



Emergency School Closings:
<http://www.guilderlandschools.org>
District Website

Hiawatha/Mohawk House Office: Nancy Bouteiller
456-6010 ext.3041 bouteillern@guilderlandschools.net

Seneca/Tawasentha House Office: Kelly Cordi
456-6010 ext. 3060 cordik@guilderlandschools.net
FMS Receptionist: 456-6010 ext. 0

A Quick Guide to FMS

Student Arrival: Our morning Breakfast program begins at 7:30 a.m. Supervision of students begins at that time. All students arriving before this time will not be able to enter the building until 7:30 a.m. Our regular school day starts at 8:35. Students arriving after 8:45 a.m. should report to their house office to sign in. Students who arrive on a late bus should also sign in with the house office.

Dismissal: 3:25 p.m. If students are taking a different bus than their usual route, they must first submit a signed note from home to their house office. The student will receive a bus pass; without a bus pass, a student cannot ride another route home.

Activity Period: 3:30-4:05 p.m. Activity period occurs on Mondays, Tuesdays, and Thursdays, and is a time for FMS students to work with teachers and receive extra help, and to participate in co-curricular clubs and activities. A second bus run at 4:05 p.m. is available to transport students home from the activity period.

Items Dropped off for Students: Items may be dropped off for students at our reception desk at the front of the school. We cannot guarantee delivery of the item by a specified time because we avoid disrupting classroom instruction by paging a student. Therefore, notification to the student will be made at the end of class periods.

Absences: Call or email your house office anytime day or night when your child will be absent from school. Your child should get missed assignments from a friend for short term absences. For absences two days or longer, please call or email your house secretary to make a homework request.

Long term absences and make-up: In the case of a long term absence, parents should contact their house secretary.

Illegal/Unexcused absences: The following guidelines apply exclusively to students who are illegally absent for one or more days. They do not apply to students who are legally absent for reasons of illness, bereavement, religious observance, or other educational purpose.

- The Guilderland Board of Education discourages long term absences due to family vacations while school is in session.
- Research clearly shows a direct correlation between regular school attendance and increased student achievement.
- Some assignments that are missed due to illegal absences cannot be duplicated. Some of these activities, if missed, might affect the student's grade.
- Teachers are not obligated to provide assignments in advance for illegal absences, nor are they required to provide separate instruction to the student once that child returns.
- On the day of the student's return to school, parent and student may request a list of owed assignments.

Early Dismissal/Leaving for an Appointment During the School Day: If a student needs to leave school early (i.e. for an appointment), the student should bring in a note signed by a parent including the date, time, reason for the early dismissal, and person picking the child up. This note should be brought to the house office before or during homeroom. The child will then receive an early dismissal pass, which they will later show to their classroom teacher at the appointed time. They should then report to the reception desk in the front of our building. The parent doing the pick-up should enter the building and wait for the child in the reception area.

Lunch Prices: \$2.95 for our standard lunch; milk is \$.60

Medication: All medication, including over the counter pain relievers must be brought to the health office, accompanied by a doctor's order and a note from parents. (The note must include frequency, time, reason, dosage, and duration of treatment.) Medication must be in a properly labeled container.

Report Cards/ Progress (Interim) Reports: Both of these reports are available on SchoolTool. Interim reports occur at the five week point of each quarter. Final quarter grades occur at the ten week or end of each quarter. Interim and report card dates are listed on the Guilderland CSD calendar.

School Tardiness: Students who arrive late to school must report to their house office with a parent note explaining the reason for the lateness. Once the student has signed in at the house office, he/she will receive a pass to enter class.

FAQ'S:

What is appropriate dress at FMS? Appropriate dress for FMS includes clothing that is safe and does not disrupt, distract, or interfere with the educational process. Student dress shall not display menacing, vulgar or obscene language, or denigrating or libelous slurs to others on account of race, creed, color, sexual or gender orientation, or disability. Appropriate footwear that does not represent a safety hazard must be worn at all times. Undergarments must be covered at all times; what you wear on top should connect to what you wear on the bottom.

Where will I keep my belongings during the day? Each student will be assigned his/her own locker with a combination lock. Students will store their belongings in their locker during the day. Lockers are located in close proximity to the student's homeroom.

Will I have homework? In general, homework (independent practice) will be assigned to students on a regular basis. Students are encouraged to read every night as part of their study routine.

Can I use my cell phone in school? Cell phones must be turned off and secured out of sight during the school day. An exception that would allow for cell phone use would be anytime a school adult authorizes a student to use his or her cell phone for educational or emergency reasons. Cell phones may be used to call parents/guardians after 4:05 p.m. Calls to parents/guardians can be made during the school day using phones that are available in both our house offices or in the main office.

If necessary, how does a parent get a message to their child during the school day? On occasion, it may be necessary to leave a message for a student during the school day. This can be done by emailing or calling the student's house office. **Please be aware this should be done prior to 2:30 p.m.**

How can a parent set up an appointment to meet with a teacher, counselor, or house principal? This can be accomplished by emailing or calling the house office. The house secretary will assist in setting up the appointment.

