



Fayetteville-Manlius
SCHOOL DISTRICT



2026-2027
Student & Parent/Guardian
Handbook

FAYETTEVILLE-MANLIUS HIGH SCHOOL
8201 East Seneca Turnpike | Manlius, NY 13104

Dear F-M Students:

On behalf of the Student Council, we would like to welcome you to the 2026-2027 school year at Fayetteville-Manlius High School! As your Student Council officers for the upcoming year, we are looking forward to a year filled with great accomplishments and good times.

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

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

Have a terrific year,

F-M High School Student Council Members

Dear F-M Students and Parents/Guardians:

Welcome to Fayetteville-Manlius High School. The faculty and staff are expecting that we will share a challenging, rewarding, and enjoyable year together. Through our academic and extra-curricular programming, we hope that young people develop their abilities, express their talents, exercise responsibility, and value learning. We hope that students will experience satisfaction from applying effort and being involved.

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

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

High School Administration

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DISTRICT ADMINISTRATION

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

FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Sarah Fitzgerald, President	sfitzgeraldboe@fmschools.org
Kristen Purcell, Vice President	kpurcellboe@fmschools.org
Ann Bersani	abersanibo@fmschools.org
Marissa Joy Mims	mmimsboe@fmschools.org
Elizabeth Mossovit	emossovitboe@fmschools.org
Sarah Pinsky	spinskyboe@fmschools.org
Daniel Seidberg	dseidbergboe@fmschools.org
Robert Spencer	rspencerboe@fmschools.org
Jon Van Valkenburg	jvanvalkenburgboe@fmschools.org

VISION STATEMENT

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

MISSION STATEMENT

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

DIVERSITY, EQUITY AND INCLUSION STATEMENT

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

ACADEMIC INTEGRITY CODE

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

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

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

Avoiding Academic Misconduct

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

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

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

I. Definitions

Plagiarism

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

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

Source: "Plagiarize," Merriam-Webster.com Dictionary.

Plagiarism includes but is not limited to:

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

Source: "What Is Plagiarism?" Plagiarism.org.

adapted from Plagiarism.org

Cheating

Cheating includes but is not limited to:

- Obtaining test or quiz materials without the instructor's knowledge;
- Inappropriate use of electronic devices, such as graphing calculators, cell phones, iPads, and other forms of technology;
- Programmable watches and other computer or electronic devices in order to access information, share answers, or to in any way violate the principles of the Academic Integrity Code;
- Students sharing work that should have been individually and independently produced;
- Discussing information about a quiz or test with students who have not completed the assessment;
- Obtaining answers from another student during a test with or without the student's knowledge;
- Knowingly/willingly giving or receiving answers to assignments, homework or test without instructor's explicit permission or direction;
- Submitting the same work (or portions of the same work) for credit in response to different assignments;
- Sabotaging another student's work or otherwise creating a disadvantageous situation for other students;
- Using online translators or any resource that does the work of the assignment in place of the student doing their own work.
- Stealing or reviewing any type of academic assessment (i.e. quiz, test, essay question) before the assigned test time.

II. Responsibilities

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

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

Students will:

- Read and understand the Fayetteville-Manlius High School Academic Integrity Code.

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

Parents/Guardians will:

- Read and understand the FMHS Academic Integrity Code and the student consequences of not abiding by it.
- Encourage their child to be academically honest and to value education for the sake of learning.
- Support faculty and administration in enforcing the Academic Integrity Code.
- Understand the inappropriate contribution to a student's work will negatively affect the student's growth and potentially their grade. For example, a parent/guardian may proofread and offer feedback on a paper, but the parent/guardian may not compose or rewrite any portion of the paper.

Teachers will:

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

- Complete an Academic Honesty Violation form for any violation of the code.

III. Consequences

Violations of the Academic Integrity Code will be addressed based on the nature and severity of the incident. The teacher will discuss the matter with the student, and the student's parent or guardian, administrator and school counselor may be notified.

Disciplinary action will be administered in accordance with the district's [Code of Conduct](#), which is posted on the district website, www.fmschools.org.

Students participating in honor societies, student government or other school organizations may also be subject to consequences established by those organizations. Violations involving Regents examinations, Advanced Placement examinations or concurrent enrollment courses will be handled in accordance with the rules of the organization or institution administering the course or examination.

The Academic Integrity Code is intended to protect students and preserve the integrity of the school community. Because no document can address every possible situation, members of the FMHS community are expected to act in the spirit of the code by demonstrating personal integrity and encouraging others to do the same.

Non-discrimination and harassment policy

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

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

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

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

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

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

FMHS ADMINISTRATIVE STRUCTURE

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

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

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

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

Building Administration

Principal
Assistant Principal
Assistant Principal
Assistant Principal/Director of SAO
Director of Counseling
Director of Athletics

Mr. Patrick McNamara
Ms. Lis Benavides
Ms. Alyssa Haymore
Ms. Elizabeth Wheeler
Ms. Heidi Green
Dr. Scott R. Sugar

Class of 2027 – Seniors

Class Administrator
Class Secretary
Class Advisor

Ms. Haymore
Ms. Ferrucci
Mr. Fox

Class of 2028 – Juniors

Class Administrator
Class Secretary
Class Advisor

Ms. Benavides
Ms. Gamble
Mr. Delans

Class of 2029 – Sophomores

Class Administrator
Class Secretary
Class Advisor

Ms. Haymore
Ms. Ferrucci
Ms. Breed & Ms. Hammond

Class of 2030 – Freshmen

Class Administrators

Class Secretaries
Class Advisor

Ms. Wheeler (A-F)
Ms. Benavides (G-Z)

