



Fayetteville-Manlius
SCHOOL DISTRICT



2026-2027
Student & Parent/Guardian
Handbook

MOTT ROAD ELEMENTARY SCHOOL
77173 Mott Road | Fayetteville, NY 13066

Mott Road Elementary School

MOTT ROAD PLEDGE

Mott Road
Elementary School



**"...Where Students Are
Eager To Do Their Best"**

I will be respectful and I will be fair.

I will accept others and show that I care.

Persistence, responsibility and working together,

Makes our school so much better.

Making good choices is the way to grow.

Come on Mott Road, let's go!

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.

Fayetteville-Manlius Central School District
Mott Road Elementary School

7173 Mott Road, Fayetteville, NY 13066
315-692-1700

Dear Mott Road Families:

On behalf of the entire Mott Road community, it is my pleasure to welcome you to the start of the new academic year! Whether you are returning or joining us for the first time, we are thrilled to have you as part of our school family.

As your principal, I am committed to ensuring that Mott Road continues to be a place where every child feels valued, safe, and inspired to learn. Our dedicated staff is eager to nurture each student's academic, social, and emotional growth, providing a well-rounded education that prepares them for success in an ever-changing world.

To help you navigate our school community and understand our policies, procedures, and expectations, we have prepared the Mott Road Handbook. This handbook serves as a comprehensive guide outlining important information about our building protocols and procedures. Many day-to-day questions can be answered by referencing the handbook.

We encourage you to review the handbook carefully with your child to ensure a smooth transition into the new school year. Should you have any questions or need further clarification on any information provided, please do not hesitate to reach out. We are here to support you and your child every step of the way.

Once again, welcome to Mott Road! I look forward to a year filled with growth, achievement, and memorable experiences for each and every student.

Warmly,

Lisa Geraci-Civiletto
Principal

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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
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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

MOTT ROAD ELEMENTARY SCHOOL

Mrs. Lisa Geraci-Civiletto, Principal	315-692-1700
Mr. Tom Cheevers, Assistant Principal	315-692-1115
Mr. Matthew Murphy, Dean of Students	315-692-1700
Ms. Makenzie Keeler, Counselor	315-692-1701
Mrs. Meg Losty, Psychologist	315-692-1757
Ms. Marisa McDonough, Nurse	315-692-1702
Mrs. Susan Stearns, Transportation Supervisor	315-692-1218

SCHOOL SCHEDULE

MOTT ROAD ELEMENTARY SCHOOL SCHEDULE

8:30 a.m. - Supervision in Cafeteria

8:50 a.m. - First Bell, Buses Drop Off Students

9:00 a.m. - School Begins, Morning Announcements

Lunch/Recess Schedule

Grade 2 - 10:50-11:50 a.m.

Kindergarten - 11:25 a.m. - 12:25 p.m.

Grade 3 - 12:00-1:00 p.m.

Grade 1 - 12:35 - 1:35 p.m.

Grade 4 - 1:10 - 2:10 p.m.

Dismissal Schedule

3:20 p.m. - First Bell, Walker and Pick-up Dismissal

3:25 p.m. - Bus Dismissal Begins

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. **Mott Road's psychologist is Mrs. Meg Losty and can be contacted at 315-692-1757.**

The school psychologist will meet with parents/guardians to discuss the process that will be followed and the possible interventions available to fit the needs of the student. 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 district's website, **www.fmschools.org**, and click on the "Student Support Services" link under "Curriculum & Instruction."

ACADEMIC ENRICHMENT

The Fayetteville-Manlius Elementary Academic Enrichment Program strives to extend, enhance, and enrich curriculum for students in grades two through four. The program differentiates curriculum and instruction for students and strengthens critical-thinking, problem solving, and collaboration skills.

Student Participation

There are two components to the Academic Enrichment Program:

The first component of the program involves all students in grades 2-4 participating in curricular enhancements that enrich and extend the existing grade level goals.

