

Frederick H. Tuttle Middle School



2022-2023 Student Handbook

Principal's Message

FHTMS Students and Families,

Welcome to the 2022-2023 school year! This handbook is designed to provide students and their families with the general guidelines that help us to create a school environment which is safe, inspires a sense of belonging, promotes authentic student engagement, and generates individual student growth.

Please note that this handbook is aligned with all [district policies](#) approved by the School Board.

We look forward to the return of our students, faculty, and staff from their summer break. When we come together to kickoff the school year we hope you will discover a renewed focus on building a sense of community here at FHTMS. We hope you will also feel a continued commitment to the work of developing a learning community that is welcoming to all and actively strives to promote equity, by removing the historical and systemic barriers that inhibit the learning and success of all students.

This is a great place for students to learn and grow. The possibilities for this learning community and our students are truly endless.

Sincerely,

Scott Sivo
Principal

ATTENDANCE

Regular attendance is imperative to student success. We want to partner with families to do whatever it takes to get students to school safely and consistently.

If a student will be absent or late for any reason, parents/guardians must communicate such with the front office. Messages may be left on the attendance line (652-7181) any time prior to 9:30 a.m. or parents can email

FHTMSattendanceFHTMSattendance@sbschools.net prior to 9:30 am on the day of the absence. This includes absences planned in advance. If the parent/guardian does not call in, s/he will receive an email, text, or phone call to verify the absence.

Reference school district policy F10

EARLY DISMISSAL

Students are expected to bring a note from a parent/guardian to the office before 9 a.m. if they need to leave the school early for any reason. The note should indicate who will pick up the student in case it is not a parent or caregiver, or if they are expected to walk. We dismiss the student at the time indicated by the parent or caregiver. **No student is permitted to leave school property without permission.**

TARDINESS

Students who arrive late to school must check in at the attendance office before going to class.

AFTER SCHOOL ACTIVITIES

We strongly encourage students to participate in our co-curricular program and after-school athletics and activities. We expect the school to be busy and vibrant during after-school hours. But, for safety reasons we do expect that students not participating in a supervised after-school activity leave school property at dismissal.

BACKPACKS, BOOK BAGS AND MUSICAL INSTRUMENTS

Students are not permitted to wear or carry backpacks, book bags or musical instruments during the school day because of the possibility of injury and crowding in halls and classrooms. Lockers are provided to students to house their personal belongings and great effort will be made at the start of every school year to assure students have the skills necessary to access their lockers efficiently during transitions.

BOMB THREATS/SCHOOL SAFETY

The South Burlington School District prioritizes safety of our students and staff. Bomb threats, any threats involving a weapon, or any threat of a violent nature in regards to the safety of the school community may result in a hearing in front of the School Board, further disciplinary action according to district policies, and the potential referral to law enforcement.

Reference school [district policy F8](#)

BUS POLICY/ TRANSPORTATION

Students will be assigned a specific bus based on location. Students are expected to ride *only* their assigned buses. Student safety is our priority. Please follow these guidelines:

- Stand back from the road while waiting for a bus.
- Food and drinks are not to be consumed on the bus.
- Students are expected to stay seated and keep their head, arms and legs inside the bus.
- Students may not litter or deface the bus.
- If it is necessary for the student to cross a road, please always wait for a signal from the driver and cross the road in front of the bus.
- Riding the bus is a privilege, not a right. Students should be respectful and must follow the instructions of bus drivers.

Reference school district [policy F12](#)

CAFETERIA

Students are expected to clean up after themselves and to follow established cafeteria guidelines. They are asked to be respectful to nutritional service staff and cafeteria supervisors and follow their instructions.

DRUG AND ALCOHOL POLICY

It is prohibited for any student to possess, use, distribute, sell or be under the influence of drugs or alcohol on school property or to pretend to possess, use, distribute, or sell any type of narcotics. School property includes playing fields, driveways, school buses, field trip locations, etc.

The school will utilize educational, referral, and support systems to help any student in violation of this expectation.

Using, possessing or being under the influence of any alcohol or narcotics on school property or at a school event may result in a suspension and/or a School Board hearing, in which the administration may recommend expulsion from school.

Reference school [district policy F6](#)

CRISIS COMMANDS AND DRILLS

FHTMS works with the support of SBSB to ensure that our safety procedures and crisis commands mirror the best practices recommended by the VT AOE and their partners.