Ms. Gamble/Ms. Sharples
Ms. McCarthy

STUDENT COUNCIL – 2026-2027

President	Posey Coulter
Vice President	Emily Thomas
Secretary Co-Chairs	Rohan Dumpala Brian Hills
Treasurer	Nico Chavez
Freshman/Sophomore Liaison	Harper Will
Public Relations Co-Chairs	Taha Elfituri Alayna Krukin
Accountant	Joanne Zeng
Site-Based Team	
Ex Officio Member of the School Board	Chase Jaconski
Fundraising Co-Chairs	Avya Mangla Liberty Reisner
Student Council Advisors	Megan DeBlois & Rachel Mason

Class of 2027

President	Rebekah Harris
Vice President	
Secretary	Reese Hearn
Treasurer	Yusuf Ay
Senior Class Advisor	Mr. Fox

Class of 2028

President	John Henry Davies
Vice-President	Catie Edwards
Secretary	Ava Lamphere
Treasurer	Laurah Cabrera
Junior Class Advisor	Mr. Delans

Class of 2029

President	Joshua Zhai
Vice-President	Hailey Zhai
Secretary	Alex Kim
Treasurer	Aadit Verma
Sophomore Class Advisors	Ms. Breed & Ms. Hammond

Class of 2030

Elections will be held in September.	
Freshman Class Advisor	Ms. McCarthy

FMHS BELL SCHEDULE

- First warning bell: 7:40 a.m.
- Second warning bell: 7:44 a.m.
- No bell sounds at dismissal.

Period 2 includes five additional minutes for FMTV and attendance.

5th-Period Lunch Schedule

Period	Time	Length
Period 1	7:45–8:26 a.m.	41 minutes
Period 2*	8:31–9:17 a.m.	46 minutes
Period 3	9:22–10:03 a.m.	41 minutes
Period 4	10:08–10:49 a.m.	41 minutes
Period 5: Lunch	10:50–11:20 a.m.	30 minutes
Period 6/7	11:21 a.m.–12:02 p.m.	41 minutes
Period 8/9	12:07–12:48 p.m.	41 minutes
Period 10	12:53–1:34 p.m.	41 minutes
Period 11	1:39–2:20 p.m.	41 minutes

7th-Period Lunch Schedule

Period	Time	Length
Period 1	7:45–8:26 a.m.	41 minutes
Period 2*	8:31–9:17 a.m.	46 minutes
Period 3	9:22–10:03 a.m.	41 minutes

Period 4	10:08–10:49 a.m.	41 minutes
Period 5/6	10:54–11:35 a.m.	41 minutes
Period 7: Lunch	11:36 a.m.–12:06 p.m.	30 minutes
Period 8/9	12:07–12:48 p.m.	41 minutes
Period 10	12:53–1:34 p.m.	41 minutes
Period 11	1:39–2:20 p.m.	41 minutes

9th-Period Lunch Schedule

Period	Time	Length
Period 1	7:45–8:26 a.m.	41 minutes
Period 2*	8:31–9:17 a.m.	46 minutes
Period 3	9:22–10:03 a.m.	41 minutes
Period 4	10:08–10:49 a.m.	41 minutes
Period 5/6	10:54–11:35 a.m.	41 minutes
Period 7/8	11:40 a.m.–12:21 p.m.	41 minutes
Period 9: Lunch	12:22–12:52 p.m.	30 minutes
Period 10	12:53–1:34 p.m.	41 minutes
Period 11	1:39–2:20 p.m.	41 minutes

F-M High School Delayed Bell Schedules

One Hour Delay

- First warning bell: 8:40 a.m.
- Second warning bell: 8:44 a.m.
- No bell sounds at dismissal.

Period 2 includes five additional minutes for FMTV and attendance.

5th-Period Lunch Schedule

Period 1	8:45–9:18 a.m.	33 minutes
Period 2*	9:23–10:01 a.m.	38 minutes
Period 3	10:06–10:39 a.m.	33 minutes
Period 4	10:44–11:17 a.m.	33 minutes
Period 5: Lunch	11:18–11:48 a.m.	30 minutes
Period 6/7	11:49 a.m.–12:23 p.m.	34 minutes
Period 8/9	12:28–1:02 p.m.	34 minutes
Period 10	1:07–1:41 p.m.	34 minutes
Period 11	1:46–2:20 p.m.	34 minutes

7th-Period Lunch Schedule

Period 1	8:45–9:18 a.m.	33 minutes
Period 2*	9:23–10:01 a.m.	38 minutes
Period 3	10:06–10:39 a.m.	33 minutes

Period 4	10:44–11:17 a.m.	33 minutes
Period 5/6	11:22–11:56 a.m.	34 minutes
Period 7: Lunch	11:57 a.m.–12:27 p.m.	30 minutes
Period 8/9	12:28–1:02 p.m.	34 minutes
Period 10	1:07–1:41 p.m.	34 minutes
Period 11	1:46–2:20 p.m.	34 minutes

9th-Period Lunch Schedule

Period 1	8:45–9:18 a.m.	33 minutes
Period 2*	9:23–10:01 a.m.	38 minutes
Period 3	10:06–10:39 a.m.	33 minutes
Period 4	10:44–11:17 a.m.	33 minutes
Period 5/6	11:22–11:56 a.m.	34 minutes
Period 7/8	12:01–12:35 p.m.	34 minutes
Period 9: Lunch	12:36–1:06 p.m.	30 minutes
Period 10	1:07–1:41 p.m.	34 minutes
Period 11	1:46–2:20 p.m.	34 minutes

Two Hour Delay

- First warning bell: 9:40 a.m.
- Second warning bell: 9:44 a.m.
- No bell sounds at dismissal.

Period 2 includes five additional minutes for FMTV and attendance.