Highlights

- Co-taught experiences that enhance engineering and design
- Opportunities for collaboration and problem solving
- Presentations from experts
- Extensions to the existing curriculum with highly motivating topics
- A culminating field trip, highlighting local ties to key social studies concepts
- Increased community connection

The second component of the program involves more personalized learning for students working in small groups. Student participation in these experiences is fluid and flexible adapting to changing student needs, unit instructional focus, and classroom demands.

Considerations

- Teacher observations
- Student achievement data and grades
- New York State assessments
- Classroom formative and summative assessments
- Teacher recommendations

Parents are notified at the start of the enrichment unit. The enrichment teacher sends a report that provides an overview of the topic(s) studied and a summary of their child's performance at the end of the program.

Please see our website or contact your child's principal for more information about the Enrichment Program at Fayetteville-Manlius School District.

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/guardians and appropriate public and private community resources to prevent drug abuse.

ASBESTOS MANAGEMENT

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1988, Fayetteville-Manlius Schools inspects for asbestos materials and has developed a written management plan for all assumed and 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 Mr. Geoffrey Brown, Asbestos Program Designee, ICC Building, 100 Pride Lane, Manlius, NY 13104, phone- 315-692-1254, fax- 315-692-1259, or gbrown@fmschools.org.

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 the student is 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 of school days in any marking period. Continued tardies 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. Work may not be requested prior to an anticipated absence.

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.
School work will not be provided in advance.*

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:

- Prior to 9:00 a.m., please utilize Pick Up Patrol to report that your child will be absent from school.
- If a reason for absence is not entered into Pick Up Patrol by 9:30 a.m., you will receive an automated call from school asking you to contact the main office 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's signature.

Pick Up Patrol

Mott Road uses the web-based platform, Pick Up Patrol to manage dismissal time and for parents/guardians to communicate changes to their student's regular dismissal plans.

Parents/Guardians who are new to the district or school will receive an email with registration instructions. Using a smartphone or computer, changes can be entered into the system days, weeks, or months in advance - any time up until 1:45 p.m. on the day of the change.

This program should be used to report any changes in dismissal plans, including early pick-up, plans to stay for a club/activity or an alternate dismissal plan different from the typical default plan. In order to streamline the dismissal process and maximize safety, the office will no longer be accepting this information by email, note or phone except in the case of an emergency. After 1:45 p.m., if there is an emergency change in plans, please call the main office.

Please plan accordingly and limit exceptions to emergencies only.

Procedures for Students

Absences: Please give your signed written excuse to your teacher when you arrive in class.

Tardy: When you come to school late (after 8:55 a.m.), please ring the front doorbell and, upon entering school, check in with the main office where you will receive a tardy pass to give to your teacher.

Returning To School: If you return to school before the end of the day, you must ring the front doorbell and, upon entering school, go to the main office. You will be permitted to walk to class.

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.

BEST TEAM

Mott Road Elementary School has a Brainstorming Educational Strategies Team (BEST Team), composed of the building administration, 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 child may need extra support (academically, socially, or behaviorally), he/she will complete the proper paperwork to refer the child to the BEST Team. The BEST Team then meets 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.'s parents/guardians.

BUILDING ACCESS

The building is locked during after-school hours. Parents/guardians should not expect to return to school for forgotten items or instrument pickups. When clubs are offered, an HSA representative will be at the door to allow access for participant pickup. Parents/guardians will be asked to sign out their children.

BUILDING USE

All meetings held on school property must be approved by the administration. Forms used to apply for use of the school building or grounds are available on the district website, **www.fmschools.org**. Choose “Departments and Services,” then “Buildings and Grounds.” From the Buildings and Grounds page, scroll down to “Building/Facilities/Field Usage Requests.” You will then be required to create a user account with MLSchedules. After registration, an email confirmation will be sent.

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, **www.fmschools.org**. Parents/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 315-692-1218.

