

# FARRAGUT MIDDLE SCHOOL

Hastings-on-Hudson, NY 10706



*A National Blue Ribbon School of Excellence*

September, 2024

Dear Students:

This is our combination student handbook and assignment pad that will be used during the 2024–2025 school year. It is our hope that the assignment pad portion will help you to be better organized. Your teachers will help remind you to use this every day to keep track of your daily assignments and plan out your time for longer-term assignments.

The student handbook portion lays out some of the important rules and procedures here at FMS. Please read the handbook carefully as you are expected to follow all school rules each and every day. You can also refer to our district's website for the District Code of Conduct, as well as our own FMS Code of Conduct.

The FMS Staff is looking forward to a wonderful and exciting year for you all!

Respectfully,

Scott Wynne  
Principal

Kamillah Dawkins  
Assistant Principal



## **CONTACT INFORMATION**

### **CENTRAL OFFICE ADMINISTRATION**

Dr. William McKersie, Superintendent of Schools.....478-6200  
Dr. Melissa Szymanski, Asst Supt of Curriculum and Instruction.....478-6201

### **DISTRICT ADMINISTRATION**

Mrs. Laura Sullivan, Director of Special Education.....478-6244  
Mr. Tesfa Stewart, Assistant Director of Special Education.....478-6244  
Mr. Andrew Wendol, Athletic Director.....478-6241  
Mr. Joseph Martorana, Supervisor Buildings & Grounds.....478-6222  
Ms. Maureen Caraballo, Treasurer.....478-6210

### **MIDDLE SCHOOL PRINCIPAL'S OFFICE**

Mr. Scott Wynne, Principal.....478-6230  
Ms. Michele Avila, Assistant to Principal.....478-6230  
Ms. Christina Seide Kuch, Office Assistant.....478-6234

### **MIDDLE SCHOOL ASSISTANT PRINCIPAL'S OFFICE**

Ms. Kamillah Dawkins, Assistant Principal.....295-3071  
Attendance Line.....478-6223

### **PUPIL PERSONNEL SUPPORT STAFF**

Counseling Suite.....478-6228  
Ms. Danielle Dalcero, Grades 5 & 6 Counselor.....478-6227  
Ms. Jocelyn Perez, Grades 7 & 8 Counselor.....478-6256  
Ms. Jeanette Kocur, K-12 Director of Guidance.....478-6262  
Dr. Scott Tessler, Psychologist.....478-6264  
Ms. Terry Frank, Social Worker.....478-6415

### **HEALTH OFFICE STAFF**

Ms. Elizabeth Keogh, School Nurse.....478-6224  
TBD, School Nurse.....478-6225  
Ms. Michelle Castelluccio, Clerk.....478-6226

### **DISTRICT TELEPHONE LISTINGS**

District Offices.....478- 2900  
High School Office.....478- 6250  
Hillside Elementary School Office.....478- 6270  
Public Relations.....478- 6206  
Registrar.....478- 6207  
School Library.....295- 3101  
Support Services.....478- 6261

# FARRAGUT MIDDLE SCHOOL

## *Philosophy Statement*

*Farragut Middle School recognizes the uniqueness and importance of a middle school education in assisting children in the transition from childhood to adolescence. The middle school is a bridge between the elementary self-contained classroom and the high school's departmentalization. Within the middle school's structured, nurturing environment, each child is offered opportunities to develop and practice personal responsibility, accountability, initiative, and respect for others.*

*Farragut Middle School is dedicated to balancing and enhancing each individual's social, personal, and intellectual growth and to the development of a positive self-concept. The home, school, and community will work cooperatively to develop the talents, abilities, and attitudes of each child.*

The middle school staff adopted this philosophy statement in 1990. It is included in this handbook in an effort to communicate our goals to parents/guardians and students. We encourage parents/guardians to help us work towards the goals above, and to participate in their child's education through:

- Parent/guardian/teacher conferences at regularly scheduled times and additional times as needed
- Monthly calendars, newsletters, e-mails and other informational materials are posted on the website
- Contact with teachers and counselors as concerns arise
- Contact with the Liaison Committee Members whose names and phone numbers will be posted on the website
- Board of Education meetings