Emergency evacuation drills are required by law and are an important part of our crisis and safety protocol. We do everything we can to limit the impact of these drills on our students by teaching expectations and supplying students with the “why” behind our need to practice emergency situations. It is essential that every person in the building follows adult directions carefully when in an emergency situation.

During evacuation drills all students and adults leave the building in an orderly fashion and report to a designated location outside the building for attendance.

FIELD TRIPS

Field trips are designed by classroom teachers and teams to enrich the student's educational experience at FHTMS. Prior notification of field trips will be sent home with the students along with permission forms that must be returned to the school.

FIGHTING/ PHYSICAL AGGRESSION

Any type of physical confrontation or aggression will not be tolerated under any circumstances. The participation in any fight or assault will be addressed by the school administration. The administration's actions could include restoration, traditional consequences, loss or privilege, or suspension.

Reference school [district policy F7](#)

FIRST AID TREATMENT AND CARE

1. The school nurse will triage all injuries.
2. An accident report will be completed and filed in the health office.
3. Parents/guardians will be notified in case of a serious injury, or if follow up treatment or an evaluation is necessary.
4. Physical limitations due to short-term injury: Parents must notify the school nurse of physical limitations, which may require specific accommodations at school, including the use of crutches, wheelchairs and the elevator.

FOOD AND DRINK

Students are not allowed to bring food or beverages to their classroom unless teacher permission is granted. The possession and consumption of water is permitted.

GUIDANCE/SCHOOL COUNSELING

School Counselors are licensed professional educators who work to improve outcomes of all students. They accomplish this by:

- Providing general support for students and families in need
- Supporting teachers and staff members to help meet the social-emotional needs of all students

- Teaching students how to manage emotions and apply interpersonal skills
- Supporting the transition of student in to and out of FHTMS
- Promoting strategies for students that support physical and mental health, a sense of connection and belonging, and academic achievement and growth

Families are encouraged to reach out to their student's school counselor with questions and concerns that come up at any time during their FHTMS career.

HOMEWORK

The purpose of homework assignments is to expand on the learning that has taken place in the classroom. Homework should be a purposeful learning activity that progressively increases in the level of difficulty. FHTMS uses a Learning Management System (Schoology) for teachers to report on student proficiency, to share homework assignments, to provide additional information, links, handouts, etc. and to collect completed work at teacher discretion.

HOMEWORK REQUESTS

Parents are encouraged to use the learning management system Schoology to access homework assignments in case of an absence. Students are expected to make up and return requested assignments in a timely manner.

ACADEMIC HONESTY

We expect students to demonstrate academic honesty. Cheating also includes plagiarizing, forging signatures, copying assignments, etc. Incidents of academic dishonesty will be referred to the opportunity room and restoration, repair, or additional consequences may be imposed depending on the severity of the infraction.

INTERNET USE

Internet use is a privilege, not a right. Any student who uses the internet, or our school network system, in an inappropriate manner will be denied computer access privileges for a time set forth by the school administration in consultation with the technology department.

Please note that there are separate guidelines for laptop usage under the “Responsible Use Agreement” in addition to the expectations stated above.

Reference school [district policy F14](#)

Act 158: LIFE THREATENING CHRONIC ALLERGIES AND ILLNESSES IN SCHOOLS

Pursuant to Act 158, South Burlington School District is prepared to provide a safe and supportive environment for all students with a life-threatening allergy or chronic illness. Any Student with a life-threatening allergy or chronic illness may be provided with protection under [Section 504 of the Rehabilitation Act of 1973](#). Please discuss this with the school nurse.

LIBRARY

The library is open for quiet study and research from 8:00 a.m. to 3:45 p.m. most school days, subject to being scheduled for special events. Up to five books may be borrowed at one time for a loan period of two weeks. Students are expected to return, on time, all materials borrowed from the library. If books are lost or damaged, students will be assessed the replacement cost of the book. Students have access to VOL, an on-line database and to book lists and educational websites via the library webpage:

<https://sites.google.com/sbschools.net/frederickhtuttlemiddleschoolli/home>

LOCKER AND BACKPACK POLICY

Students should understand that lockers provided by the school are the property of the school. They are loaned to the students for convenient storage of school supplies. Desks, book bags, backpacks and lockers may be searched at any time to help assure the safety of all students. Students should realize that there is a lesser

expectation of privacy in matters of school safety, and that on occasion, searches may be necessary when there is reasonable suspicion that unsafe or prohibited items may be in a student's possession.

