



*Fayetteville-Manlius*  
SCHOOL DISTRICT



# **2026-2027**

## **Student & Parent/Guardian Handbook**

**WELLWOOD MIDDLE SCHOOL**  
700 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, supports the overall wellness of each student and promotes continuous improvement in each of the district's priority areas: teaching and learning; positive school environment; supportive 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.*

**Wellwood Middle School**  
**700 South Manlius Street, Fayetteville, NY 13066**  
**Telephone: (315) 692-1300**  
**Fax: (315) 692-1049**  
**[www.fmschools.org](http://www.fmschools.org)**

Trisha Fogarty, Principal  
Shaena Brasz, Assistant Principal  
Brandon Mendoza, Dean of Students

Dear Parents/Guardians and Students,

Welcome to the 2026-2027 school year! We hope that you are as excited as we are to begin another school year.

This handbook will answer many of the questions you may have about procedures, rules and responsibilities here at Wellwood. We ask that students and parents/guardians please read the handbook thoroughly; it will serve as a helpful reference throughout the school year. If you have questions or concerns, please feel free to see your teachers, counselor, or one of us.

We are looking forward to a great year!

Trisha Fogarty  
*Principal*

Shaena Brasz  
*Assistant Principal*

Brandon Mendoza  
*Dean of Students*

# **Pick-Up and Drop-Off Procedures Updated for the 2026-2027 School Year**

## **PARENTS/GUARDIANS, WE NEED YOUR CONSISTENT HELP AND CONSIDERATION TO ENSURE THE SAFETY OF OUR STUDENTS!**

At Wellwood we are updating our drop off and pick up procedures. Beginning this year, parents/guardians will pick-up and drop-off students at the Main Entrance on the Fayetteville Elementary side of the building. We will no longer use Franklin Street parking lot for drop-off and pick-up. Drop-off and pick-up will begin at the entrance of the parking lot and end at the access road to the left of the Main Entrance. Please have your child exit the car as soon as you stop along the sidewalk. Once your child has exited the car, please exit the pickup line and drive down the access road on the playground side of the building through the Franklin Street parking lot. Drop off will take place between 7:45am-8:05am and pick-up will take place at 2:45pm. Pick-up after the enrichment period takes place at 3:25pm.

For the safety of all of our students, please be courteous and respectful of others. Children will learn from what you do. The pick-up/drop-off procedure is designed to keep all children safe. When parents/guardians do not comply with the procedure, it increases the risk that a child could be seriously injured. Please arrive in time for students to enter the building by 8:05am.

The Village of Fayetteville has posted signs on Franklin Street that clearly prohibit parking or waiting in a vehicle to pick-up or drop-off students at Wellwood. When parents/guardians wait on adjacent side streets to pick up students, students may move in between vehicles to cut through the parking lot and then cross the street. This presents an unsafe situation for students. Please remember to give yourself enough time to pick up or drop off students so that you do not have to hurry and violate our procedures.

In addition, there is a crosswalk on Franklin Street across from the pond. It is a STATE LAW that drivers must stop for any person waiting to cross. Please remember to come to a full stop at the crosswalk.

Thank you for your consideration and attention to this very important matter.

## Arrival and Dismissal Times

- **7:45–8:05 a.m. and 2:45–2:55 p.m.:** Students should be dropped off and picked up at the **Main Entrance** on the Fayetteville Elementary side of the building.
- The **bus loop is closed** to all private vehicle traffic at all times.

## During the School Day

- Between **8:05 a.m. and 2:45 p.m.**, all students arriving late or being picked up early must use the **Main Entrance** on the Fayetteville Elementary side of the building.

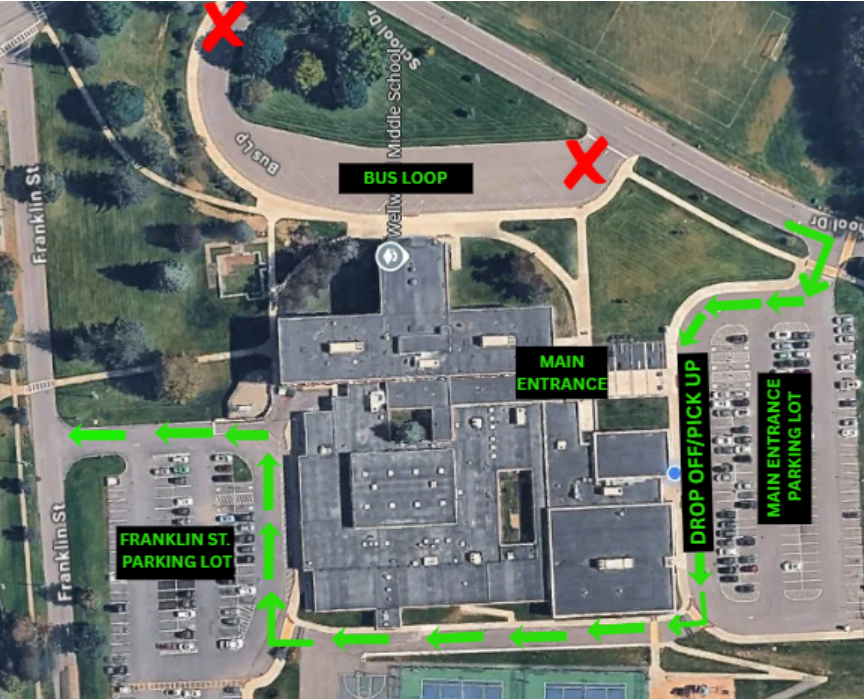
## Traffic Flow for Drop-Off and Pick-Up

- Form a **single line** as you enter the parking lot, as shown in the diagram below.
- Turn **right** upon entering the lot and follow the driveway to the designated drop-off/pick-up area.
- Students should **enter and exit vehicles on the passenger side only**.
- During pick up, students should **wait on the sidewalk** until your vehicle reaches the designated loading area.
- Once your student has entered or exited the vehicle, **carefully merge out of the line** and continue toward the playground.
- Make a **right turn** onto the fire lane.
- Turn **right** into the Franklin Street parking lot, proceed through the lot, and exit onto Franklin Street.
- Use extra caution for pedestrians while driving through the Franklin Street parking lot.
- To help keep traffic moving efficiently, students should be ready to enter or exit vehicles promptly. **Prolonged loading or unloading is not permitted.**

## Please Do Not:

- Allow students to cross the parking lot.
- Park in the Main Parking Lot or the Franklin Street Parking Lot during drop-off or pick-up.
- Park along Franklin Street.
- Drive against the designated traffic flow.
- Leave your vehicle unattended. If you need to enter the building, please park in a designated parking space.

Thank you for your patience and cooperation. By following these procedures, we can provide a safe and efficient arrival and dismissal for all students and families.



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# FAYETTEVILLE-MANLIUS SCHOOL DISTRICT

## BOARD OF EDUCATION MEMBERS

|                                 |                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------|
| Sarah Fitzgerald, President     | <a href="mailto:sfitzgeraldboe@fmschools.org">sfitzgeraldboe@fmschools.org</a>       |
| Kristen Purcell, Vice President | <a href="mailto:kpurcellboe@fmschools.org">kpurcellboe@fmschools.org</a>             |
| Ann Bersani                     | <a href="mailto:abersaniboeb@fmschools.org">abersaniboeb@fmschools.org</a>           |
| Marissa Joy Mims                | <a href="mailto:mmimsboe@fmschools.org">mmimsboe@fmschools.org</a>                   |
| Elizabeth Mossowitz             | <a href="mailto:emossovitzboe@fmschools.org">emossovitzboe@fmschools.org</a>         |
| Sarah Pinsky                    | <a href="mailto:spinskyboe@fmschools.org">spinskyboe@fmschools.org</a>               |
| Robert Spencer                  | <a href="mailto:rspencerboe@fmschools.org">rspencerboe@fmschools.org</a>             |
| Daniel Seidberg                 | <a href="mailto:dseidbergboe@fmschools.org">dseidbergboe@fmschools.org</a>           |
| Jon Van Valkenburg              | <a href="mailto:jvanvalkenburgboe@fmschools.org">jvanvalkenburgboe@fmschools.org</a> |

## DISTRICT ADMINISTRATION

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

## WELLWOOD MIDDLE SCHOOL

|                                                   |                     |
|---------------------------------------------------|---------------------|
| Trisha Fogarty, <i>Principal</i>                  | <b>315-692-1300</b> |
| Shaena Brasz, <i>Assistant Principal</i>          | <b>315-692-1300</b> |
| Brandon Mendoza, <i>Dean of Students</i>          | <b>315-692-1300</b> |
| Kelly Metcalf, <i>Counselor, Grades 5 &amp; 7</i> | <b>315-692-1301</b> |
| Liz Wheeler, <i>Counselor, Grades 6 &amp; 8</i>   | <b>315-692-1301</b> |
| Jennifer Quattrocchi, <i>School Psychologist</i>  | <b>315-692-1301</b> |
| Angela Sommer, <i>Family School Liaison</i>       | <b>315-692-1301</b> |
| Leia Abbott, <i>Helio Health Counselor</i>        | <b>315-692-1301</b> |

## **WELLWOOD MIDDLE SCHOOL MAIN OFFICE**

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

- Bus changes
- Dismissal updates
- Messages for your student

Email: [wellwoodmainoffice@fmschools.org](mailto:wellwoodmainoffice@fmschools.org)

For urgent, last-minute early dismissals, please continue to call the Main Office directly at 315-692-1300.