### **Board Policies**

At the beginning of the school year, each student will receive a copy of the following Board Policies:

**Policy # 8120.1** - Use of Surveillance Cameras in the School District

**Policy # 5500** – Student Records (Student Directory Information)

**Policy # 5300.V** - Student Dress Code

**Policy # 4526** – Acceptable Use (Technology)

**Policy # 4526.2** – Student Use of Privately-Owned Technology

**Policy # 5030** – Complaints and Grievances by Students

These policies are coupled with educational programs related to our national ideals, goals and objectives. While providing for these procedures, it is necessary to protect the individual rights of students. However, such protection of the rights of individual students must be balanced against the rights and opinions of all students. Parents/guardians should acknowledge their review of these policies through the electronic signature in the August Welcome Packet. This will ensure the school that you have reviewed these policies with your child(ren).

# 2024-2025 School Calendar Letter Day

September 2024							October 2024						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3 A	4 B	5 C	6 D	7			1 C	2 D	3	4	5
8	9 E	10 F	11 A	12 B	13 C	14	6	7 E	8 F	9 A	10 B	11 C	12
15	16 D	17 E	18 F	19 A	20 B	21	13	14	15 D	16 E	17 F	18 A	19
22	23 C	24 D	25 E	26 F	27 A	28	20	21 B	22 C	23 D	24 E	25 F	26
29	30B						27	28 A	29 B	30 C	31 D		
November 2024							December 2024						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2 D	3 E	4 F	5 A	6 B	7
3	4 E	5 F	6 A	7 B	8 C	9	8	9 C	10 D	11 E	12 F	13 A	14
10	11	12 D	13 E	14 F	15 A	16	15	16 B	17 C	18 D	19 E	20 F	21
17	18 B	19 C	20 D	21 E	22 F	23	22	23	24	25	26	27	28
24	25 A	26 B	27 C	28	29	30	29	30	31				
January 2025							February 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4							1
5	6 A	7 B	8 C	9 D	10 E	11	2	3 A	4 B	5 C	6 D	7 E	8
12	13 F	14 A	15 B	16 C	17 D	18	9	10 F	11 A	12 B	13 C	14 D	15
19	20	21 E	22 F	23 A	24 B	25	16	17	18	19	20	21	22
26	27 C	28 D	29	30 E	31 F		23	24 E	25 F	26 A	27 B	28 C	

March 2025							April 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1			1 F	2 A	3 B	4 C	5
2	3 D	4 E	5 F	6 A	7 B	8	6	7 D	8 E	9 F	10 A	11 B	12
9	10 C	11 D	12 E	13 F	14 A	15	13	14	15	16	17	18	19
16	17 B	18 C	19 D	20 E	21 F	22	20	21 C	22 D	23 E	24 F	25 A	26
23	24 A	25 B	26 C	27 D	28 E	29	27	28 B	29 C	30 D			
30	31												
May 2025							June 2025						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
				1 E	2 F	3	1	2 B	3 C	4 D	5 E	6 F	7
4	5 A	6 B	7 C	8 D	9 E	10	8	9 A	10 B	11 C	12 D	13 E	14
11	12 F	13 A	14 B	15 C	16 D	17	15	16 F	17 A	18 B	19	20 C	21
18	19 E	20 F	21 A	22 B	23 C	24	22	23 D	24 E	25 F	26 A	27 B	28
25	26	27 D	28 E	29 F	30 A	31	29	30					

*The Board of Education of the Hastings-on-Hudson Union Free School District does not discriminate in the educational programs and activities which it operates as per the requirements of the Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. If you suspect that your child has a disability that may require special education or accommodations in order to access our educational and/or extracurricular programs contact:*

*Department of Special Education Services - 478-6261*

## **FMS BELL SCHEDULE**

Period	Time
1	8:15 - 8:59
2	9:02 - 9:42
3	9:45 - 10:25
4	10:28 - 11:08
5	11:11 - 11:51
6	11:54 - 12:35
7	12:38 - 1:19
8	1:22 - 2:02
9	2:05 - 2:45
Academic Coaching	2:45 - 3:15

