



Guilderland

CENTRAL SCHOOL DISTRICT

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Farnsworth Middle School Quick Guide 2026-2027

Student Arrival:

- The breakfast program begins at 7:45 a.m. and ends at 8:55 a.m.
- Supervision of students begins at 7:45 a.m. Students arriving before this time will not be able to enter the building.
- Buses will unload starting at 8:35 a.m. Any students needing to eat breakfast should go to homeroom **first** so their teacher does not mark them absent.
- Students are expected to quickly get breakfast and return to homeroom by 8:55 a.m.
- Homeroom starts at 8:45 a.m. **Students arriving after 8:45 a.m. for any reason should report to their house office to sign in.**

Dismissal:

- Regular dismissal is 3:25 p.m. **Students may only ride their assigned bus at dismissal**

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 p.m. buses to transport students home after the Activity Period.

Student Item Drop Off:

- Items may be dropped off at our reception desk at the front of the building.
- **We cannot guarantee a delivery time** as we need to limit disruption to the classroom. We will make every effort to get the item to the student in a timely manner.

Absences:

- Please contact your house office anytime your child will be absent for any reason. You may call or email any time, day or night, and state the reason for their absence.
- If you notify your child's teacher(s), you **must also include the house office secretary.**
- For short term absences, your child is responsible for completing missed assignments.
- For absences of two days or longer, please have your child check their Google Classroom or contact their teachers via email for missed assignments.
- For long term absences, contact your child's counselor, who will help to develop a plan for managing your child's missed instruction and assignments.

Illegal/Unexcused Absences (Only):

- 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 2026-2027 school year all meals (breakfast & lunch) are free to all students. Students will need money on their account if they wish to purchase an additional entree, snacks, etc.
- GCSD utilizes a meal payment system called LINQ Connect. [LINQ Connect](#) is an easy-to-use, secure online system that allows families to set up payments, view transactions, set spending limits, transfer funds and receive balance notifications.
- For added convenience, download the LINQ Connect mobile app to your phone, available for free for iOS and Android devices. Visit your app store to download the LINQ Connect app, then log in using your existing username and password. When using a computer, go to [LINQConnect.com](#) to log in.
- Secure online payments can be made using LINQ Connect. There is a \$2.85 inconvenience fee for deposits up to \$72.15; amounts above \$72.15 will be charged a 3.95% fee per credit card transaction. All fees go directly to LINQ Connect to cover the vendor's costs of operating the online payment system.

Medication:

- All medication, including over-the-counter pain relievers, must be brought to the health office by the parent/guardian, with a doctor's note. (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 eSchoolData.
- Interim reports occur at the five-week point of each quarter.
- Final quarter grades occur at the ten-week point, at the 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 for any reason, the student should bring in a note signed by a parent/guardian to their house secretary or the house secretary may be emailed.
- Notes must include **the date, time, and reason for the early dismissal**, and the **name of the person picking up the student**.
- Notes can be brought to the house office before or during homeroom; emails should be sent as early as possible before the absence.
- The child will receive an early dismissal pass to show their classroom teacher at the appointed time. They will then report to the reception desk in the front of the building.
- The person doing the pick-up must enter the building and wait for the child in the reception area. They **MUST** have a valid ID with a photograph to sign out their child for all early dismissals. If **someone other than a contact listed in eSchoolData** is picking up the student, that person's name **MUST** be included in the note/email sent to the house secretary.
- If it is a last minute dismissal, parent/guardian needs to call the House Office so the secretary has time to locate the student and write a pass.

School Tardiness:

- Students who arrive late to school must report to their house office with a parent note explaining the reason they are late. Parents may also call or email the house secretary that their child will be late and the reason. If there is no reason stated or parent note/doctor note, it will be unexcused.
- Once the student has signed in at the house office, he /she will receive a pass to enter class.

Frequently Asked Questions:

What is the appropriate dress code at FMS? One of the primary goals of the dress code is to minimize distractions and disruptions to learning. 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 their own locker. Students located in Mohawk, Hiawatha, and Tawasentha Houses should purchase their own combination lock and practice opening it prior to the start of school. Students located in Seneca House will have lockers with built-in locks. Students will store their belongings in their locker during the day. Lockers are located close to the students' homerooms. All students should bring a combination lock to secure their items in the locker room during Physical Education classes. Dual packs of locks can be purchased so your student has the same combination for their school locker and PE locker.

Will I have homework? In general, homework 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? No. A new state law has recently banned cell phones bell to bell in all schools. All personal wearable electronic devices (cellphones, ear buds, smart watches, etc.) are required to be kept in a student's locked locker or left at home from 8:45 - 3:25. Misuse of any personal electronic device or its features is a violation of the code of conduct and will result in disciplinary action. In addition, these personal electronic devices will be confiscated and a parent will be required to pick them up. We believe in a progressive discipline approach so if it is a first violation, a student will be asked to put the phone away in the locker. For a second violation, a student's phone will be taken and placed in the house office for the student to pick up at the end of the school day. If a third violation occurs, a parent will be contacted to pick up the phone at the end of the school day. Continued misuse of a student's cell phone is a violation of the code of conduct and will result in disciplinary action.

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 **by 2:30 pm** to ensure that the message can be delivered before the end of the school day.

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.