## **COLLECTIVE COMMITMENTS FOR PARENTS/GUARDIANS**

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

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

Assist students in making important educational decisions by:

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

Engage in open and timely communication with the school by:

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

Become actively involved in the school by:

- Attending school programs.
- Participating in parent/guardian support groups such as the HSA, SBT, Booster Clubs, etc.
- Volunteering in the school.
- Acting as an advocate for quality education within the community.
- Utilizing the resources of the school through adult education and community access programs.
- Promoting F-M to the extended community.

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

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

Create a supportive environment for learning in our homes by:

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

Promote healthy lifestyles by:

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

# TIME SCHEUDLE

## BELL SCHEDULE 2026-2027

|             |                                             |
|-------------|---------------------------------------------|
| 7:45 – 8:05 | LGI (Grades 5-6) and Cafeteria (Grades 7-8) |
| 8:05 – 8:08 | Locker and to Homeroom                      |
| 8:08        | Warning Bell                                |
| 8:11        | Homeroom Begins/Announcements               |

| 5 <sup>th</sup> Grade |             |                    | 6 <sup>th</sup> Grade |             |                   |
|-----------------------|-------------|--------------------|-----------------------|-------------|-------------------|
| Period                | Time        | Class              | Period                | Time        | Class             |
| 1                     | 8:11-8:47   | Reading            | 1                     | 8:15-8:55   | Specials          |
| 2                     | 8:49-9:49   | Team Time          | 2                     | 8:58-9:38   | Specials          |
| 3                     | 9:51-10:51  | Team Time          | 3                     | 9:41-10:41  | Team Time         |
| 4                     | 10:52-11:22 | Recess             | 4                     | 10:44-11:44 | Team Time         |
| 5                     | 11:22-11:52 | Lunch              | 5                     | 11:47-12:27 | Academic Support  |
| 6                     | 11:54-12:34 | Team Time/Specials | 6                     | 12:28-12:58 | Lunch             |
| 7                     | 12:36-1:16  | Team Time/Specials | 7                     | 1:00-1:20   | Reading           |
| 8                     | 1:19-1:59   | Team Time          | 8                     | 1:21-2:01   | Team Time         |
| 9                     | 2:02-2:44   | Academic Support   | 9                     | 2:04-2:44   | Team Time         |
|                       | 2:44-2:45   | Announcements      |                       | 2:44-2:45   | Announcements     |
|                       | 2:50-3:25   | Enrichment Period  |                       | 2:50-3:25   | Enrichment Period |

| 7 <sup>th</sup> Grade |             |                   | 8 <sup>th</sup> Grade |             |                   |
|-----------------------|-------------|-------------------|-----------------------|-------------|-------------------|
| Period                | Time        | Class             | Period                | Time        | Class             |
| 1                     | 8:11-8:57   | Team Time         | 1                     | 8:11-8:57   | Team Time         |
| 2                     | 9:00-9:42   | Team Time         | 2                     | 9:00-9:42   | Team Time         |
| 3                     | 9:45-10:27  | Team Time         | 3                     | 9:45-10:27  | Team Time         |
| 4                     | 10:30-11:00 | Lunch             | 4                     | 10:30-11:10 | Specials          |
| 5                     | 11:03-11:46 | Team Time         | 5                     | 11:12-11:52 | Specials          |
| 6                     | 11:49-12:32 | Team Time         | 6                     | 11:55-12:27 | Lunch             |
| 7                     | 12:35-1:16  | Academic Support  | 7                     | 12:30-1:14  | Academic Support  |
| 8                     | 1:19-2:00   | Specials          | 8                     | 1:17-1:59   | Team Time         |
| 9                     | 2:03-2:44   | Specials          | 9                     | 2:02-2:44   | Team Time         |
|                       | 2:44-2:45   | Announcements     |                       | 2:44-2:45   | Announcements     |
|                       | 2:50-3:25   | Enrichment Period |                       | 2:50-3:25   | Enrichment Period |

# DISTRICT CALENDAR

## FAYETTEVILLE-MANLIUS SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR



| July 2026    |    |    |    |    |    |    | August 2026   |    |    |    |    |    |    | September 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 |    |    |    |
|              |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    |                |    |    |    |    |    |    |
| October 2026 |    |    |    |    |    |    | November 2026 |    |    |    |    |    |    | December 2026  |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 | 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 | 29            | 30 |    |    |    |    |    | 20             | 21 | 22 | 23 | 24 | 25 | 26 |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    | 27             | 28 | 29 | 30 | 31 |    |    |
| January 2027 |    |    |    |    |    |    | February 2027 |    |    |    |    |    |    | March 2027     |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  | 1             | 2  | 3  | 4  | 5  | 6  | 7  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |
|              |    |    |    |    |    |    | 28            |    |    |    |    |    |    | 28             | 29 | 30 | 31 |    |    |    |
|              |    |    |    |    |    |    | 31            |    |    |    |    |    |    |                |    |    |    |    |    |    |
| April 2027   |    |    |    |    |    |    | May 2027      |    |    |    |    |    |    | June 2027      |    |    |    |    |    |    |
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    |    |               |    |    |    |    |    |    |                |    |    |    |    |    |    |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 25           | 26 | 27 | 28 | 29 | 30 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 20             | 21 | 22 | 23 | 24 | 25 | 26 |
|              |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    | 27             | 28 | 29 | 30 |    |    |    |

### Important Dates:

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| July 4.....                   | Independence Day                                    |
| September 2.....              | Professional Learning Day                           |
| September 3.....              | Professional Learning Day                           |
| September 7.....              | Labor Day                                           |
| September 8.....              | First Day of Classes UPK-Grade 9                    |
| September 9.....              | First Day of Classes Grades 10-12                   |
| September 21.....             | Yom Kippur                                          |
| October 12.....               | Columbus Day/Indigenous Peoples Day                 |
| October 30.....               | Early Release Day UPK-Grade 4                       |
| November 3.....               | Professional Learning Day (Election Day)            |
| November 11.....              | Veterans Day                                        |
| November 19.....              | Early Release Day UPK-Grade 4                       |
| November 25-27.....           | Thanksgiving Recess                                 |
| December 24 to January 1..... | Winter Recess                                       |
| January 18.....               | Martin Luther King, Jr. Day                         |
| January 26-29.....            | Regents Exams                                       |
| January 29.....               | Half-Day of Classes                                 |
| February 15-19.....           | Presidents Day/Mid-Winter Recess                    |
| March 9.....                  | Professional Learning Day (Eid al-Fitr)             |
| March 26.....                 | Good Friday                                         |
| April 12-16.....              | Spring Recess                                       |
| May 18.....                   | Early Release Day (School Budget Vote)              |
| May 31.....                   | Memorial Day                                        |
| June 15-17, 21-24.....        | Regents Exams                                       |
| June 18.....                  | Rating Day #1                                       |
| June 25.....                  | Rating Day #2                                       |
| June 25 ..                    | Last Day of Classes (Early Release Day) UPK-Grade 8 |

### KEY:

- = No Classes/Staff Development Day
- △ = Half-Day Classes/
- = School Holiday/School Recess
- = First/Last Day for Students
- = Regents Testing

## 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. **Wellwood's psychologist is Jennifer Quattrocchi. She can be contacted at 315-692-1301.**

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, visit the district's website, **[www.fmschools.org](http://www.fmschools.org)**, and click the "Support Services" link under "Academics."