All district students in kindergarten through grade 12 may walk up to one half mile to the nearest designated bus stop, where buses will pick them up and drop them off. Students should be at bus stops five minutes before bus arrival times. Certain roads are designated as one-way roads. On these roads, students are picked up at their homes and may not cross the street. A list of these roads is posted on the district website.

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 designed 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, recess, before school or after school

5. Loss of bus privilege - duration to be determined by school administration

Bus Passes

The elementary school building secretary/aide 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.

Bus Behavior Expectations

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

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

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

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

Students using district transportation should:

- Be at their designated bus stop five minutes ahead of the scheduled bus arrival time. The bus cannot wait for those who are tardy;
- Be visible and, if possible, 15 feet away from the bus as it approaches the bus stop;
- Not approach the bus until it has stopped and the door is opened. If students miss their bus, under no circumstance should they run after the bus;

- Sit down after boarding the bus and buckle their seat belts (The bus driver is authorized to assign seats when necessary.);
- Keep their heads and hands inside the bus;
- Remain in 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. Additional meals and a la carte items are available for purchase.

Breakfast is available before 9 a.m.

Students may bring a lunch from home. Students may not bring glass bottles or soda.

Boxed lunches for field trips will be made available from all cafeterias upon request.

Students may pay for a la carte items/additional meals with cash, check or via their cafeteria account. Parents/guardians can make a prepayment in any amount to their

child's account. Students are not allowed to charge snacks. Checks should be made payable to: **F-M School Lunch**.

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/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Lunch and breakfast menus are available on the F-M district website, **www.fmschools.org** and on Mott Road's Schoology page.

Parents/Guardians may contact the Mott Road Cafeteria Manager at 315-692-1709 at any time to request the balance in their child's account or to request a summary of all food purchases made by their child.

Applications for Free and Reduced lunches are available through the school nurse, the school lunch manager and on the Food Services Department section of the district website, **www.fmschools.org**.

Lunch Times

2nd Grade:	10:50 - 11:20 a.m.
Kindergarten:	11:25 - 11:55 a.m.
3rd Grade:	12:00 - 12:30 p.m.
1st Grade:	12:35 - 1:05 p.m.
4th Grade:	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 manner. When in the cafeteria, students must observe the following rules:

- Stand quietly whenever you're in line, keeping your hands and feet to yourself.
- Sit on your bottom at your assigned place.
- Food may not be shared.
- Be kind and courteous while eating and talking to your friends.
- Ask permission from an adult to leave your seat.

When emptying: clean up your area on the desk or table and under your chair.

CELL PHONES/ELECTRONIC DEVICES/SMARTWATCHES

We ask that parents/guardians **turn off or silence cell phones** when visiting or volunteering in classrooms, the library, office, 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.

CLASSROOM CELEBRATIONS

Four seasonal celebrations coordinated by room parents/guardians via the HSA will take place. Remaining celebrations will be for all students K-4 or scheduled by grade level.

All food must be store or bakery prepared or purchased from the school cafeteria. Food prepared at home cannot be shared during the school day. Students with food allergies or restrictions will need special accommodations. Siblings in other classrooms may not attend celebrations. Room parents/guardians organize other celebrations at various times of the year.

For celebrations outside of school, teachers and students can only distribute invitations in school if the entire class is invited. If parents/guardians are not inviting the entire class, they must use the Student Directory to send invites.

CLOSINGS AND DELAYS

The decision to close the schools is made by the Superintendent of Schools. When schools must be closed for the day, opened later or closed earlier than usual because of weather conditions or other emergencies, announcements will be made through the ParentSquare calling, email and text messaging service and on all local radio and television stations. School closing information can also be obtained from the district website, **www.fmschools.org**. Students would return home by the normal procedure. Parents/guardians away from home during the day must make arrangements for care of their children in the event of emergency school closings.

CLUBS

The Home and School Association (HSA) offers after-school clubs for kindergarten through fourth graders. Kindergarten students are eligible for clubs in the spring, but not the fall. This is to allow students time to adjust to school. After-school clubs meet one day a week for 4 weeks in the fall, winter and spring. The club sessions typically run for one hour immediately after school or in the evening, depending on the club. If you sign up for a club, please enter the pickup information for your child into Pick Up Patrol.

