



# TOMLINSON MIDDLE SCHOOL

## INFORMATION

### AUGUST 2018

- 1. COMMUNITY ASSIGNMENT & HOMEROOM NUMBER:** This information is located in Infinite Campus. If there is no homeroom assignment, call the Guidance Office at 203-255-8433 or report to the Guidance Office on August 29<sup>th</sup> (grade 6) or August 30<sup>th</sup> (grades 7 & 8).
- 2. GRADE 6 ORIENTATION: Wednesday, August 29<sup>th</sup> - 9:00 to 11:00 AM.** All sixth grade students should report directly to their homerooms. The orientation will include distribution of schedules, locker assignments, and familiarization of the building. **Note that bus transportation will NOT be available for 6<sup>th</sup> grade Orientation Day. Parents should plan to provide their own transportation.**
- 3. OFFICIAL OPENING DAY:** On **Thursday, August 30<sup>th</sup>**, **all students** are to report to their homerooms by 8:10AM. **This is a full day.**
- 4. SCHEDULE:** Your child's homeroom teacher will give out his/her schedule of classes on the first day of school. **Any schedule changes must be discussed with the Guidance Office.**
- 5. SCHOOL HOURS:** **Our regular school hours are 8:10 AM to 2:50 PM.** Students will also be expected to be available from 2:50 to 3:50 when teachers request them to remain after school for tutoring, extra study, or discipline reasons. Teachers will notify students one day in advance if they are to stay after school. **Students must attend school for at least four (4) hours to be considered present on our records. If a student is tardy or leaves early so that four hours of attendance is not met, the student will be marked absent.**
- 6. EARLY DISMISSAL:** Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. **Parents must sign the child out in the main office.** Please make sure anyone who may pick up your child is listed on the Emergency Card or provide a note giving permission.
- 7. ABSENCE CALL-IN PHONE:** In order for you to be sure that your children have arrived safely at school each day, all Fairfield Public Schools have set up a call-in program. **Please call 203-255-8495 (203-255-8336 ext. 4) any day your child will not be attending school or will be late.** Our call-in tape receives calls from 4:00 PM to 9:00 AM. **If we do not hear from you, your child is marked as unexcused/absent, and we will phone you.**
- 8. COMMUNICATION:** For your school year to be successful, students, parents, and school staff need to communicate throughout the year. The school communicates with you and the students in many ways. **"Morning Announcements"** are announced daily and **"Peek at the Week"** is posted weekly on the TMS website. Please regularly check the website ([http://www.fairfieldschools.org/TOMLINSON\\_MS](http://www.fairfieldschools.org/TOMLINSON_MS)) for additional information.
- 9. CONFERENCES:** Middle school conferences will be held on **October 10<sup>th</sup> (1:15-3:15), October 11<sup>th</sup> (1:15-3:15) and October 18<sup>th</sup> (6:00-8:00PM).** Your teachers will schedule an appointment. Individual teacher and full community conferences are available at any time throughout the year. To contact a teacher, please call the main office, your child's school counselor, or email the teacher using the configuration explained in item #11.
- 10. Infinite Campus:** Each teacher has an IC site for posting homework and grades. You may access it using your personal password. Parents new to Tomlinson and sixth grade parents will have a password mailed to them in early September. If you have questions regarding this site, please contact our computer teacher, Ms. Kirkland. **(Please do not call or email until you receive the account information.)**

Lkirkland@fairfieldschools.org  
<http://www.fairfieldschools.org/>

11. **EMAIL:** We encourage parents to communicate with the Tomlinson staff through our email system. You will find specific addresses in the PTA Telephone Directory available when you join the PTA. All Fairfield Public School employees have the same address format: first initial, last name, @fairfieldschools.org.
12. **OPEN HOUSE:** Parents are invited to attend an **Open House** at **7:00 PM** for **Grades 6, 7 & 8** on **Thursday, September 13<sup>th</sup>**. Extra parking is available at the train station, the commuter lot on Round Hill Road and Roger Ludlowe Middle School. This evening is for parents only.
13. **NEW DROP OFF AND PICK UP:** **The lower lot near the train station is designated for drop-off and pick-up. Cars may not enter the bus loop and must always allow buses the right of way.**
14. **BUS TRANSPORTATION:** The town provides bus transportation for our students who live more than one mile from school. The bus routes and times for pickup are published in *Infinite Campus for your child* the week before school starts. If you have any questions regarding route numbers, pick-up or drop-off delays, lost items/musical instruments, please contact the transportation office at 203-255-8385 or the First Student Bus Company at 203-255-4576.
15. **LATE BUS:** Three “late buses” (**starting September 17<sup>th</sup>**) leave TMS at 4:00 PM on **Monday** and **Thursday** for students who stay after school for extra help or school activities. In order to ride this bus, students must sign up on a list in the Attendance Office during the day. Students will be let off at the designated stop nearest their home. The late bus routes will be posted on the TMS website and in the Attendance Office for your information.
16. **SCHOOL LUNCH:** Full cafeteria service will begin on August 30<sup>th</sup>. Students may purchase breakfast, hot lunch, milk, or various separately priced a la carte items including: sandwiches, soup, salads, chips, cereal, yogurt, ice cream, fruit, etc. Parents requesting free or reduced lunch must complete the enclosed form (**one per family**) and return it to the main office.
17. **SUPPLIES:** Students should come prepared on the first day of school with a pen and pencil. The community welcome letters provide a list of supplies you will need. During the first week, teachers will review with students what supplies are needed.
18. **STUDENT/PARENT HANDBOOK & ASSIGNMENT BOOK:** Our Tomlinson Middle School PTA provides a Student Handbook/Assignment notebook, which is given to each student at the beginning of the school year. (Replacements cost \$5.00) You will learn more about the use of your assignment book when school starts. **Each student will be required to keep an up-to-date assignment notebook throughout the year.** The Student/Parent Handbook section contains important information about our school. **Please carefully review it with your child.**
19. **SCHOOL PHOTOGRAPHY:** Staff may take student photos throughout the year to use in presentations, bulletin boards, press releases, etc. **If you do not want your child photographed, please contact Mrs. Pioli.**
20. **SCHOLARSHIPS:** If you find it difficult to provide the necessary funds for a field trip or other school expense, please contact the principal’s office for scholarship information. (203-255-8336 Ext. 5, Mrs. Pioli)
21. **TOMLINSON TEE SHIRTS:** Tee shirts were provided to each 6<sup>th</sup> grade student at the orientation last May. If you are new to the school, tee shirts will be available at the **August 23<sup>rd</sup>** luncheon for families new to Fairfield Public Schools, or you may obtain one in the attendance office.
22. **STOP & SHOP A<sup>+</sup> BONUS BUCKS:** Tomlinson has the opportunity to earn cash through this annual program. All you have to do is log on to: [www.stopandshop.com/aplus](http://www.stopandshop.com/aplus) to register online or dial 1-877-275-2758 to register your card over the phone. After you register your card, each shopping trip at Stop & Shop using your Stop & Shop Card earns CASH for our school.