## **FMS ONE & TWO HOUR DELAY TIMES**

One Hour Delay		Two Hour Delay	
Period	Time	Period	Time
1	9:15 - 9:49	1	10:15 - 10:44
2	9:52 - 10:26	2	10:47 - 11:13
3	10:29 - 11:03	3	11:16 - 11:42
4	11:06 - 11:40	4	11:45 - 12:11
5	11:43 - 12:17	5	12:14 - 12:40
6	12:20 - 12:54	6	12:43 - 1:10
7	12:57 - 1:31	7	1:13 - 1:40
8	1:34 - 2:08	8	1:43 - 2:09
9	2:11 - 2:45	9	2:12 - 2:45
Academic Coaching	2:45 - 3:15	Academic Coaching	2:45 - 3:15

## **DELAYED OPENING/SCHOOL CLOSING- EMERGENCY**

**Notices will be sent via our emergency alert system. Please make sure your information is updated in order to receive proper and timely notification.**

# **Farragut Middle School Student Rights & Responsibilities**

*as outlined in the **Code of Conduct** – which resides in the middle school office and on our website*

## **STUDENT RIGHTS**

The Hastings on Hudson District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all students have the right to:

1. Take part in all District activities on an equal basis regardless of his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, gender (identity or expression), sex, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary consequence in connection with the imposition of the consequence.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. All students have the right to be free from harassment by District staff or students on school property or at school functions.
5. All students have the right to be free from discrimination by District staff or students on school property or at school functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

## **STUDENT RESPONSIBILITIES**

All Farragut Middle School students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Respond in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to a disciplinary action.
8. Follow the school dress code at school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
11. Adhere to positive behavioral expectations as identified in the handbook.
12. Follow the “Dignity For All Act” as outlined in the district’s Code of Conduct.

## COURSE OF STUDY

**GRADE 5:** Students in fifth grade follow an elementary model, working in a single classroom setting with one general education teacher or in an Integrated Co-Teaching classroom with a general education and special education teacher. Art, Music, Physical Education, World Language, Library, Organizational Skills, and Technology are integral parts of the fifth grade program, being offered as “specials” which students attend with their class.

**GRADE 6:** Students in sixth grade take courses in English Language Arts, Social Studies, Math, Science, World Language, Technology, Library, Art and Physical Education.

**GRADE 7:** Students in seventh grade take courses in English Language Arts, Social Studies, Math, Science, World Language, and Physical Education/Health. Art and Home & Careers are half-year courses.

**GRADE 8:** Students in eighth grade take courses in English Language Arts, Social Studies, Math, Earth Science, World Language, and Physical Education. Art, Home & Careers,

Technology, and Health are 10 week courses. Music Appreciation is woven into the Earth Science Lab rotation.

### **AREA OF KNOWLEDGE**

**(AOK):** One period everyday will be devoted to grade specific Areas of Knowledge courses for grades 6-8. Performing groups and Skill Center courses are offered during this time.

### **SUPPORT SERVICES (MTSS):**

Students who have been identified through the MTSS process as in-need of academic support will be given support services. Services are available in English Language Arts and Math.

**ACCELERATION:** In the 2024-2025 school year, some incoming 8th graders will take Algebra instead of Math 8. Algebra is an accelerated course and as such, students must meet eligibility requirements for enrollment. Recommendations for acceleration occur at the end of seventh grade. Criteria for acceleration may be referenced in the acceleration plan. In the 2024-2025 school year, **ALL** 8<sup>th</sup> graders will take Earth Science.



## GENERAL INFORMATION AND PROCEDURES

**ATTENDANCE:** As stated in the “*Code of Conduct*” and *Board Of Education Policy #5100* regular attendance and punctuality are very important at school and in other areas of life. Our goal is to help students develop the habit of being on time for every class, every day. Students who arrive late will miss important instruction, which is difficult to make up.