Examples of clubs offered in the past include: cooking, chess, foreign language, art, science, sports, games and a running club. This is a good way for children to explore interesting topics with schoolmates. Clubs encourage socialization and independence in an informal setting. Club offerings depend on instructor availability. There is a registration fee, however confidential scholarships are available. Information regarding club sign-ups will go home by newsletter and flier a few weeks before the programs begin.

CODE OF CONDUCT

Each student is expected to behave in a responsible way and to follow the rules and regulations of Mott Road Elementary School. This enables all of us to work in a positive manner to learn. When a student misbehaves, the student interferes with learning and hurts not only themselves, 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, recess, before school or after school. 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 supervision 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 Mott Road or for violations of the 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 district 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/guardians 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. Gum chewing is not permitted.
8. Sharp/pointed objects may not be brought to school.
9. Hats will be worn only outside at school.
10. Clothing should be safe, and not disrupt or interfere with the educational process, be disrespectful to others or encourage illegal or violent activities.
11. Treat the school and other people in a courteous, respectful, dignified and caring manner.
12. Toys from home should not come to school.

COMMUNICATION

Communication between home and school is essential to support and encourage each child's success. Common forms of communication include personal notes, telephone messages, Schoology updates and email. Please understand that teachers cannot always respond to messages until later in the day or perhaps the next day but will reply as soon as possible. The protocol for F-M district email addresses is: first initial, last name@fmschools.org. (For example, Jane Smith would be jsmith@fmschools.org). School emails are not confidential and are stored electronically.

Parents/Guardians should call the main office if there is an emergency or if information is of a timely nature. Other ways to learn about events at Mott Road or

in the district are by checking the website, the monthly Mott Road Moments newsletter, Schoology classroom pages, Mott Road's Schoology page, and flyers.

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

- Contact the teacher for a question regarding a child's classroom progress or a concern regarding the teacher's own performance.
- Contact the counselor or psychologist for a question regarding a child's personal adjustment. The counselor and psychologist are a key communication link between the home and the school.
- Contact the administrator or the building Elementary Student Supervisor for a question regarding the child's behavior or if satisfaction is not received through communication at the other levels.

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

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

programs. Teachers, parents/guardians or students can request a meeting between the counselor or psychologist and a child. By working closely together, parents/guardians, counselors, and teachers can help each student reach their highest possible level of accomplishment.

Services offered by the professional staff include:

- Short term individual or group counseling
- Social skills groups
- Referrals and recommendations to pupil service, specialists and outside counseling services

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 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. Reports of bullying may also be made by utilizing the district's Bully Button located on the district website homepage.

Mott Road Dignity Act Coordinator

Tom Cheevers, Elementary Assistant Principal, 315-692-1115

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.

DISMISSAL - PICKUP PATROL

Mott Road 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.

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 1:45 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 device with plan changes will not be accepted. All communication must go through PickUp Patrol/Staff.

DROP-OFF AND PICK-UP PROCEDURES

Morning Drop-Off

Morning drop off time begins at 8:30 a.m. The front doors will open at 8:30 a.m. and students may enter the main entrance of the building to the cafeteria, where they will be supervised until 8:45 a.m. when the first bell rings. Students will have a chance to socialize, eat breakfast or read books while waiting in the morning.

If you plan to walk your child to the building, or if your child requires extra assistance with his or her school belongings, we ask that you park in a space and walk your child to the front door. If you are dropping your child off and choose to stay in the line of cars around the front circle we ask that you adhere to the drop-off procedure, which is to remain in your car until you reach the green cones. Pull all the way forward to the furthestmost green cone, stop and allow your child to exit the car. You may not

park in the fire lane and must keep moving once your child exits the vehicle. Please do not allow your child to get out of the car prior to reaching the green cone zone.

