

Fayetteville-Manlius High School **Student - Parent Handbook** **2011-2012**

ALMA MATER

*Guarded by the old oak tree
Symbol of our goal
Steadfast as our pride in thee
Its strength will write our scroll*

*Fayetteville-Manlius
Truth shall be thy light
Pledge we now our loyalty
To colors green and white*

*Raise we now our voice in song
To thee a tribute bring
Join the ever growing throng
Let all who love thee sing*

*Fayetteville-Manlius
Truth shall be thy light
Pledge we now our loyalty
To colors green and white*



Dear F-M Students:

On behalf of the Student Council, we would like to welcome you to the **2011-2012** 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 accomplishment 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,

David Ondrich, Andrew Bannar, Carly Romano, John Lang, Kerry O'Connor, Ranissa Adityavaram, Colby Tresness and Michael Zazzara

Dear F-M Students and Parents:

Welcome to Fayetteville-Manlius High School. The administration and staff are expecting that we will share a challenging, rewarding, and enjoyable year together. Through courses and student activities at the high school, the administration, faculty and support staff desires 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. 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 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 seek 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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**Fayetteville-Manlius School District
Board of Education Members**

Ms. Marissa Joy Mims, President
Ms. Lisa Lukasiewicz Izant, M.D., Vice President
Mrs. Barbara A. Black
Mr. Jeffrey D. Brown
John J. Cucinotta, M.D.
Mr. Michael J. Masse
Mrs. Ilene S. F. Mendel
Mrs. Elena A. Romano
Mrs. Susan F. Ryan

**BUILDING ON EXCELLENCE
PREPARING STUDENTS FOR THE 21ST CENTURY**

MISSION

The Fayetteville-Manlius School District's mission is to respect and realize the aspirations our community has for its children, by providing excellence in education and creating opportunities for each and every child to reach his/her fullest potential as a responsible citizen and member of a global community.

We believe in the following core values and characteristics:

- Building a caring, safe, respectful, and orderly learning environment by fostering reciprocal relationships and positive interactions among staff, students, and parents
- Maintaining the trust of our community through communication, integrity, and fairness
- Sharing and celebrating the differences in all students to promote an inclusive setting
- Cultivating a school climate of civility, strong character, and global citizenship
- Monitoring accountability through continuous review of data and student achievement
- Pursuing continuous improvement
- Promoting curricular consistency and articulation
- Developing a highly capable and collaborative staff
- Advancing a technology-rich environment
- Offering reasonable class size supported by quality services and facilities
- Using resources wisely and responsibly

FAYETTEVILLE-MANLIUS SCHOOL DISTRICT BEHAVIORAL EXPECTATIONS

Schools are often referred to as microcosms of society. It seems fitting then that behavioral expectations within a school community should be governed by an overarching set of tenets applicable equally and consistently to society as a whole. The school community has a responsibility to preserve societal values related to freedom and democracy. Given this, we all must recognize the necessity of the democratic process of law making and demonstrate its importance through respect for laws, rules, and authority.

Members of the school community must also respect themselves through an understanding and appreciation of their own individuality. Self-respect is demonstrated through academic and social integrity, the making of healthful choices, personal appearance, and interpersonal relationships. It is only through this knowledge and respect for self that we become empowered with the ability to extend this respect to others, to acknowledge the expression of uniqueness in others, and to give of ourselves in assisting others to develop a stronger sense of self.

All members must demonstrate respect for the beliefs and values of others, their points of view, their religions, and their rights as human beings. We must be active and positive in our respect, curtailing acts or language that would diminish another. Treatment, judgment, or evaluation of others should be conducted with fairness tempered by empathy for individual differences. At the same time, expression of one's individuality must be balanced by the often greater needs of the community, particularly those related to respect for the environment, and for the health, safety, personal property and dignity of others.

All members must realize the importance of honesty in our daily tasks, activities and responsibilities. We must encourage and expect each other to offer honest opinions and preferences on important issues.

Finally, members must encourage and expect each other to be positively contributing members of our school community by accepting the responsibility associated with our respective roles in public education. Students and staff must work collaboratively in developing and maintaining a school climate which demonstrates a positive attitude toward learning, a safe and orderly environment, and an acceptance of the needs and differences of others.

Administrative Cabinet- 2001

ACADEMIC INTEGRITY

The Academic Integrity Code is in keeping with the Fayetteville-Manlius District's Building on Excellence Mission Statement in regards to respecting and realizing "the aspirations our community has for its children." Two core values it speaks to are "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 nor conceals 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 his or her 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 of him or her. 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

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

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.

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 graphing calculators, cell phones,
- Programmable watches, palm pilots 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.
- Sharing student work that should be 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.
- Obtaining or providing answers from any source during a quiz or test.
- Giving or receiving answers to assignments, homework or tests.
- 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 Spark Notes, on-line translators, or any resource that does the work of the assignment in place of the student doing the work himself or herself.

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 web-sites featuring educational material on cheating and plagiarism.

These sites 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/>. Tips on detecting plagiarism and cheating in student work: <http://www.worldwidelearn.com/teachers-aid/detecting-cheating-and-plagiarism.htm>.

Academic Honesty at Fayetteville-Manlius High School Blackboard Resource (includes videos, Powerpoint, tutorials, etc): http://fmhb.ocmboces.org/webapps/portal/frameset.jsp?tab_id=_2_1&url=%2fwebapps%2fblackboard%2fexecute%2flauncher%3ftype%3dCourse%26id%3d_5206_1%26url%3d.

Students will:

- Read and understand the FMHS 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 test in a way that shows integrity.
- Act in a manner which demonstrates integrity and does not give any illusion of cheating, i.e. cell phone should not be out during 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 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 Policy.
- Understand that inappropriate contribution to a student's work will negatively affect the student's growth and potentially their grade. For example, a parent may proofread and offer feedback on a paper, but the parent 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 those that are not allowed.
- Teach and review correct use of documentation when assigning work which 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.

Administrators will:

- Assure that all faculty, students and parents have knowledge of the Fayetteville-Manlius High School Academic Integrity Code.
- Create a school-wide environment that encourages a consistent culture of adherence to the academic integrity code.
- Maintain cumulative records of reported violations.
- Be proactive in providing resources, time and leadership to the education of the school community regarding academic integrity.
- Consistently enforce appropriate punishments to protect the integrity of the code, including but not limited to course failure in the event of a repeat offender.
- Maintain confidentiality if a student reports cheating by others.
- Members of the Counseling Department will:
- Encourage academic integrity through discussion and presentations at seminars.
- When violations occur, counselors will support the teachers, administrators, and students through discussion, education, and intervention.
- Monitor students who have violated the Academic Integrity Code to help steer students away from additional violations.

III. Consequences**First Offense:**

A student found cheating or plagiarizing will *at minimum* receive a grade of zero for that assignment. The teacher will discuss the incident with the student, and the student's parents/guardians, administrator, and school counselor will be informed of the offense. The teacher will complete an Academic Honesty Violation form, the record of which will be placed in the student's discipline file. If the student is the member of any honor society, the honor society advisor(s) will be notified, and appropriate measures will be taken, in accordance with the bylaws of the honor society. Students may also lose positions and/or memberships in other school organizations, such as student government.

Second and Subsequent Offenses:

A student found repeatedly cheating and/or plagiarizing will at minimum receive a grade of zero for that assignment, as well as an additional consequence or consequences, commensurate with the severity and sum of the infractions. For example, if a student steals a copy of a test, the student may face consequences for stealing as well as for cheating. The severity of a particular consequence may also depend on whether or not the action affects others, such as students or teachers. Consequences may include (but are not limited to): detentions, in-school suspensions, and course failure. As in the case of the first offense, the teacher will discuss the incident with the student, and the student's parents/guardians, administrator, and school counselor will be informed

of the offense. The teacher will complete an Academic Honesty Violation form, the record of which will be placed in the student's file. If the student is the member of any honor society, the honor society advisor(s) will be notified, and appropriate measures will be taken, in accordance with the bylaws of the honor society. Students may also lose positions and/or memberships in other school organizations, such as student government.

If the cheating occurs on a scale that undermines the integrity of the entire test, assignment, or class itself, the teacher has the right to invalidate scores for all students. Some other way of assessing students then may need to take place.

It is also important to note that cheating/plagiarizing could lead to the failure to graduate. Cheating on a Regents examination may result in the student being banned from all future Regents exams and a zero being recorded for a grade. Cheating on Advanced Placement exams may subject the student and the school to investigation by the College Board. Such an investigation could lead to the invalidation of the scores of all test-takers present at the time of the examination, and would result in severe consequences from the administration. In the case of concurrent enrollment courses (i.e. SUPA courses), the student may be subject to the academic integrity policy and consequences set by the institution issuing credit. Furthermore, a violation of the Academic Integrity Code may affect a teacher's or counselor's decision whether or not to complete college, scholarship, and/or job recommendation letters; a violation of the code may also affect the content of such a letter.

Final Note: This academic integrity code is not intended for the sole purpose of punishing students. It is designed to protect each student and the integrity of the school community. This is a developing code, subject to periodic review and revision. It is understood that this one document cannot encompass all possible situations related to academic integrity, so it should be understood that each member of the FMHS community should act in the spirit of the code – to show personal integrity and to expect others to do so as well.

Works Consulted

"Integrity Works!" The School for Ethical Education. 11 December 2008.

<http://www.ethicsed.org/programs/integrity-works/index.htm>.

"What is Plagiarism?" The Learning Center. 11 December 2008.

http://www.plagiarism.org/learning_center/what_is_plagiarism.html.

BILL OF RIGHTS AND RESPONSIBILITIES

Regardless of race, sex, color, national origin, disability, or creed, students have the right to:

1. An education that offers opportunity for inquiry and development to the fullest potential.
2. Constructive discipline for the development of good character, conduct and habits.
3. Security in the school community against influences detrimental to proper development.
4. An educational climate where the well being of students is of primary concern.
5. An educational staff that serves as a positive role model..
6. The opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous, or insubordinate.
7. Wholesome extracurricular activities.
8. Health and psychological services to assist in physical, mental and social development.
9. An appropriate education and/or remediation to serve special needs.
10. Consideration as an individual within the educational environment.
11. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

All students have the responsibility to:

1. Work toward personal growth.
2. Be honest with themselves and others.
3. Show respect for fellow students, teachers and all school district staff
4. Perform all assignments to the best of their ability.
5. Consider their education as preparation of the future.
6. Obey all school rules and regulations.
7. Respect public, private and school property.
8. Attend school regularly and punctually.
9. Develop high moral standards and the courage to live by them.
10. Strive for mutually respectful relationships with teachers, administrators, and other district staff.
11. Inform an adult in the school about any threat to safety within the school environment.
12. Take full advantage of educational opportunities available at school.
13. Learn and practice civic responsibility

Non-Discrimination

Board of Education Policy #4200

The Fayetteville-Manlius Central District affirms that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination in any educational program or activity on the basis of age, sex, race, ethnic background, religion, creed, country of origin, marital status, disability, or on other basis in accordance with the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title IX, and other federal or state laws.

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, counselor, 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 **Grade level secretary** is an essential source of assistance and information for both students and parents. She will make appointments for anyone wishing to see the administrator.

Class of 2012 —Seniors

Class Administrator	Greg Avellino
Class Secretary	Allison Ager
Class Advisor	Jennifer Capello

Class of 2013 —Juniors

Class Administrator	Doug Lawrence
Class Secretary	Robyn Clark
Class Advisors	Melinda Breed

Class of 2014 —Sophomores

Class Administrators - Breakdown	
A – G	Greg Avellino/Allison Ager
H – O	Nancy Kuhl/Sharon Nass
P – Z	Douglas Lawrence/Robyn Clark
Class Advisor	Brian Concannon

Class of 2015 —Freshman

Class Administrator	Nancy Kuhl
Class Secretary	Sharon Nass
Class Advisor	Jon Fox

Principal	Mr. Raymond Kilmer
Associate Principal	Mr. Grenardo Avellino
Assistant Principal	Mrs. Nancy Kuhl
Assistant Principal	Mr. Douglas Lawrence
Director of Counseling	Mrs. Heidi Green
Director of Athletics	Mr. Richard Roy

STUDENT COUNCIL 2011-2012

President	David Ondrich
Vice-President	Andrew Bannar
Secretary	Carly Romano
Treasurer	Michael Zazzara
Public Relations	John Lang
Site Based Team	Ranissa Adityavaram
	Michael Zazzara
	Colby Tresness
Advisor	Mr. Jacob Hess
Administrator	Mr. Douglas Lawrence

Class of 2012	
President	Harry Rube
Vice President	Teddy Rube
Secretary	Kevin Callery
Treasurer	Tommy Flynn

Class of 2013	
President	Brittany Hill
Vice President	Kayla O'Connor
Secretary	Tommy Aiello
Treasurer	Meghan Creamer

Class of 2014	
President	Beth Bannar
Vice President	Kai Wang
Secretary	Sara Elzeini
Treasurer	Zhengyue Zhu

Class of 2015	TBA
President	
Vice President	
Secretary	
Treasurer	

FMHS BELL SCHEDULE

First Warning Bell	7:40
Second Warning Bell	7:44
Homeroom Period	7:45 - 7:50
Period 1	7:56 - 8:37
Period 2	8:43 - 9:24
Period 3	9:30 - 10:11
Period 4	10:17 - 10:58
Period 5	11:04 - 11:45
Period 6	11:51 - 12:32
Period 7	12:38 - 1:19
Period 8	1:25 - 2:06
Period 9 Activity Period	2:15 - 3:00
Detention	2:15 - 3:00