## ACADEMIC HONESTY PLEDGE

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

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

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

Additional information about how to assist with your child's education can be found at our district website, **[www.fmschools.org](http://www.fmschools.org)**.

## Teacher Responsibility

- Set high expectations for honesty and quality of work.

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

## **Parent/Guardian Responsibility**

- Help your child to understand assignments and expectations.
- Assist your child when needed in a manner that moves them toward independence.
- Make homework a priority.
- Communicate with teachers if you have any concerns regarding your child's academic progress.
- Help your child with time management to avoid last minute time crunches.
- Support and acknowledge your child's effort to do their own work.

## **Student Responsibility**

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

## **ACADEMIC INTERVENTION SERVICES (AIS)**

All students in Grades 5-8 will be universally screened three times a year in key literacy and math skills. Data from these tools and a variety of other sources will help us provide students with the best instruction and keep us aware of each student's progress. All students will continue to receive the same high quality core literacy and math instruction through their classroom teacher and the F-M curriculum.

Students who are not progressing at a rate to meet identified benchmarks will be provided interventions matched to their needs. Students needing these supplemental

interventions will have their progress monitored frequently by the school's BEST - Brainstorming Educational Strategies Team (building administration, classroom teachers, school psychologist, reading and math specialists). When appropriate, the BEST Team will work collaboratively to support students' needs.

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

## **AFTER SCHOOL COMPUTER LAB**

The computer lab is open Monday through Thursday during our enrichment period for Wellwood students.

- Students must arrive in the lab by the 2:50 p.m. bell. If students arrive after 2:50 p.m. they must have a pass.
- The computer lab is available for students to work on assigned class work or homework.
- The computers and equipment in the lab are to be used for school-related work only.
- Any student who finishes his/her work before the end of enrichment period should be working on other homework or quietly reading.
- Students in the lab after school must remain there until 3:25 p.m.

## **AFTER SCHOOL SPORTS STUDY HALL**

All students staying after school are required to be under the supervision of a teacher. Fifth and sixth grade students who stay after school for activities or extra help must stay in a classroom with a teacher.

After school sports study hall will be held in the cafeteria for seventh and eighth grade students on Monday through Friday. This study hall is **only** for student athletes who are required to stay after school because they are playing a school-sponsored sport. During sports study hall, students are expected to work silently for the duration of the period. If they do not have work to complete, they are encouraged to bring a book or other quiet activity. Students that are working collaboratively on a project are encouraged to stay after with a classroom teacher. Students are highly encouraged to work with a teacher or participate in a

club/activity. **Students may not return to school to take a late bus after leaving school campus.**

## **ALCOHOL AND OTHER SUBSTANCE USE/ABUSE**

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

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

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

The Superintendent is responsible for establishing a regulation for the implementation of this policy to include prevention, early intervention, employee assistance, disciplinary measures, staff development, execution, dissemination, and monitoring (see board policy 6150).

## **ASBESTOS MANAGEMENT**

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

Beginning in 1989, all district-owned facilities were inspected for asbestos and management plans were developed for each building according to AHERA requirements. Triennial re-inspections are conducted every three years. Onondaga-Cortland-Madison BOCES of Syracuse completed F-M's triennial inspection in 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 Buildings and Grounds, Asbestos Program Designee, ICC Building, 100 Pride Lane, Manlius, NY 13104, phone- 315-692-1254, fax- 315-692-1259, or [buildings-and-grounds@fmschools.org](mailto:buildings-and-grounds@fmschools.org).

## **ASSEMBLIES**

Assemblies will be held occasionally during the school year. Classroom teachers will direct students to the proper seating area of the auditorium. Students are expected to be respectful, attentive, courteous, and considerate at all times.

## **ATTENDANCE**

There is an expectation for daily attendance of all students. Please send a written excuse for any period of time that a student is absent from school. Absences for illness or appointments should be reported each morning to the Attendance Office by calling 315-692-1371 or emailing [wellwoodattendance@fmschools.org](mailto:wellwoodattendance@fmschools.org)

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

### **Student Absences and Excuses:**

In accordance with New York State law, children must attend school from September of the year in which they become six through June of the year in which they attain the age of 16 years. All students are expected to be in attendance whenever school is in session. The following are legal excuses for absences:

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

## Procedures for Parents/Guardians:

- A. **Absences:** If your child is absent, please call or email the Attendance Office (315-692-1371 or [wellwoodattendance@fmschools.org](mailto:wellwoodattendance@fmschools.org)) between 8 a.m. and 9 a.m. and inform the Attendance Office. This eliminates the need for attendance to call you at home or work. A phone call and/or email is made by 9:30 a.m. if we have not received a phone call from you regarding your child's absence. For documentation purposes, we will need a written excuse whether phone contact is made or not. Blank absence forms are available on Schoology. Please send a signed written excuse stating the reason for the absence when your child returns to school. The written excuse should state the date of the absence(s) and reason for the absence(s). Frequent unexcused absences may result in school consequences. In order to participate in enrichment period or after-school events, students will need to attend school on the day of the event unless prior permission is granted by school administration.
- B. **Written Excuse:** If the Attendance Office does not receive a written excuse from the parent/guardian of a student, the absence will be marked as an unexcused absence.
- C. **Tardiness:** We need verification for a child's tardiness to school. Please call or email the Attendance Office (315-692-1371/[wellwoodattendance@fmschools.org](mailto:wellwoodattendance@fmschools.org)) between 8 a.m. and 9 a.m. and send a signed written excuse with your child. Frequent unexcused tardiness may result in school consequences. Again, a written excuse must be received stating the date and reason for tardiness.
- D. **Leaving School Early:** If it is necessary for your child to leave school early for any reason, a signed, written, dated request is necessary indicating the time you want your child to be dismissed. Blank absence forms are available on Schoology. Once your child turns in the written request to the Attendance Office, they will receive a pass with the time they are excused from class. Your child can then sign themselves out in the Main Office and meet you outside. As long as your child turns in their note, it is not necessary for a parent/guardian to enter the building. If your child is leaving prior to dismissal, you should pick them up at the Main Entrance on the Fayetteville Elementary side of the building.

When your child is not feeling well, it is important for them to visit the Nurse's Office for support. For the safety of students in the building, it is important that the nurse is aware of any student requesting to leave the building for a medical reason. **Students should not directly contact parents requesting to leave school throughout the school day.**

- E. **Family Vacations:** Occasionally, parents/guardians remove their children from school for family vacations. It is important to remember that it is not possible for a teacher to replicate class experiences a student misses. Teachers will do their best to assist students who are absent, but they must balance this task with their normal teaching responsibilities. Students must assume responsibility for initiating the make up process with their teachers. Studies show that regular attendance leads to success in school. Please note that vacation absences must be marked as unexcused absences.

## Procedures for Students:

- A. **Absences:** Please take your signed written excuse to the Attendance Office when you arrive at school.
- B. **Tardy:** When you come to school late, sign into the Main Office, take your excuse directly to the Attendance Office and get a pass prior to proceeding to your class.
- C. **Leaving School Early:**
- When you are leaving school early, take your excuse to the Attendance Office when you arrive at school. The Attendance Office Staff will give you a pass indicating the time you are to be dismissed. When you are scheduled to leave, show your teacher your pass and sign out in the Main Office.
  - Before leaving the building, make certain you sign out in the Main Office. If you return to school before the end of the school day, sign in at the Main Office. The Main Office will give you a pass to your class. Again, remember it is your responsibility to make up any missed work.

## Arrival/Dismissal

All students should be dropped off and picked up at the Main Entrance on the Fayetteville Elementary side of the building. The bus circle is closed to vehicle traffic 7:30-8:30 a.m. and 2:00 -3:15 p.m. Students should not arrive to school prior to 7:45 a.m.

Students in grades 5 and 6 will report directly to the Large Group Instruction room (LGI). Students in grades 7 and 8 will report to the cafeteria.

Afternoon dismissal is at 2:45 p.m. All students are dismissed at that time and must leave the building immediately upon dismissal. Students who are staying for enrichment period will move to the location for which they are staying before 2:50 p.m. After enrichment period, at 3:25 p.m., students will report to the cafeteria to ride a late bus or to the Main Entrance to be picked up by a parent/guardian.

A few reminders, please **do not**:

- Have students cross the parking lot.
- Park in the Main Entrance or Franklin Street parking lots.
- Park along Franklin Street.
- Go in the opposite direction of the traffic line.
- Leave your vehicle unattended.