LOST AND FOUND

Lost clothing, books, musical instruments and other items may be located either in the main office or the metal cabinets in the cafeteria hallway that are clearly labeled.

MEDICATION PROCEDURES

1. The School Nurse does provide a limited number of over the counter medications for student use (acetaminophen, ibuprofen and antacid tabs). This is intended for occasional use only.
2. Parents may bring in over the counter stock medications. Examples are acetaminophen (Tylenol), ibuprofen (Advil), cough medication, cough drops and allergy medication. The School Nurse will administer these medications for a short period of time only. All medication must have a signed note, giving directions and explicit permission for the administration of the medication.
3. Prescription medication must be delivered in the original container, with a note from the doctor and parent giving directions and permission for the administration.
4. All medication must be brought to school by an adult and delivered to the Health Office.
5. Information and permission may be FAXED to the Health Office. fax - 802-652-7140.
6. All medication will be locked in the medication cabinet in the Health Office.
7. All medication information will be kept in a medication logbook with appropriate documentation.
8. Students who must carry emergency medications on them (inhalers) must contact the School Nurse directly to arrange this.

Reference school [district policy I2](#)

NONDISCRIMINATION POLICY

The South Burlington School district fully supports the philosophy and intent of Title VI, Section 504, Title IX and all federal regulations promulgated therein, and to that end the District will not discriminate on the basis of age, race, color, creed,

gender, sexual orientation, national origin or handicap in all matters related to the operation of and the programs offered by the public schools of the City of South Burlington, Vermont.

To report a discrimination concern, contact Principal Scott Sivo (652-7101), Assistant Principal Dave Hyatt (652-7102) or Interim Superintendent Violet Nichols (652-7251).

PARENTAL CONCERNS

Please feel free to contact the school with any concerns you have regarding school programs, facilities, etc. If you have a concern with an individual teacher, please try to resolve the issue with that teacher whenever possible. Situations that cannot be resolved at this level may be referred to the administration. In the event you are not sure how to proceed with a complaint or concern, please contact the assistant principal or principal for clarification as to how to address the concern in a fashion that builds a strong home-school connection.

PERMANENT STUDENT RECORDS

Individual student records are kept on file in the main office. This record system is designed to comply with federal regulations concerning privacy, confidentiality, and special education. Access to student files is guaranteed to every parent, subject only to reasonable regulations as to time, place, and supervision. For more information, please contact the school administration or guidance department.

Reference school [district policy F1](#)

PETS

No pets, of any kind, are allowed at school without permission of the school administration.

PREVENTION OF HAZING, HARASSMENT, AND BULLYING

SBSD does not tolerate any form of hazing, harassment, or bullying. Any complaints should be brought to school personnel immediately for further investigation. Steps will be taken to ensure both the safety and confidentiality of all students involved in a reported incident.

Allegations of bullying, hazing, or harassment should be reported to designated school personnel for further investigation. [An intake form](#) will be used to start the initial investigation. Depending on the outcome, restorative or disciplinary action may be taken [according to district policy](#).

The designated individuals at FHTMS to receive harassment/bullying complaints are all three school counselors, the assistant principal, or principal for further investigation.

Reference school [district policy F4](#)

CELL PHONES AND DEVICES

Cell phones, tablets, video games, or other devices are to be put away (after 8:35) in student lockers during the school day, unless they are needed for a class assignment. They are not to be carried by students on their person or in their bag during the school day.

We ask this of our students so that they can be present and available for learning. Cell phones, devices, and social media put a great deal of social pressure on our students. Access to these devices often pressures students to elevate the social connection offered by the device over the deeper and more authentic academic and interpersonal connections we are looking to establish during the school day.

The inappropriate use of cell phones or other electronic devices will result in confiscation of the device. We will only return devices to parents or caregivers.

REPORT CARDS

Report Cards are issued at the end of each quarterly marking period. Report Cards become a part of a student's permanent record.

Student grades are entered into the Schoology/PowerSchool systems and will be accessible by parents and students.

SCHOOL HOURS

Students not riding school buses should arrive at school by 8:30 a.m. to have sufficient time to go to their lockers and report to their iTime.

SCHOOL SOCIALS

Middle School Socials are held for Tuttle students only. High school students or students from other schools may not attend. Food and drinks are provided at a small cost only to support the cost of the event. Parents are welcome and encouraged to assist us at these events.