F-M High School Delayed Bell Schedules

One Hour Delay

1st Warning Bell	8:40
2nd Warning Bell	8:44
Homeroom Period	8:45-8:50
Period 1	8:56-9:30
Period 2	9:36-10:10
Period 3	10:16-10:50
Period 4	10:56-11:30
Period 5	11:36-12:09
Period 6	12:15-12:48
Period 7	12:54-1:27
Period 8	1:33- 2:06
Period 9 Activity Period	2:15-3:00
Detention	2:15-3:00

Two Hour Delay

1st Warning Bell	9:40
2nd Warning Bell	9:44
Homeroom Period	9:45-9:50
Period 1	9:56-10:22
Period 2	10:28-10:54
Period 3	11:00-11:26
Period 4	11:32-11:58
Period 5	12:04-12:30
Period 6	12:36-1:02
Period 7	1:08-1:34
Period 8	1:40-2:06
Period 9 Activity Period	2:15-3:00
Detention	2:15-3:00

CALENDAR OF EVENTS – **FIRST SEMESTER**

2011-2012

SEPTEMBER	6	School Opens – Gr. 9
	6	Freshman Parent Night
	7	School Opens – Grs. 10-12
	9	Student Senator Elections
	10	Link-Crew Dance – Gr. 9
	12	Senior Parent Night
	15	Freshman Election Assembly
	16	Freshman Elections
	16	Senior Seminars
	17	ABC Welcome Back Dance
	20-21	Yearbook Pictures
	24	Coffeehouse
OCTOBER	1	SAT I/SAT II
	4	Activities Fair
	4	NHS Inductions
	5	Eastside College Night @JDHS
	5	Battle of the Classes
	6	Open House
	7	End of 1st Mid-Marking Period
	14	Homecoming Game/Dance
	15	PSAT
	21	Dessert Concert
	26	Pops Concert
	30	Fall Clean-up
NOVEMBER	4-5	Fall Play
	5	SAT I/SAT II
	8	Jazz Night
	9	Badminton Tournament
	10	End of 1st Marking Period
	21	Blood Drive
	22	Shelter/Go Home Drill
DECEMBER	7	Winter Concert I
	8	Saturnalia
	14	Winter Concert II
	16	End of 2nd Mid-Marking Period
JANUARY	5	Dance Marathon Assembly
	9	8th Grade Parent Night @ HS
	19	District Choral Concert
	23	Small Ensembles Concert
	26	End of 2nd Marking Period
	31	Junior Scheduling

CALENDAR OF EVENTS – SECOND SEMESTER

2011-2012

FEBUARY	1	Junior Scheduling
	6	Junior Parent Night
	8	Concerto Concert
	8-9	Sophomore Scheduling
	11	Sophomore Semi-Formal Dance
	14-15	Freshman Scheduling
MARCH	2	End 3rd Mid-Marking Period
	3	Dance Marathon
	5-6	Junior Seminars – Session I
	7-8	Junior Seminars – Session II
	8	Foreign Language Festival
	16-17	Musical
	23-24	Musical
	24	Festapalooza
	26-27	Sophomore Seminars – Session I
	28-29	Sophomore Seminars – Session II
	28	Band Night
	31	Spring Coffeehouse
APRIL	5	End of 3rd Marking Period
	10	Tri-M Music Honor Society Inductions
	12-13	Every 15 Minutes
	23-27	ECOS Week
	24	Blood Drive
	27-28	Showboat
MAY	5	SAT I/SAT II
	7-18	AP Exams
	10	Jazz Concert
	11	End of 4th Mid-Marking Period
	12	F-M Day
	16	Spring Concert I
	17	Latin Awards
	19	Junior Prom
	21	Small Ensembles Concert
	23	Spring Concert II
	24	Spring Elections Assemblies
	24	Senior Seminar
	25	Spring Elections
	30	Senior Farewell Concert & Art Show
	31	Awards Night
JUNE	1	Community Celeb./Yearbook Distribution
	2	SAT I/SAT II
	2	Senior Ball/ATFI
	5	Athletic Awards Banquet
	TBA	Technology Design Open House
	8	Music Banquet
	8	Last Day/End of 4th Marking Period
	11-12	School Exams
	13	Senior Banquet
	13-22	Regents Exams
	14	Graduation Rehearsal
	15	Graduation @ War Memorial
	13-14	Sophomore Seminars – Session II
	14	Tri-M Music Honor Society Inductions
	26	Blood Drive
	25-29	ECOS Week
	28	Shakespeare Festival
	29-30	Showboat

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 House II, the Student Activities Office is open to all students, faculty and visitors who seek assistance or information about:

Activity Fair/Activities Booklet	School Calendar
Announcements	School Elections
Assemblies	School Publications
Awards	School-Wide Events
Calendar of Events	Student Clubs
Class Functions/Dances	Student Council
Fund Raisers	
Internal/Community Use of Building	
Lunch Passes	

Student Council

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

The Student Council is comprised of student officers elected in a school-wide election and school senators also elected by the student body. A student may attend meetings at any time, or if interested in becoming an integral part of the organization he/she should contact the Student Activities Office for further information.

www.fmschools.org

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 committee. To be considered for N.H.S., students must complete an information form that details activities in school and the community. These details, along with information provided by teachers, coaches, and advisors, will be considered by the faculty selection committee. If selected, members have responsibility to continue to demonstrate these qualities in volunteer and fundraising activities.

www.fmschools.org

Advisors: Jamie Cucinotta and Richard Hartwell

The NHS Selection process is as follows:

- A letter from the Principal and N.H.S. Advisor is sent to all 12th grade students who have met the scholarship requirement for N.H.S. membership. Currently, this is a minimum GPA of 87-89 (B+). As of the Fall 2012 inductions, the minimum GPA will be 90-92 (A-).
- If a student is interested, he or she must complete an information form to be submitted by a specific date to the N.H.S. Advisor.
- The faculty is given an opportunity to provide the selection committee with input on each student who submits a completed information form.
- A selection committee will consider each applicant based on outstanding leadership, scholarship, service and character.
- **There will be only Fall inductions held as of 2011.**

STUDENT ORGANIZATIONS

F-M encourages the formation and activity of organizations that represent a wide range of student interests. Most of these groups meet during Activity Period, 2:15 - 3:00 p.m. 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 last year.

DRAMA

Thespian Troupe 98

LITERARY

The Buzz (Newspaper)

Oakleaves (Yearbook)

Voices (Literary Booklet)

OTHERS

Alphabet Soup

American Chemical

Amnesty International Club

Archaeology Club

Art Exhibition Club

Astronomy Club/F-M Observatory

AV Club

Book Club

Broadcast Journalism Club

Ceramics Club

Chamber Orchestra

Character Education

Chess Club

Chinese Club

Chorale/Women's Choir

Community Connections

MUSIC

Chamber Orchestra

Choral/Women's Choir

Jazz Band/Ensemble

Marching Band/Pep Band

Swing Sixteen

Jazz Band/Jazz Ensemble

Junior Classical League

Key Club

Liberal Students Club

Masterminds

Math League

Middle School Tutoring

Mock Trial

Model United Nations

Musical Theater

National Honor Society

Oakleaves Yearbook

Peer Helpers

Philosophy Club

Photography Club

Science Honor Society (NYS)

STUDENT ORGANIZATIONS, continued

Community -Wide Dialogue	Science Olympiad Team
Crew	Set Construction Club
Dance Club	Shakespeare Garden Club
Dance Team/ Troupe	Showboat
Debate Society	Ski/Snowboard Club
Economics Breakfast Club	Smile Tees
ECOS Club	Spanish Club
Fashion Matters	Step Team
FM Improv/Thespian Club	Student Council
FM Power Lifting Club	Swing 16
FMHS Robotics Club	Syracuse Stage Group
FM Star Craft Club	Table Tennis
FM Triathlon Club	Tech
French Club	The Buzz (Newspaper)
Friend to Friend	The Expedition Club
Frisbee Club	Tri-M Music Honor Society
German Club	Ukulele Club
Harry Potter Club	Ultimate Frisbee
History Day Club	Voices (Literary Magazine)
Interact Club	Young Conservatives Club
International Homeroom	
Intramurals	
Invisible Children	
I Phone Development Club	

SUPPORT ORGANIZATIONS

F-M Education Foundation Inc.: Funds raised by this not-for-profit organization are used primarily to supplement the funding of district programs and projects which are already supported by public financing at a basic level, and to finance projects outside the annual district budget which could not be initiated without supplemental financing.

S.B.T.: The high school Site Based Team is composed of students, teachers, parents and administrators. Its purpose is to make decisions relating to school climate/discipline, philosophy of scheduling, homework, field trips, communication and extra-curricular activities.

S.T.P.A.: Student Teacher Parent Association is a support group that promotes cooperation between the home, school and community. The STPA operates a school store at the high school, and helps with many student activities. It also supports an annual Awards 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 who strive to support and promote musical and dramatic activities. The group was formed in 1979 and is open to all parents. Volunteers assist with ticket sales, publicity, refreshments, costuming, dinners, and rehearsals. Awards are also donated at the end of the year for superior efforts backstage and excellence of performance. 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.

ATHLETICS

Intramural

The high school offers an intramural program dependent upon student interest, weather, and available facilities. Open to all students, current programs include basketball, aerobics, badminton, weight training, team handball, ultimate Frisbee and soccer.

During ninth period there is an open gym program subject to appropriate supervision by a teacher. Normally available are programs including basketball, soccer, volleyball, and athletic training. Weight training is available five days a week, during ninth period in the Wellness Center.

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 by the beginning of the fourth period and be in attendance for the remainder of the school day to participate in a practice or game.** 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, Mr. Richard Roy, House II, Room 2147 or call 692-1919.

Interscholastic Athletics

Seasonal athletic programs include:

<u>FALL – GIRLS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Cheerleading	X	X		
Cross Country	X	X		X
Field Hockey	X	X		X
Gymnastics	X			
Soccer	X	X	X	X
Swimming	X			
Tennis	X	X		
Volleyball	X	X		

<u>FALL – BOYS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Cross Country	X	X		X
Football	X	X	X	X
Soccer	X	X	X	X
Volleyball	X	X		
Golf	X	X		

<u>WINTER – GIRLS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Basketball	X	X	X	X
Bowling	X			
Cheerleading	X	X		
Indoor Track	X			
Volleyball			X	X

<u>WINTER – BOYS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Basketball	X	X	X	X
Bowling	X			
Ice Hockey	X			
Indoor Track	X			
Swimming	X			
Wrestling	X	X		X

<u>SPRING – GIRLS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Golf	X			
Lacrosse	X	X	X	X
Softball	X	X		X
Track	X			X
Crew	X		X	

<u>SPRING – BOYS</u>	<u>V</u>	<u>JV</u>	<u>FR</u>	<u>7/8</u>
Baseball	X	X	X	X
Lacrosse	X	X	X	X
Tennis	X			
Track	X			X
Crew	X		X	

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.

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 his or her own school. Physicals are usually conducted during October, March and June.

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

The 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 that 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.

Students wishing to participate in interscholastic athletics (crew, modified, junior varsity and varsity athletics) must have a physical examination before participating in any athletic activity (practice or contest). Medical examinations will be scheduled periodically during the school year and shall be valid for a period of twelve continuous months from the date of the exam. A student may also receive a physical from his/her 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 contest until a release from the doctor or nurse is obtained.

ATHLETIC CODE OF CONDUCT

The possession and use of alcoholic beverages, illegal drugs and tobacco (smoking and chewing) are considered health hazards and detrimental to an athletics physical and mental well-being. For student athletes, if a staff member has reasonable suspicion that a student on school property, at a supervised school function, on a school bus, or in a school vehicle, is possessing, using, or is under the influence of an illegal drug or alcohol, prescribed medication not his/her own, or drug paraphernalia the staff member has the right to request that the student take a saliva based drug test, a Breathalyzer or Alco-sensor test or to smell the student's breath. Should the student refuse to comply with the request, the student shall be subject to the same disciplinary action as if the student were guilty. The following policy will be in effect both on and off school property and will include the possession and use of tobacco, alcohol, and other illegal drugs. Any student found to be using tobacco, alcohol, or other illegal drugs will be suspended for twenty (20) consecutive practices and/or contest days. At the discretion of the parent/guardian, after discussion with the Director of Athletics, the suspension will be ten (10) consecutive practices days accompanied by a counseling/evaluation/education component as determined by the Director of Athletics. If a student athlete is found selling or distributing an illegal drug, prescribed medication, or alcohol, **the student athlete will be suspended for forty (40) consecutive practices and/or contest days. For any student athlete previously suspended from a team** at F-M, the athlete will be suspended from all athletic participation for one (1) calendar year from the date of the violation. At the discretion of the parent/guardian, after discussion with the Director of Athletics, the suspension can be thirty (30) consecutive days of practice and/or contest days if accompanied by a Behavior Contract as determined by the Director of Athletics. If a subsequent offense occurs and it involves selling or distributing an illegal drug, prescribed medication, tobacco, or alcohol, the student athlete will be suspended from all athletic participation for a period of one (1) calendar year from the date of the violation.

Athletes absent from school may not practice or play the day such absence occurs. Exceptions to this rule can be made only by the Principal or the Director of Athletics. Frequent or excessive tardiness may result in the same penalty. Students must be in attendance by the beginning of the fourth period and must be in attendance for the remainder of the school day to participate in a practice or games. Legitimate reasons as determined by the Principal or Director of Athletics may excuse the student from this regulation.

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 higher 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:
 - For athletics – games, scrimmages, practices
 - 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.

SCHOOL ORGANIZATIONS

Counseling Center

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 social goals.