As stated in the District’s Attendance Policy, credit may be denied to any middle school student with more than 20 absences who is enrolled in a full year High School course. These would include: World Language – Level I, Algebra, and Earth Science. It is Hastings School District’s policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall be eligible for course credit through an appeal. Hastings School District procedures will specify how student tardiness and early departures will be calculated and factored into the minimum attendance standard.

**ABSENCE:** Whenever a student is absent, the parent should notify the Attendance phone line at **478-6223** or email (**FMSAttendance@hohschools.org**).

The caller should leave a message on voicemail stating the name and grade of the student and the reason

for the absence. If the school is not notified of the absence, the attendance clerk will mark the student as absent unexcused. Families and students can monitor attendance in the eSD portal.

**Please Note:** *If a student is absent from school, they may not participate in any after school or evening activities scheduled for that day unless present at school for 4 periods, or unless excused by the principal or her designee.*

**SCHOOL HOURS:** The school opens at 7:30AM. Students who arrive before 8:05AM may wait in the cafeteria. At 8:05AM students are allowed to enter the locker area. First period will be signaled by the sound of a tone at 8:15AM. The instructional day ends at 2:45PM, although the time from 2:45 to 3:15 is used by teachers to provide additional support for students.

**Parents/Guardians should schedule all appointments for their children after 3:15PM.** Students are reminded to inform their parents /guardians if they intend to stay at school later than expected.

**LATENESS:** Beginning in October of each school year, any unexcused lateness (lateness without a note from a parent/guardian) will be recorded by the student’s first period (homeroom) teacher. **Lunch detention is assigned after three unexcused tardies occur in the course of each month.** A letter will be sent home

prior to the detention notifying the parents/guardians of the upcoming consequence. Families and students can monitor attendance in the eSD portal.

Parents should apprise the school of any extenuating circumstances and consideration will be made accordingly.

**\*\*Please note** - students who arrive after 8:15AM must enter the school through the security entrance.

**DISMISSAL:** To leave the school at any time during regular school hours, students must sign out on the "Sign Out" sheet in the security office and must be accompanied by their parent/guardian, or the person(s) listed on the Student Emergency Contact Form. Students must also have a written note from their parent/guardian. No exceptions will be made to this policy.

If the student returns to school after an appointment, the student must enter the school through the security entrance.

**CAFETERIA:** The cafeteria offers a full range of hot and cold lunches. The weekly menu is posted on the District's website. Students are not permitted to take food from the cafeteria without permission. Students may only visit the cafeteria before 8:05AM and during their assigned lunch periods. They are not permitted to visit the cafeteria between classes. During the lunch and recess periods, students will eat in the cafeteria. If the weather

permits, students go outside for recess.

**DIGNITY FOR ALL STUDENTS ACT (DASA):** "No student shall be subjected to harassment by District staff or students on school property or at school functions. Nor shall any student be subjected to discrimination by District staff or students on school property or at school functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex." Please view more details about DASA on the District's website.

**CODE OF CONDUCT:** At the beginning of the school year, every family will receive a *Summary* of the *Code of Conduct*. All students, school personnel, parents/guardians, and visitors to the school must adhere to the District and Farragut Middle School's *Code of Conduct*. For our updated 2024-2025 Code of Conduct, please refer to our district website.

**HOMEWORK:** There are many reasons why homework is assigned. They include the need to reinforce learning, to practice skills, to learn to work independently, and to learn to allocate time adequately. It is expected that students will complete homework assignments so that they will be prepared for class. If homework assignments are presenting a problem for a child, the child should immediately discuss the issues with his or her teacher.

**LOCKERS:** Hallway locker assignments will be given to students by homeroom teachers during the first week of school. Students should lock valuable items in lockers at all times; however, neither the school nor the district is responsible to replace items missing from a student's locker. Students should not give their locker combination to others. If a student has a problem with his or her lock or locker, it should be reported to the main office.

