

August 25, 2010

Dear Parents/Guardian,

Welcome to the 2010-11 year at TMS. It is an exciting year for students at TMS. We are starting the year strong, with strong CMT results, better classroom technology, and an energized staff. With each new year we find new ways to reach out, and this year TMS will be holding more community nights, Principal's Breakfasts, and a fall activity for all students and their families on October 22, a Pumpkin Festival! Our student management software, *PowerSchool* will provide parents with more information about their children's performance. Login information for all families will be sent home in a few weeks. I'm looking forward to seeing your children, and you, at TMS!

Some important dates to mark on your family's calendar:

Grade 6 Open House – Wednesday, September 29, 6:30 p.m.

Grade 7 Open House – Tuesday, September 28, 6:30 p.m.

Grade 8 Open House – Wednesday, September 15, 6:30 p.m.

Breakfast with the Principal – Wednesday, September 8, 9:00 a.m.

Lifetouch Picture Day – October 29th

The following is important information for you and your family.

School Hours: Classes begin at 8:00 a.m. and end at 2:30 p.m. (Please note that the hours in the student agenda are incorrect.)

Drop off/Pick Up/Traffic Flow: The road behind TMS is for buses only! Please enter and exit our parking area by the main entrance only. Additionally, please follow the designated traffic pattern when dropping off and picking up your children. A diagram of this designated traffic pattern is available on our web-site.

Student Agenda: Each TMS student receives an agenda. The front of the agenda contains our student handbook with everything from the school year calendar to the dress code and disciplinary procedures. Please familiarize yourself with our policies. The agenda is a great place to track student progress and assignments.

Student After School Policy: Students who wish to stay after school on any given day must have parental permission. If you and your child know that they will be staying after school, please provide them with a note indicating such permission and the manner in which they will be getting home. If students do not have a note, they must be able to get in touch with their parent or guardian in person, so please provide your son or daughter a contact number that will allow them to do so. A note expedites the process, and keeps time out of class to a minimum. Once the child has parental permission to stay after, they need to sign up for a "Red Pass" for that day that will signify they have permission to be in the building. If a student is an active member or team member of a school sponsored club or sport, they will **not** need to call a parent/guardian – attendance will be processed by the club advisor or coach. For further information on the Student After-School Policy, please see the student agenda, or the TMS website.

Late Bus: The Late bus picks up at 4:15 p.m., Monday through Thursday. Students must sign up in the main office before noon. The bus company then determines the route the bus will follow to get the children home as quickly as possible. Students may only stay after school with a teacher, or for an organized TMS activity.

TMS Digital Backpack: TMS students do not receive paper flyers from the school for general information. Field trip permission forms, parent sign-off forms, and class specific items are handed out in classes, but school-wide announcements, handouts, and informational items are distributed through our *Digital Backpack* program. The *Digital Backpack* notices go home through the TMS e-mail notification *TMSNews* every Friday. Parents and community members can sign up for the e-mail list by going to the TMS website (tollandmiddleschool.net) and clicking on [Sign-Up for e-mail list](#). The notices will also be put on the web-site under the [Digital Backpack](#) link.

Website: One of the best tools we have for communication is the TMS website (www.tollandmiddleschool.net). The site has updates for TMS, links to teachers' assignments and the digital backpack, calendars, health and sports forms, PTO information, and more.

A Final Note: In order to preserve the integrity of the learning process, classroom interruption will occur only in emergencies. Please confirm your day's schedule with your child prior to him/her leaving for school. If they contact you to bring in an item, please remind them to check back at the office when the item is needed to see if it has arrived, as we will not call the classroom to advise them. Drop off baskets for each grade are located on the counter in the office to facilitate drop off-pick ups. Please be sure your name is on any such items.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Walter Willett". The signature is written in a cursive style with a large initial "W".

Walter N. Willett, Ph.D.