First Dismissal - Car Riders & Walkers

Car Riders: Students picked up from school at 3:20 p.m. dismissal will report to the cafeteria. Doors open at 3:15 p.m. for parents/guardians, who will wait in the hallway. Students will be called over to meet parents/guardians after they check in. Staff members are assigned to this area to monitor pickups. Parents/guardians will sign their children out and wait in the cafeteria for students to be released. See Dismissal Notes above.

Walkers: Parents/guardians of 2nd through 4th grade students may communicate through PickUp Patrol that their child will be walking home each day. Kindergarten and 1st grade students will not be dismissed as walkers unless an older sibling or guardian accompanies them. Walkers should report to the bench outside the nurse's office at 3:20 p.m. to be signed out.

Second Dismissal - Bus Riders

All students going home on the bus will be dismissed at 3:25 p.m. Students will be dismissed from homerooms in a staggered fashion.

Sign In/Sign Out

Bringing students to school after the day has started:

- Please indicate in PickUp Patrol a note explaining the tardiness.
- The student will go to the main office where they will be given a late pass.
- The student will be sent to his or her classroom.

Picking up students before the end of the school day:

- Indicate in PickUp Patrol the time and reason for early dismissal.
- Go to the office to sign your child out.
- Office staff will call the classroom to have your child released.
- Wait in the office area for your child to arrive from the classroom.

EARLY DISMISSAL

All days that are designated as early dismissal days (half days) end at 11:40 a.m. Students who are picked up are dismissed at 11:35 a.m. Students going home on the bus are dismissed at 11:40 a.m.

FIELD TRIP POLICY

Field trips are off-campus activities which extend and enhance classroom learning. All students are expected to participate in field trips since they are curriculum based. These trips occur during the school day. Expenses are supplemented by the HSA.

A field trip permission slip will be given to parents/guardians at the start of each school year or upon enrollment in the district.

General Requirements:

1. Signed permission is required for all field trips to sites other than Fayetteville-Manlius school property. Generally, the Field Trip Parent/Guardian Permission form completed at the beginning of the school year covers all field trips. Vehicular seat belts must be worn on all field trips.
2. Your child's teacher will send home advance notice of planned field trips. These notices will give you more detailed information about these trips.
3. If you plan to volunteer as a chaperone for a field trip, you may not bring siblings with you.
4. Parents/Guardians may not drive their children to or from field trips.

Transportation shall be provided only by:

- Teachers, administrators, or bus drivers driving school-owned or school-leased vehicles;
- Teachers (with prior approval) and administrators driving their own vehicles; or
- Chartered or public transportation (buses, trains, etc.) including rental or leased vehicles.

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

FUNDRAISING AND ADVERTISING IN THE SCHOOLS

No activity, which involves 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 exempted 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 or the F-M Education Foundation.
- Yearbook and school photographs, as long as the photographer does not use the opportunity for commercial promotion.

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.

GIFTS AND DONATIONS

At various times in the year, some parents/guardians give gifts to staff members. Your thoughtfulness and generosity are appreciated; however, we do not expect gifts from you.

Some ways to express appreciation are to give a book or game to your child's classroom. A donation to the HSA or the Christine Bracker Support Fund will benefit Mott Road students in many ways. You might consider purchasing a book for

our library in honor of your child’s birthday. We think these are excellent ways to share a gift with many children for many years.

GRADING

The following grades are used to represent the progress of your child’s work.

Characteristics of a Learner Key

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

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 and 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. In order to prioritize safety for our students, there will no longer be a public parade on this day.

HANDICAPPED/SENIOR PARKING

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

HOME AND SCHOOL ASSOCIATION (HSA)

The membership of the Mott Road Home School Association (HSA) consists of all parents/guardians with students currently enrolled at Mott Road as well as the faculty, staff and administration of the school. Meetings are held monthly during the academic year. Consult the Mott Road Moments newsletter or the HSA news blasts for this year’s meeting dates.