Major roles of counselors include:

Individual counseling- Students may stop in the Counseling Center to see a counselor before school, during study hall or free periods, or after school. They may also arrange an appointment with their counselor through one of the counseling department secretaries. Issues that students may wish to discuss with a counselor include: relationships with family members and peers; feelings of belonging and self worth; depression, anxiety, and stress; setting and achieving realistic goals; academic concerns; course scheduling; decision making regarding college and career choices.

Seminar Program- Curriculum has been developed as a means of meeting with more students more often and allowing them time to share questions and concerns with their counselor as well as with each other. Topics covered at each grade level include:

Grade 9

- Introduction to high school (expectations of teachers, extra help, ways to become involved, approaches to questions and concerns and what is available and where).
- Discussion of counselor's role.
- Discussions about maintaining balance in one's life..
- Graduation requirements and academic/vocational questions
- Review of first semester (grades, warning notices, social events, etc.)
- Preparation for 10th grade; course selection process

Grade 10

- Reinforcement of students' abilities to make positive choices based on an understanding of their values and skills.
- Available career related materials and Career Center.
- Career exploration through Naviance “Do What You Are”.
- Course selection: importance in relation to careers and post-secondary options.
- Standardized Testing Program

Grade 11

- Post high school planning and preparation
- College seeking process
- Interview techniques/ the college visit
- East Side College Night/National College Fair
- Graduation requirements and senior year course selection
- Standardized Testing Program

Grade 12

- Review of college seeking process
- Financial Fitness
- Application process
- Transcript proofing and graduation requirements: transcript assessment and grade point average
- Financial aid information

<u>Counselor</u>	<u>Class 2015</u>	<u>Class 2014</u>	<u>Class 2013</u>	<u>Class 2012</u>
Mrs. Sommer	A – Chea	A - Car	A - Ca	A - Cl
Mrs. Musci	Hen - F	Cas - Gi	Ch - Go	Co - Gr
Mrs. Green	G – He	Gl-Ha	Gr - H	Gu - J
Ms. Pierce	Ho – Ma	He-L	I - Ma	L - McG
Mr. Doug Madden	Me – Pa	M –Per	Mc - O	Mck - Pi
Mrs. Bombard	Pe – Sa	Pet - Sn	P - Se	Po - Si
Mr. David Madden	Sc - Z	So - Z	Sh – Z	Sm – Z

Counselor—Student Assignments 2011–2012 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. **The Counseling Center is located next to the House I Office.**

Parent conferences

Administrators, counselors, and teachers welcome the opportunity to confer with parents. The school schedules the following regular parent conferences:

Kindergarten—One conference before the end of the school year.

Grades 1-4—One conference before the end of the first semester.

Grades 5-12—Conferences may be arranged by contacting the teacher, counselor, or principal.

Additional conferences may be initiated by parents at any time they have a concern at any level. This is done by contacting the child's teacher, counselor, or principal. Requests for meetings should be made at least a few days in advance.

CAREER CENTER

The Career Center is located in the Library in House I and is open from 8:00 a.m. - 1:30 p.m. Monday – Friday. It contains a variety of resource materials from which students may obtain information on colleges, scholarships, financial aid and careers. There are networked computers that allow students to search for colleges and careers, explore scholarship opportunities, and complete college applications. In addition, students can borrow college catalogs and test preparation books. There are several filing cabinets containing college view books, applications, newsletters and postcards for student use. Other sources include a newsletter that is posted online at www.fmschools.org five times a year, information posters in the hall regarding open houses, local off-campus receptions, visits by college representatives, and an extensive web page. Students can request a job shadowing placement and be considered for a career internship as well. See Mrs. Foran in the Career Center for more information.

School Social Worker:

The primary aim of the social worker is to provide support, intervention and counseling to students and their families in regard to any situation that is adversely affecting the student's ability to function and benefit from his/her educational program.

Students may wish to see the School Social Worker for any of the following reasons.

- Alcohol or Drug Use, Abuse & Addiction
- Eating Disorders
- Concerns About Family & Friends
- Anxiety & Stress
- Grief/Loss

- Divorce
- Peer Difficulties & Concerns
- Depression

Students are generally referred to the social worker by school counselors, administrators, teachers, parents, peers or student's themselves.

Students and families may be referred by the school social worker to various community agencies for more comprehensive and/or intensive services.

SUPPLEMENTAL STUDENT SERVICES

The Fayetteville-Manlius School District is committed to providing an educational program for all of its students. The district offers a wide array of compensatory and remedial programs at all grade levels to supplement the regular school programs. The district provides the consultative services of psychologists, speech therapists, reading specialists, and math clinicians/resource teachers to all students, parents, and staff members. Remedial help in reading, writing, and mathematics is also provided for qualified students.

Parents who feel that their child might need help or testing should contact their child's classroom teacher, the counseling department, or the building principal. Special education services are designed to help children with educational disabilities. These children are the responsibility of the district's Committee on Special Education and are identified through referrals and the district census. Questions on special education should be addressed to the office of the Assistant Superintendent for Special Services at 692- 1203.

PEER HELPER PROGRAM

Peer Helpers is open to all students. Members meet on Wednesdays after school for planning and training. Peer Helpers assist with tours, tutoring middle school students, and provide assistance at school functions. A leadership team coordinates the training and facilitation of the Be Cool Not Cruel program both middle schools. Peer Helpers participate in Fall Clean Up and Spring Green Up. If you are interested in becoming a Peer Helper, please stop by the table at the Activities Fair in October or see Mrs. Bombard (Counseling Center) or Mrs. Coughlin (School Social Worker) to sign up.

LIBRARY MEDIA CENTER

The Library Media Center is located in House I, across from the House I office. It is open for student use Monday-Friday, 7:45 a.m. - 3:00 p.m.

The LMC provides a quiet atmosphere for reading, study and research. The library collection contains approximately 21,000 volumes and audio books. We subscribe to nearly 100 periodicals. Materials can be borrowed through the BOCES School Library System. In addition to the many print resources, the library has a network of 30 Windows computers with online subscriptions. These online subscriptions may be accessed from home with remote access passwords. Bookmarks are avail-

able in the LMC with these passwords. Students can connect to the LMC web page at: <http://www.fmschools.org>

There is a computer lab attached to the LMC with 30 computers for class use. All computers have Microsoft Office applications and Internet access. ***Circulation Policy:*** General collection materials are signed out for a three-week period; reference materials and periodicals are signed out overnight only. The Library Media Center provides resources for students to use for research, leisure reading and personal information and growth. In order to function in this role, we rely on borrowers to return their materials on time. This allows our resources to be charged by all who need them. If materials have not been returned, the student is placed on a "Stop List", which means he/she may not sign out any further materials until the items in question have been renewed, paid for (if lost), or returned. Each Monday we send overdue notices to the homerooms. Three notices are issued-the first when the item is one week late, the second when the item is two weeks late, the third is stamped with "failure to return material" and results in a detention. **After one assigned detention, if the material is not returned the student is referred to his/her administrator.** Students using the library during their study hall periods must obtain a pre-signed pass from a teacher. **Failure to comply with this expectation will be equivalent to a cut.**

COMPUTER LABS

There are seven computer labs located at F-M High School. The labs are comprised of Windows, and Macintosh computers. Each lab has laser printers, a color printer, and a scanner. Each lab has a teacher workstation.

The computer labs are equipped with large screen projection units for viewing information from the teacher's computer workstation. All the computers are networked and have Internet access. The labs are open from 7:30 a.m. until 3:00 p.m. and students are welcome to use the labs any time during the day.

House I

There are three computer labs and an electronic Library Media Center. The three labs have between 25 and 30 Windows computers with the peripherals mentioned above. The labs are located in room 1120, 1161 A & B, and the LMC mini lab. The library has 25 computers with access to many online resources.

The business lab is located in the Art wing, room 1167. It is used for Business classes, but is open to teachers during their free periods. It has dual platform apple computers (both Windows and Mac operating systems).

House II

The House II computer lab in room 2231 contains 30 Windows computers. It is open for teachers and students. Students may use this lab when it is not occupied by a class. In this lab, students can receive support from Janet Perelmut for any software questions.

Software

Computers are re-imaged every summer with updated software. This past summer *Windows 7* was installed on every computer in the labs. Students have access to Microsoft Office 2010 and also the Adobe CS5 software suite. Numerous other programs are installed in the lab for movie editing, podcasts, or other assignments. Every machine has Internet access but students need a **Network and Internet Use Agreement form** on file with the school to have access. These will be given to all students.

Computer Personnel

Mr. Six	(Rm. 1120)	Computer Resource Teacher
Mr. Belfield	(Rm. 1161a/b)	Computer Lab Ass't. Hs. I foyer
Mrs. Perelmut	(Rm. 2231)	Computer Lab Ass't. Hs. 2

Network and Internet Use Agreement Policy

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 E-mail misuse would be going to inappropriate places on the internet, using obscene language, sending or displaying offensive pictures or messages, violating others' privacy, loading software anywhere on the network, the use of proxies, etc.

E-mail accounts are given to all students who have their *Internet Use Agreement Form* on file with the high school. The e-mail address is the student's user name @fmschools.org: for example: *14jsmith@fmschools.org*.

All students are encouraged to use these e-mail accounts for all schoolwork including sending files back and forth from home to school. They cannot send their assignments to any other e-mail account, i.e., Hotmail, Yahoo, Road Runner, etc. All e-mail accounts from other internet sites are blocked. **If students are found violating computer rules and regulations, their computer access, internet access, and E-mail accounts may be revoked at any time 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 mail and playing computer games are not allowed.**

ACCEPTABLE USE, STUDENTS Grade 9-12

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD.

These guidelines also provide a good framework for your child's use of computers at home, at the library, or in the community.

For more information, go to Departments and then Technology from www.fmschools.org or go to <http://www.fmschools.org/departments.cfm?subpage=9896>. This Acceptable Use Policy governs the usage of all technology that is purchased or brought to any school or office in the Fayetteville-Manlius District. This includes all phones, laptops, audio devices, external drives, cameras, and any device that connects to the internet. All technology brought from outside the district must adhere to the District's internet policy, and is subject to the same rules and regulations as devices purchased by the district, and is subject to administrative regulations. All student use of computers will be supervised by classroom teachers, teaching assistants, aides and lab assistants.

F-M Technology Committee, June 2010

The District believes that computer technology is an integral component of instruction and support services. The fundamental characteristics of computer technology in our school environment are instructional efficacy, operational efficiency, appropriate student and personnel access and confidentiality, accountability, and effective supervision.

By signing this document, you agree to comply with the District rules. Failure to comply will result in the loss of computer access.

STUDENTS MUST:

Respect and protect the privacy of others

- Only use assigned school account
- View and use only personal password, data and network
- Keep information about yourself private

Respect and protect integrity, availability, and security

- Of all electronic resources and as posted in the computer labs
- Report security risks or violations to a staff member.
- Do not access or modify resources that do not belong to you

Respect and practice the principles of digital citizenship

- Use computer programs authorized by teachers
- Use computers for schoolwork only
- Communicate in ways that are kind and respectful
- Report threatening or inappropriate materials to a teacher, counselor or administrator

- Do not access, transmit, copy or create material that violates the Fayetteville-Manlius Code of Conduct
- Do not access, transmit, copy or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Do not use the computer or other resources to commit acts that are criminal or violate the school's code of conduct
- Do not send spam, chain letters, or other mass unsolicited mailing
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project
- Do not use proxies
- Do not download or save games.

Respect and protect the intellectual property of others

- Do not infringe copyrights (no making or downloading of copies of music, games, photographs, or movies)
- Do not plagiarize

Respect and practice social media etiquette

- Be safe online. See <http://www.fmschools.org/departments.cfm?subpage=14589>
- Represent oneself properly (Do not use someone else's identity)
- Follow proper writing conventions when posting blogs and wikis
- Avoid all use of commercial social networking

Consequences for Violation

The district has the right to suspend accounts in response to any violations to the District policy, and cooperate with legal authorities in investigations of illegal activity.

Supervision and Monitoring

The District will monitor all communications into, and out of, its network facilities to prevent the introduction of viruses or other hostile code, to prevent intrusions and otherwise to enforce this Policy.

Rules and Regulations

1. Students must sign into the sign-in book in each computer lab, before using computers.
2. Students must have a pass from their study hall teacher to labs during free periods.
3. Food or drinks are not allowed in the computer labs.
4. Each student must use only his/her 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.
5. Game disks or other program disks from home will not be permitted in the labs.
6. Students may not download games and/or play games found on the Internet.

7. Instant messaging or chat rooms are **NOT** permitted in school.
8. Students may not download program files, game files, or proxies of any sort and store them on the computer system.
9. Students may come into the lab during a free period to do work.
10. Students who are disruptive to classes in the labs will be asked to leave.
11. Students who are abusive to equipment in any way will lose privileges in the labs.
12. All students must have a Network and Internet Use Agreement form on file in order to use the Internet.

Failure to comply with these rules may result in detentions, suspensions, parent 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. In addition, students who create or contribute to web sites that harass, malign or threaten others may have their college applications and/or acceptance jeopardized as some colleges require high schools to report these actions to them.

Student Use of Computers at Fayetteville and Manlius Public Libraries

1. A student must have a valid Onondaga County Public Library card* to be eligible to use the microcomputer. A student must present his/her own library card.
2. Library staff is not prepared to give individual instruction beyond operation of the hardware. Students wishing to learn specific techniques are referred to the software manual.
3. Students may check out school software available at the public library for use within the library. Students who bring their own software must check with a library staff member to insure compatibility. The library will not be responsible for a student's software.
4. Students must not attach to, adjust, or alter the equipment without permission. This includes the paper in the printer.
5. It is the responsibility of the user to comply with the copyright law. Students may not use this equipment to make illegal copies of copyrighted software. The library is not responsible for the user's illegal actions.
6. The student is responsible for any damage that may occur to the equipment or software while he/she is using it.
7. Time for computer use may be reserved in one-hour blocks which start on the hour.
8. The Library Director has final authority on all matters related to use of the library computer.