Students may not be allowed to attend social(s) due to inappropriate conduct during the school days or before and after school. Students may be denied the privilege to attend socials altogether at administrative discretion.

SPECIAL EDUCATION

Frederick H. Tuttle Middle School provides special education for those students who qualify. Individuals who qualify for specialized services will have a team of professionals to serve their educational needs. The team will provide the student with an individualized education plan (IEP). For questions about special education programming in the South Burlington School District please contact Kristin Romick at 652-7113.

STANDARDIZED TESTING

All students are expected to participate in standardized testing (SBAC and VTSA) as required by the Agency of Education and our school district.

STUDENT DETENTION

Students may be asked to report after school by a teacher, the opportunity room, or a school administrator for makeup work, tardiness to class, or misconduct.

This time provides individual students with the opportunity to speak/process with an adult around needed adjustments in behavior or work completion. It is the responsibility of the student to honor the teacher/school's request to attend this scheduled time. Parents will be notified prior to the assigned detention. Parents

will also be notified if their student fails to appear when requested by a teacher or administrator. Failing to attend a scheduled student detention may result in additional consequences or loss of privileges.

STUDENT ATTIRE/DRESS CODE

It is our goal to provide a safe and respectful learning environment for all students. Students should be treated equitably regardless of gender, gender identification, race, ethnicity, religion, or sexual preference. Students are permitted to wear clothing that is comfortable and appropriate for a public setting.

Students are not permitted to wear:

- Any clothing with offensive images or language, including profanity, hate speech, and pornography.
- Any clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- Undergarments should not be visible
- The attire worn must be suitable for the activity and provide adequate protection. Appropriate footwear should be worn at all times.

STUDENT HEALTH

A student who needs attention because of injury or illness during school hours should report to the school nurse. A student should always let his/her teacher know that they need to access the nurse. No student is allowed to leave school property without permission from the administration.

Reference school [district policy I2](#)

SUSPENSIONS

The administration views suspension as a last resort in an effort to bring necessary change on the part of a student or as a consequence resulting from an unsafe and serious disciplinary infraction. The school is committed to using restorative practices to repair the actions of students that harm individuals or the school community. But, suspension (both in-school and out) are tools that the school will not hesitate to utilize when student actions create an unsafe, unhealthy, or unwelcoming environment for the students and staff of FHTMS.

In the case of out-of-school suspension, the parents or guardians are to assume responsibility for the student during the suspension period. Students are expected to complete any schoolwork missed as a result of a suspension. Obtaining that work is the responsibility of the student.

Reference school [district policy F7](#)

TELEPHONE USE

The use of student cell phones is not permitted during the school day. The student phone in the main office is available for use in case of an emergency and after dismissal. Teachers may permit students to use classroom telephones at their discretion.

TEACHER ADVISORY

Each student is assigned a teacher advisory for the school year. Teacher Advisory meets daily. This teacher advisory program emphasizes interpersonal skills, relationship building and inter-dependent learning in a small group environment. TA time is a venue to help us practice our use of restorative practices/circles and it provides a venue for group discussions, surveys regarding our school community and our school culture.

TOBACCO

Use of tobacco products on school property is not allowed. This ban extends to all employees, students, and guests attending school sponsored events and meetings.

Reference [school district policy E1](#)

VALUABLES

The school administration, faculty, and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. Student lockers are provided as a tool to keep a student's personal belongings safe.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property may be cause for the school to ask for:

- Physical repairs completed by the student
- Financial restitution from the student/family
- Loss of student privileges
- Other traditional school consequences

VISITORS

We welcome visitors at our school. However, all visitors must check in at the main office prior to entering our lobby. Visitors should be readily able to identify themselves upon request and sign in before entering and sign out when leaving the building. All visitors must enter through the main doors of the school.

All requests for student visitors must be made *before* the day of the visit and must be formally approved by the principal.

WEAPONS POLICY

Possession of weapons in school or the threat to bring weapons onto school property are a major violation of our community and of SBSB policy. It is the policy of the South Burlington School District that any student who brings a weapon to school may be brought to the school board for an expulsion hearing.

“Weapons” include, but are not limited to, the following: firearms, knives, bayonets, explosives, and swords. “Expulsion” is defined as termination, for at least one calendar year, of educational services to a student.

Reference [*school district policy F8*](#)