.
- **Default Dismissal Plan:** Establish how your student will regularly be dismissed.
- **Plan Changes:** Submit changes to the default dismissal plan days, weeks or months in advance (i.e. your child is getting picked up instead of taking the bus). Daily changes **MUST** be made before 2:45 p.m. to allow time to communicate with classroom teachers. Calls can be accepted after the deadline only in emergency situations.

PickUp Patrol provides a layer of safety to our dismissal process by authorizing plan changes and automatically tracking student dismissal plans. The application reduces classroom interruptions, speeds up dismissal time and is administered by our school staff. ALL plan changes should now be submitted through PickUp Patrol. Please do not send notes, emails or call the school for changes, except in an emergency. Texting your child's device with plan changes will not be accepted. All communication must go through PickUp Patrol/Staff.

PLAYGROUND

Twice each year the playground equipment is checked to determine maintenance needs. Playground staff report any day-to-day observable disrepair. Guidelines for equipment use by students are reviewed in classrooms and regularly at recess.

PUPIL PERSONNEL SERVICES (PPS)

Please see BEST on page 16.

RECESS

Most days, students will go outside for recess. Students stay inside for recess when it is raining, when the actual temperature or wind chill drops below 10 degrees, or if the heat index is 95 degrees or more. Please make sure that children come to school prepared for recess in the colder weather. Please label all personal items brought to school with your child's name. Recess equipment is provided by the school and HSA. Students are asked not to bring their own toys to school (ex. trading cards, sporting equipment, fidget spinners, etc.) A doctor's note is required for a student to be excused from outdoor recess.

General Rules

- Wear proper clothing and shoes for outdoor weather conditions.
- Keep your hands and feet to yourself.
- Use good language.
- Play on the playground, away from windows, in the fields on top of the hill.
- Take turns and share the playground equipment.
- Follow game rules.
- Keep stones, wood chips and branches on the ground at all times.
- Slides: One student at a time, feet first.
- Swings: Students must remain seated on them.
- Keep a safe distance from equipment while it is being used.
- Line up as soon as the whistle blows.
- Do not bring items from home out to recess. Toys, including (but not limited to) sporting equipment, trading cards, squishies, and fidget spinners should be kept at home.

Winter Rules

- Must wear snow pants, boots, hat, and gloves to leave the blacktop.
- May not kick or throw snow and snow balls.

REGISTRATION

Kindergarten pupils must be five years old on or before December 1. Birth certificates, immunization records and proof of residency must be provided to the school district prior to admission. Information regarding registration for all grades may be obtained by calling the school office or online at www.fmschools.org.

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.

RESPONSE TO INTERVENTION (RTI)

This process, known nationally as Response to Intervention or RTI, gained attention when federal and state law established these practices as an approach to identify and provide early intervention to struggling students. RTI is a process in which students are provided quality instruction, their progress is monitored, those who do not respond appropriately are provided additional instruction and their progress is monitored, and those who continue to not respond appropriately are considered for even more intensive support services.

All students in kindergarten through Grade 4 will be universally screened three times a year in key literacy 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 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 RTI Team (building principal, classroom teachers, school psychologist, reading and language specialists). When appropriate, the RTI Team and the BEST Team will work collaboratively to support students' needs.

RTI 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 support

administered at a slower pace, in smaller groups, and with different research-based instructional methods. Students will continue to participate in the core curriculum even if they need the support of these supplemental interventions. Throughout the process, the classroom teacher will serve as a liaison for communication with parents/guardians.

SCHOOL EMERGENCY PLAN/SAFETY DRILLS

In 2016, the Board of Regents amended New York state education law to improve the scope of school emergency response planning. Among the changes, schools must now conduct expanded emergency response drills, including lock-down drills. The type and frequency of school safety drills have changed over the years, but the purpose has always been the same: to ensure students and staff are prepared to quickly make their way to safety in the event of an emergency situation.

By law, 12 safety drills are conducted within the school building each year. This includes eight evacuation drills and four lock-down drills. At least eight of the 12 drills must be conducted by Dec. 31. New York State regulations require schools to approach safety drills in a manner that is trauma-informed and includes communication with families prior to enacting state mandated safety drills. Communication of drills will be shared with families via ParentSquare the week of any scheduled drills.