## **Arriving Late to School**

Students will enter through the Main Entrance, which is located on the Fayetteville Elementary side of the building. Students will need to be buzzed into the building. Upon entry, students will sign in at the Main Office and then report to the Attendance Office to receive a pass to go to class.

## **Leaving School Early**

When a student is leaving school early, they must bring their note to the Attendance Office prior to homeroom. The attendance aide will issue a pass with the time the student needs to leave. The student should present the pass to the teacher of the period in which they will be leaving. The student will sign out in the Main Office prior to leaving the building and exit through the Main Entrance to meet their parents/guardians. As long as a parent/guardian has sent in a note, there is no need for the parent/guardian to enter the building. Students remain inside the building until they see their parents/guardians arrive.

Early pick up for students is at the Main Entrance, which is located on the Fayetteville Elementary School side of the building.

## **BACKPACKS**

Students in grades 6-8 may choose to carry their belongings throughout the school day. Students are encouraged to leave any items not needed for the school day at home

to help with organization and limit what must be carried throughout the day. Backpacks and other belongings must be kept in close proximity at all times. Students will be issued lockers in which they can keep any items not needed throughout the day.

## **BICYCLES/SKATEBOARDS/SCOOTERS/ ROLLER BLADES**

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

## **BIRTHDAY CELEBRATIONS**

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

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

## **BUILDING USE**

All persons requesting to use a school facility will need to use the ML Schedules online system. Using a school facility outside of the regular school day, or during the summer for purposes outside of regular work duties, would require a copy of insurance naming the FM District as an additional insured entity. A rental fee would be assessed.

Forms used to apply for use of the school building or grounds are available on the District website, [www.fmschools.org](http://www.fmschools.org). Choose "Departments & Services", then "Buildings and Grounds".

# **BUS RULES, REGULATIONS AND ROUTES**

Information about routes and schedules is available on the Transportation Department portion of the district website, [www.fmschools.org](http://www.fmschools.org). Bus stop locations and times are sent through parent square to your email at the middle to end of August. Please remember these times are estimates as some bus schedules and routes may change slightly during the first week of school. For questions, please contact the Transportation Department at 315-692-1218.

All district students in K-12 may walk up to one-half mile to the nearest designated bus stop, where buses will pick them up and drop them off. Students should be at bus stops five minutes before bus arrival times and give a ten minute window to arrive. Certain roads are designated as one-way roads. On these roads, students are picked up on the same side of the street as their homes and may not cross the street.

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

## **School Bus Behavior Expectations**

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

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

The code of conduct applies to all students while in Fayetteville Manlius School District school buildings, on school grounds, in school vehicles and at all school, school-related and district-sponsored activities, including those held at locations off school property. It also applies at non-school events when behavior can negatively affect the educational process or endangers the health, safety, morals or welfare of the school community. Students need to be supported and engaged in school in order to promote strong character and appropriate conduct. It is also essential that students are able to take age-appropriate responsibility for their own behavior.

When problems arise on a school bus, including late buses and shuttles, the transportation staff will inform the school 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;
- Not bring large or dangerous objects, including skate boards and oversized band instruments; which will interfere with seating and/or the safety of others.
- Students should report to the bus stop with enough time to account for natural variances in bus arrival time.

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 is an FM board policy. Proper use of seatbelts will reduce injuries and fatalities and provide the highest level of safety for children. Please discuss this important safety issue with your children and remind them to “Buckle Up.”

The building administration issues a bus permission pass for a student who has to ride another bus or load/unload at a different stop for babysitting reasons and emergencies only. Bus passes are not issued for transportation to Brownie, Girl Scout, Cub Scout or Boy Scout meetings; dentist appointments; tennis/horseback lessons; playtime between friends; car pools; parent place of employment etc. Notes for a bus pass can be sent to [wellwoodmainoffice@fmschools.org](mailto:wellwoodmainoffice@fmschools.org).

## Student field trips and athletic trips

Written parent/guardian 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 year or season for a class, club, or team fulfills this requirement. Families should complete the form sent home in the Homeroom Folder at the start of the school year.

Transportation shall be provided only by:

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

No other persons are to provide transportation or to drive school vehicles on field trips. All bus rules and the district Code of Conduct apply during all school-sponsored 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.

## CAFETERIA

Most students will eat breakfast in the cafeteria or LGI upon arriving at school. Students will eat lunch in the cafeteria under supervision. Students will have the opportunity to order snacks as well.

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

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

families to complete and submit the application to help ensure correct state aid funding for the district. The applications and additional information are available from the school lunch manager and on the Food Services section of the district website, **[www.fmschools.org](http://www.fmschools.org)**. While visiting the website, parents/guardians can learn more about the district's MySchoolBucks program, which allows parents/guardians to pre-pay for a la carte items/additional meals and track food purchases.

- Students will receive a personal identification number (PIN) to use when getting meals and/or purchasing a la carte items/additional meals. The amount of purchase will either be paid in cash by the student or debited from the student's account. Parents/guardians may pay by cash or check. Checks should be made payable to F-M Food Service. Please include your student's name with your cash or check payment. A parent/guardian may request restrictions on a student account by sending a letter/email to the attention of the cafeteria manager, Mike Manitta; [manitta@fmschools.org](mailto:manitta@fmschools.org).
- Students may bring part or all of their lunch from home.
- Students may not bring glass bottles.
- Students must eat their breakfast in the cafeteria/LGI.
- Outside of designated lunch period, students are only allowed to have water bottles with sealable tops containing water only. No other beverages—including energy drinks, sodas, or sports drinks—are permitted in the classrooms or during the school day, in order to maintain a safe and focused learning environment.
- Students are not permitted to order outside food or beverages for delivery.
- The menu rotates throughout the week. Lunch and breakfast menus are available on the F-M website and Schoology.
- Lunch time is an opportunity for students to socialize in a courteous and orderly fashion. When in the cafeteria, please observe the following rules to ensure a safe, clean, and calm environment, demonstrating PRIDE at Wellwood:
  - Follow the directions of the lunch supervisors.
  - Remain seated. Students must remain at the table where they sit for the duration of the lunch period.
  - Pick up or sweep anything that has been dropped on the floor.
  - Dispose of all trash.
  - Students are responsible for cleaning the table they sit at before the end of the lunch period.
  - With few exceptions, your scheduled lunch will be:
    - Grade 7: 10:30-11:00 a.m.
    - Grade 5: 11:22-11:52 am
    - Grade 8: 11:55-12:27 p.m.

## CALENDAR

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

## CHILD ABUSE REPORTING

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

New York State Office of Child and Family Services: <http://ocfs.ny.gov/programs/cps>

New York State Abuse and Neglect Reporting Hotline: 1-800-342-3720

New York State Abuse and Neglect Reporting Hotline

(Telecommunications/Teletypewriting Device for the Deaf): 1-800-638-5163

Onondaga County Children and Family Services:

<http://onondaga.gov/cfs/child-welfare/>

Onondaga County Child Abuse and Neglect Reporting Hotline: 315-422-9701

## CHROMEBOOKS

The school district will assign a chromebook and charger to all Wellwood students. Students need to use extreme care handling them and knowing where they are located. New Chromebooks and chargers will be issued to all incoming fifth graders, as well as new-to-Wellwood students in grades 6-8. Students will be responsible for keeping their Chromebooks and chargers safe at all times. They will have to pay for lost or damaged Chromebooks and/or chargers.

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

Students are responsible for the care of their student-assigned device and its accompanying charger. Damaged or lost devices and chargers will be the

responsibility of the student/ guardian/ parent to replace or pay for. Damages beyond repair will be billed to the student's family. The range of charges are from \$50 to \$400 depending on the replaced part(s).

[https://www.myschoolbucks.com/ver2/prdembd?ref=ZZH5146A4R083TE\\_ZZFFVH57F7DWOTED](https://www.myschoolbucks.com/ver2/prdembd?ref=ZZH5146A4R083TE_ZZFFVH57F7DWOTED)

## CLASSROOM CELEBRATIONS

Homemade food may not be distributed in classrooms. Food provided for classroom events must be store-bought and presented in sealed packages. Given unique and specific diets, including food allergies, please communicate with your child's teacher if you are providing food for a classroom event. Our goal is for all students to enjoy the food provided.

## CLOSINGS AND DELAYS

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

## CODE OF CONDUCT

Each student is expected to behave in a mature, responsible way and to follow the rules and regulations of Wellwood Middle School. This enables all of us to work in a positive manner to reach common goals. When students exhibit unacceptable behavior, they hurt not only themselves but others. As a result, appropriate consequences will be imposed.