**HONOR ROLL:** Fifth graders do not participate in honor rolls; sixth graders do not participate in Honor Roll until second semester. High Honor Roll and Honor Roll are based on the student's average of grades in all areas except performing music and classes which are graded on a Pass/Fail basis. The calculation for Honor Rolls is as follows: **High Honor Roll** recognition is awarded to students whose average is 90 – 100, no grade lower than a 90. **Honor Roll** is awarded to students whose overall average is 80 – 89.9, with no grade lower than an 80.

**LIBRARY:** The school library will open from **8:15 AM** until **5:00 PM** every day. All students will receive instruction in library skills from the Library Media Specialist. Students are encouraged to use this facility for research using traditional sources as well as the computer on-line services that are available. Please have alternate arrangements in place for unanticipated early closings after school. There are times when the library may close at 3:15pm. In these instances,

students will be informed during the day of the early closure.

**REPORT CARDS:** Students and families can access report cards four times a year through our eSD portal. During a marking period, students and families are encouraged to monitor progress using the gradebook function on the portal or by contacting their teacher(s). Questions about report cards should first be directed to the individual teacher. If the problem persists, the school counselors are available to speak to students or parents.

**CELEBRATIONS/EVENTS:** All grade level and or school-wide celebrations/events will be scheduled by the Student Activities Council (SAC) or PTSA/SEPTA. The specific events will be determined after the start of the school year. Students are expected to follow all school rules and regulations as stated in the FMS Code of Conduct and/or all additional rules established on the event's permission slip.

**MOBILE DEVICES:** Middle School students must leave their cell phones in their lockers during the school day.

Use of cell phones, or any device, to take photographs or videos on school property, unless specifically authorized by the Principal or his/her designee, is forbidden. Cell phones may be used before entering the school building and after school.

As per the "Code of Conduct", mobile devices and smart watches are prohibited in the classroom and

hallways. Usage of cell phones to record, store or transmit any information in school during the academic day is also forbidden. If students need to call home they can do so from the Main Office or the Nurses Office. Cell phones will be confiscated if seen being used in school. Parents will be contacted, and for repeat offenders, parents will be asked to pick up the cell phone. If necessary, students will be asked to store their cell phone in the Main Office during the school day.

**STUDENT DRESS:** A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, as stated the FMS **Code of Conduct** shall:

1. Be safe, and not disrupt or interfere with the educational process.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not include the wearing of hats in the classroom except

for a medical or religious purpose.

4. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

**VISITORS:** Parents/guardians and community members are welcome to visit the middle school, as are students who are planning to attend the school in the near future as long as there is a pre-scheduled appointment. **All visitors to the school must check in at the security desk, sign in, and wear a Visitor's Pass during their visit.** Anyone who wishes to visit must schedule an appointment.



## STUDENT ACTIVITIES

**FIELD TRIPS:** Field trips will vary each year. Team Coordinators will provide information to families in a timely fashion.

**Please Note:** *The purpose of these day trips is to provide students with an experience that will enhance classroom learning. When a trip expense presents a problem for a student, please contact the counseling office if you need assistance. Both the district and the PTSA set aside funds to support student participation on trips, and no student will be kept from participating in a trip because of financial issues.*

### **MUSIC:**

**Band: Grade 5** will meet before school on designated days.

**Orchestra: Grade 5** will meet before school on designated days.

**Chorus: Grade 5** will meet before school on designated days.

**Band: Grades 6-8** will meet during the Areas of Knowledge period. Group lessons are provided to band students during class periods on a rotating basis. Performances are given twice during the year. Some students may also be invited to join the High School band.

**Orchestra: Grade 6-8** will meet during the Areas of Knowledge period. The orchestras are made up of students who play string instruments and keyboards, with the occasional inclusion of other

instruments. Performances are given twice during the year. Some orchestra students may be invited to join the High School orchestra.

**Chorus: Grades 6-8** will meet during the Areas of Knowledge period. Performances are given twice during the year.

### **STUDENT ACTIVITIES**

#### **COUNCIL (SAC):**

Students in Grades 5-8 participate in the Student Activities Council which is the student government organization. The SAC meets early in September to initiate a full program of activities.