The HSA provides a forum for parents/guardians and staff to discuss mutual concerns. Every meeting includes a principal's report of upcoming activities and provides an opportunity for parents/guardians to ask questions. Reports from the Board of Education, Parent Council and faculty are also a regular feature. Programs of special interest to parents/guardians are presented at HSA meetings.

HSA-sponsored events are independent of school-sponsored activities.

Each year, the HSA supports many school-wide programs, including field trips, a fall festival, Mott Road Mashers, student clubs and activity nights. Support is possible through various fundraising projects throughout the year. Profits from all fundraisers are reinvested in Mott Road to support our school. If you have ideas to share, please contact HSA co-presidents, Emily Cleckner or Michelle Biegalski by email MottRoadHSA@gmail.com.

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 office for further 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 the grade level and the individual teacher's objectives for the assignment.

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 9:00 a.m. on the second day of absence. Homework can be picked up or sent with another child at the end of the day.

ILLNESS/INJURY

There is a health office and a nurse in each school building. Any student who is ill or injured should report immediately to the teacher who will, in turn, refer the student to the nurse's office. When necessary, the nurse will contact a parent/guardian to take the ill student home.

Parents/Guardians may have trouble making a judgment call about whether to keep a child at home. Parents/Guardians are generally the best judge of their child and

whether the student is different from normal but sometimes it is hard to decide what is a “real” illness.

In general, these symptoms warrant keeping a child home from school:

- Fever of 100.4 or more
- Vomiting or diarrhea
- Sore throat
- Runny nose, cold and cough
- Earaches
- Impetigo or other skin rash
- “Pinkeye” or conjunctivitis

When your child is ill, staying home from school not only will help your child recover, but will help all of us by preventing the spread of diseases.

Your child must be fever-free without the aid of fever-reducing medicine for 24 hours before returning to school.

IMMUNIZATIONS

New York State Department of Health requires that all students are immunized prior to starting school. Check with your child’s physician about changes in requirements and always send in the most up to date immunization record to the school nurse.

The Health Services section of the district website will also have updates regarding immunization requirements. The Onondaga County Immunization Clinic is also a good resource and is located at John H. Mulroy Civic Center at 421 Montgomery Street Syracuse, NY 13204. Their phone number is 315-435-2000. OCIC also offers immunization translation, if needed.

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. Panzetta. 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. Students may not leave the school grounds at recess.

LIBRARY MEDIA CENTER

The Library Media Center is open daily from 8:50 a.m.-3:30 p.m. Our goal is to foster literature appreciation and independent use of information and technology. Students attend library classes once a week. There are check-out limits based on your child's grade level and items must be returned before other items can be checked out.

Students and parents/guardians can access many wonderful databases through the library web page. Passwords are printed on library bookmarks. Students may request password bookmarks from the library.

For more information on the Library Media Center, please visit our website: <http://www.fmschools.org> and click on the library link, or visit the library's Schoology page.

LOST AND FOUND

If any materials are lost during the school year, follow these steps:

1. Check with the Main Office, in case your item was returned there.
2. The main office will look in the cafeteria for lost materials.
3. A monthly video will be shared via Schoology of our Lost & Found.

Lost items can be returned more easily if books, clothing, and other items are labeled. Twice each year, unclaimed articles will be donated to charity. Any electronics will be held for one additional year at the District Office.

MEDICATION

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

If there are questions about these regulations, please call Mrs. McDonough at the Health Office (315-692-1702).

NON-DISCRIMINATION POLICY & SEXUAL 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 their 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 their 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.

PARENT/GUARDIAN CONFERENCES

Two half days are set aside in late fall for conferences in grades K-4. Teachers will schedule individual times with parents/guardians to discuss progress and answer questions. Parent/Guardian conferences will be offered in person and virtually.

Regular communication between parents/guardians and teachers is important to student achievement. Parents/Guardians are encouraged to visit schools and to meet with teachers. Prior notice is important to properly plan for any parent/guardian-teacher conference. Parents/Guardians can request a conference with the principal or individual teacher by calling the office at 315-692-1700. Please do not hesitate to call your child's teacher if you have a question about your child's progress or program.

