

# FREDERICK H. TUTTLE MIDDLE SCHOOL

## PARENT INFORMATION

### 2018 – 2019

#### TELEPHONE NUMBERS

**MAIN OFFICE** .....652-7170  
Auto Attendant ..... 652-7100  
                                Attendance Line, press 1  
Principal, Karsten Schlenter. .... 652-7101  
Assistant Principal, David Hyatt . . . . 652-7102  
Fax .....652-7152

**GUIDANCE OFFICE**..... 652-7105  
Caryn Olivetti ..... 652-7104  
Matthew Guyette ..... 652-7103

**HEALTH OFFICE** ..... 652-7106

**SCHOOL HOURS ~ 8:35 a.m. - 3:25 p.m.**



Students not riding school buses should arrive at school by **8:30 a.m.** in order to have time to go to their lockers and be on time for their first class.

#### LATE ARRIVALS

Students who cannot get to their first class by 8:35 a.m. must check in at the Guidance Office for a late pass before going to their lockers. Tardy students will be marked **unexcused** unless they have a note or a parent/guardian has left a message on the attendance line that gives a **legitimate reason**. Parents may accompany their child to the office to check in if there is no note or message.

**Excused tardies** are given for an appointment, illness or emergency situation that has caused the student to be late. Staying home to do homework is not a legitimate excuse for being tardy.



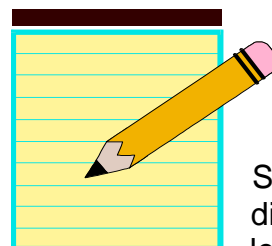
**Take the bus;  
leave the driving to us!**

#### ABSENTEES

A parent/guardian must leave a message on the attendance line by **9:00 a.m.** or send in a note on the day of the absence to report the absence or tardiness of the child. If a message is not received, the parent or guardian will be called at home or work to verify that she/he knows of the absence.

Messages pertaining to planned absences may be left on the attendance line at any time prior to 9:00 a.m. of the first day of absence.

**Please remember to inform both the Guidance Office and core team teachers of planned absences.**



#### EARLY AND TEMPORARY DISMISSALS

Students must have a dismissal slip from the office to leave class for an early

dismissal. Passes are issued when a student brings a note from her/his parent or guardian to the office, preferably first thing in the morning. Without an office pass, the student must wait in the classroom until the parent arrives and s/he is called via the intercom.

**The parent or designated adult who is picking up the child must come into the office to sign the dismissal sheet.**

If a student is to be picked up by someone other than the parent or guardian, or s/he is to be allowed to walk to an appointment or home, a note from the parent with this information must be sent to the office ahead of time.

When a student is dismissed temporarily, the dismissal procedure is the same. The student must be signed out of the office when leaving, and must check back in when returning.

## REQUESTS FOR ASSIGNMENTS



Assignments may be requested from teachers when a student is absent for more than one day. Please call the team directly, before 9:30 a.m. to request work.

Assignments will be left in the **Homework Box** outside the main office after dismissal, or they may be sent with another student or sibling.

## MESSAGES FOR KIDS

Parents/guardians are asked to leave messages for their children only when it's very important. Messages left before lunch will be delivered at lunch. Messages that come in after lunch must be delivered by interrupting a class via the intercom. We try to keep class interruptions to a minimum.

## RECAP: NOTES & CALLS TO THE GUIDANCE OFFICE

**Please send a note or call the attendance line when:**

- Your child needs an early dismissal
- Your child is arriving late
- Your child was previously absent and you have not called in
- You want to let the school know in advance of planned absences

**Please include the following information:**

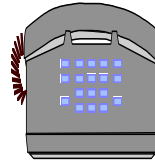
- Dates child will be absent or late
- Time child is to be picked up
- Who will pick her/him up if not a parent
- If she/he is to walk
- Whether she/he will be returning to school that day

## AFTER SCHOOL

Students are expected to leave the building at dismissal unless they have an appointment with a teacher or an after-school activity.

**REMEMBER: You will need to provide transportation for your child.**

## REMINDER



**652-7100 FHTMS**  
**652-7170 Main Office**  
**652-7105 Guidance Office**  
**652-7106 Health Office**

Please call the Main Office, the Guidance Office, or the Health Office if you have a question. We're here to help.

## EXTRA-CURRICULAR ACTIVITIES

FHTMS offers many after-school activities for all students, from Art Club to Sports. For a complete list and descriptions, go to the following link on the school's website.

<https://www.sbschools.net/domain/121>



Parking is **not permitted** in front of the school or in the crosswalk in the parking lot. The driveway must be kept open for emergency vehicles and school buses.

Please use the **OUTER DRIVEWAY** to drop off and pick up students, and to park for just a few minutes.

**IMPORTANT:** Please **DO NOT** block any **crosswalk** including the one in the parking lot.

Thank you.