5th-Period Lunch Schedule

Period 1	9:45-10:11 a.m.	26 minutes
Period 2*	10:16–10:47 a.m.	31 minutes
Period 3	10:52–11:18 a.m.	26 minutes
Period 4	11:23–11:49 a.m.	26 minutes
Period 5: Lunch	11:50 a.m.–12:20 p.m.	30 minutes
Period 6/7	12:21–12:47 p.m.	26 minutes
Period 8/9	12:52–1:18 p.m.	26 minutes
Period 10	1:23–1:49 p.m.	26 minutes
Period 11	1:54–2:20 p.m.	26 minutes

7th-Period Lunch Schedule

Period 1	9:45-10:11 a.m.	26 minutes
Period 2*	10:16–10:47 a.m.	31 minutes
Period 3	10:52–11:18 a.m.	26 minutes
Period 4	11:23–11:49 a.m.	26 minutes
Period 5/6	11:54 a.m.–12:20 p.m.	26 minutes

Period 7: Lunch	12:21–12:51 p.m.	30 minutes
Period 8/9	12:52–1:18 p.m.	26 minutes
Period 10	1:23–1:49 p.m.	26 minutes
Period 11	1:54–2:20 p.m.	26 minutes

9th-Period Lunch Schedule

Period 1	9:45-10:11 a.m.	26 minutes
Period 2*	10:16–10:47 a.m.	31 minutes
Period 3	10:52–11:18 a.m.	26 minutes
Period 4	11:23–11:49 a.m.	26 minutes
Period 5/6	11:54 a.m.–12:20 p.m.	26 minutes
Period 7/8	12:25–12:51 p.m.	26 minutes
Period 9: Lunch	12:52–1:22 p.m.	30 minutes
Period 10	1:23–1:49 p.m.	26 minutes
Period 11	1:54–2:20 p.m.	26 minutes

CALENDAR OF EVENTS - 2026-2027

September	8	Freshman First Day (Building Open 5-7 p.m. for informal tours)
	9	First Day of School Grades 10-12
	11	Link Crew Event
	15/16	Yearbook Picture Days
	15	Freshman Parent/Guardian Night
	23	Senior Parent/Guardian Night
	23	Senior Seminar/Celebration/Senior Photo
	24	Open House
	24	Freshman Elections
	28	Eastside College Night at JD
	29	Activities Fair
October	2	Homecoming Pep Rally/Game/Tailgate/Parade
	3	SAT Exams
	3	Homecoming Dance
	9	End of First Mid-Marking Period
	17	PSAT
	24	StuCo Halloween Handball Tournament
	24	Dessert Concert
	28	Pops Concert
	29	Blood Drive
November	4	Picture Retakes
	5-7	Fall Play
	7	SAT Exams
	12	NHS Induction Ceremony
	13	End of First Marking Period
	18	Jazz Concert at Wellwood
	25	Shelter/Go Home Drill
December	2	Winter Concert 1
	9	Winter Concert 2
	10	Wellwood 7th/8th Grade Concert at HS
	12	Science Olympiad Regional Competition
	16	Winter Concert 3
	17	Wellwood 5th/6th Grade Concert at HS
	18	End of Second Mid-Marking Period
January	6	Grade 8 Parent/Guardian Night at HS
	12/13	Small Ensembles Concert 1 & 2
	13	Scheduling Day
	21/22	Pink-Out Basketball Game
	26-29	January Regents Exams

	19	District Jazz Concert at Wellwood
	29	End of Second Marking Period/Wellness Day
	23	Winter Semi-Formal
February	29	Dance Marathon Assembly & Community Kick-Off
	1	Junior Parent Night
	2	District Choral Concert @ EH
	4	Black History Month Assembly
	10	Band Concerto @ WW
March	3	F-M vs. IC Basketball Classic
	4	Musical Preview Assembly
	5	End of Third Mid-Marking Period
	5 & 6	Musical
	8, 10-12	Junior Seminars
	12/13	Musical
	16	Pi-Day
	17	Orchestra Concert
	20	Dance Marathon
	24	Wellwood Bands Concert at HS
	29-4/1	Sophomore Seminars
	30	Band Concert
	31	Wellwood Strings Concert at HS
April	3	Crewsters Garage Sale
	7	Choirs Concert
	9	End of Third Marking Period
	20	Blood Drive
	23/24	Showboat
May	1	SAT Exams
	3-14	AP Exams
	21	End of Fourth Mid-Marking Period
	15	Junior Prom
	17	AAPL Assembly
	17	Small Ensembles Concerts
	18	Early Release/School Budget Vote
	19	Spring Concert 1
	20	Election Assemblies
	21	Elections
	26	Spring Concert 2
	27	Awards Night/Senior Art Show
	28	Community Celebration/Yearbook Distribution
June	1	WW 5th/6th Grade Concert at HS
	2	Senior Farewell Concert For Music Seniors

4	Out of the Darkness Walk
5	Hornets for Hope Race/Paige's Butterfly Run
5	SAT Exams
9	Wellwood 7th/8th Grade Concert at HS
12	Senior Ball
14	Last Day of Classes
14	Athletic Awards Banquet
15-24	Local School and Regents Exams
16	Graduation Rehearsal
17	Graduation at SRC Arena
24	End of Fourth Marking Period

DATES TO REMEMBER - 2026-2027

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

School Pictures/Retakes: We plan to have our school photographer take yearbook photos on September 15 and 16, 2026. Photo retakes will be available on November 4, 2026.

Testing:

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

- October 3, 2026
- November 7, 2026
- May 1, 2027
- June 5, 2027

The **PSAT Exam** is scheduled to take place at Fayetteville-Manlius High School on October 17, 2026.

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

- January 26-29, 2027
- June 15-24, 2027

Mid-Marking Period End Dates:

- October 9, 2026
- December 18, 2026
- March 5, 2027
- May 21, 2027

Marking Period End Dates:

- November 11, 2026
- January 29, 2027
- April 9, 2027
- June 24, 2027

ACADEMIC POLICIES

NYS Graduation Requirements

Regents Diploma Required Courses

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

Required Regents Exams (Passing score of 65 and above)

English Language Arts

Algebra I

Global History and Geography

U.S. History and Government

One Science

OR 4+1 approved pathway.*

*Contact the Counseling Center for student eligibility.