Evacuation Drills

Evacuation drills include fire drills and “go-home-early” drills, in which students and staff members are released from school not more than 15 minutes before normal dismissal and no after-school activities are held. An early dismissal drill must be conducted once a year, and parents and guardians will be notified of the scheduled drill one week in advance.

****Families should establish a plan for what children should do if they are sent home early from school due to an emergency and no one is at home, or the house is locked. Parents and guardians should clearly communicate this plan with children.**

Lockdown Drills

During a lockdown drill, students and staff are instructed to clear hallways, lock doors and take possessions out of sight until law enforcement arrives. The participation of local law enforcement agencies in the drills, while not required by state law, is encouraged to help students and staff practice interacting with uniformed

officers. A lock-down secures school buildings and grounds during incidents that pose the highest level of threat in or around the school building.

During an emergency, schools can also implement shelter-in-place, hold-in-place and lockdown emergency safety responses.

SCHOOLGY

Parents, guardians and students will have access to Schoology which will allow them to better collaborate, engage and stay in touch with what's happening in the classroom.

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 and are in the process of setting up their individual classroom pages. At a minimum, teachers will post their schedule and contact information.

Teachers will be able to 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.

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

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 students on the school district's Code of Conduct. The officer will talk with students about acceptable behaviors and help them to understand the consequences of unacceptable behaviors, according to the district's code. For teachers and staff members, the 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.

SCHOOLTOOL

All Fayetteville-Manlius School District students and parents/guardians have access to the SchoolTool parent/guardian and student portal. The web-based system allows parents/guardians to view information about their child's educational program and their child's report card, as well as how their child is doing in school.

Parents/guardians through the portal can also view their child's emergency contact and medical information.

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

SELF-HEATING LUNCH CONTAINERS & APPLIANCES

To ensure the physical safety of all students and maintain district safety standards, self-heating lunch boxes, rechargeable heating containers (e.g., LunchEAZE), and portable food warmers are strictly prohibited. Due to safety risks associated with high-capacity lithium-ion batteries and active heating elements, self-heating meal containers and electrical appliances are not permitted at school. Non-compliant items will be held in the main office for parent pickup.

Recommended Alternative: Families wishing to send warm meals are encouraged to use traditional insulated thermoses, which safely maintain food temperature without external heat sources or batteries.

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/SIGN OUT

Please utilize PickUp Patrol for all arrival/dismissal changes to your child's day. To maintain a safe environment, we have established the following procedures:

Bringing students after the day has started:

- Go to the main office window to sign your child in. They will be given a late pass.
- Student will be sent to their classroom

Picking up students before the end of the day:

- Go to the main office window.
- Office staff will call the classroom to have your child released
- Wait in the inner lobby area for your child to arrive from the classroom.

Picking up students at the end of the day:

- Dismissal is at 3:20 p.m.
- Go to the cafeteria to sign out. Your child will then be released to meet you in the cafeteria.
- Prompt arrival for sign out and pick up is essential.

SITE-BASED TEAM

Site-based planning is a process by which parents/guardians, teachers and administrators are involved in making shared decisions. The purpose of the SBT is to improve student achievement and success in a framework of trust. The SBT can be involved in significant decision-making as follows: Arts in Education, School Climate, Character Education, Communication, Building Concerns, Extracurricular (not interscholastic), Program Enrichment and Wellness. The SBT does not consider individual student discipline decisions, policy decisions of the Board of Education, legal issues, issues regulated by contracts or personnel decisions.

SKATEBOARDS/ ROLLERBLADING

Skateboarding and rollerblading are not permitted on school grounds. All such equipment should stay home. This includes sneakers with wheels attached.

SMOKING

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

SNACKS

Students are encouraged to bring a healthy snack to school each day. Classes that have an early lunch would eat snack in the afternoon, and those classes that have a later lunch would eat snack in the morning. All snacks should be as healthy as possible (e.g., fruit, pretzels, granola bars, cheese, peanut butter and crackers). Please, no cookies, candy, gum, or soda and please observe any special requests your child's classroom may have due to allergies.

SPECIAL AREA CLASSES/SPECIAL SERVICES

All students take art, music, physical education, library and computer classes. Grades 1-4 also have a health class for one quarter of the year. Classes are scheduled on a rotating basis.

