



FREDERICK H. TUTTLE MIDDLE SCHOOL
We Inspire All Learners to Make a Difference in the World

ABSENTEES



A parent/guardian must leave a message on the Attendance Line (652-7181) by 9:00 a.m. OR email FHTMSattendance@sbschools.net the day of the absence to report the absence or tardiness of the child. Please clearly state your student's name, grade and reason for the absence.

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.

Note: Please call after 9am directly to Attendance office (802) 652-7105

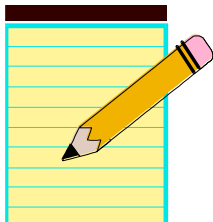
LATE ARRIVALS



Students who cannot get to their first class by 8:35 a.m. must check in at the Guidance Office for a late pass 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**.

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

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. This prevents disruptions to class time, eases locating your child and has them ready for you in the lobby.

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 into the office to sign the dismissal sheet.

REQUESTS FOR ASSIGNMENTS/ Planned Absences of 3+ days



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.

Planned Absences- 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

<https://www.sbschools.net/Domain/613>