Advanced Regents Diploma Required Courses

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

Electives	1.5
TOTAL	22

Required Regents Exams (Passing score of 65 and above)

English Language Arts

Algebra I, Geometry and Algebra II

Global History and Geography

U.S. History and Government

Two Science

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

Course Load Requirement

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

Appeals Process

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

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

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

for an appeal on two of the five required Regents exams.

Diploma Levels

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

Grading System/Report Cards

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

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

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

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

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

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

Grade Point Average (GPA)

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

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

The following example illustrates the calculation of a quarterly average:

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

Final Average

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

Course	Grade	x	Frequency	=	Point Value
U.S. History & Government H	95	x	1.00	=	95
Pre-calculus	90	x	1.00	=	90
Chemistry	87	x	1.00	=	87
Latin 3 H	92	x	1.00	=	92
Health	96	x	0.50	=	48

American Literature H	84	x	0.50	=	42
Physical Education	88	x	0.50	=	44
Total			5.50		498
<i>Final Calculation</i>	<i>$498 \div 5.50 = 90.5 \text{ average}$</i>				

Weighted GPA

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

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

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

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

Honor Roll

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

Honors Class Statement

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

Honors classes place a strong emphasis on critical thinking processes and practices. Increased intellectual rigor and intensity are central elements of honors classes. Students wishing to experience the challenges and rewards of participation in honors classes should exhibit the following traits:

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

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

Schoology

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

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

Users can access Schoology from any computer or mobile device with internet access, and parents/guardians will have one login that will access all of their children's information. Schoology offers an app that can be downloaded for iOS and Android devices.

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

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

Flyer Distribution via Schoology

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

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

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

SchoolTool

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

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

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

1. Teachers will take the appropriate time to accurately assess each assignment before it is reported; therefore, grades may not be immediately available on SchoolTool. The length of time for grades to appear will vary based on teacher and type of assessment. If there is a question about an assignment, the student should direct that question to the teacher.
2. Grades are regularly updated throughout the quarter. Each time a student/parent/guardian checks SchoolTool, they are seeing a snapshot of current progress.
3. If there are questions about a grade or grading policies in a class, the student should discuss them with the teacher. Additional concerns can be emailed to a teacher or followed up with a phone call.
4. If you have any technical questions, you may direct them to: schooltoolhelp-hs@fmschools.org.
5. If you have forgotten your password and need a reset, please contact the Helpdesk at 315-692-1111.

Class Rank Policy

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

Student Schedule

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

1 – First semester

2 – Second semester

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

Senior Privilege

Seniors who are not scheduled for a class during a particular class period are assigned “Senior Privilege.” They may go to the Library Media Center, Learning Support Center, cafeteria, foyer, or other supervised locations. This privilege can be revoked if not used appropriately.

Student Records Access

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

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

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

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

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

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

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

Homework

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

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

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

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

Writing Standard

Writing is a process that often involves editing and proofreading, the control of technical aspects of writing and overall appearance of final products should be represented fairly in the evaluation of the assignment. In the four main types of

writing (informal, formal, polished, published), the level of expertise in technical control expected must be clearly stated and adhered to in evaluation.

Course Changes and Course Drops

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

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

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

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

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

1.0 credit course - prior to December 1

Course drops are not permitted during the fourth quarter. In unusual cases where a student does not maintain the five course minimum (e.g. entering school late in the semester or absence due to prolonged illness), the student, regardless of grade level, will be assigned to study halls for the remainder of the semester.

Course Requests/Course Overrides

Teacher recommendations regarding course level placement are an important part of the course selection process. They have been shown to be accurate predictors of success. Students, with parent/guardian approval and support, may choose to enroll in a course for which they have not been recommended. In order to do so, students

must obtain a Request for Course Override form available in the Counseling Center. This form provides the opportunity for the student, teacher and parent/guardian to receive more detailed information, and come to a shared understanding, regarding the teacher's original course recommendation.

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

Incompletes

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

Academic Assistance

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

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

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

Student Voter Registration and Pre-registration

In accordance with policy 7440, student voter registration and pre-registration, the District will meet the requirements of NYS Election Law Section 5-507 by providing voter registration forms to students enrolled in all required (non-elective) social studies classes offered to grade 12 students. This includes, but is not limited to, the following courses: US Government, Law Studies, and Economics. Faculty will be available to assist students with completing and submitting the forms, however at no time will faculty recommend that a student designate a particular political position/party/affiliation.

CODE OF CONDUCT/RULES AND REGULATIONS

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

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

The complete F-M Code of Conduct and a plain language summary version are available at the high school and on the district website at www.fmschools.org.

Disciplinary Guidelines & General Behavior – Related Expectations

Students are expected to follow all behavioral expectations outlined in the district's [Code of Conduct](#), which is posted on the district website, www.fmschools.org. Any violations will be addressed in accordance with the procedures and consequences outlined in the Code.

Dignity for All Students Act

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

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

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

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

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

F-M High School Dignity Act Coordinators:

Lis Benavides, Assistant Principal, 315-692-1883

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

Classroom Related Expectations

- Teachers will inform their students of classroom expectations and address situations as they pertain to their classes. Parents/guardians will be notified when classroom expectations are not being met. When students are unprepared or in need of extra instruction, teachers may subtract the classroom participation grade for the day from their averages and may require the student to meet with them during the activity period. In these cases, teachers will give students the choice of three dates. Teachers may also remove students who are continually disruptive in class for up to two consecutive days.
- Disciplinary matters are generally addressed at the most immediate appropriate level, beginning with the classroom teacher when applicable. Students who demonstrate inappropriate behavior or fail to comply with an assigned consequence may face further disciplinary action in accordance with the district's [Code of Conduct](#), which is posted on the district website, www.fmschools.org.
- Lost or damaged books and materials: Students who lose or damage materials which are the property of the school district are obligated to pay for replacement.
- Unexcused absence(s) from class: Class attendance is recognized as an integral part of instruction and of each student's learning experience. Achievement is a measure of what a student has learned, what they can do, and the nature of the student's class participation. Regular class attendance is essential to student performance. It contributes to academic growth, promotes continuity in the learning process and helps to establish a sense of diligence and dedication important to the development of a positive work ethic.