**SCHOOL SHOWS:** During the 2024 - 2025 school year, several productions will be presented. Students will be involved in the productions in a variety of ways including, technical assistance, on-stage, backstage and in other areas such as stage crew, costuming, public relations, and advertising.

**ATHLETICS:** There are many opportunities for students of all ages and ability levels to be involved in Hastings Athletics. Fifth and sixth graders are invited to participate in our intramural program before school. This program focuses on providing the opportunity for participation in a wide range of activities with an emphasis on supervision and physical activity. The seventh and eighth grade students are invited to participate in modified sports. Modified sports require a higher level of

commitment and an increased emphasis on skill development as well as the opportunity to compete against local middle schools. In special cases, middle school students may participate in Junior Varsity and/or Varsity teams after meeting the criteria set forth by the NYS State Education Department and the Board of Education. All offerings are subject to the availability of qualified coaching. Questions about the athletic program should be directed to the Athletic Director, at 478-6241.

FALL - Modified Football, Girls and Boys Modified Soccer, Girls Modified Tennis, Girls and Boys Modified Cross Country, Modified Volleyball, Modified Field Hockey.

WINTER - Girls and Boys Modified Basketball, Modified Wrestling, Girls and Boys Modified Indoor Track.

SPRING - Modified Baseball, Modified Softball, Boys Modified Tennis, Girls and Boys Modified Lacrosse, Girls and Boys Modified Spring Track.

**YEARBOOK:** All students are invited to work as members of the yearbook staff. The yearbook staff meets after school throughout the year with most work taking place during the first semester. Students share in the decision-making about layout, material selection, and book design.

## STUDENT SERVICES

**GUIDANCE:** There are two school counselors working with our students in the Middle School. Ms. DalCero will be working with the 5<sup>th</sup> and 6<sup>th</sup> grade students, and Ms. Perez will be working with the 7<sup>th</sup> and 8<sup>th</sup> grade students. Students are encouraged to consult with their counselor if they have questions about their program or feel the need for assistance in any phase of school life. Except for emergency situations, the counselors may be seen during class hours only by a written pass obtained before school. Counselors are also available by appointment, before or after school. Parents/guardians are encouraged to call individual teachers or the counselor whenever they have a

question or concern about their child.

**PSYCHOLOGICAL/ PSYCHIATRIC SERVICES:** The services of the school psychologist, Dr. Tessler, are available to all students. Students may be scheduled for individual testing or interviews with Dr. Tessler if the need arises. There is also a psychiatrist available for consultations on a limited basis. The psychiatrist will be scheduled by Dr. Tessler.

**SOCIAL WORK SERVICES:** The school Social Worker, Ms. Frank, works in conjunction with the counselors and psychologists in the Middle School to provide links to

community services. In addition, Ms. Frank co-leads student counseling groups with the other service providers.

**HEALTH OFFICE:** It is very important that the school maintains current phone numbers, e-mail address, and emergency contact information. Please provide the Registrar or Health Office with updated information. A student who has been absent for more than five days, must provide documentation from the parent/guardian or physician to the Middle School office. In anticipation of an extended absence, the Health Office, Counseling Office, and Main Office should be notified.

The Health Office is staffed by registered nurses. A school physician is employed by the district. The physician has the final clearance for sports and may be consulted on health related concerns.

A complete **Health Appraisal** (annual physical) is required for students in Grade 7. A student playing a sport must have a current Health Appraisal on file for the sports season they are participating in. For students playing a sport, 7<sup>th</sup> and 8<sup>th</sup> graders, a **sports packet** must be submitted to the Health Office for **each** sports season. The sports packet contains pertinent information regarding emergency information and a health history questionnaire. **Injuries sustained during school** will be assessed by the Nurse for first aid treatment. Parents/Guardians will be notified of any injury requiring a physician

or hospitalization. Parents are responsible for providing the Health Office with documentation from the physician or hospital, post injury, for any treatments or conditions that need the attention of the nurse, a teacher, or the Counseling Office. Health insurance claims go through your private provider and, within specific limits, a school insurance claim form will be sent home from the Health Office for those injuries that sought medical attention from a school related injury.