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

1. **Lunch/Recess Detention:** The administrator who assigns the detention will inform the student of the day(s). Fifth graders who are scheduled for recess detention may read or work on class work in the office during the

recess period. Students may order their lunch and snacks through the Main Office, which will be delivered to them during their stay in the office.

2. **After-School Detention:** Students will stay after school with a teacher or in the Main Office (if assigned by administrator) from 2:50-3:25 p.m. After-school detention is arranged in advance with the student by a teacher or administrator. Late buses are available for students to ride home after enrichment period, which ends at 3:25 p.m.
3. **In-School Suspension:** In-school suspension is a highly structured setting used for part or all of the school day. Students report to the Main Office before homeroom, prepared to work on school subjects for the remainder of the day. If there is an announced test in a particular class that day, students will be allowed to take it. If a student is absent from school on the day of the assigned suspension, then the in-school suspension assignment will be made up on the first day upon return. Participation in enrichment period will not be allowed on days of in-school suspension; dismissal will occur at 2:45 p.m.
4. **Out-of-School Suspension:** This consequence is for serious infractions of the rules of Wellwood or for violations of the policies of the Board of Education. Students are not permitted on school grounds at any time during the day or night of the suspension.

Refer to [www.fmschools.org](http://www.fmschools.org) for the complete Fayetteville-Manlius Code of Conduct.

## COMMUNITY SERVICE

Service learning is an important aspect of the curriculum at Wellwood. We encourage students to volunteer in their communities, at both the local and global levels. Our purpose in encouraging students to volunteer is to help them give back, interact, learn, reflect and have fun. Volunteering enables students to make personal connections through public service. These types of experiences can help students develop the 24 character strengths that create the framework of our character education program. This framework is based on The Positivity Project, a program that our students will be participating in during the 2026 - 2027 school year.

Volunteering provides a beneficial opportunity for our students to reach their fullest potential as responsible citizens and members of the global community. Community service opportunities are available to students and their families. Our character education program, Project: Pass It On, has committed to supporting **Tillie's Touch** to create volunteer opportunities. Please contact the Counseling Office for available dates or visit the Character Education Schoology page for more information.

# 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 provide individual and group counseling programs. Parents/guardians are encouraged to contact counselors if they have concerns about their children's progress or well-being. By working closely together, parents/guardians, counselors and teachers can help each student reach their highest possible level of accomplishment. Counseling Services may include the following: individual/personal counseling, group counseling, classroom presentations, parent/guardian-staff conferences, course selection, scheduling and testing.

Through individual and group counseling, the counselors help students to understand themselves and others, to reflect upon their behavior, and to learn problem-solving techniques. Counselors work closely with the staff to improve students' academic achievement. The counselors also are available to work with parents/guardians to improve home-to-school communication and interpret standardized test results. Appointments with the counselors may be scheduled during the school day. Conferences with parents/guardians, teachers, and counselors may be arranged by calling the Counseling Center (315-692-1301).

Counselors offer different groups to students on an as needed basis. Some of the groups available include Banana Splits, New Kids, Lunch Bunch, and Friendship. These groups focus on issues such as divorce, step families, school survival, study skills, conflict resolution, grief/loss, anger management, and social skills. Please see your counselor if you are interested.

Counselors also teach guidance lessons each year to all students in grades 5 – 7 on issues such as self-awareness, diversity, communication, bullying prevention strategies and career exploration.

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

At Wellwood, we also offer counseling through Helio Health Clinic. The Helio Counselor is Leia Abbott. She can be reached through our Counseling Office (315

692-1301. School staff, parents, peers, or students can make a referral to begin the intake process to work with Ms. Abbott. Please reach out to the Counseling Office for more information.

## **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 at [www.fmschools.org](http://www.fmschools.org) and sent home annually with every student. The district's policies condemn and prohibit all forms of discrimination on school grounds, on school buses, at school bus stop sites and at all school sponsored activities, programs and events.

F-M is committed to providing an educational and working environment that promotes dignity and equality for all students and staff. It is critical that those being bullied, or who witness bullying, report the incidents to the district. Students are encouraged to report such incidents to a teacher, counselor, administrator or other trusted adult at school. In addition, the school district website provides an electronic

tip line, Let's Talk!, to help open the lines of communication between parents, staff, students, and our community. Each school building also has a designated Dignity Act Coordinator.

Wellwood Middle School Dignity Act Coordinator:  
Shaena Brasz, Assistant Principal, 315-692-1300

## **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.

## **DRESS CODE**

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

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

Students may not wear clothing or accessories that:

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

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be deemed to have violated the code of conduct.

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

## **EARLY ARRIVALS**

Students should not arrive at school before 7:45 a.m. Supervision of students does not begin until 7:45 a.m. Seventh and eighth graders are to report to the cafeteria. Fifth and sixth graders should report to the Large Group Instruction (LGI) room.

Students are expected to be seated in both the cafeteria and LGI room. They may quietly talk in a small group, read, or complete school work. Students who walk or are driven to school should plan to arrive at school by 8:05 a.m.

## **EMAILING TEACHERS**

The protocol for F-M district email addresses is: first initial, last name @fmschools.org. (For example, Jane Smith would be jsmith@fmschools.org). Parents are welcome to communicate with teachers and administrators via email. However, they should recognize that day-to-day demands may prevent 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 PLANS**

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

## **ENRICHMENT PERIOD**

The enrichment period begins at 2:50 p.m. and includes time for extra help, activities, and intramurals. The enrichment program will be held Monday through Thursday. There will be no enrichment period on Fridays.

1. Teachers offer extra help in all subjects on designated days from 2:50 – 3:25 p.m. This is a good time for students to make up for missed work or to get extra help. Teachers may also ask students to stay for extra help if they feel it would be beneficial.
2. Activities sponsored by teachers are also offered from 2:50 – 3:25 p.m. These activities provide students the opportunity to participate in something they enjoy and also provides students with a chance to meet new friends. Students are definitely encouraged to become involved. The activities start in late September and a list of the activities can be found on schoology.
3. Intramurals for fifth and sixth grade students generally take place during 2:50 – 3:25 p.m. on Mondays and Wednesdays. Seventh and eighth grade intramurals are offered from 2:50 – 3:25 p.m. on Tuesdays and Thursdays.

Any Wellwood student can participate in the intramural program. Intramurals continue throughout the year and are designed for anyone who is interested in playing, regardless of skill and experience. The intramural program is an extension of the Physical Education program. The activity offered on any given day is the same as the current unit in PE class. Students are encouraged to participate in intramurals.

Students may not leave the school building during the enrichment period unless a teacher is supervising them. If a student is being excused by their parents/guardians during this period, they must show a written excuse, signed by the parent/guardian. The exact time the student is to be dismissed must be clearly stated. Students must turn the written excuse into the Main Office and they will be given a pass for dismissal prior to 3:25 p.m.

Late buses depart Wellwood between 3:45 and 4:10 p.m. after enrichment period. Late buses are only offered Monday through Thursday. Only students participating in the student enrichment program may take the late bus home. **Students waiting for the sports shuttle or late buses should wait in the cafeteria.**

## **EVENING AND AFTER SCHOOL ACTIVITIES**

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

## **FM DIGITAL COMMUNICATION GUIDE FOR PARENTS/GUARDIANS**

Fayetteville-Manlius Schools provides multiple communication tools for home and school communication. Schooltool is used for census, scheduling, grading and report cards. Schoology is an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents and teachers to engage with learning

materials and their school community from the classroom and beyond. ParentSquare is a tool for the district to send parents/guardians important notifications and report cards.

## School Announcements - Schoology

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

## Census, Course Schedule and Report Card

### Information - Schooltool

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

## Primary District Mass Communication System-

### ParentSquare

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

## FIELD TRIP POLICY

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

1. **Curricular Field Trips:** Curricular field trips are those in which all students are expected to participate as an assignment of the course or class. These trips may occur during or after the school day. Expenses, except for food, are to be paid by the school.
2. **Extracurricular Field Trips:** All other student trips, which are directly related to a school class, club, or team, are considered extracurricular. These include trips by an entire grade level, a class, a club, an athletic team, and in some instances a performing group (band, orchestra, chorus, drama). Expenses associated with these trips ordinarily will be paid by the school. However, when a trip is beyond the scope of a group's regular activity, students may be required to provide all or part of the fees and expenses. Occasionally the mode of transportation, facilities, or nature of the trip limits the number of students who may participate. In such a case, a fair and equitable selection process will be established.