PARENTS/GUARDIANS AND VOLUNTEERS GUIDELINES

Volunteers are welcome in classrooms, the library, computer lab and on field trips. The staff at Mott Road Elementary recognizes the valuable contribution of our parent/guardian volunteers. We encourage all parents/guardians to become involved as volunteers to assist with the educational programs at our school. Curriculum Nights are a good opportunity to sign up for a variety of events or activities for which you want to volunteer. If you wish to volunteer or would like further information, please contact your child's teacher or visit the Mott Road HSA Facebook group.

Planning and Arrival

- Volunteers are responsible for their scheduled time and should notify the school staff if unable to find a substitute and therefore cannot commit.
- May not bring siblings or other children with them while volunteering.
- Must turn off cellular phones while volunteering in the building.
- No filming or taking photos without permission from the main office.
- Report to the office to sign in and out.
- Wear a Mott Road visitor ID badge while in the building.

In the Classroom

Work under the direction of the school staff. Please recognize that all instruction and discipline are the responsibility of the school staff.

- Communicate with the Mott Road staff to ensure clear expectations of the assigned activity.
- Are expected to treat all students with fairness, honesty, patience and kindness.
- Set a good example by being courteous and respectful of the students and staff at Mott Road.
- Respect the privacy of students and school staff by not divulging confidential information.
- Should not place themselves in situations where they are alone with a student for the protection of both the student and the volunteer.

On a Field Trip

- *Supervise students at all times.*
As a chaperone, you will be responsible for supervising a small group of children, helping them learn and making sure they behave appropriately. Students must stay with their chaperone at all times. Chaperones must be readily available, be mindful of safety concerns and respond to student needs. Student safety is the primary concern at all times.
- *Know what to do in an emergency* (medical emergency, natural emergency, lost child, serious breach of rule, etc.).
As a chaperone, you will be provided the phone number of the teacher in charge in case any problems or concerns arise. The teacher will know who is first aid trained, where the first aid kit is and will have copies of the parent/guardian permission slips with emergency phone numbers and medical information.

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.

PERSONAL ITEMS

Any personal items that are brought to school should be labeled with the student's first and last name. We discourage students from bringing valuable items to school. Classrooms do not have a secure place to store such items; therefore, we cannot be responsible for damage or loss.

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 following pesticide applications are not subject to prior notification requirements: anti-microbial products; nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children; silica gels and other nonvolatile 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 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; and a pesticide application where a building remains unoccupied for a continuous 72 hours.

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 your school, please mail a letter to: Geoff Brown, Director of Facilities III, F-M Schools, 100 Pride Lane, Manlius, NY 13104 or fax a letter to him at 315-692-1259. The letter should include your name, address, daytime phone number, home phone number, e-mail address and the school building(s) of interest. For more information, contact Mr. Brown at 315-692-1254.

PHYSICAL EDUCATION

Students in grades K-4 attend physical education class every other day. Physical education requires that students wear sneakers.

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 written by a physician. Once the student is cleared to return to physical education class, another physician note is required.

PHYSICAL EXAMINATIONS

The New York State Department of Education requires physical examinations of students in grades K, 1, 3, 5, 7, 9, 11 and any student entering the district for the first time and students participating in interscholastic sports in grades 7-12. Physical forms are available on the nurse's web site. See athletic department website for information on sports physicals and Family ID Registration. The school nurse will provide vision, hearing and scoliosis screenings as mandated by New York State per grade level each year.

RECESS

Most days, children will have recess outdoors. Students stay inside for recess when it's raining, when the actual temperature or wind-chill drops below 10 degrees, or when the "feels like" temperature reaches 95 degrees. Families should plan appropriate clothing for daily weather conditions. A doctor's note is required for a student to be excused from outdoor recess.