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

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

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

Transportation

Information about routes and schedules is available on the Transportation Department portion of the district website, www.fmschools.org. Some bus schedules and routes may change slightly during the first week of school. For questions, please contact the Transportation Department at 315-692-1218.

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

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

School Bus Behavior Expectations

To provide a safe and orderly bus environment, students are expected to follow all aspects of the Fayetteville-Manlius School District Code of Conduct while on the school bus. [The Code of Conduct](http://www.fmschools.org) can be found on the district website at [fmschools.org](http://www.fmschools.org).

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

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

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

Students using district transportation should:

- Be at their designated bus stop five minutes ahead of the scheduled bus arrival time. The bus cannot wait for those who are tardy;
- Be visible and, if possible, 15 feet away from the bus as it approaches the bus stop;
- Not approach the bus until it has stopped and the door is open. If students miss their bus, under no circumstance should they run after the bus;
- Sit down after boarding the bus and buckle their seat belts (The bus driver is authorized to assign seats when necessary.);
- Keep their heads and hands inside the bus; remain in their seats until the bus arrives at its destination and comes to a complete stop;
- When exiting the bus, walk 10 feet away from the bus. If they need to cross a street, they should wait for the driver to signal it is safe before crossing;
- Be courteous and respectful to the bus driver and passengers;
- Use conversational level voices – no yelling or screaming. Unnecessary conversation with the driver is dangerous;
- Keep the bus clean;
- Not eat or drink on the bus; and
- Not bring large or dangerous objects, including skate boards and band instruments, which will interfere with seating and/or the safety of others.

Keeping our students safe is one of the highest priorities of the F-M School District. As such, the use of seat belts on all school buses at all times is mandatory. This decision was made after the review of a study published by the New York State

Education Department funded by the Governor's Traffic Safety Committee and conducted by Madison-Oneida BOCES.

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

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

Student Drivers

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

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

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

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

- A. All vehicles must be registered. A student may register up to two vehicles. To register a vehicle or if any changes occur in vehicle ownership or registration please see the grade level administrator's secretary. The parking pass is to be used solely by the student on their registered vehicle(s) and must be hung on the rearview mirror at all times.
- B. Parking between the hours of 6:30 a.m. and 3:30 p.m. Monday through Friday is strictly limited to the designated student parking lot. Students will

be assigned a numbered parking space when they register their car. Students are not to park in staff parking lots prior to 3:30 p.m.

- C. Vehicles must be parked properly within parking lines and not on the grass, sidewalks, fire lanes or in any manner that obstructs traffic or creates a safety hazard. The administration reserves the right to tow an improperly parked vehicle at the owner's expense.
- D. Students are not to be in the parking lots and/or sit in vehicles during the school day. If a student needs to go to their vehicle, he/she must receive approval from their class administrator.

Maintaining Student Parking Privileges

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

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

Consequences:

- Minor offenses
 - 1st offense = a warning
 - 2nd offense = detention
 - 3rd offense = up to 30-day pass suspension
- Major offenses
 - 1st offense = 5 p.m detention and pass revoked
- Parking privileges may also be revoked or suspended for chronic or serious disciplinary infractions not necessarily related to parking and driving like excessive tardies or unexcused absences.
- Students who drive to school without being registered will be warned the first time and their parents/guardians will be notified. For a subsequent violation, a disciplinary consequence will be issued to the student and the vehicle may be towed away at the owner's expense.
- **IN THE CASE OF A SERIOUS OR CHRONIC VIOLATION, THE ADMINISTRATION MAY EXERCISE ITS JUDGMENT REGARDING DISCIPLINARY CONSEQUENCES, INCLUDING TOWING OF THE VEHICLE AT THE OWNER'S EXPENSE.**

Students and Personal Electronic Devices Policy

District policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504). Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Any use of cell phones or internet-enabled devices will result in consequences beginning with confiscation of the device, parent/guardian conference, or loss of other privileges.

Cell phones and other internet-enabled devices and the associated functions (i.e. cameras and all other applications) are prohibited.

Students must comply with staff directives to turn over their internet-enabled device, such as phones, smart watches, personal laptops, etc. Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to consequences according to the Code of Conduct.

Internet-Enabled Devices Rules

1. Cell phones are not to be used in bathrooms.
2. Once inside the school, students must store their cell phone/electronic device in a school issued pouch that is not visible to the teacher or other students. It is the student's responsibility to keep their things secure.
3. If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, is visible anytime during class time, or if a student is caught using it on campus during class time, a staff member will confiscate the device.
4. Under no circumstance is photographing or video recording allowed anywhere on the school premises.

5. Phones must remain on silent at all times throughout the school day. Parents/Guardians can contact their child through school email. If a parent/guardian needs to send a more time-sensitive request or message to a child, please email highschoolmainoffice@fmschools.org. In the event of an immediate emergency, please call the school's main office at 315-692-1900 or the counseling center at 315-692-1801.
6. The staff of Fayetteville-Manlius High School requests your FULL cooperation with our policy.

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

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

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

Student Supervision/Hall Pass System

1. A unique student identification card will be provided to all seniors.
 - a. Seniors may use this card as a pass.
 - b. It must be shown to any staff member upon request.
 - c. The ability to use this card as a pass is a senior privilege. As such, it may be restricted or rescinded for repeated or serious violation of school rules.