## General Requirements

1. Written parental/guardian permission is required for all field trips to sites other than Fayetteville-Manlius school property.
2. Vehicular seatbelts must be worn on all field trips.

## FIRE DRILLS/LOCKDOWN DRILLS

### Fire Drills

Frequently during the school year, fire drills will be conducted to practice evacuating the building as quickly as possible.

The regulations listed below must be followed closely.

1. Leave by the exit as directed by your teacher.
2. Maintain a quiet, orderly line and exit as quickly as possible without running.
3. Move at least 300 feet away from the building.
4. Remain as a class outside so attendance may be taken.
5. Wait to be notified before re-entering the building.

If a student is not with their class at the time of the fire drill, they should leave by the closest exit and notify the teacher of the nearest group. This teacher will account for the student in their attendance report to the administration.

## **Lockdown Drills**

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

## **FORGOTTEN ITEMS/DROP-OFF OF ITEMS**

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

## **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 that involve commercial endorsement or promotion, have significant educational and public service purposes and are exempted from Policy 2640 are: The Post-Standard Spelling Bee, Geography Bee and Olympics' activities.

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

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

- a. A sale approved for an F-M student organization.
  - b. A sale approved for an F-M HSA, Backstage Backers, All-Sports Booster Club, and FM Educational Foundation.
  - c. Yearbook and school photographs, as long as the photographer does not use the opportunity for commercial promotion.
2. Impermissible fundraising activities during the academic day:
  - a. A sale by an F-M student or parent/guardian organization for which the beneficiary is not the organization itself.
  - b. Any non-school fundraiser by an individual or group; i.e., United Way, Scouts, American Heart Association, American Cancer Society, Make-a-Wish, Save the Rain Forest.

## **GO HOME EARLY/SHELTER DRILL**

1. Go Home Early Drill: Each year we are required to conduct a drill in which students are sent home early. The purpose of the drill is to simulate the arrangements parents/guardians and students make in a school-day emergency evacuation of schools. It is a good idea for each family to have a plan in case of early dismissal any time during the school year.
2. Shelter Drill: An annual shelter drill is a requirement of our Emergency Management Plan. Staff and students will be asked to assemble in an area of the school that will serve as a shelter in the event of an emergency. A sheltering drill may be used in the event of emergencies such as:
  - a. A snow/ice storm that prohibits normal dismissal.
  - b. Any incident (chemical, radiological, etc.) resulting in it being unsafe to go outside therefore prohibiting normal dismissal.
  - c. Emergencies that require building occupants to remain in the building for an extended time period after school hours.
  - d. Any situation that delays the normal dismissal.

**\*\*This year's go home early drill will take place on November 24, 2026.**

## **GRADE REPORTING SYSTEM**

Our reporting system consists of report cards and interim reports.

### **Report Cards**

1. 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. Report cards are issued every 10 weeks. Report cards are

issued a week after the end of each marking period and are available electronically. Our four marking periods during the 2026 - 27 school year end on:

**November 13, January 29, April 9, and June 24**

2. On the report cards, each student will receive a numeric grade for each subject. The grade gives an appraisal of student progress in the subject throughout the marking period.
3. The following symbols may also appear on a report card:  
MEX – Medical Excuse      INC – Incomplete

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

4. Sometimes teachers will also include written comments in the report.

## **Interim Reports**

The district expects its staff to communicate concerns to the parents/guardians on a regular basis. Interim reports are available within SchoolTool approximately halfway through each marking period. The purpose is to inform students and their parents/guardians of student progress during the first half of a marking period.

The closing dates for these reports are:

**October 9, December 18, March 5 and May 21**

## **HEALTH AND SAFETY**

The Nurse's Office is a place to learn about health. The nurse provides education and counseling about health related issues. If a student becomes ill or injured at school, the school nurse will call his/her parents/guardian at home or at their place of employment.

Absence/attendance records at Wellwood Middle School are kept in the Nurse's Office (see Attendance). The school nurse also coordinates physical examinations and administers medication (see Physical Examinations and Medication). The school nurse is also available to talk with students or their parents/guardians regarding any health problems or to recommend community resources. Contact the Nurse's Office at 315-692-1302.

## **HIV POSITIVE - STUDENTS AND EMPLOYEES**

The Fayetteville-Manlius School District recognizes the public concern over the health issues surrounding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection. It also recognizes, based upon the current state of medical knowledge, that HIV is not easily transmitted and cannot be transmitted by casual social contact.

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

Accordingly:

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

Moreover, the District recognizes the interests of employees diagnosed as having HIV infection or AIDS in continuing their employment. The District also recognizes that under current law and regulations, the disclosure of confidential HIV-related information must be strictly limited.

Accordingly, no District employee shall be prevented from continuing his/her employment solely on the basis of such information. He/She is entitled to all rights,

privileges, and services accorded to other employees, and should not be subjected to adverse or discriminatory treatment or stigma solely because he/she has been diagnosed as being HIV-infected or having AIDS.

## Confidentiality and Release of Information

School officials and employees shall keep HIV-related information confidential, however obtained. The information shall not be disclosed to any person, unless the protected individual (or a person with capacity to consent) has completed and signed the Health Department Authorization for Release form (Authorization Form), a court order granted under Public Health Law 2785 has been issued, or the person to whom the information has been furnished is authorized to receive such information under Public Health Law (PHL) 2782 without a release form. Persons authorized to receive HIV information without a release include physicians providing care, agencies monitoring such care, and insurance companies for payment purposes. Disclosure to school personnel staff requires a release or court order.

## HOME AND SCHOOL ASSOCIATION

The Wellwood Home and School Association (HSA) is composed of parents/guardians with students currently enrolled at Wellwood, faculty, and administration of the school. Meetings are held in the Wellwood library and scheduled in the evening at 6:00 p.m. Please see the district website or Schoology for upcoming meeting dates. Our first meeting is **Tuesday, September 15th.**

The HSA provides a forum for parents/guardians and staff to discuss mutual concerns. Every meeting includes a principal's report as well as reports from any committee that has conducted an activity. The HSA also sponsors many of our school events including the dance program, fifth & sixth grade events and seventh & eighth grade dances.

This year's HSA officers include:

TBD, President

TBD, Vice President

Michelle Redmond, Co-Secretary

Michelle Santiago, Co-Secretary

Jamie Murphy, Co-Treasurer

Jennifer Moore, Co-Treasurer

General HSA email: [wellwoodfmhsa@gmail.com](mailto:wellwoodfmhsa@gmail.com)

## **HOMEBOUND INSTRUCTION**

Homebound instruction is available to students if they are unable to attend school due to a lengthy illness. A physician must certify this illness. Parents/guardians should contact the Counseling Center at 315-692-1301 for further information.

## **HOMEROOM**

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

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

## **HOMEWORK EXPECTATIONS/REQUESTS**

As an extension of classroom instruction, homework can be an integral part of the learning process. Students who do not complete assigned work are missing part of their learning experience. Homework is any course-related activity assigned to be completed outside of class, including reading, writing, and other activities assigned on a regular basis. Its purpose includes:

- Practicing or applying new skills and learnings
- Reinforcing previously taught skills and understandings
- Preparing to learn new information and/or skills
- Developing self-discipline

If your child is absent due to illness for two or more consecutive days, you may request homework by calling the Counseling Center (315-692-1301) by 10 a.m. The Counseling Center accepts requests for excused absences only.

## **IMMUNIZATION REQUIREMENTS**

The 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 page on the district website will also have updates regarding immunization requirements.

The Onondaga County Immunization Clinic is also a good resource. It is located at John H. Mulroy Civic Center at 421 Montgomery Street Syracuse, NY 13204 and its phone number is 315-435-2000.

## **INSTRUMENTAL MUSIC**

If a student is interested in playing a musical instrument, they may join the middle school band or orchestra by seeing Mrs. Cirimo or Mrs. O'Keefe in the orchestra room or Mr. Rossi or Mrs. Schmiedel in the band room. Instrumental lessons are given during the school day.

The band and orchestra ensembles practice at least two times a week. Membership in band or orchestra is required to be a member of Jazz Band or Chamber Orchestra.

## **INTERSCHOLASTIC SPORTS**

(seventh and eighth grade students)

Please check the Athletic Department website, <https://www.fmschools.org/athletics/> for information.