General Rules

- Wear proper clothing for outdoors.
- Keep your hands and feet to yourself.
- Use appropriate language.
- Play on the playground, away from classroom windows, on the fields at the top of the hill.
- Take turns and share the playground equipment.
- Follow game rules.
- Keep stones and branches on the ground at all times.
- Slides: One at a time, feet first.
- Swings: Seated.
- Keep a safe distance from equipment when it is being used.
- Line up as soon as the whistle blows.

Winter Rules

- Must wear snow pants, boots, hat, jacket and gloves.
- May not kick or throw snow or snowballs.

RELIGIOUS INSTRUCTION

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.

REPORT CARDS AND CONFERENCES

The staff attempts to provide parents/guardians with a clear understanding of the student's academic and personal development during the course of the school year. Our reporting system consists of report cards and parent/guardian conferences. Every 10 weeks, all students in grades K-4 will receive a report card. Check the school or district calendars for dates that report cards will be available on SchoolTool.

Teachers in grades K-4 will schedule parent/guardian conferences in late October into the latter part of November.

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 child's current classroom teacher(s) and teaching assistants.

The following may be requested:

1. Whether the teacher has met state qualifications and licensing criteria for the grade level and subject area in which the teacher provides the instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. The teacher's most recent Annual Professional Performance Review quality rating and effectiveness score; and
5. Whether a child is provided services by teaching assistants and, if so, their qualifications.

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 committee 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.

ROOM PARENTS/GUARDIANS

In September, an HSA representative selects one or two room parent/guardian(s) for each classroom. Room parents/guardians serve as coordinators for classroom activities. Events that require assistance may include coordination of class parties, obtaining chaperones for field trips, and organizing volunteers for various HSA events during the year. The room parent/guardian provides a connection between the HSA Board and the classroom in many different capacities throughout the year. A sign-up opportunity and room parent/guardian orientation are organized at the beginning of the school year.

SCHOOLGY

Schoology is a tool that allows parents/guardians and students to 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 have individual classroom pages on Schoology.

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

Principals will share building-level information and resources through Schoology that are targeted to parents/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 to access all of their children's information. Schoology also offers an app for 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'll go to see what's happening in class.

The district will share 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.

SCHOOL 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 two lock-down drills. At least eight of the 10 drills must be conducted by Dec. 31.

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/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/guardians should clearly communicate this plan with children.

Go Home Early/Shelter Drills

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

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

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

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

It is a good idea for each family to have a plan in case of early dismissal any time during the school year.

Lockdown Drills

During a lock-down 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 lock-out emergency safety responses.

SCHOOL SPIRIT DAYS

Throughout the year, students and staff will enjoy a number of spirit days to celebrate special occasions, sports events and character education. Hats, favorite sportswear, and occasionally costumes are permitted. Mott Road t-shirts and F-M attire is worn on spirit days. Notification of all spirit days is sent home via email, Mott Road Moments newsletter and posted on Schoology.

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, 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>.

A link to the New York State Public Registry of Sex Offenders is available under “More Information” on the district website’s About Us section.

SMOKING/VAPING

Smoking and vaping are prohibited at all times in all school district buildings and vehicles and on all school grounds.

SNACKS

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

SPECIAL AREAS OF INSTRUCTION

All students in grades K-4 take physical education, music and art on a four day rotation. Students have computer instruction in the computer lab and library skills instruction in the media center for one period each week. Grades 1-4 have health instruction for a designated period during the school year.

SPECIAL EDUCATION SERVICES

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

STUDENT RECORDS ACCESS

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

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

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 Math 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.

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 PHOTOS

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, Instagram and Facebook pages, 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 the Annual Student Information Verification Form that is sent home to parents/guardians at the beginning of the school year. Contact the main office at 315-692-1700 if you have questions.

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

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

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. Visitors also need to return their visitor's badge to the main office before leaving the premises. Please feel free to call the main office to leave a message for a teacher or use email.

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 single sheet of white paper with horizontal blue 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.

Blank lined paper for writing.