***Anyone showing identification with a local address may have an OCPL card.**

Fayetteville and Manlius Public Library Hours**2011-2012 School Year**

Fayetteville Public Library	637-6374
Mon.-Thurs.	9:00 am - 9:00 pm
Friday	10:00 am - 5:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm
Summer Hours Saturday	10 am to 2pm; closed Sundays
Manlius Public Library	682-6400
Mon.-Thurs.	10:00 am - 9:00 pm
Friday	10:00 am - 5:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm Closed Sundays in Summer

E-mailing teachers

The protocol for F-M district e-mail addresses is: first initial, last name@fm-schools.org. (For example, Jane Smith would be jsmith@fmschools.org). Parents are welcome to communicate with teachers and administrators via e-mail. However, they should recognize that day-to-day demands may prevent them from responding to e-mails on a daily basis. In some instances, especially where it involves time-sensitive inquiries, it may be more appropriate to use telephone communication. School e-mails are not confidential and are stored electronically.

HIGH SCHOOL STAFF 2011 – 2012

Principal	Mr. Raymond Kilmer
Associate Principal	Mr. Grenardo Avellino
Assistant Principal	Mrs. Nancy Kuhl
	Mr. Douglas Lawrence
Counseling Center	Ms. Heidi Green, Director
	Ms. Katie Bombard
	Mr. David Madden
	Mr. Doug Madden
	Ms. Gracelyn Musci
	Ms. Dana Pierce
	Ms. Angela Sommer

HIGH SCHOOL STAFF 2011 – 2012, continued

Art

Mr. Len Eichler*
Ms. Brittany Culican
Ms. Kathryn Gabriel
Ms. Ellen Haffar
Mr. James Rodems
Mr. Mr. Jeff Schuessler

Business

Mr. Christopher Gangloff
Mr. Matt Six
Ms. Shirley Stas

English

Mr. Tim Burns*
Mr. Scott Austin
Ms. Elizabeth Barr
Ms. Melinda Breed
Ms. Laura Clancy
Mr. Ben Clardy
Ms. Kathleen Deeb
Mr. Aaron Dorsey
Ms. Mary Halloran
Ms. Kari Hammond
Ms. Joyce Hansen
Ms. Cindy Hefti
Mr. Jacob Hess
Ms. Laura Iodice
Ms. Liz Lutz
Ms. Julie Parker
Ms. Mary Patroulis
Ms. Mary Frances Phelan
Ms. Elizabeth Wheeler

ESOL

Mr. John Balian

Family Consumer Sciences

Ms. Diane Cagnetti*
Ms. Jane Hawkins

Health

Ms. Teresa Polsin

Library

Ms. Kathleen Niederpruem *
Ms. Linda Freytag

LOTE

Ms. Melanie Campitello-Chevez*
Ms. Stephanie Cimino
Ms. Christine Cioppa
Ms. Susana Delmar
Ms. Eva Giacona
Mr. James Hunt
Ms. Denise Mahns
Ms. Pamela Mitchell
Ms. Katherine Stewart
Ms. Nona Travis
Ms. Carrie Tyler
Ms. Athena Tzetzis
Mr. Hugh Welfling
Ms. Sarah Woodward-Jones

Math

Ms. Dina Kushnir*
Mr. Chris Alvarez
Ms. Sonja Bailey
Ms. Leigh Bishop
Ms. Jennifer Capello
Ms. Katherine Cook
Mr. Brad Delans
Mr. Patrick Engle
Ms. Kelle Flannery
Ms. Diane Gilbert
Ms. Kathy Gilbert
Ms. Elaina Hajduk
Mr. Nick Lore
Ms. Kate Nowak
Ms. Kelly Palider

Music

Mr. David Brown*
Ms. Rebecca Bizup
Ms. Jennifer Greene
Mr. Peter Guarino
Mr. Carlos Mendez
Mrs. Kitty Popow

Physical Education

Ms. Christina Popper*
Ms. Nicole Corcoran
Mr. Jason Hayes
Mr. Steve Newman
Mr. Eric Wood

HIGH SCHOOL STAFF 2011 – 2012, continued

Science

Ms. Sharon Wisbey*
Ms. Kathleen Benedict
Mr. Josh Buchman
Mr. Brian Concannon
Ms. Erin Concannon
Ms. Jamie Cucinotta
Mr. George Dale
Mr. Ben Gnacik
Ms. Beverly Hansen
Mr. Richard Hartwell
Mr. Chris Kenneally
Mr. Brett Meyerhoefer
Mr. James Morgan
Mr. Michael Osborn
Mr. Marcus Pitts
Ms. Meghan Reichel
Ms. Kayla Ryan
Mr. Justin Shute
Ms. Mary Ward

Social Studies

Ms. Mary Anne Silvernail*
Ms. Susan Ashley
Mr. Stephen Burry
Social Studies Con't
Mr. Jonathan Fox
Ms. Kate Gross
Mr. Jeff Hammond
Ms. Amanda Koski
Ms. Jennifer McDonald
Mr. Mark McGuigan
Ms. Anne Miller
Mr. Paul Muench
Mr. Stephen Musso
Mr. Philip Rudolph
Mr. Todd Sorensen
Ms. Ardyth Watson

Special Education

Ms. Carmel McColgan*
Mr. Michael Flood
Ms. Colleen Mangan
Ms. Teresa McGann
Ms. Mary Kay Peters
Ms. Julie Pooler
Ms. Donna Richards
Ms. Jody Ridzi

Technology

Mr. Cliff Chandler*
Mr. Jensen Bergman

Athletic Director

Mr. Richard Roy

Athletic Trainers

Ms. Cynthia Kelder
Ms. Terri Sherman

Career Center

Ms. Mary Foran

District Data Coordinator

Ms. Lorianne DeForest
Mr. Jeremy Dodds

Learning Support Center

Mr. David West

Nurse

Ms. Kimberly Welling

School Psychologist

Ms. Rebecca Hartman-Wade

School Information Officer

Ms. Ann Whitney

School Social Worker

Ms. Sheila Coughlin

Speech Therapist

Ms. Linda Friedman

Supervision Aides

Mr. Zaire Coore
Mr. Dave Cox
Ms. Marie Cupo
Mr. Jason Dudzinsky
Mr. Mike Lee
Ms. Sharon Saunders
Mr. Marc Zello
Ms. Courtney Grosvenor

HIGH SCHOOL STAFF 2011 – 2012, continued

Yearbook

Ms. Joyce Hansen

Secretaries

Ms. Allison Ager
Ms. Susan Betts
Ms. Robyn Clark
Ms. Carol Crolick
Ms. Becky Fountain
Ms. Fran Lucarelli
Ms. Anne Miller
Ms. Sharon Nass
Ms. Anne Nassar
Ms. Laura Piazza
Ms. Nina Ruppert
Ms. Tracey Spicer
Ms. Shelly Whyland

Aides/Assistants

Ms. Pamela Barry
Ms. Lynne Baum
Mr. Michael Belfield
Ms. Diana Borneman-Hartman
Ms. Karol Digan
Ms. Mary Foran
Ms. Elizabeth Gaulin
Ms. Marianne Hickey
Ms. Kathy Kent
Ms. Jo Laneve
Ms. Kathleen Lowenstein
Ms. Carol Mattheis
Ms. Kathy Muldoon
Ms. Barbara Neuss
Ms. Patty Oatman
Ms. Janet Perelmut
Ms. Jackie Stanton
Ms. Dona Wiehenstroer
Ms. Linda Wiggins
Ms. Linda Zohler

Central Kitchen

FoodService Mgr.
Ms. Debbie Ritter
Ms. Janet Calvarese
Ms. Mary DeForge
Dylan Dupra
Ms. Angela Gatenby
Mr. Rick Lawless

Food Service

Ms. Collen Cooper
Ms. Angie DuFore
Mr. Dan Dunn
Ms. Drita Ljucia
Ms. Heather Matzell
Mr. Dennis Mitchell
Ms. Lori Wilkinson

Cook Manager

Cheryl Zamelis

Head Custodian

Mr. Scott McLellan

Custodial (Days)

Mr. Bill Dodge
Ms. Cindy Tingley

Custodial (Nights)

Mr. Larry Argus
Mr. Bob Boniewicz
Mr. Greg Caragol
Mr. Kevin Coombs
Mr. Joe Doughty
Mr. John Duguid
Mr. Brian Fenner
Mr. Jim Goodfellow
Mr. Matt Johnson
Mr. Dave Olson
Mr. Edward Shaffer
Mr. Kevin Spooner
Mr. Mike West

Network Technicians

Mr. Bill Hill
Mr. Art LaFlamme
Mr. Tim Shields
Ms. Rita Wright
Mr. Josh Becker
Ms. Wanda Lentner

High School Technicians

Mr. Jason Makay
Mr. Bill Corbett

Publication Aide/Graphics

Jennifer Edsall

ACADEMIC POLICIES

NYS GRADUATION REQUIREMENTS

Regents Diploma

Required Courses

English	4
Social Studies	4
Math	3
Science	3
Foreign Language (L.O.T.E.)	1
Art/Music	1
Health	0.5
Physical Education	2
Electives	3.5
Total	22

Required Regents Exams (Passing score of 65 and above)

English Language Arts
Integrated Algebra
Global History and Geography
U.S. History and Government
One Science

Advanced Regents Diploma

Required Courses

English	4
Social Studies	4
Math	3
Science	3
Foreign Language (L.O.T.E.)	3
Art/Music	1
Health	0.5
Physical Education	2
Electives	1.5
Total	22

Required Regents Exams (Passing score of 65 and above)

English Language Arts
Algebra, Geometry and Algebra 2 & Trig
Global History and Geography
U.S. History and Government
Two Science
Foreign Language (if offered)

* Students must have one unit in Languages Other than English (LOTE).

- **Students** seeking an Advanced Regents diploma must pass the Regents examination in a second language, if offered, plus additional Regents examinations in mathematics and science. Students earning 5 units in business, technology, or the arts may be exempt from the requirement for 3 units in a foreign language.
- **Students** who first enter grade nine in September 2008, and thereafter, must attain a score of 65 or above on all required Regents examinations in order to earn a Regents diploma or Advanced Regents diploma.
For **students** with disabilities who do not pass a required examination, **Regents Competency Tests** will continue to be available to those who enter grade 9 through 2009. A local diploma will be issued. A score of 55-64 on a Regents Exam required for graduation may be considered a passing score and a local diploma will be issued.
- **Individual Educational Program (IEP)** diplomas are available for students with severe disabilities.
- **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 EACH SEMESTER MUST CARRY A COURSE LOAD OF FIVE (5) SUBJECTS, PLUS PHYSICAL EDUCATION.

Appeals Process

The appeals process is applicable to those students entering grade 9 after 2005 who score between 62 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 62 and 64 on the Regents exam under appeal.
3. Provide evidence that they have pursued academic help.
4. Have an attendance rate of 95 percent for the school year (except for excused absences).
5. Have a course average in the course under appeal that meets or exceeds the required passing grade by the school.
6. Be recommended for an exemption to the graduation requirement by their teacher or department chairperson in the **subject of the Regents exam under appeal**.

The principal will chair a standing committee of three teachers and two administrators 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 only two of the five Regents.

Diploma Levels

- Advanced Regents Diploma = 8 or 9 exams at 65+
- Regents Diploma = 5 exams at 65+
- Local Diploma = 1 or more exams less than 65
(only available to students with IEP's)

Safety net for students with disabilities will continue to be the RCT for students entering 9th grade prior to 2010.

Volunteer Service

Students wishing to volunteer at local agencies should see their counselor. Credit for school and community service is available when approved according to the number of hours served. Generally, 75 hours of service equals 1 credit. A letter from the agency at which you volunteered that states the number of hours and the dates you volunteered will be required.

Grading System

Grades 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 the courses at the high school, teachers may weigh these factors differently in each course. Consequently, students should consult teachers and mygradebook.com to find out how they are being graded.

Grades are reported four (4) times a year with mid-marking period notices (**Academic Progress Reports**) going home as needed during each of the marking periods. A schedule of report cards and progress reports can be found on the school calendar.

The marks will be reported numerically as follows:

A+ = 97-100	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D = 65-69
B = 83-86	F = below 65
B- = 80-82	

Additional Codes:

DRP = Drop	Med = Medical Excuse
P = Pass	S = Satisfactory
Inc = Incomplete	U = Unsatisfactory
F = Fail	

Honor Roll and Grade Point Average (GPA)

Honor Roll = 87.0

High Honor Roll = 90.0

During the school year, at the end of each marking period, the honor roll is computed as follows: *Grade x frequency value (1 for every day and .5 for odd/even days) divided by total frequency value.* This treats all courses equitably according to frequency of meeting.

Example: Honor Roll Computation

Course	Freq.	Point Grade	Value		Honor Roll
US Hist. & Gov't AP		87	x	1.00	= 87
Pre Calc.		93	x	1.00	= 93
Hon. Chem.		89	x	1.00	= 89
Latin 3		95	x	1.00	= 95
Health		98	x	1.00	= 98
Physical Ed.		88	x	0.50	= 44
American Lit.		90	x	1.00	= 90
Totals				6.50	= 596

596 divided by 6.5 = 91.7 honor roll average.

At the end of the year, the Grade Point Average is figured as follows:

Grade x credit value = total Grade Point value divided by total credits for each course.