## **Modified Sports**

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

### **SPORT START DATE 8/31/2026**

7/8 Football

Boys/Girls 7/8 Cross Country

Girls 7/8 Swimming & Diving

Girls 7/8 Field Hockey

Girls 7/8 Soccer

Boys 7/8 Soccer

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

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

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

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

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

## **LATE TO CLASS**

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

## **LEAVING SCHOOL GROUNDS**

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

## **LIBRARY**

The library collection comprises over 14,000 items. It includes books at all reading levels that reflect the curriculum and students' personal interests. The library also offers many digital resources that can be accessed through the library's Schoology page. Digital resources include audiobooks, e-books, and many online research databases.

Wellwood's library media specialist, Sarah Elliott, connects with students and classroom teachers to support and enhance learning, research, and digital wellness.

The library's Destiny system provides online access to the library catalog. Users can login to Destiny at any time through the library's Schoology page. Students are given access to Destiny that allows them to check their own accounts.

Students borrow books and periodicals from the library and renew them as necessary. The library does not charge overdue fines. Students bear primary responsibility for

taking care of their library materials and returning them. Overdue notices may be issued to students.

## **LOCKERS**

Students will be assigned a locker for the storage of coats, lunches, books and other materials. It is each student's responsibility to see that their locker is kept clean and locked at all times. To ensure the privacy of a locker, one's locker combination should not be shared or told to anyone else. Hall locker numbers and locker combinations can be found on students' schedules.

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

The school provides combination locks; therefore, students may not use personal locks. Students should report problems with a locker to the Main Office.

It is not a good idea to bring valuable items to school or to leave them in a locker or anywhere unattended. The school is not responsible for lost or stolen items. Students are responsible for securing their own personal belongings.

## **LOST AND FOUND**

Articles found in and around the school should be placed on the lost and found table inside the cafeteria where the owners may locate and claim their property. Books, money, jewelry, glasses, keys, and other valuable belongings should be turned into the Main Office. Students are encouraged not to bring money to school except to buy lunch or snacks.

Lost items can be returned more easily if books, clothing, and other items are labeled. Please take a moment to do so. A few times a year, items will be on display on tables outside of the cafeteria. A notice will be sent to parents/guardians at that time. All unclaimed items will be donated to charity after the allotted time.

## **LOST AND FOUND INVENTORY OF ELECTRONIC ITEMS**

The Main Office is required to keep a log of any electronic item that is sent to the lost and found. These items must be stored in a location that only an administrator can access. When/if the item is returned to an owner, it is to be logged onto the chart with the administrator's name who gave the item back and the date that the return occurred.

If an electronic item is not spoken for by the end of the school year, the item will be sent to the district office where it will remain for one additional year. If unclaimed after one year, it will be donated to a charitable organization.

Please note that any electronic item that is found should be brought to the Main Office and NOT placed on the lost and found table in the cafeteria. All electronic items will be secured in the Main Office safe.

## **MEDICATION**

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

For questions about these regulations, please call Mrs. MacPherson at the Nurse's Office at 315- 692-1302.

## **NETWORK/INTERNET ACCEPTABLE USE**

### **Google Apps for Education**

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

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

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

## Students Grades 5-8

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

### Network Security

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

### Digital Citizenship Guidelines

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

## Disciplinary Measures

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

## Supervision and Safety

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

## GoGuardian Platform

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

## Google Workspace for Education

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

- **Gmail:** Primary for district communication and educational collaboration.
- **Google Drive:** For creating projects and storing shared files.
- **Chrome:** For managing bookmarks and web apps. Remember to sign out to conclude your session history.

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

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

## Equipment Management

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

**District-owned devices are intended for educational purposes only.**

## **Equipment Expectations**

Maintain the integrity of your Chromebook by following these protocols:

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

## **Daily Academic Readiness**

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

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

## **NON-DISCRIMINATION & 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 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.

## **PARENT/GUARDIAN CONFERENCES**

Parent/guardian teacher conferences may be held in person or via phone or Google Meet throughout the school year. To request a conference with your child's team, please call the Counseling Office at 315-692-1301. Teachers are limited as to the time of day when parent/guardian conferences can be scheduled. Generally, fifth grade teachers are available from 11:54 a.m.-12:34 p.m./12:36-1:16 p.m., sixth grade teachers from 8:58-9:38 a.m., seventh grade teachers 1:19-2 p.m./2:03-2:45p.m. and eighth grade teachers from 10:30-11:10 a.m. /11:12-11:52 a.m.

## **PARENT/GUARDIAN VOLUNTEERS AND VISITOR GUIDELINES**

We welcome visitors and volunteers in our school. The staff recognizes the valuable contribution of volunteers and appreciates active involvement of parents/guardians in their children's education. However, we are responsible for the safety and well-being of all students in the building and ask that you respect our policies that protect all families.

- Please silence all electronic devices while in the building.
- If permitted by the school staff to take pictures, only include yourself and your child in the picture. Photos of other children or adults are not permitted to protect others from unwelcome social media posts or messages with personal information.
- Respect the privacy of students and staff by not divulging confidential or personal information via social media or in conversations with others in the community.

## **PARENTS/GUARDIANS AS SCHOOL PARTNERS**

Parents/guardians are a vital component of the middle school program at Wellwood. We encourage parents/guardians to keep in close contact with the school. Open communication is the foundation for a successful relationship between parents/guardians, students, and the school.

The middle school years mark a transition for students and parents/guardians. The change from childhood to adolescence is a unique phase, when physical, emotional, social, psychological, and intellectual transformations occur. At this point in their lives, children assert their independence and the role of parenting changes. Although independence and responsibility are qualities to be nurtured, parents/guardians are encouraged to continue their involvement in their children's education by remaining active in the Wellwood school community.

## **PARENTSQUARE**

You will receive text, and email notifications regarding important district and school communications such as delays and closings due to inclement weather, school newsletters, athletic season registration, special events and more. Student report cards will be distributed via ParentSquare at the end of each marking period, parents/guardians will be notified via email of report card availability. A mobile application is available for families who wish to use it, which can be downloaded

from your app store. If you opt out of communication, you will not receive important information about grade level school trips and other schoolwide announcements.

## **PERSONAL INTERNET-ENABLED DEVICES/CELL PHONES**

**Students are not permitted to use cell phones and other personal internet-enabled devices for any reason during school hours.** From the moment students arrive at school, cell phones and other personal internet-enabled devices must be turned off and put away. This includes time in class, recess, lunch, study halls, and passing time between periods. The ban also applies during field trips and other off campus, school-related activities held during the school day.

Prohibited devices include cell phones, smartphones, smartwatches, wireless headphones or earbuds, audio/video devices, tablets-including iPads, personal laptops, fitness trackers with messaging or calling features, and any other personal electronic device with internet capability. School-issued devices, such as district-provided Chromebooks or tablets, are permitted for instructional use.

If families need to contact their child during the school day, they may email **wellwoodmainoffice@fmschools.org** or call the Main Office at **315-692-1300**.

If a student needs to reach their family, a phone is available in the Main Office for emergencies. Additionally, each classroom and office space has a phone that can be used to make outside calls when necessary.

## **PESTICIDE USE AND NOTIFICATION**

The F-M School District utilizes an Integrated Pest Management Program in an attempt to eliminate pest hazards. Pesticides will only be used as a last resort. The district maintains a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

Prior notification is not required if a school remains unoccupied for a continuous 72 hours following an application or for any of the following pesticide applications: Anti-microbial products; non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children; non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children; silica gels and other non-volatile ready-to-use pastes, foams, or gels in areas inaccessible to children; boric acid and disodium octaborate tetrahydrate; the application of EPA designated biopesticides; the application of EPA designated exempt materials under 40CFR152.25; and the use of

aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps, and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in a school, please mail a letter to: Director of Facilities III, 100 Pride Lane, Manlius, NY 13104 or fax a letter to 315-692-1259. The letter should include your name, address, daytime phone number, home phone number, e-mail address, and the school building(s) of interest.

For more information, contact Buildings and Grounds, phone- 315-692-1254, fax- 315-692-1259, or [buildings-and-grounds@fmschools.org](mailto:buildings-and-grounds@fmschools.org).

## **PHYSICAL EDUCATION**

Students will not change for PE class. They should come to school dressed to participate.