**Medication cannot be administered without a doctor's order.** Forms for medication authorization administration can be found on the Health Office website and must be signed by a physician and parent. Prescribed medication must be in a labeled container, indicating proper dosage and time to be given and any possible side effects.

**Public Health Law states that all children attending public school must be immunized.** Please speak with the Nurse regarding the schedule of immunizations, or medical/religious exemptions.

The New York State Department of Health requires a Body Mass Index report every other year. A student's body mass index is part of the student's health report; however, no names are identified. Screenings for vision and hearing are done in the 5<sup>th</sup> and 7<sup>th</sup> grades. Scoliosis screening is done in 5<sup>th</sup>- 8<sup>th</sup> grades.

## FMS Disciplinary Code:

Please note that the following are guidelines that may be altered based on the circumstances of the incident. All consequences are based on the progressive discipline philosophy of the District's Code of Conduct.

OFFENSE	1ST	2ND	3RD	+RESTORATIVE PRACTICE EXAMPLE
Cell phone use	Confiscation, return at end of day	Confiscation, return to guardian only and lunch detention	Confiscation, return to guardian only and after school detention(s)	Reflective writing assignment related to cell phone policy
Taking pictures (cell phone or camera) without permission	In-school suspension	Out-of-school suspension	Out-of-school suspension, five days, and Superintendent's Hearing	Reflective apology letter detailing importance of individual privacy
Unexcused class lateness	Teacher detention or lunch detention	Lunch detention	After school detention	Meeting with school counselor or AP
Disruptive Behavior	After school detention	After school detention, multi-day	In-school suspension	Reflective writing assignment on behavior
Cutting Class/ Leaving school	After school detention or In-school suspension	In-school suspension	Out-of-school suspension	Re-entry meeting with parent and discussion with Youth Officer
Insubordination	After school detention or in-school suspension	In-school suspension or out-of-school suspension	Out-of-school suspension, multi-day	Reflective apology letter
Bullying, Discrimination, Harassment	After school detention or in-school suspension	In-school suspension or out-of-school suspension	Out-of-school suspension, multi-day	Reflective practice meetings with AP or counselor
Physical Altercation/ Fighting	In-school suspension or out-of-school suspension	Out-of-school suspension, multi-day	Out of school suspension, five days, and Superintendent's Hearing	Re-entry meeting with parent and mandated sessions with Principal
Smoking/ e-cigs/ smokeless tobacco/ juuling/ vaping	In-school suspension	Out-of-school suspension	Out-of-school suspension, multi-day	Re-entry meeting with parent and mandated sessions with school counselor or social worker
Alcohol or drug use	Out-of-school suspension, multi-day	Out-of-school suspension, five days	Out-of-school suspension, five days, and Superintendent's Hearing	Re-entry meeting with parent and mandated sessions with school counselor or social worker
Vandalism, graffiti or damage to school property	After-school detention, multi-day, and potential restitution	In-school suspension, multi-day, and potential restitution	Out-of-school suspension, multi-day, and potential restitution	Re-entry meeting with parent and reflective writing assignment related to positive behavior outlets
Inappropriate computer usage (hacking, impersonation, etc.)	In-school suspension or out-of-school suspension and potential short term loss of computer privileges	Out-of-school suspension and loss of computer privileges	Out-of-school suspension, multi-day, and loss of computer privileges. Potential Superintendent's Hearing	Re-entry meeting with parent and reflective writing assignment on appropriate computer use
Weapon in School	Out-of-school suspension, five days, Superintendent's Hearing and police notification	Out-of-school suspension, five days, Superintendent's Hearing and police notification	Out-of-school suspension, five days, Superintendent's Hearing and police notification	Re-entry meeting with parent, Superintendent and Youth Officer
Sexual Harassment	Out-of-school suspension and Superintendent notification	Out-of-school suspension, five days, and Superintendent's Hearing	Out-of-school suspension, five days, and Superintendent's Hearing	Re-entry meeting with parent and mandated sessions with school psychologist

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