Example: Grade Point Average Computation

Course	Grade	Credit		Grade Point Value
US Hist. & Govt. A. P.	87	x	1.00	= 87
Pre Calc.	93	x	1.00	= 93
Hon. Chem.	89	x	1.00	= 89
Spanish 3R	95	x	1.00	= 95
Health	98	x	0.50	= 49
Physical Ed.	88	x	0.50	= 44
Adv. Am. Lit.	90	x	0.50	= 45
Totals			5.50	= 502

502 divided by 5.50 = 91.3 grade point average

The final average is equal to (the same as) 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. (Please note: your four honor roll marking periods do not equal grade point average.)

HONORS CLASS STATEMENT

The purpose of this statement is to assist students, parents, 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 honor class (C or higher) should seek support and be receptive to interventions. This may require a student to meet with his/her 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.

Report cards

The staff attempts to provide parents with a clear understanding of the student's academic and personal development during the course of the school year.

Kindergarten—One progress report in January and one in June.

Grades 1-12—One regular progress report every 10 weeks (quarterly).

Report Card Corrections:

Any errors that affect a student's placement on the honor roll should be corrected with the teacher as soon as possible. The teacher's written correction should then be submitted to the Records Office. Late changes may impact honor roll postings.

MyGradeBook

Fayetteville-Manlius High school fully implemented the mygradebook.com system in September 2010. Assignments and grades are recorded in mygradebook.com and students and parents will have access to those grades throughout the year. Fayetteville-Manlius High School utilizes this electronic grade management system to enhance the communication among teacher, student, and parent. 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, e-mails, and/or parent teacher conferences.

Outlined below are some guidelines for usage of mygradebook.com:

- Teachers will take the appropriate time to accurately assess each assignment before it is reported; therefore grades may not be immediately available on mygradebook.com. The length of time for grades to appear will vary based on teacher and type of assessment. If there is a question about an assignment, the student should direct that question to the teacher first.
- Grades are regularly updated throughout the quarter. Each time a student/parent checks mygradebook.com, they are seeing a snapshot of current progress.
- 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 e-mailed to a teacher or followed up with a phone call.
- If you have any technical questions you may direct them to **mgbhelp@f.schools.org**

Interim reports

The district expects its staff to communicate concerns to the parents on a regular basis.

Grades K-4—Interim reports are distributed as needed.

Grades 5-12—Interim reports are sent home at the midpoint of each of the four marking periods as needed.

These reports are sent by teachers who wish to communicate a concern or a positive comment about a student's progress.

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

Student Schedule

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

- 1 - First 20 weeks (1st semester)
- 2 - Last 20 weeks (2nd semester)
- All - all year
- O - Odd days
- E - Even days

Senior Privilege

Free periods for 12th grade students will be marked as "Senior Privilege" on their schedule. A unique student identification card will be provided to all seniors to be used as a hall pass. Seniors should carry this pass with them during their free period and it must be shown to any staff member upon request. 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 violations of school rules. A list of seniors who have lost their senior privileges will be circulated when necessary.

Seniors are expected to attend all of their scheduled classes and should not be using their privilege pass during scheduled class time. As part of their senior privilege, seniors may use the following areas during their free periods:

- Cafeteria
- Library
- Computer Labs
- Foyer
- Learning Support Center
- With a teacher

Students should not be in unsupervised areas in the school building or school grounds.

Student records access

The Family Educational Rights and Privacy Act of 1974 gives a parent 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 or student is also entitled to an opportunity for a hearing to challenge the content of such records; to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. Questions concerning the procedure to be followed in requesting such a hearing should be directed to the Assistant Superintendent for Special Services, located in the District Office.

Student records other than directory and public relations information, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than a parent or the student without written consent of such parent 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 Records Office in House I. Students or parents 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
- 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 of 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

Inasmuch as 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 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, teacher, student, and counselor. **The student must continue to attend his/her 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 interests often change; 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 sheet 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 twentieth class meeting |
| 1.0 credit course – | prior to the end of the first marking period |

Course drops are not permitted during the fourth quarter.

In unusual cases where a student does not maintain the five course minimum (eg. 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.

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 an “F” by the teacher. If there are extenuating circumstances, the student is responsible for talking with his/her teacher and counselor about a time extension.

PHYSICAL EDUCATION POLICIES

Minimum attendance (60% of the teaching days for each unit of instruction or quarter) *with active participation is required* in order for the student to receive a passing grade. Attendance that falls below this standard will result in a failing grade. A student will be given the opportunity to make up any class sessions from which he/she was legitimately absent. Make-ups must be done within the unit. If that is not possible then make-ups should be completed within one week of the conclusion of the missed unit activity. It is the student's responsibility to see his/her teacher regarding make-ups. Make-ups may be done during a free period.

Medical Excuses

A medical excuse from class participation is allowed for one day when written by a parent. Attendance in class for that day is required. Medical problems require an excuse that states specific limitations from a physician. Forms may be picked up in the athletic office. When this excuse has been presented to the teacher, the teacher will have the student do one of the following:

1. Limit participation in activity as per physician's orders.
2. Perform scorekeeping or officiating duties.
3. Complete an alternative assignment assigned by the teacher.

Every eight weeks students must have their condition reassessed by their doctor, unless their medical excuse has noted the specific time frame that the student is unable to participate. Failure to follow the proper procedure constitutes an illegal absence from physical education.

Locks

Students will be required to have their own locks for their Physical Education locker. The lock must be a **combination lock only**. Students should not bring items of significant personal or monetary value to school. **The school will not be held responsible for lost or stolen items.** Consequently, students are responsible for securing their own personal belongings (valuables). If a student has a problem with the Physical Education lock, report it immediately to the appropriate Physical Education teacher. If a student discovers something missing from his/her Physical Education locker, this should be reported to his/her class administrator immediately. In addition, parents may choose to report the incident to the Town of Manlius Police.

Satisfactory Participation in Physical Education

Students must be dressed in appropriate Physical Education attire to receive credit for a day's participation. Appropriate attire includes:

1. Sneakers
2. Gym shorts (no cutoffs or pocketed pants) or sweat pants
3. T-shirt or sweatshirt
4. Cross country skiing clothing as indicated by instructor

Without these items, a student may not participate in class.

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, however, is an accompanying obligation for each student to accept responsibility for his/her 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, teachers, and administrators. The following guidelines have been established in conjunction with regulations set forth by the New York State Education Department.

A. Parents

On the day of an absence or tardiness, a parent or guardian should call the high school Student Services office at 692-1912 or 692-1969 between 6:00 and 10:00 a.m. Please note, between 6:00 - 7:30 a.m. a message can be left on the answering machine. Failure to notify the school will result in the attendance personnel calling the parent during the school day at home or office. Within two days of the student's return to school following an absence, the parent should provide him/her with a written excuse containing the student's full given name, grade level, the reason for the absence, the exact date of the absence(s) and the parent's signature. Please use the absentee form located on the high school website.

B. Time limit for bringing in excuses for absences

Students are expected to bring in written excuses for any absences within 48 hours upon returning to school. If no written excuse is received within the 48 hour period, the student is called to the Student Services office and given a reminder and a written excuse to be signed by their parent(s). If a note is not received within 5 business days from the date of the reminder, the absence will be recorded as unexcused.

Excused absences, as defined by Attendance Policy:

- 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
- Endorsed by Administrator

C. Students/Homerooms

Each student must report to his/her assigned homeroom at the beginning of the homeroom period every day for attendance purposes. Students who arrive late to homeroom three times within a marking period will be given a warning. On the fourth late, the student(s) will be assigned a detention. Each subsequent group of three lates will also warrant the assignment of additional detentions.

Students who arrive at school anytime during the school day after the homeroom period (7:45 - 7:50 a.m.) must sign in immediately at the Student Services Office.

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

1. Turn in an excuse for a previous absence upon his/her return to school.
2. Submit a written parent request to receive a pass for early dismissal.
(This should be accomplished prior to homeroom.)
3. Contact a parent for dismissal during the school day (see below).

D. Lateness to School

The only acceptable reason for being late to school is illness, a scheduled health related appointment, required court appearances, or an extreme emergency.

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

- a. All students must be in their homerooms by **7:45 a.m.**
- b. Students who arrive in homeroom after **7:45 a.m.** are considered tardy.
- c. Students arriving after **7:50 a.m.** must sign in at the attendance office

- upon arrival.
- d. Notes for all tardies and absences must be turned in to the attendance office.
 - e. Failure to sign in immediately at the attendance office when arriving late to school will result in a detention the first time, and a Saturday detention for subsequent times.
 - f. Students who are late three times in a 10 - week marking period will be issued a warning by the Attendance Office.
 - g. The fourth late in a marking period will result in the assignment of an after school detention(s) from the Attendance Office. One detention will be assigned for every third tardiness thereafter. 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.

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.

E. Dismissals during the School Day

Dismissals will be restricted to only those reasons designated in Education Law as legal absences. A parent requesting a student's early dismissal from school should provide his/her son or daughter with a written excuse on that day **noting the time and reason** for the dismissal. Students should bring excuses to the attendance office prior to homeroom.

If a note is not presented to the Student Services Office by a student, a parent/guardian must present the note to the Student Services Office and sign his/her child out of the building. If a student needs to be released from school due to illness, he or she must be signed out of the Nurse's Office by a parent or guardian. The Student Services Office cannot release a student due to illness.

F. Truancy

Students are expected to attend school daily. Absence from school without parental knowledge and/or permission is considered truancy. First and subsequent offenses will result in Saturday detention, notification to the Student Services Office and a grade of zero for all class assignments missed. Chronic truanies may be referred to the Town of Manlius Youth Officer.

G. Family Vacations:

Occasionally parents remove their children from school for family vacations. It is important to remember that it is not possible for a teacher to replicate class experiences a student misses. Teachers will do their best to assist students who were absent, but they must balance this task with their normal teaching responsibilities. Students must assume responsibility for initiating the make-up process with their teachers. Studies show that regular attendance leads to success in school.

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.

GENERAL RULES FOR STUDENT CONDUCT

These general rules & regulations comply with S.A.V.E. Legislation mandated by the NYS Education Department and are applicable to all school-sponsored events both on and off school grounds. Plain language summaries of the F-M District Code of Conduct are available at the High School. All persons associated with Fayetteville-Manlius High School (students, parents, 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.

Disciplinary alternatives used at Fayetteville-Manlius High School range from an informal conference to prolonged suspension from school. The alternative to be used depends upon the seriousness of the infraction, the specific circumstances of the situation and the individual's overall pattern of behavior. Administrators strive to be consistent with the interpretation of rules, infractions and consequences. On occasion, administrators may exercise their judgment regarding the seriousness of the infraction and the resulting disciplinary outcomes. When appropriate, infractions will be reported to the police.

A. Disciplinary Actions

1. Detention

Students' assigned detention must report for an enforced quiet study period from **2:15 to 3:00 p.m.**

2. Removal from Class

Students who are continually disruptive and who impede or interrupt or substantially disrupt the educational process may be removed from class for up to two days per infraction.

3. Saturday Detention

Saturday detention is utilized for short-term suspensions as it does not require absence from classes. **It is held in Room 1109 House I from 8:30 to 11:30 a.m.** It is to be a quiet, restricted environment. Assigned students are expected to bring school work and/or appropriate reading material with them. A detailed copy of expectations related to Saturday

detentions will be mailed to parents at the time they are assigned. The maximum number of Saturday detentions a student may receive during a quarter will be limited to four assignments. Further misconduct for which the consequence is a Saturday detention will result in a suspension in school and possibly a parent conference with the class administrator and the student's counselor. As an option, parents may request a full day of In-School Suspension in lieu of a Saturday detention.

4. In-School Suspension

The administrator can assign in-school suspensions when deemed necessary. Students are expected to complete all assignments given by their teachers while in the In-School Suspension room. The maximum number of in-school suspensions a student may receive during a quarter will be limited to five days in total. Further misconduct for which the consequence is an in-school suspension will result in an out-of-school suspension and the opportunity of a parent conference with the principal.

5. Out-of-School Suspension

The Principal assigns out-of-school suspensions when deemed necessary. The school's assumption is that suspended students will work on classroom assignments at home supervised by their parents. If a student has been involved in a series of school infractions or in a serious disciplinary matter, the class administrator may arrange a conference with the principal. The student, his/her parent(s) and his/her counselor may participate in the conference.

6. Superintendent's Hearing

This is required for all suspensions beyond five consecutive school days and for expulsion from school unless waived by the parent or guardian.

7. Other Actions

Students may be denied the right to utilize school transportation and/or to participate in school - sponsored groups or activities. They may be required to make restitution for damaged property. Incidents involving violations of law will be reported to the police. Loss of privileges, including participation in co-curricular activities, parking passes, and unstructured time, may also be revoked.

B. Disciplinary Guidelines

To insure an atmosphere that is conducive to developing a climate for learning, it is necessary to establish certain standards of behavior. Staff members and administrators will use the guidelines stated below when handling student discipline cases. The lists of infractions are not meant to be exhaustive, as it would be impractical to attempt to list everything that could be an infraction of school rules.

Drug or alcohol violations as well as assault, possession of weapons, arson, false fire alarms and other major disruptions are considered serious infractions. A series of minor infractions committed by the same student may also constitute a major infraction.

Although not all-inclusive, the following list of offenses on school property at a school function and range of consequences apply in most circumstances.

Administrative Prerogative- In the case of students who are habitually disruptive or who are chronic class cutters, administrators have the prerogative of applying more serious penalties at any stage, including removal from class.

Level One: A level one infraction is minor misconduct that impedes the teaching/learning process. Classroom teachers will usually handle this kind of misconduct as they are the first line of authority in dealing with classroom-related misconduct.

