



**FREDERICK H. TUTTLE MIDDLE SCHOOL
PARENT INFORMATION
2020-2021**



TELEPHONE NUMBERS

Auto Attendant	652-7100
Main Office- Margaret Pasqual	652-7170
Principal- Karsten Schlenter	652-7101
Asst Principal- David Hyatt	652-7102
Attendance Message Line	652-7181
Fax	652-7152
Nurses- Erin Phelan RN	652-7106
Jillian Coleman LPN	652-7551
Counseling Department:	
Matthew Guyette	652-7397
Yvette Amblo	652-7158
Registrar- Julie Brancato	652-7103
Attendance- Janette Hasenecz	652-7105
Transportation/ Bus Garage	652-7498

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



Students not riding school buses should arrive at school **no earlier than 8am for health screening.**

Parking



Please use the loop in the PARKING LOT to drop off and pick up students. We have a 5- minute parking lane to park for quick trips. Parking is not permitted in the designated FIRE LANE in front of the school. The FIRE LANE must be kept open for emergency vehicles and school buses. **IMPORTANT: Please DO NOT block any crosswalks.**

DAILY ANNOUNCEMENTS



FHTMS posts daily announcements pertaining to extracurricular activities, current events, cancellations, early dismissal times, daily lunch menu and everything else happening during the week. Posted everyday online. <https://www.sbschools.net/Domain/341>

ABSENTEES



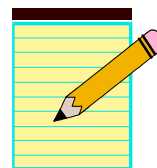
Parents/ Guardians must leave a message on the 24-hour attendance line **(652-7181) by 9:00 a.m.** or email the attendance office directly at jhasenecz@sbschools.net the day of the absence to report the absence or tardiness of the child for **remote or in person learning.** Please leave your student's name, grade and hybrid schedule information along with today's date and the reason for their absence. If your student is showing any signs/symptoms of COVID-19 (fever, chills, shortness of breath, cough or fatigue) please contact your student's primary care provider and then follow up with our school nurse. If after 9am, please call Janette 652-7105.

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. 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.** An "Excused Tardy" pass is given for an appointment, illness or emergency situation that has caused the student to be late. Students will enter school for a health screening with notes and **Parents are not enter the building.**

EARLY 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.

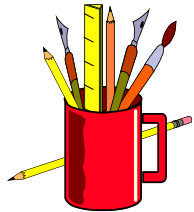
Please include the following information:

- Time child is to be picked up
- Who will pick her/him up if not a parent
- If she/he is to walk
- If returning (must sign back in with office)

The parent or designated adult who is picking up the child must come to the vestibule to sign students out.

Planned Absence: Please remember to inform both the Guidance Office and core team teachers of planned absences. The Planned Absence (3 or more days) form is available online or a hard copy in the Attendance office. <https://www.sbschools.net/Domain/613>

REQUESTS FOR ASSIGNMENTS



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

BUS NOTES are on HOLD UFN



Due to COVID-19 and maximum capacity restrictions we will not have Bus Notes for riding a bus home with a friend. **Students are to restricted to their own home bus routes until further notice.**

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 understandably try to keep class interruptions to a minimum.

AFTER SCHOOL



Students are expected to leave the building at dismissal unless they have an appointment with a teacher or an after-school activity. There can be **no loitering in the building.** We do not have after school supervision. Please contact Schools Out if you need regular after school assistance.

EXTRA-CURRICULAR ACTIVITIES



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

<https://www.sbschools.net/FHTMS>

ATHLETICS



Our Athletic Director, Glen Button, updates each sport with individual game days and location. This information can be found at the SB Wolves Website.

<https://www.sbwolves.com/page/show/1505009-fhtms-athletics>

CALENDAR OF EVENTS

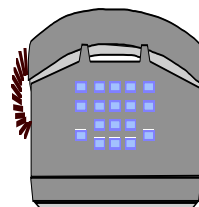


Our staff regularly updates this calendar with vacations, celebrations, field trips, school socials and many other events.

Please check us out.

<https://www.sbschools.net/Page/12#calendar9/20200124/month>

IMPORTANT PHONE NUMBERS



- 652-7100 FHTMS
- 652-7170 Main Office
- 652-7106 Health Office
- 652-7103 Registrar
- 652-7181 Absentee Msg Line
- 652-7105 Attendance
- 652-7498 Transportation/
Bus Garage

Please call the Main Office @ 652-7170 if you have a question and don't know who to call directly. We're here to help you.



Here to help