- d. If a senior loses or forgets their identification card, they must follow the same procedure as an underclassman.
2. All students in grades 9-11 will be assigned to study halls when not in class.
3. Passes to the cafeteria will not be issued.
4. During their lunch periods, students are expected to eat lunch before exiting the cafeteria.
5. Students found to be loitering in the cafeteria will be escorted to the class or study hall and referred to an administrator for follow-up actions.

Due Process Rights

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

1. A student who is not following the rules and regulations will be given notice either verbally or in writing regarding the infraction.
2. When circumstances warrant immediate removal of a student from the building, parents/guardians will be notified immediately.
3. The student will be given the opportunity to explain the situation.
4. The class administrator will keep a written record.
5. After hearing the student's account, the class administrator will make a determination as to the type of disciplinary action the infraction will require taking into consideration the circumstances, the number of previous problems, and the intent.
6. The student and/or parent/guardian may request a conference after the class administrator has made the determination of disciplinary actions required by the infraction. If the matter remains unresolved, that student or parent/guardian may make an appeal to the principal.
7. A principal's conference will be arranged for any student who regularly breaks rules and regulations. The principal, after due process, may administer a suspension of up to five days.
8. Following a principal's conference with the parents/guardians, any student who continues to break rules and regulations may be recommended by the principal for suspension out of school for more than five days. The student has the right to a hearing with the Superintendent of Schools. Following the hearing, the Superintendent will render a decision.

Religious Education

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

Requesting Information About Teachers

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

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

Disclosure to the Military

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

HEALTH AND SAFETY

Injury or Illness

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

Medication

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

Immunization Requirements

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

Physicals for Students

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

Asbestos Management

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

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

Onondaga-Cortland-Madison BOCES of Syracuse completed F-M's triennial inspection in the spring of 2025 and completed its report in July 2025.

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

All asbestos-containing building materials in the district will continue to be visually inspected at six-month intervals and a complete re-inspection will take place again in 2028. All custodial and maintenance staff have undergone a two-hour Asbestos Awareness Training.

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

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

Pesticide Use and Notification Policy

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

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

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

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

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

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

The letter should include your name, address, daytime phone number, home phone number, e-mail address, and the school building(s) of interest. For more information, contact 315-692-1254.

Sex Offender Notifications

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

NYS Confidential Disclosure Procedure

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

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

For inquiries, contact:

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

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

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

SCHOOL ATTENDANCE PROCEDURES

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

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

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

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

Absences

On the day of an absence, a parent or guardian should call the high school Student Services Office at 315-692-1805 between 6 a.m. and 9 a.m. Please note, between 6 a.m. and 7 a.m. a message can be left on their voicemail. Upon returning, the student must possess a handwritten note or email from their parent or guardian. Emails can be sent to hsstudentservices@fmschools.org.

Failure to notify the school will result in an automated call to the parent/guardian during the school day at home or office.

Time Limit for Bringing in Excuses for Absences

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

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

- Sickness;
- Sickness/Death in Family;
- Required Court Appearances;
- Scheduled Appointments with Physicians, Health Clinics and/or Agencies;
- Religious Observance/Impassable Roads/Quarantine;
- Approved Work Program/Military Obligation;
- Approved Externship/Internship/Volunteer Activity;
- Counselor Endorsed College Visit; and
- Endorsed by Administrator.

Student Attendance/Course Credit

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

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

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

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

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

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

1. Copies of the District's Comprehensive Student Attendance Policy will be available to parents/persons in parental relation and provided to students at the beginning of each school year or at the time of enrollment in the District.
2. School newsletters and publications will include periodic reminders of the components of the District's Comprehensive Student Attendance Policy. To learn more, visit:
<https://www.fmschools.org/about-us/policies-procedures-required-notifications/comprehensive-student-attendance-policy/>
3. Copies of the Attendance Policy will also be posted on the district's website.
4. At periodic intervals, letters will be sent to the parent/person in parental relation of the student's absence, tardiness, or early departure and explain the relationship of the student's attendance to their ability to receive course credit.
5. A designated staff member will review the District's Attendance Policy with students who have excessive and/or unexcused absences, tardiness or early departures. Further, appropriate student support services/personnel within the District, as well as the possible collaboration/referral to community support services and agencies, will be implemented prior to the denial of course credit for insufficient attendance by the student.

Tardy to School

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

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

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

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

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

children to be excessively tardy without a verifiable explanation can be charged with educational neglect.

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

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

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

- A. Third unexcused tardy – warning issued, parent/guardian contacted by school personnel.
- B. Fourth through sixth unexcused tardies – one (1) detention assigned for **each** tardy (i.e. one for the fourth tardy, one for the fifth tardy and one for the sixth tardy), parent/guardian notified via mail.
- C. Seventh through ninth unexcused tardies – two (2) detentions assigned for **each** tardy (i.e. two for the seventh tardy, two for the eighth tardy and two for the ninth tardy), parent/guardian notified.
- D. Tenth unexcused tardy – student referred to administrator, 5 p.m. detention assigned, parent/guardian contacted by administrator.
- E. Eleven or more unexcused tardies – 5 p.m. detention and/or in-school suspension assigned, parent/guardian contacted by administrator. One or more of the following may also occur:
 - a. Loss of driving privileges
 - b. Loss of senior privileges
 - c. Loss of unstructured time and/or extra-/co-curricular activities.

- Failure to sign in immediately at the Safety and Security Office in the House I main foyer when arriving late to school may result in detention(s) and/or 5 p.m. detention(s).
- ***In the case of unique or extenuating circumstances, or chronic tardiness, administrators may use their discretion in determining appropriate consequences for students being late to school.***

Students/First Period Attendance

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

Dismissals During the School Day

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

Senior Late Arrival/Early Dismissal

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

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

1. The student is a member of the senior class and in good standing. Good standing shall mean the student:
 - a. Is scheduled for five (5) classes plus physical education.