Infractions

Academic dishonesty
 Defamation
 Detention
 Discrimination
 Dishonesty
 Disorderly conduct
 Disrespect toward others
 Disruptive behavior
 Dress Code Violation
 Insubordination
 Leaving class without permission
 Loitering
 Possession of disruptive items
 Profanity
 Tardiness
 Unexcused tardiness to class/homeroom
 Unexcused absence from class/study hall/detention

Possible Consequences

Administrative referral
 Controlled Study Hall*
 Counseling Center referral
 Loss of privileges
 Parent contact
 Removal from class
 Warning/Verbal Reprimand
 Restitution*

**Administrative Action Only*

Level Two: A level two infraction is misconduct whose frequency and seriousness disrupts the climate of the school and its academic purpose. This type of misconduct typically requires administrative action.

Infractions

Bullying
 Bus misconduct
 Computer Misuse
 Dress Code Violation
 Driving/Parking Violations

Possible Consequences

Detentions
 *In-school suspension
 Loss of Privileges
 *Out-of-school suspension
 *Parent conference

Level Two: Infractions (continued)

Electronic Communication	*Police notification
Fighting	Removal from class
Forgery	*Removal from school property
Gambling	
Harassment: verbal, physical, sexual	*Administrator action only
Hazing	
Indecent exposure	
Insubordination	
Leaving school without permission	
Menacing	
Physical Attack on Staff/Student/Others	
Possession or use of tobacco products	
Possession of stolen property	
Possession of an unauthorized non-prescription medication	
Reckless endangerment	
Serious/repeated level one infractions	
Stealing/Theft	
Threat to Staff/Student/Others	
Trespass	
Truancy/Unlawful absence	
Unauthorized audio-taping, videotaping, filming or photographing	
Vandalism/Destruction of Property	
Violation of Guidelines for Dances	

Level Three: A level three infraction is misconduct that endangers the health, safety, and welfare of others. It is misconduct that cannot be tolerated under any conditions. Consequences for most level three misconducts are outlined in District Policies.

Infractions

Arson/Fire*
 Assault (District Policy #4240)
 Bomb threat*
 False fire alarm*
 Possession of fireworks/explosive materials*
 Possession of a weapon or ammunition*
 Serious/chronic level two infractions
 Tampering with fire equipment*
 Violation of the drug and alcohol policy (see District Policy #4230)
 *District Policy #4210

Possible Consequences

*Alternative Placement
 *Out of School Suspension
 **Permanent Suspension
 *Police Notification
 *Removal from school property
 *Superintendent's Hearing
 * Administrator Action only
 **Superintendent Action only

C. General Behavior - Related Expectations

1. According to the Board of Education Policy #4210 concerning student respect for persons and property, respect for facilities and personnel is an essential characteristic of a healthy educational environment. Actions and attitudes of all personnel should foster this characteristic. **Students who do not demonstrate respect for facilities, grounds, and other persons in our schools will be firmly disciplined.**
2. **Fighting**– three-day suspension out of school as a minimum consequence. Possible Superintendent’s hearing.
3. **Assault** – five- day suspension out of school as a minimum consequence. Possible Superintendent’s hearing.
4. **Theft**– three-day suspension out of school as a minimum consequence if the item stolen is valued at less than \$50. For items valued at more than \$50, the minimum penalty will be five days suspension out of school. Possible Superintendent’s hearing.
5. The use of **electronic communication devices** that can operate as a cell phone (i.e. iPhone), are not permitted between 7:45 a.m. and 2:06 p.m. unless authorized by an administrator. Electronic devices that play music (iPod, MP3 player, etc.) are permitted in the hallways, foyer, and cafeteria. Students must leave one ear open for safety reasons and need to remove, turn off, and put away these devices prior to entering a classroom. Music devices may be used in a classroom at the discretion of the classroom teacher.
6. **Disciplinary infractions** that occur at the end of the school year (food fight, fighting, etc) may be carried over to the following school year. At the principal’s discretion, consequences for such infractions can include a student being suspended at the beginning of the following school year.
7. **Squirt guns, water balloons, sound boxes, laser pointers and other disruptive items are not permitted on school grounds at any time.**
8. **Skateboards/roller blades/scooters** or similar devices are not permitted on school property or on school buses without prior permission of a building administrator.
9. **Tobacco Products** – students are not to possess or to use these products on school grounds or at school events off school grounds. Smoking is prohibited in all school district buildings and upon all school grounds at all times (Board of Education Policy #2420) Penalties for smoking, chewing or possession of tobacco products are as follows:
 - 1st Violation – one - day in-school suspension
 - 2nd Violation – three - day suspension out of school. Revoke privileges (study hall passes, free periods, 9th period activities, co-curricular events and activities.) Parent contact.
 - 3rd Violation – five - day suspension out-of-school. Principal/Parent conference.
 - Subsequent Violations – Five –day suspension out of school. Possible referral to the Superintendent of Schools. Recommendation to attend a smoking cessation program.

- 10. Administration of Medication to Students** - All prescribed and non-prescribed medication must be administered by the school nurse, unless a student is authorized by a physician to carry and self-administer his/her own medication. All prescribed and non-prescribed medication, except as otherwise authorized, shall be securely stored in the nurse's office and kept in its original labeled container, which specifies the student's name and date of birth, the type of medication, the amount to be given, times of administration, and a list of possible side effects. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of medication and a notation of each instance of administration. All medication shall be brought to school in the original container by the parent or guardian and shall be picked up the parent or guardian at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded. Violation of any of these requirements constitutes insubordination. **(District Policy 4230.2)**
- 11. Sexual Harassment** - Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the building administration. Examples of conduct that may be interpreted as sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language; jokes of a sexual nature; sexual slurs and other verbal, graphic or physical conduct relating to an individual's sex; and the display of sexually-explicit pictures, greeting cards, articles, books, magazines, photographs, or cartoons. **The student can pursue his/her complaint informally or file a complaint with Mr. Jeff Gordon Assistant Superintendent, who serves as the Title IX Compliance Officer. (Administrative Regulation #0100)**
- 12. Unstructured Senior Privilege** - During their senior year, students in good standing may have free periods in their schedules. Free period areas include the cafeteria, library, computer labs and the foyer area. Misuse of these free periods by being in areas other than those designated may be interpreted as loitering. Violations may lead to denial of free periods and/or assignment of a controlled study hall. Students are not allowed outside the building (except for the picnic table areas and outside the auditorium foyer).
- 13. Cafeteria** - Students may eat only in the cafeteria. The exception is individuals who do not have a scheduled lunch period. These individuals must obtain a pass, permitting them to eat in class, by presenting their schedules in the SAO. Throwing food or other substances is specifically prohibited. Flagrant violations may lead to detention(s), suspension and/or denial of cafeteria privileges.
- 14. Library** - Students are expected to make appropriate use of the educational resources available in the library. Misuse of library facilities or disruptions may result in loss of library privileges plus further disciplinary action.

- 15. Dances** - All the usual school rules and penalties apply. Administrators will screen students at the door; those who are found to be under the influence of drugs and/or alcohol will be detained and will be dealt with in accordance with the District's alcohol and drug policy.

Guidelines for Dances:

- Prohibition of inappropriate contact.
- Prohibition of explicit language in music or videos.
- No inappropriate apparel.
- Respect for other peoples' expressed boundaries.
- Respect for adults.

Students wishing to bring a guest must complete a Guest Information Form, which can be obtained at the SAO. This form must be returned to the SAO 48 hours prior to the dance.

- 16. Field Trips** during the school day, overnight or during the weekend all school rules and penalties apply. Written parent permission is required prior to the student's departure.
- 17. Sporting events** (home and away) - all the usual school rules and penalties apply.
- 18. Card Playing/Gambling** are not permitted on school grounds.
- 19. Acts of disrespect** directed toward others such as verbal, physical, sexual harassment or assault are particularly deplorable. Serious offenses could result in a suspension, administrative conference, and may result in police notification.
- 20. Possession of noxious materials** is considered reckless endangerment of others and will result in disciplinary action.
- 21. Disruption:** Students have the responsibility to pursue their education and interests without disrupting the activities of other students or staff members.
- 22. Possession of a weapon** on school property is a serious offense and will be dealt with in a manner consistent with Board of Education Policy #4210.
- 23.** All-terrain vehicles and snowmobiles are not permitted on school property.
- 24.** With the exception of school-wide or classroom activities to which the general public or parents are invited, audio- taping, videotaping, filming, or photographing students, staff, or school activities without administrative authorization is not permitted at any time.

D. Alcohol and other Substance Use/Abuse (4230.2) District Regulation.

Illegal Substances include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substance commonly referred to as designed drugs and look alike, prescription, over the counter or any product which, when misused, will result in the impaired or altered state, when possession is unauthorized or such are inappropriately used or shared with others.

Possession, use, sale, distribution, or being under the influence of illegal substances or alcohol on school grounds is prohibited. The district's Alcohol and other Substance use/abuse regulation (#4230.2) is the following:

1. If a student is found to be possessing, using, or under the influence of an illegal substance or alcohol, prescribed medication not his/her own, or drug paraphernalia on school property, at a supervised school function, on a school bus, or in a school vehicle, the following will take place.
 - a. A parent/guardian of the student will be notified immediately;
 - b. The violation will be reported to a law enforcement agency, as appropriate; and
 - c. The student will be suspended out of school for **twenty days**. At the discretion of the parent/guardian, after discussion with administration, the suspension will be **ten days** out of school as long as it is accompanied by a counseling/evaluation/education component as determined by the Building Principal. Failure to comply with the counseling/evaluation/education component will result in further out-of-school suspension as determined by the Superintendent. Such determination will be made after a student disciplinary hearing in accordance with provisions of Education Law.
2. If a student is subsequently found to be possessing, using, or under the influence of an illegal substance or alcohol, prescribed medication not his/her own, or drug paraphernalia on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:
 - a. a parent/guardian of the student will be notified immediately;
 - b. the violation will be reported to a law enforcement agency, as appropriate, and
 - c. the student will be suspended out of school for **one calendar year**. At the discretion of the parent/guardian, after discussion with administration, the suspension can be **thirty days** out of school if accompanied by a behavior contract as determined by the building principal. Failure to comply with the behavior contract will result in further out-of-school suspension as determined by the Superintendent. Such determination will be made after a student disciplinary hearing in accordance with provisions of Education Law.

If a staff member has reasonable suspicion that a student on school property, at a supervised school function, on a school bus, or in a school vehicle, is possessing, using, or under the influence of an illegal substance, alcohol, or prescribed medication not his/her own, or in possession of drug paraphernalia, the staff member has the right to request the student take a saliva based drug test, a Breathalyzer or Alco-sensor test, or to smell the student's breath. Should the student refuse to comply with the request, the student shall be subject to the same disciplinary action as if the student were guilty. Throughout the testing process the student

must comply with all instructions given by the staff member conducting the test. If the student fails to fully comply with any instructions during the test, or attempt to tamper with the test materials in order to skew test results, the student shall be subject to the same disciplinary action as if he or she were guilty.

3. If a student is found selling or distributing an illegal substance, prescribed medication, or alcohol on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:
 - a. parent/guardian of the student will be notified immediately;
 - b. The violation will be reported to a law enforcement agency, as appropriate; and
 - c. the student will be suspended out of school for forty days.

If a student is subsequently found selling or distributing an illegal substance, prescribed medication, or alcohol on school property or at a supervised school function, on a school bus, or in a school vehicle, the following will take place:

- a. a parent/guardian of the student will be notified;
 - b. the violation will be reported to a law enforcement agency, as appropriate; and
 - c. the student will be suspended out of school for one calendar year.
4. For clarification, the district will interpret the phrase “under the influence” to include any student who consumes an illegal substance or alcohol within a time period reasonably approximate to his/her presence at school, on a school bus, in a school vehicle, or at a school-sponsored function. A student’s admission(s) and other relevant evidence may be considered as proof of such use. The phrase will also include any student who tests positive for any level of blood alcohol on an Alco-Sensor or equivalent device, but will not include a student whom such device shows not to have any level of blood alcohol. A student may, within the meaning of this Regulation, be deemed to be “under the influence” whether or not he/she is legally considered to be “intoxicated” or “impaired.”
5. **Prescribed Medication-** All prescribed and non-prescribed medications must be administered by the school nurse, unless a student is authorized by a physician to carry and self-administer his/her own medication. All prescribed and non-prescribed medication, except as otherwise authorized, shall be securely stored in the nurse’s office and kept in its original labeled container, which specifies the student’s name and date of birth, the type of medication, the amount to be given, times of administration, and a list of possible side effects. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of medication and a notation of each instance of administration. All medication shall be brought to school in the original container by the parent or guardian and shall be picked up by the parent or guardian at the end of the school year or the end of the period of medication, whichever is earlier. If not picked

up within five days of the period of medication, the medication shall be discarded. **(4230.2 District Policy)**

E. Search of Student Possessions Searches of a student or his/her possessions, locker or automobile, will be governed by the reasonable suspicion standard established by the administration. In addition, drug detecting dogs may be used in either random searches or those governed by reasonable suspicion.

F. Classroom Related Expectations

1. Teachers will inform their students of classroom expectations and address situations as they pertain to their classes. Parents 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.
2. **Disciplinary matters** are handled at the most immediate level by the classroom teacher. Students need to recognize that inappropriate behavior in the classroom will not be tolerated. A student who demonstrates inappropriate behavior is subject to a detention assigned by the teacher, or may be sent out of the class. A student's unexcused absence from detention will result in the assignment of two detentions by the teacher. If a student does not attend these two detentions a Saturday detention will be given to the student by his/her class, administrator. If sent out of class the student must report directly to the office of his/her class administrator.
3. **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. Students who do not pay for lost or damaged materials will not be allowed to participate in co-curricular activities.
4. **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 he/she 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 he/she has 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 in writing at the beginning of the course. Chronic class cuts and may result in the loss of parking privileges.