### **Physical education and medical release**

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

## **PHYSICAL EXAMINATIONS**

The New York State Department of Education requires physical examinations for students in grades K, 1, 3, 5, 7, 9, 11, any student entering the district for the first time and students participating in interscholastic sports in grades 7-12. Physical forms are available on the Health Services section of the district website. Please see the athletic department's website, [www.fmhornets.com](http://www.fmhornets.com), 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.

## PROJECT: PASS IT ON/POSITIVITY PROJECT

The goals of PROJECT: PASS IT ON align with the Fayetteville Manlius CSD's mission of preparing students to be socially responsible citizens in the 21st century. Throughout the year, all students in grades 5-8, will participate in activities designed to teach, promote and nurture the twenty-four character strengths outlined in The Positivity Project, founded by Mike Irwin and Jeff Bryan.

The Positivity Project was created to empower young people to build strong, meaningful relationships in their school community and the wider world by fostering self-confidence and appreciation of others. Throughout the year, we will organize events that help Wellwood students understand, appreciate, and exemplify the 24 character strengths in us all. Our goal is for students to emerge from middle school as leaders and citizens who will strengthen our educational climate and, ultimately, enrich their global community by internalizing The Positivity Project's mantra: #PositivityinAction.

### Positivity in Action: Partnering with *Tillie's Touch*

Through our Character Education program, Wellwood students voted to partner with *Tillie's Touch*. Their goal is to make children's dreams of playing a sport possible while helping them to achieve academic excellence. *Tillie's Touch* provides the necessary sports and/or school equipment/opportunity for any child when their family is unable to do so.

Each program is carefully designed by passionate staff and volunteers to bring out the best in everyone who participates. Their mission to enhance ability through inclusive athletics perfectly aligns with the Positivity Project's motto: "Positivity in Action." By supporting and collaborating with *Tillie's Touch*, we not only promote kindness, empathy, and teamwork—but also help foster a stronger, more connected community where every individual is valued and given the chance to thrive.

## RECESS

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

## **General Rules**

- Be prepared with proper clothing to attend outdoor recess daily, clean up equipment when finished.
- Respect the personal space of others keeping hands, feet, and equipment to yourself.
- Use appropriate language and avoid name-calling or teasing.
- Do not leave the recess area without permission and use the restroom before going outside.
- Resolve minor conflicts peacefully or seek adult assistance when needed. Stop, walk, talk.
- Follow the directions given by recess supervisors.

## **Winter Rules**

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

## **RECORDS**

Parents/guardians have access to school records except those which are delineated in Board of Education Policy 2710. Requests for information should be made in writing and should reasonably describe the record sought.

## **RELIGIOUS EDUCATION**

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

## **REQUESTING INFORMATION ABOUT TEACHERS**

According to the No Child Left Behind (NCLB) Act of 2001 and New York State Education Law Section 3012-c, parents 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.

## **SCHOOLGY**

Schoology is an online learning management system that allows students and teachers to interact and collaborate.

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

Principals 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 our students on the school district's Code of Conduct. The officer will talk with students about acceptable behaviors and help them to understand the consequences of unacceptable behaviors, 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 serve as a guide for the administration, ensuring that it is handling the situation appropriately and correctly, according to local, state and federal laws.

## **SCHOOL STORE**

The school store is open Monday through Thursday during enrichment period, 2:50 - 3:25 p.m. Healthy snacks may be purchased throughout the year. The school store is located in the cafeteria. Student volunteers staff the store. All proceeds benefit a child-centered organization or charity. Mrs. Nestor and Mrs. Wilbur are the faculty advisors for the store.

## **SCHOOLTOOL**

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

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

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

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

1. Teachers will take the appropriate time to accurately assess each assignment before it is reported; therefore, grades may not be immediately available on SchoolTool. The length of time for grades to appear will vary based on teacher and type of assessment. If there is a question about an assignment, the student should direct that question to the teacher first.
2. Grades are regularly updated throughout the quarter. Each time a student/parent/guardian checks SchoolTool, they are seeing a snapshot of current progress.
3. If there are questions about a grade or grading policies in a class, the student should discuss them with the teacher. Additional concerns can be emailed to a teacher or followed up with a phone call.
4. If you have forgotten your password and need a reset, please contact the Counseling Office at 315-692-1301.

## **SENIOR COMPLIMENTARY PASSES**

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

Passes are available at the district office. Call the district office at 315-692-1234 for more information.

## **SEX OFFENDER NOTIFICATIONS**

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

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

## **SIGN IN/OUT**

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

## **SMOKING/VAPING**

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

## **SPECIAL AREA CLASSES**

All students take physical education and health. Fifth, sixth, and seventh graders take art and music. Sixth and seventh graders take technology and family and consumer sciences. Eighth grade students may also select from among the following electives: art, family and consumer sciences, technology, music, computer and immersion capstone course.

## **SPECIAL EDUCATION SERVICES**

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

## When questions arise:

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 student's classroom progress or a concern regarding the teacher's own performance.

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

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

### **STANDARDIZED TESTING: 2026 - 2027** **NEW YORK STATE ASSESSMENTS**

| <b>GRADE</b> | <b>TEST</b>           | <b>DATE</b> |
|--------------|-----------------------|-------------|
| 5            | English Language Arts | April 27-28 |
|              | Mathematics           | May 4-5     |
|              | Science               | May 12      |
| <hr/>        |                       |             |
| 6            | English Language Arts | April 27-28 |
|              | Mathematics           | May 4-5     |
| <hr/>        |                       |             |
| 7            | English Language Arts | April 27-28 |
|              | Mathematics           | May 4-5     |
| <hr/>        |                       |             |
| 8            | English Language Arts | April 27-28 |
|              | Mathematics           | May 4-5     |
|              | Science               | May 12      |

WIDA (Formerly NYSESLT) Week of March 15

## **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.

## **STUDENT TRANSFER**

Parents/guardians planning a move to or from Wellwood should contact the Counseling Center (315-692-1301) to obtain necessary forms and records as far in advance as possible.

## **STUDY HALL/ACADEMIC SUPPORT**

Students are expected to utilize study hall to complete school work or read quietly. They are expected to come prepared with school materials.

## **TEAM SPIRIT DAYS**

Students like to demonstrate team spirit by wearing ties, team jerseys, or hair ribbons. In general, these items are acceptable. Articles of clothing that are distracting or violate the dress code are not permitted.

## **TELEPHONE CALLS**

There is a telephone available in the Main Office for school business or EMERGENCY calls. Cellular phones are not permitted during school hours. Social arrangements should be made before coming to school. Students are encouraged to make transportation arrangements for getting home at the end of a school day prior to coming to school. Phone messages from parents will be delivered during lunch periods and at the end of the school day. Students are normally not called to the phone except for emergencies.

If necessary, students may - with a pass from their teacher - use the telephone before or after school, during lunch, or study hall. Students are asked to also plan ahead and use the phone early in the day to avoid a long line by the telephone at the end of the school day.

## **TEXTBOOKS**

Textbooks will be furnished by the school district. Students need to use extreme care in handling them and knowing where they are located. Books issued to students in the fall will be returned in June. Students must return, in good condition, the same books that were issued to them at the beginning of the school year. They will have to pay for lost or damaged books. In addition, students should cover their books.

A copy of each textbook may be found at the Fayetteville and Manlius libraries for reference use only. This is for the convenience of students who may have left a book at school.

## **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 and its Facebook page, shared via the district's Twitter account and to be distributed via press releases to local news media.

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.

### **Photo exemption**

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.

## **VISITORS**

Parents/guardians and other non-staff members are required to report to the Main Office upon entering Wellwood. If you come to pick-up your child, a secretary in the office will arrange that for you. Volunteers should also report to the Main Office to sign-in and obtain a visitor's badge before going to the volunteer assignment. Please remember that our teachers are encumbered between 8:00 a.m. and 3:30 p.m. In most cases, teachers are unavailable to meet with parents/guardians who come to school unexpectedly between these times. If you need to meet with a teacher, please call the Counseling Office to schedule a time convenient for all. All doors will be locked during the school day except during arrival and dismissal times. The front doors may be unlocked for special events.

At all other times, parents/guardians and visitors will need to come to the Main Entrance of Wellwood, ring a bell connected to our front desk and identify themselves to gain entrance. All visitors are required to sign in at the Main Office to receive a visitor's badge generated by the Visitor Aware security system. Visitors will be required to produce a photo ID that will be scanned into the Visitor Aware system. Please call the Main Office with any questions.

## **WORKING PAPERS**

Working papers are available in the Counseling Center. A physical examination is required.

## ALMA MATER

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



## NOTES

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