- b. Is projected to meet all graduation requirements by the end of the current school year.
 - c. Is passing all scheduled classes, and is not academically at risk.
- 2. **For late arrival**, students must sign in at the **Safety and Security Office in the foyer entrance ONLY** immediately upon arrival and must remain in the school building until dismissal.
- 3. **For early dismissal**, students must carry their early dismissal pass with them while at school and be able to show it to any faculty or staff member upon request. Students with early dismissal must exit through the foyer entrance and present their pass to the Safety and Security Office before leaving. Students who are granted an early dismissal may not be on school property following their dismissal time without prior approval of the senior class administrator. Seniors participating in after school activities/athletics may return to the school property after the general dismissal time (2:20 p.m.), once the school buses have departed the property.
- 4. **Schedules WILL NOT be adjusted to accommodate late arrival/early dismissal.**
- 5. Late arrival/early dismissal may not exceed two periods per day.

Family Vacations

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

Missed Work/Make-Ups

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

School Closings

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

ParentSquare

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

EMERGENCY DRILLS

Fire Drills

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

DO NOT IGNORE THE FIRE ALARM.

Shelter Drill

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

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

Early Dismissal/Go Home Drill

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

Lockdown Drill

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

ATHLETICS

Attendance Requirement

A student athlete absent from school may not practice or play the day when such absence occurs. A student must be in attendance all day like all students legally unless excused with appropriate documentation. Frequent or excessive tardiness may result in the same penalty. Exceptions to this rule can be made only by the building principal or a designee.

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

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

Tennis	X			
Volleyball	X	X		

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

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

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

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

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

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

Crew	X	X		
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Sports Physicals

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

Medical examinations will be scheduled periodically during the school year and shall be valid for a period of 12 continuous months from the date of the exam. Dates, time, and location of sports physical exams will be published on the district website, **www.fmschools.org**. Each athlete must check with the nurse in their own school. Physicals are conducted by appointments on October 19, 2026 and March 1st, 2027.

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

In case of an accident, the student should:

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

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

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

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

Athletic Code of Conduct

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

Student Behavior

It is the expectation that all students exemplify good citizenship and behavior at all times, both in and out of school. If, in or out of school, a student exhibits unacceptable behavior as outlined in the FMCS D Code of Conduct, or is charged with a violation of local, state or federal laws, the student will be subject to the consequences outlined in the district's [Code of Conduct](#), which is posted on the district website, www.fmschools.org.

Chemical Use/Abuse

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

Other Disciplinary Action

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

Acknowledgment

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

Guidelines for Resolving Athletic/Music Conflicts

As a comprehensive high school, Fayetteville-Manlius offers students a wide range of curricular and co-curricular activities. Many of our students take full advantage of the opportunities available to them by participating in multiple activities. When this happens, conflicts are inevitable and sometimes students are faced with choices.

Given the size of our athletic and music programs, the potential for conflicts is high for students engaged in both. Additionally, whereas curricular activities are attached to courses in a student's schedule, course requirements can be a factor.

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

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

PHYSICAL EDUCATION POLICIES

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

If that is not possible, the student should see the teacher before the two weeks is up regarding their specific situation. It is the student's responsibility to see their teacher regarding make-ups. Make-ups are completed after school on Wednesday or Thursday all year long.

Medical Excuses

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

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

Satisfactory Participation in Physical Education

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

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

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

STUDENT ACTIVITIES

Student Activities Office

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

Activity Fair/Activities
Announcements
Assemblies
Awards
Calendar of Events

Booklet School Calendar
School Elections
School Publications
School-Wide Events
Student Clubs

Student Council

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

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

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

Student Organizations

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

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

The following groups were active at F-M during the 2026-2027 school year:

General Clubs/Activities

A Helping Hand
Agape Club
American Sign Language Club
Archery Club
Badminton Club
Big Sibs Mentoring Club
Black History Month
Broadcast Journalism/Film Club
Ceramics Club

AAPI Heritage Club
American Red Cross Club
Archaeology Club
Art Club
Battle of the Books Club
Biomedical Club
Botany Club
Cancer Kids First Chapter
Chess Club

Chinese Calligraphy Club	Club America
Community Wide Dialogue	Crafting for a Cause
Crochet & Candy Club	Culture Connectors
Dungeons & Dragons	ECOS Club
Fall Play	Fishing Club
F-M Chromebook Club	F-M Crew/Rowing
F-M Dance Team/Dance Troupe	F-M Diversity Coalition
F-M Fresh Meals	F-M Observatory Volunteer Club
FM Science Journal Club	French Club
French Honor Society	Garden Club
Gender & Sexualities Alliance Club	German Club Deutschklub
German National Honor Society	Health Occupations Students of America
History Bowl	History Day Club
Hornets for Hope (Relay for Life)	Improv Club
Jewish Culture Club	Junior Classical League
Key Club	L.E.A.P. Club
Latino/Hispanic Culture Club	Lifeguards for Life
Masterminds	Math League
Mock Trial	Model United Nations (MUN)
National Art Honor Society	National English Honor Society
National Honor Society	Page Sprouts
Patriot Club	P.A.W.S. Club
Project Bridge	Psyched Club
Robotics Club	S.A.F.E. Club
Science Honor Society (NYS)	Science Olympiad Team
Set Construction Club	Showboat
Ski/Snowboard Club	Songwriting Club
Spanish Club	Spanish Honor Society
Stage Crew Club	S.T.E.M. Connections
StemSters	Step Team
Syracuse Stage Goers	The Alliance
The Book People	The MTG Club
Thespian Troupe #98	Trading Cards Club
Ultimate Frisbee Club	Unified Friends

MUSIC

A Capella - Bases Loaded
 A Capella - Lookin' for Treble
 Chamber Orchestra

PUBLICATIONS

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

Jazz Band
Jazz Ensemble
Musical Theater
Pep Band
Swing 16
Tri-M Honor Society

Attendance Policy: A student absent from school may not participate in a student activity on the day such absence occurs. A student must be in attendance all day unless excused with appropriate documentation. Frequent or excessive tardiness may result in the same penalty. Exceptions to this rule can only be made by the building principal or a designee.