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

A schedule of late bus routes at F-M High School is provided below and on the district website.

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

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

Bus rules and disciplinary measures

Rules for behavior on school buses reflect state law and are designed to provide safety at all times. The rules listed below are posted at the front of each bus. Any infraction of these rules and regulations shall be reported by the bus driver to the supervisor of transportation who shall report to the principal of the school involved. Appropriate disciplinary measures will be taken which could result in the denial of transportation privileges.

Appropriate bus behavior

- Students and adults are required to wear seat belts on school buses at all times.
- Be courteous to the driver and other passengers.
- Be respectful and keep the bus clean.
- Be seated, remain seated, and keep head and hands inside the bus.

- Refrain from using profane language.
- Eating, drinking, and smoking are not permitted on the bus.
- Bus driver is authorized to assign seats.

Bus passes

The middle or elementary school building principal issues a bus permission pass for a student who has to ride another bus or load/unload at a different bus stop for babysitting reasons and emergencies only. Bus passes are not issued for transportation to Brownie, Girl Scout, Cub Scout, or Boy Scout meetings; dentist appointments; tennis/horseback lessons; playtime between friends; car pools; etc.

Student field trips and athletic trips

Written parental permission is required for all field trips to sites other than F-M school property. General (or blanket) written permission at the beginning of a year or season for a class, club, or team fulfills this requirement. Transportation shall be provided only by:

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

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

High School late (3 p.m.) bus routes

QUAD 1 – BUS # 241

E Seneca TnPk. [HS to District End] – N. Eagle Village Rd. – McClenthen - Brae-Leure – Townsend Rd. – Salt Springs Rd.[Huntleigh to District End] – Gulf Rd. – Horseshoe Ln. – Pine Ridge – Dunhill – Bonnie Brae - Redfield Area – Duguid Rd. [Salt Springs to Genesee] – Briar Brook – E Ridge PT. - Genesee [N Manlius to District End] – Mycenae – Green Lakes Rd. – George Taylor Rd. – Golden Heights – Signal Hill – Brookside – N Manlius [all neighborhood off] – Brooklea Eagle View

QUAD 2 - BUS # 254

Seneca [HS to Fayette] – CLIC – Mill – Washington St. - Cazenovia Rd.[to District End]+ lower end of Palmer – Military - Academy – Sabre – Verbeck – Suburban Pk. – Pompey Ctr Rd. [Caz to District end] Indian Hill Rd.E & W, Oran Gulf, #2Rd. E & W – Oran Delphi Rd. – Oran Station – Lamplighter – Mallards Landing – Enders Rd. – Shining Star - Glen Eagle – Peck Hill - Rustic

QUAD 3 – BUS # 245

W Seneca [Fayette to District end] – Glencliffe – Northfield Area – Henneberry Heights – Brandywine - Henneberry [Seneca to District End] - Windsbury – Burke – Upper Sweet – Frank Long – Whitney Farms - Gates – Chadwick – Broadfield Rd. [Pompey Center to District end] Fraiser Fir – Spruce Ridge – Gibbs – Indian Hill - Brickyard Falls Rd., Brookhill N & S – Red Fox – Pauli – Watervale Rd. – Long Meadow - Everglades – Troop K – AppleTree – lower Sweet – Stanwood – Dogwood – Barberry – Tanglewood - Limberlost - Silverwood

QUAD 4 – BUS # 231

Townhouse E Apts., - Willowbrook Pleasant St. – Pleasant St – Older Village – Highbridge Rd. – Huntwood – memory – Yeaworth – Clark – Candy Carey – Kelly – FM Rd. – Cherry Manor – Marangle – Berkshire – Somerset – Hunt – Wheeler – Hoag – Old Farm - Dawley Farms – Churchill[upper & lower] –Duguid Rd. [North St to Salt Springs] Salt Springs [Huntleigh to S Manlius] – Older F’ville Village – E Franklin – Sheffield – N Burdick – YMCA – Avriel Dr., Genesee [Burdick to District end] - Fayette Manor – Homewood – Fairlawns – Mott Rd., Valerie Circle – Highbridge St [Genesee to Troop K] Dartmoor Crossing – Highbridge Terrace – Woodchuck Hill Rd. – Thorntree Hill – Reis Circle – Braxton Circle – Shalimar – Old Quarry – Cedar Heights – Lakeview – Wakefield – Tall Oaks – Stonegage

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 driver’s license. Accordingly, any student who drives to school must obey all state, district, 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 action. 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 his/her 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 are not to park in staff parking lots prior to 3:30p.m. **Each student will be assigned a numbered parking space when they register their car.**
- 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 his/her vehicle, he/she must sign out at the front desk in **House I.**

GUIDELINES FOR 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 signs, 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 – up to 30 day pass suspension
- Major offenses
 - 1st offense – Saturday 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.
- 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.
- Students who drive to school without being registered will be warned the first time. The second time, the privilege of being allowed to drive the following year will be revoked. For a subsequent violation, the vehicle will be towed 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.**

GENERAL INFORMATION

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 insure 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 or 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 may request a conference after the class administrator has made the determination of disciplinary action required by the infraction. If the matter remains unresolved, the student or parent 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, 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 request a hearing with the Superintendent of Schools. Following the hearing, the superintendent will render a decision.

Use of student photos

Throughout the school year, photographs are taken of students for use in F-M School District publications, the district website and the local news media. Parents who do not wish to have their child's photograph appear in these outlets should write a letter to the child's principal.

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, parents may request specific information as to the qualifications of their children's classroom teacher(s) and teaching assistants. *The following may be requested:*

- (1) Whether the teacher has met state qualifications and licensing criteria for the grade level and subject area in which the teacher provides the instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- (3) The baccalaureate degree major of the teacher and any other graduate certifica-

tion or degree held by the teacher, and the field of discipline of the certification or degree; and

(4) 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 and students can request that the district not release this information without prior parental consent. This request should be made in writing to the high school principal.

Non-discrimination policy

The Fayetteville-Manlius School District does not discriminate on the basis of age, sex, race, ethnic background, sexual orientation, religion, creed, country of origin, marital status, or disability in the education programs and activities which it operates. The district will identify, evaluate, and provide an appropriate public education to students who are handicapped and/or disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act. Any parent who believes his or her child is disabled has the right to refer the child to the building principal for evaluation. No otherwise qualified individual with a disability solely on the basis of disability, shall be denied benefits of, or be subject to, discrimination from any program or activity of the district. Any parent who believes his or her child has been denied the benefits of an appropriate education as a result of discrimination based on disability should contact the building principal or Assistant Superintendent for Personnel. Moreover, any person who believes his or her rights have been violated should contact the Assistant Superintendent for Personnel at 692-1212.

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 Connect-Ed telephone messaging service, and through the School News Notifier e-mail and text messaging service. This same procedure applies to school closings during the school day. Students would return home by the normal procedure. Parents away from home during the day must make arrangements for care of their children in the event of emergency school closings.

Injury or illness

There is a health office and 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 to take the ill student home. In cases of severe injury or illness, the local ambulance will be called, and parents will be notified.

Medication

Any medication (prescription and over the counter) to be taken by students in school must be brought to the nurse's office by the parent or guardian. A written request from the family physician indicating frequency and dosage of the prescribed medication must be provided. Written permission from the parent or guardian is also required.

Immunization requirements

All students attending schools in New York State must be immunized against poliomyelitis, diphtheria, measles, mumps, and rubella. This applies to both new students entering for the first time and to those who previously have been attending school. School districts are responsible for enforcing these requirements. Children entering kindergarten are required to show proof of two vaccinations against measles. The first must have been received on or after the first birthday. The second should have been given after the age of 15 months, preferably between four and six years of age. The interval between doses should have been at least 30 days. Any kindergartner and any student entering grades 1-12 who was born on or after Jan. 1, 1985, is required to have two doses of measles vaccine—MRR vaccine is the preferred vaccine. Children born on or after Jan. 1, 1993 must receive three doses of the Hepatitis B vaccine. As required by New York State law: Students entering the 6th grade after Jan. 1, 2005 must show proof of immunity against varicella (chickenpox).

Onondaga County Immunization Clinic

Immunizations are available to all students in K-12 grades who reside in Onondaga County. For information contact Immunization Clinic, 301 Slocum Avenue, Syracuse, NY, or phone 435-3287.

Physicals for students

The New York State Department of Education requires physical examinations of children when they:

- Enter the school district for the first time.
- Are in Grades K, 1, 3, 7, 10.
- * Participate in interscholastic sports in grades 7-12.

The history portion of the physical exam must be filled out and signed. No examination will be given unless the health history has been filled out by the parent and signed prior to the examination. The interscholastic sports physicals will be given in October, March, and June.

A physical examination form is available at each school nurse's office. This form can be completed by the school physician or a family physician.

F-M HIGH SCHOOL STUDENT DRESS CODE

The Fayetteville-Manlius Code of Conduct establishes guidelines for student behavior including a student dress code. The purposes of such a code are to foster and maintain a positive school climate focused upon student growth and achievement and to promote the values of self-respect and respect for other. As a school district we respect the individual right of expression; however, a sense of decorum must characterize an effective learning environment. Thus, it is expected that student apparel will be appropriate for an educational community. Appropriate

dress is that which meets health and safety standards and does not interfere with the teaching/learning process. Students and parents are responsible for appropriate student dress and appearance as delineated in the dress code. Faculty, staff, and administrators are responsible for helping students develop an understanding of appropriate dress within an educational setting. It is the responsibility of the administration and staff to take reasonable steps to ensure a learning environment free from all forms of harassment.

Students determined to be in violation of the school's dress code shall be required to make appropriate modifications to their attire. Any student who refuses to comply with a request from an administrator or staff member to comply with the school's dress code will be considered insubordinate and will be subject to appropriate disciplinary action as outlined in the *Student Parent Handbook*.

Any student who repeatedly fails to adhere to this code shall be subject to further discipline, up to and including out-of-school suspension. The school administration shall be responsible for informing students, parents, and staff of the dress code at the beginning of the school year, as well as any revisions made to the dress code during the school year. A student's dress, grooming and appearance will not do the following:

- Endanger the health, safety and welfare of self or others
- Disrupt or interfere with the educational process
- Include any item that is vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, identity, or disability.
- Promote or endorse the use of alcohol, tobacco, illegal drugs, or encourage other illegal or violent activities.

The following are dress code requirements:

- Footwear must be worn at all times; footwear that is a safety hazard is not allowed.
- Underwear is to be completely covered with clothing at all times.
- Exposure of the midriff, lower abdominal area, gluteal area, bare chest or cleavage is not permitted. In addition, students may not wear clothing through which these areas of the body are visible and/or through which undergarments are visible.
- **Hooded sweatshirts/tops/jackets/coats must be worn with the hood down off the head.**

Examples of clothing that inappropriately expose one's body are:

- Tube tops
- Mesh shirts
- Strapless or single strap garments
- Backless garments
- Half shirts
- See-through garments
- Bathing suits

Student Supervision/Hall Pass System

1. A unique student identification card will be provided to all seniors.
 - Seniors may use this card as a pass.
 - It must be shown to any staff member upon request.
 - 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.
 - If a senior loses or forgets his or her i.d. 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. A pre-signed pass to a specific location will be necessary to leave the study hall. Students will be encouraged to obtain pre-signed passes when they see their teacher during instruction. **Altering a hall pass (adding names to passes, altering times, changing locations, etc.) will be considered forgery and disciplinary consequences will be assigned.**
3. Passes to the cafeteria will not be issued. The only exception will be the FMHS lunch pass (color-coded by period) issued by the SAO.
4. During their lunch periods, students may leave the cafeteria with a pre-signed pass. Seniors may use identification cards. Students are expected to eat lunch before exiting the cafeteria. Students may leave the cafeteria to work in the LSC without obtaining a pass.
5. Students found to be loitering will be escorted to the study hall and referred to an administrator for follow-up actions.

Open Period Opportunities for Students

Fayetteville-Manlius High School provides a variety of options for students during the times they are not in class.

I. Library

1. This area is for quiet study.
2. Books, periodicals, instructional materials and digital technologies are available for research and enrichment.
3. Computer access is available.
4. Photocopying is available.
5. Open for student use from 7:30 a.m. to 3:00 p.m.
6. **NO FOOD OR DRINK ALLOWED.**
7. Non-seniors must obtain a pre-signed pass to the library, at the beginning of the school day.

II. Career Center

1. Students may explore and gather information about careers, and post-secondary education programs.
2. Files and computer databases are maintained on careers, financial aid information, testing, and college admissions.
3. College representatives visit throughout the year for consultation with students. Times and dates are listed on the Daily Bulletin.
4. Non-seniors must obtain a pre-signed pass to the Career Center, at the beginning of the school day.

III. Cafeteria

1. Students' behavior must be appropriate to the school environment.
2. Food and beverages are available.
3. Students must remain in the cafeteria during their lunch period unless they have a pass, pre-signed by a teacher to go to a specific location (library, computer lab, classroom, etc.)
4. Students who do not have a scheduled lunch may obtain a permanent lunch pass in the Student Activities Office.
5. This area is open to seniors for individual or group study, relaxation and conversation.