STANDARDIZED TESTING

Standardized testing in the Fayetteville-Manlius School District begins in third grade. Third and fourth grade students are required in New York State to take the New York State English Language Arts and Mathematics tests. Parents/guardians are notified of the testing dates well ahead of time, and the school requests that you make every effort to have your children in school on the testing days, barring any illness. Makeup tests are given for those students who cannot be in attendance.

STUDENT PLACEMENT

In an effort to minimize confusion and to maintain continuity of program, the following guidelines summarize criteria for student placement:

Special Needs

Some students have specific learning needs that are addressed by the classroom teacher, various specialists and support staff members. All of these staff members comprise the Pupil Personnel Team for the building and their recommendations assist with student placement.

General Educational and Administrative Considerations

- Enrollment limitations: classes must remain within district classroom size guidelines.
- Reasonable social mix: some children need to be separated because they do not work well together.
- Maintaining a reasonable balance between boys and girls.
- Avoiding social, academic, economic and other forms of segregated class groupings of any kind.

Parent/Guardian Input

No one knows or understands your child better than you. Your input on your child's learning needs and strengths is important, and in conjunction with teacher information, will assist us with grouping students. We ask that parents/guardians not request specific teachers for the new school year as requests are difficult to honor considering all of the data and information that is used to assist with the placement process.

New Students

New student entrants at the beginning of the school year and during the school year are assigned placements by the building principal. Reading and math skills are checked as soon as possible after the child enrolls, and previous school records are requested at the time of enrollment.

STUDENT RECORDS ACCESS

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

A parent/guardian or student is entitled to an opportunity for a hearing to challenge the content of such records; to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Questions concerning the procedure to be followed in requesting such a hearing should be directed to the Assistant Superintendent for Special Services, located in the District Office.

Student records other than directory and public relations information, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than a parent/guardian or the

student without written consent of such parent/guardian or student. There are a number of exceptions to this rule, such as other school employees and officials and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

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

TEACHER GIFTS

Children like to thank and remember their teachers on special holidays and at the end of the year. Gifts are a very thoughtful way of doing this, though, by no means required. If a child wishes to share a gift with his or her teacher, it should be moderate. No major collections should be taken involving the entire class. It truly is the thought that counts.

THERAPY DOGS

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

The district's program currently includes 13 therapy dogs; one is regularly at Fayetteville Elementary.

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

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

TOYS

Children should not bring toys for use on the bus, during recess, or at any other school activities. These items are not permitted during the school day unless they are part of a classroom request and/or celebration. Toys, including (but not limited to) sporting equipment, trading cards (including Pokemon cards), squishies, and fidget spinners should be kept at home. Misuse of toys by students will result in confiscation by the teacher or administration.

USE OF STUDENT PHOTOGRAPHS

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

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

VACATIONS

Some families have asked that we provide work for students who are on vacation when school is in session. We believe that part of each child's education occurs within the context of classroom instruction, interaction, and activities that cannot be replicated outside of the classroom. With this in mind, we would like to recommend activities that may enhance your child's vacation experience such as creating a book of experiences from the trip; making a collection of photographs or other memorabilia, or reading books and practicing math facts.

Please note that family vacations are not considered excused absences.

VISITORS/VOLUNTEERS

All outside doors are locked during school hours. Visitors must enter the school through the front door. The school uses a video entry system. Visitors press the call button next to the door outside and identify themselves. Office personnel will release the door to allow visitors to enter into the vestibule. All visitors must then sign in at the main office window.

To ensure a safe learning environment for all students, please be reminded that all visitors must go directly to the main office to have their name entered into the system and obtain a visitor's pass. Under no circumstances should visitors be in the hallways or cafeteria without a Visitor's Pass. Furthermore, visitors should not interrupt teachers during instructional periods. In order to limit instructional interruptions, we ask that parents/guardians who are in the building to volunteer or visit a specific program, please do not spontaneously stop by their child's classroom for a visit. Please feel free to call the main office to leave a message for a teacher or use email.

Upon leaving school, all visitors are required to sign out at the main office window.

School work, treats or other items should be left in the office for pickup by the teacher or student. Because teachers cannot be interrupted during instructional time, and because it is an unsafe practice for visitors to be in all parts of the building throughout the day, parents/guardians and other visitors should not go directly to a classroom to make deliveries or to pick up a child.

WEBSITE

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

NOTES

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

[illegible]

[illegible]