National Honor Society

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

NHS Selection process is as follows:

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

Support Organizations

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

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

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

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

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

STUDENT SUPPORT SERVICES

Counseling Center

(Located in House 1)

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

Major roles of counselors include:

Individual counseling

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

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

Seminar Program

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

Grade 9

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

Grade 10

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

Grade 11

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

Grade 12

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

2026-27 Counselor – Student Assignments

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

Counselor	Class of 2030	Class of 2029	Class of 2028	Class of 2027
Mrs. Kristen Rubacka	A-B	A-Co	A-Che	A-Ca
Mrs. Gracelyn Musci	C-Fi	Cr-Gi	Chi-Ga	Ce-F
Ms. Bobbey Stauffer	Fl-Ke	Gl-Kol	Ge-Kre	G-Ki
Mr. Doug Madden	Kh-N	Kop-Ne	Kri-Pal	Kl-Ne
Ms. Kelly Campolieta	O-Sc	Ni-S	Pam-Sta	Ni-Sm
Mr. David Madden	Se-Z	T-Z	Ste-Z	Sn-Z

Parent/Guardian Conferences

Administrators, counselors, and teachers welcome the opportunity to confer with parents/guardians. Conferences may be arranged by contacting the teacher, counselor, or principal. Requests for meetings should be made at least a few days in advance. Parent/guardian, teacher meetings take place during ninth period - 2:25 p.m. to 3 p.m.

Career Center

The Career Center is located in the library and is open from 10 a.m. – 3 p.m. Monday – Friday. It contains a variety of resources from which students may obtain information on colleges, scholarships, financial aid and careers.

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

Family School Liaison

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

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

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

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

School Information Resource Officer

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

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

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

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

Therapy Dogs

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

The district's program currently includes 20 therapy dogs; four are regularly at F-M High School.

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

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

Learning Support Center

The Learning Support Center is located in House 1. It is available to students during a study hall. Teachers from core academic subjects are assigned to the LSC each period and provide extra support to students who desire assistance.

Computer Labs

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

Computer Personnel

Mrs. Fiorito is the Computer Resource Teacher.

Network and Internet Use

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

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

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

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

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

Rules and Regulations

1. Each student must use only their own ID and password on the network. Students who give out their passwords or use the password of another student will lose their privilege in the labs.
2. Game disks or other program disks from home will not be permitted in the labs.
3. Students may not download and/or play games found on the Internet.
4. Instant messaging or chat rooms are NOT permitted in school.

5. Students may not download program files, game files, or proxies of any sort and store them on the computer system.
6. Students who are abusive to equipment in any way will lose privileges.
7. All students must have a Network and AUP form on file in order to use the Internet.

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

GENERAL INFORMATION

Emailing Teachers

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

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

Accidents

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

Lost and Found

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

Lost and Found Inventory of Electronic Items

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

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

Use of Student Photographs

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

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

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

Telephone Use

Student use of school telephones during the day is confined to the telephones in the Main Office. Classroom phones are not for student use.

Visiting Schools

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

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

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

Student Visitors

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

Students who have already graduated from high school are not permitted to visit with other students between 7:45 a.m. and 2:25 p.m.

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

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

FOR YOUR INFORMATION

School Services

If you need assistance with:

Arriving late to school
Bus transportation
Career information
Class schedule

Where to go:

Safety and Security Office, HS I
Main Office
Career Center/Counseling Center
Counseling Center – HS I

College information	Career Center/Counseling Center
Community/Family School Liaison	Asst. Principal/Counselor
Early dismissal card	Class administrative secretary
Excuse to leave early	Student Services Office – Main Office
Family issues, drug/alcohol use	Family School Liaison and/or Counselor – HS I
Guest Information Form	Student Activities Office – Main Office
Graduation	Assistant Principal – Main Office
Graduation requirements	Counseling Center – HS I
Homebound instruction	Counseling Center – HS I
Honor roll	Student Services Office - Main Office
Illness	Nurse – HS1
Late Arrival Card	Class administrative secretary
Learning Support Center	House I
Lost and found	Safety and Security Office - House I
Military career	Career Center - HS I
Occupational education	Counseling Center – HS I
P.A. announcements	Principal's Office – Main Office
Parking registration	Assistant Principal's Office - Main Office
Personal counseling	Counseling Center – HS I
Physical education excuse	Nurse's Office/ Physical Education
Report card corrections	Student Services Office – Main Office
Returning from appointment	Safety and Security Office – HS I
Sports schedule	Athletic Director's Office – HS II
Sports and intramurals	Athletic Director's Office – HS II
Student clubs/school-wide events	Student Activities Office – Main Office
Student records/grades	Student Services Office - Main Office
Working papers	Student Services Office - Main Office
Use of high school building	Student Activities Office – Main Office
Visitor's pass	Asst. Principal's Office – Main Office
Volunteer service	Student Activities Office – Main Office

High School Telephones

Principal House	Mr. McNamara	315-692-1910
Assistant Principal	Ms. Benavides	315-692-1882
Assistant Principal	Ms. Haymore	315-692-1883
Assistant Principal	Ms. Wheeler	315-692-1943
Athletic Office	Dr. Sugar	315-692-1919
Student Services Office	Mrs. Castro	315-692-1912
Counseling Center	All Counselors	315-692-1801
Custodial Office	Mr. Lake	315-692-1908

Main Office	Ms. DiNatale/Mrs. Betts	315-692-1900
Nurse's Office	Ms. Petrie	315-692-1802/1963
Student Activities Office	Mrs. Martinez	315-692-1942

[illegible]