IV. House I Entryway, Picnic Tables and Foyer

1. These areas are open for **seniors** in good standing, to study, relax, and to enjoy the outdoor environment.
2. Students should remain within these designated areas.
3. Food and beverages are permitted outside but litter must be disposed of in the nearby garbage cans. Beverages are allowed in the foyer area but not food.
4. Students' behavior must be appropriate to the school environment.

Health and Safety

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. The district conducted its triennial inspection in the spring of 2010 and completed its report in July.

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 three years. The summary report on the visual inspection and re-inspection, as well as the AHERA Management Plan, are on file and available for public review during normal business hours in the ICC Building on Pride Lane behind the High School. Questions concerning asbestos may be directed to Mr. Russell McCarty, Asbestos Program Designee, ICC Building, 1 Pride Lane, Manlius, NY 13104, phone 692-1250, fax 692-1259 or rmmccarty@fmschools.org.

Pesticide use and notification

The F-M School District utilizes an Integrated Pest Management Program in an attempt to eliminate pest hazards. Pesticides will only be used as a last resort. The district maintains a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements: Anti-microbial products; Nonvolatile rodenticides in tamper-resistant bait stations in areas inaccessible to children; Silica gels and other nonvolatile ready-

to-use pastes, foams, or gels in areas inaccessible to children; Boric acid and disodium octaborate tetra hydrate; the application of EPA designated bio pesticides; 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; a pesticide application where a building remains unoccupied for a continuous 72 hours. In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour prior notification list.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please mail a letter to: Russell McCarty, Superintendent of Buildings and Grounds, F-M Schools, 100 Pride Lane, Manlius, NY 13104 or fax a letter to him at 692-1259. The letter should include your name, address, daytime phone number, home phone number, e-mail address and the school building(s) of interest. For more information, contact Mr. McCarty at 692-1250.

Since July 1, the district has applied the weed killer Lesco Prosecutor (EPA Registration No. 228-366-10404) and Lesco Three Way Selective Herbicide (EPA No. 10404-43) on all district grounds.

Sex offenders' notifications

Under the provisions of the Sex Offender Registration Act, commonly referred to as Megan's Law, law enforcement officials may notify the district when a person with a history of sex offenses is paroled or released into the community. Consistent with its duty to protect students under its care, the district will notify staff and parents of the presence of persons registered under Megan's Law. The district shall cooperate with local law enforcement agencies when information under this legislation is furnished.

The superintendent will disseminate all information provided by local law enforcement agencies pursuant to Megan's Law, to the Board of Education, all district employees, and to parents of school and preschool age children residing in the community. This information may include a photograph of the offender, address or approximate address (i.e. zip code), the offender's modus of operation, and any distinguishing characteristics. The information will be posted on the district website, in the school building faculty rooms and at the Transportation Center. The district will make this information available to other district residents when requested.

HIV Positive Students

The Fayetteville-Manlius School District recognizes the public concern over the health issues surrounding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection. The District also acknowledges both the rights and interests of students diagnosed with HIV infection or AIDS to continue their education, and their right to anonymity and of non-infected students to be in an environment free of any significant risks to their health. The Board also recognizes that current law regulations strictly limit the disclosure of confidential HIV-related information without an authorized consent form.

Accordingly:

1. No student's right to education shall be interrupted or curtailed solely on the basis of such information. A student must be afforded the same rights, privileges, and services as other students.
2. A parent request to modify the education program of his/her child who is infected with HIV must be made to the Superintendent or designee. Alternatively, if school personnel believe that the student requires special education in order to benefit from instruction, a referral to the Committee on Special Education will be initiated.
3. No student shall be discriminated against on the basis of being HIV-infected or having AIDS.
4. All students in the District shall receive instruction regarding the nature, transmission and prevention of HIV infection from kindergarten through high school, in an age-appropriate manner, unless exempted, pursuant to the Commissioner's Regulation. (Board of Education Policy #2350)

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 any 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 review and follow up will not be undertaken with respect to oral disclosures.

Rose Firestein
Compliance Officer
New York State Department of Health
Office of General Counsel
90 Church Street, 4th Floor
New York, New York 10007
Telephone: 212-417-4393
Facsimile: 212-417-4392
ref01@health.state.ny.us

Please view the entire Confidential Disclosure Policy at the link below.

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

http://www.oms.nysed.gov/medicaid/news_announcements/home.html

EMERGENCY DRILLS

Fire Drill

1. EVERY TIME the fire alarm goes off, it is to be considered a REAL FIRE!
2. Students must comply with directions issued by staff members.
3. 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:

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

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 are notified in advance of the date and the specifics of these drills.

GENERAL INFORMATION

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.

Early Dismissal - Seniors who are in good standing may apply for an early dismissal for the 2011-12 school year. The following conditions will apply to receiving and retaining an early dismissal.

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.

1. The student is a member of the Class of 2012, in good standing.
Good standing shall mean the student:
 - Is scheduled for five (5) classes plus Physical Education
 - Is projected to meet all graduation requirements by the end of the current school year.
 - Is not at risk academically (i.e. passing all scheduled classes).

2. Students must carry their Early Dismissal with them while at school and be able to show it to any faculty or staff member upon request.
3. 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.
4. Seniors participating in the after school activities may return to the school property after the general dismissal time (2:06 p.m.), once the school buses have departed the property.

Telephones- Student use of telephones during the day is confined to the telephones in the House I and House II offices. Classroom phones are not for student use.

Lockers- All students will be issued two types of lockers. The hall locker is for the students' books, coat, lunches, etc. while the one issued for Physical Education is merely for the temporary storage of clothing. See Physical Education section for more information. Students are strongly advised not to divulge their combination to any other person.

This will help insure security, since the school is not responsible for items missing from lockers. Students should take extra precautions before they leave a locker to be sure that it is locked and not set to the open position. Turn the dial to another position so that all numbers must be reset to open, insuring the locker is properly secure. If students discover something missing from their locker, they should report the loss to their class administrator and to the local police. Lockers may not be used for the storage of any materials, the possession of which violates the law. Periodic inspections of lockers may be conducted by school administrators for any reason at any time without notice, without student consent, and without a search warrant. At times, these searches will involve the use of drug - detecting dogs. Students are not to put personal locks on their hall lockers.

Visiting schools

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

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 House I or House II 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 am and 2:15 pm.**

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, second, and third marking periods
- during the last two weeks of the first semester
- after the third Monday in May thru the end of the school year.

DIRECTIONS TO FAYETTEVILLE-MANLIUS HIGH SCHOOL

Access to the Fayetteville-Manlius community from the east or west is by I-90 (the New York State Thruway) and from the north or south via I-81 to I-481.

From the Thruway, take 481 exit (34A) and proceed to exit 3E off Rt. 481. This exit leads to Route 5 (aka Genesee Street), eastbound. Stay in the right lane and go to the 3rd traffic signal, at which point, you will bear right onto Route 92 towards Manlius and Cazenovia.

In the village of Manlius, continue to the 4th light and turn left onto Rt. 173. Follow Rt. 173 (aka Seneca St.) straight up the hill. The School campus will be on the left.

Access to the high school campus begins at the top of the hill with a left turn at Tinderbox Circle (Falcon View development), then another left onto the school property where the **House II** building will be in front of you, continue to the right towards the rear of the campus you will come to the **House I** building.

STAY IN THE LOOP

School News Notifier



School News Notifier is an opt-in alert system. Through SNN, all F-M community members can receive e-mails with the latest news and information on F-M Schools. This includes optional text message alerts about school closings and delays.

► Is SNN for you?

Anyone who wants to stay up to date on their school district or their school should sign up. This includes parents, grandparents, caregivers, taxpayers, business and community leaders, students and F-M staff.

► What will you get?

Users can choose to receive e-mail alerts on:

- District news and budget information
- News from each school, school newsletters
- Emergency closings and delays, including optional text messages to your cell phone

Your e-mail address will be kept confidential. It will never be shared with others.

► Sign up for SNN

Visit www.fmschools.org and click on this icon:



FOR YOUR INFORMATION: SCHOOL SERVICES

If you need assistance with:

Arriving late
 Bus transportation
 Career information

 Class schedule
 College information

 Community services
 or Student Assistance
 Early Dismissal card
 Excuse to leave early
 Family issues, drug/alcohol use

 General Counseling Center Issues
 Guest Information Form
 Graduation
 Graduation requirements
 Gym lockers
 Hall lockers
 Homebound instruction
 Honor Roll
 Illness
 Learning Support Center
 Lost and found
 Lunch pass
 Military career
 Occupational education
 P.A. announcements
 Parking registration

 Personal Counseling
 Physical Education excuse
 Report card corrections

 Returning from absence
 Sports schedule
 Sports and intramurals
 Student clubs/school-wide events
 Student records/grades
 Working papers
 Use of high school building
 Visitor's pass
 Volunteer Service

Where to go:

Student Services Office, House 1
 Hs. I or Hs. II Office
 Career Center Hs. I
 and/or Counselor
 Counseling Center-Hs. 1
 Counseling Center and/or Career
 Center
 Asst. Principal, Counselor
 Counselor Hs. 1
 Counseling Center
 Attendance Office
 Student Assistance
 Counselor Hs. 1 and/or Counselor
 Director of Counseling
 *SAO – Hs. II
 Ass't Principal – Hs. II
 Counseling Center
 Athletic Director Hs. II
 Student Services Office
 Counseling Center
 Records Office Hs. I
 Nurse - Hs. II
 House II
 LSC Hs. II
 *SAO
 Counseling Center
 Counseling Center
 Principals Office
 Administrator's office
 Hs. I & II (Sophs)
 Hs. II Office (Jrs)
 Hs. I Office (Srs)
 Counseling Center
 Physical Education
 Teacher Hs.1 or Hs.II
 Records Office Hs. 1
 Student Services Office
 Athletic Director's Office
 Athletic Director's Office
 *SAO
 Records Office
 Records Office
 *SAO
 Asst. Principal's Office House I or II
 House II

*SAO = Student Activities Office

High School Telephones

Principal Hs II	Mr. Kilmer	692-1910
Associate Principal Hs I	Mr. Avellino	692-1883
Assistant Principal Hs II	Mr. Lawrence	692-1943
Assistant Principal Hs I	Mrs. Kuhl	692-1882
Athletic Office		692-1919
Student Services Office		692-1912/1969
Counseling Center	Mrs. Green	692-1801/1889
Custodial Office		692-1908
Main Office		692-1900
Nurse's Office		692-1802/1963
Records Office		692-1805
Student Activities Office		692-1942

COMMUNITY SERVICES HOTLINES / HELPLINES

CONTACT	251-0600
HELPLINE	435-8300
AIDS	428-4736
Al-Anon/Alateen	471-0191
Child Abuse	422-9701
Cocaine	1-800-262-2463
Drug-Alcohol	487-8477
Hope for the Bereaved	475-4673
Narcotics Abuse	1-800-711-6375
Pregnant Teens	1-800-467-8466
Runaways	435-2362
Sexually Transmitted Disease	435-3236
Suicide	1-800-621-4000
Youth Crisis	1-800-999-9999
Emergencies	911
Police (Syracuse)	442-5336
Sheriff (County)	425-2111

COUNSELING

Catholic Charities, 1654 W. Onondaga St. Syr.	424-1800
Contact, 6520 Basile Rowe E. Syr.	251-1049
Families Anonymous, Inc. P. O. Box 3475, Culver City California	1-800-736-9805
Huntington Family Center, 405 Gifford St Syr.	476-3157
TOUGHLOVE, 1118 Court St. #35 Syr.	1-866-828-0178

DRUGS AND ALCOHOL

Al-Anon/Alateen	471-0191
CIM Chemical Dependency, 410 S. Crouse Ave. Syr	470-7314
Onon. Co. Alcoholism/Addiction, 1050 W. Genesee St. Syr.	471-1359

JOBS / WORK

City-County Job Training Agency	473-8250
PEACE, INC., 217 S. SALINA ST. FL. 2 SYR.	470-3300

LEGAL HELP

Counseling, AFSC, 2013 E. Genesee St. Suite 1 Syr.	475-4822
Hiscock Legal Aid, 351 S. Warren, Syracuse,	422-8191

PREGNANCY AND BIRTH CONTROL

Onon. Co. Family Planning Clinic, 421 Montgomery St. 9th floor, Syracuse	435-3295
Planned Parenthood, 1120 E. Genesee St. Syracuse	Toll free (866) 600-6886
Rape Crisis Center, 423 W. Onondaga St. Syracuse	422-7273

FAYETTEVILLE-MANLIUS HIGH SCHOOL PHILOSOPHY AND GOALS

The faculty and administration at Fayetteville-Manlius High School strive to help students in their continued development toward fulfilled, responsible, constructive lives in our school and in our increasingly complex world. The staff recognizes that the school shares with other institutions the responsibility for the intellectual, social, psychological, and physical growth of students. Together with community and parents, the staff works to cultivate the varying talents, interests, and ambitions of the students.

In light of our philosophy, we define “goals” as ideals we strive toward rather than as quantifiable objectives. We are dedicated to helping students develop their ability and motivation to:

- take delight in life and learning
- pursue personally fulfilling endeavors
- practice personal well-being
- promote the well-being of others
- be individuals
- respect diversity
- function within groups
- appreciate languages and cultures
- question and explore
- meet challenges
- recognize and use learning potential
- think and communicate effectively
- solve problems
- reason logically
- analyze, evaluate, and synthesize
- recognize and use abstractions and symbols
- assess technology and use it responsibly
- make decisions
- practice personal integrity
- make informed value judgments
- appreciate aesthetics
- express themselves in a variety of ways
- imagine
- WE SEEK TO GRADUATE INFORMED, THINKING, PARTICIPATING CITIZENS WHO WILL ENJOY LEARNING THROUGHOUT THEIR LIVES.

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