FAQ’s

When is the first day of school?
Tuesday, September 3, 2019. Please report to homeroom no later than 7:50 a.m.

How will I know which bus to take and at what time?
The Transportation Office has included that information in this mailing. Please check the envelope. If you have any questions regarding the information sent to you please contact the Transportation Office at 315-673-0211.

How do I access my schedule?
The SchoolTool portal will be available to students as of August 30, 2019. You can access the portal at: https://marcellus.schooltool.org/SchoolToolWeb with your SchoolTool account user name and password. If you do not recall that information, please go to the district website: www.marcellusschools.org.

What school supplies do I need for my courses?
You can access this information on the district website: www.marcellusschools.org Click on the purple Senior High School tab. Select from the menu (left side of the Senior High School home page): School Supplies List.

What do I do if I want to change my schedule?
ALL students are expected to follow their class schedule as it is for the first day of school. Changes to class schedules are done through the Counseling Office. Schedule changes will be done according to the following schedule:

- Actual structural problems to a student’s schedule (EX: missing a class for a particular class period) will be addressed on Tuesday, September 3rd.
- Wednesday, Sept. 4th: Seniors
- Thursday, Sept. 5th: Juniors
- Friday, Sept. 6th: Sophomores
- Monday, Sept. 9th: Freshmen

Will I be assigned a locker?
Yes. Lockers are new. Please check your class schedule, locker numbers are printed on it. Locker questions should be directed to the Main Office.

If I drive to school where do I park?
The student parking lot is located adjacent to the Auditorium wing of the building on Mustang Hill. Students will be directed to park there and will be asked to obtain the proper paperwork to apply for a 2019-2020 Parking Pass. Spaces are limited. Parking Pass forms are available from the SHS Main Office. Students are not allowed to park in the Faculty/Visitor parking lot.
What if I don’t feel well while I am at school?
Students are expected to go to the School Nurse if they are not feeling well. The school nurse will assess and contact the parents/guardian accordingly. If needed, parents will be asked to report to the Nurse’s office to pick up their sick child.

How will I know if there are extracurricular meetings or class meetings (or any student need to know information)?
SHS Morning Announcements can be found on the Senior High School home page, left side-bar. All students are encouraged to listen for the Morning Announcements for the day...and the afternoon announcements which typically serve as reminders of events scheduled that day or in the near future. Additionally, “Remind 101” or SNN (School News Notifier) messages are sent out to make students aware of important events or meetings.
When in doubt, please visit/contact the Main Office and every effort will be made to get the information for you.

What do I need to do if I move to another address within the district?
Parents are now **required** to complete the district’s Change of Address form AND to prove residency if the parents/students move during the school year.
The Change of Address form is now available on the district website: [www.marcellusschools.org](http://www.marcellusschools.org)
Click on the PARENTS tab and then click on the Address Change link.
Submit the completed form and required documentation to your child’s school building main office.
Parents are responsible for transporting their child to and from school until they fulfill this requirement.

What if I move out of the district?
Parents are asked to contact the Counseling Office at 315-673-6307.
Full details of what is required should you move out of the district will be provided at that time.

How do the students pay for their lunches?
Typically the Food Service department sends information to all families in the district before the school year starts. Parents are encouraged to place money on their student’s meal account so that all the student needs to do is enter his/her ID number with the cashier when buying lunch.
If parents are unable to do that, certainly they can send their child in with money to pay for the lunch as it is purchased. Free or reduced lunch options are available to qualifying families. Applications are available on the district website or by calling the Main Office at 673-6300.
Students are welcome to bring in bagged lunches also.

---

*John R. Durkee, Principal*