



# Guilderland

## CENTRAL SCHOOL DISTRICT

**Michael Laster, Building Principal** – Sandy Smith, Main Office Secretary 518-456-6010 Ext. 2010  
**Bill Aube, House Principal Mohawk/Hiawatha** – Sheryl Malo, House Office Secretary Ext. 2041  
**Kelly Willetts, House Principal Seneca/Tawasentha** – Kelly Cordi, House Office Secretary Ext. 2060

## Farnsworth Middle School Quick Guide

**Student Arrival:** Our morning Breakfast program begins at 7:45 a.m. and ends at 9:15 a.m. All morning classes or programming begins at 7:45 a.m. and supervision of students in the cafetorium begins at that time. All students arriving before this time will not be able to enter the building until 7:45 a.m. Any students needing to eat breakfast or drop off athletic equipment should go to homeroom **first** so their teacher does not mark them absent. Our regular school day for students starts in their homeroom at 8:45 a.m. Buses will unload starting at 8:35 a.m. **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 their house office.

**Dismissal:** Regular dismissal is 3:25 p.m. This year students are unable to ride another bus other than the one they are assigned to.

**Activity Period:** Activity period is from 3:25 p.m. – 4:05 p.m. Monday, Tuesday, and Thursday. This is a time for FMS students to work with teachers to receive extra help, or participate in co-curricular clubs and activities. There will be 4:05 buses to transport students home from activity period.

**Student Item Drop Off:** Items may be dropped off at our reception desk at the front of the building. We cannot guarantee delivery time as we need to limit the amount of disruption to the classroom. We will make every effort to ensure the student receives the item in a timely manner; therefore, notification to the student will be made at the end of the class period.

**Absences:** Please call or email your office house any time day or night when your child will be absent from school (including vacations), and mention the reason for their absence. If you notify your child's teacher(s), you **must also include the house office secretary.** Your child is responsible to complete missed assignments for short term absences. For absences two days or longer please have your child check their Google Classroom or contact their teachers via email for homework.

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

**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 such as illness, bereavement, religious observance, or other educational purposes. The Guilderland Board of Education discourages long term absences due to family vacations while school is in session. 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, parents and students may request a list of owed assignments from their teachers.

**Breakfast & Lunch Prices:** For the 2022-23 school year, there will be no cost for a standard breakfast or lunch; milk prices, snacks and additional meals will have ala carte pricing.

**Medication:** All medication, including over the counter pain relievers must be brought to the health office, accompanied by a doctor's note from parent/guardian. (The doctor's 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 eSchool. 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.

**Early Dismissal:** If a student needs to leave early (i.e. for an appointment), the student should bring in a note signed by a parent/guardian or the parent should send an email to their house secretary, including the date, time and reason for the early dismissal, and the person picking the child up. Notes should be brought to the house office before or during homeroom; emails should be sent in a timely manner. 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 the building. The person doing the pick-up should enter the building and wait for the child in the reception area. Parents/Guardians are expected to have a valid ID with a photograph to sign out their child for all early dismissals. If someone other than the listed contacts in eSchoolData is picking up the student, an email MUST be sent with that person's name.

**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 the appropriate dress code at FMS?** Education at Farnsworth Middle School is a responsibility that we take seriously. One of our goals is to minimize distractions and disruptions throughout the instructional day. Students and their parents have the primary responsibility for acceptable student dress and appearance. Please refer to the **General Guidelines for Student Dress** section in our online school handbook for a complete list of dress code guidelines we have set.

**Where will I keep my belongings during the day?** Each student will be assigned his/her own locker. Students located in the Mohawk, Hiawatha & Tawasentha houses should purchase their own combination lock and practice opening it prior to the start of school. Students located in the Seneca house will have lockers with built-in locks. Students will store their belongings in their locker during the day. Lockers are located in close proximity to the students' 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?** At Farnsworth Middle School, the use of personal devices is guided by the following criteria: ensuring safety, minimizing disruptions and developing digital citizenship. Personal electronic devices can only be used with permission and under the supervision of teachers and staff. Unsafe or disruptive use of personal devices is prohibited. When personal electronic devices are not being used for appropriate purposes, they should be turned off and out of sight. Misuse of any personal electronic device or its features is a violation of the code of conduct and may result in disciplinary action. In addition, these personal electronic devices may be confiscated and require a parent to pick up.

**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 pm.

**How can a parent set up an appointment to meet 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.