



STANFORD MIDDLE SCHOOL
5871 Los Arcos Street ~ Long Beach, CA 90815
(562) 594-9793 FAX (562) 594-8591



September 7th, 2011

Dear Parents/Guardians:

Welcome to Stanford Middle School. We would like to acquaint you with our attendance policies and procedures. Please refer to this guide with questions or concerns you may have regarding attendance or absences.

REPORTING ABSENCES

Please telephone (562) 594-9793 to report a student's absences, or send a written note to school.

READMISSION AFTER ABSENCE

Following each absence, the student must bring a note to the attendance window behind the 100 building before school. A written note is required to have:

- Absent pupil's name
- Date of absences
- Reason
- Signature of the parent/guardian

Per LBUSD Attendance Guidelines verification must be received and recorded within 5(five) days of the student returning to school after the absence. Otherwise, the absence is unexcused. Three or more unexcused/unverified absences will result in a truancy letter generated through our district offices.

The following absences are deemed excused per California Education Code (48205)

- Illness/Medical Appointments/Quarantine
- Funeral Services for immediate family members
- Court (with proper documentation)
- Religious Holiday, Ceremony or Retreat
- Acting job w/ verification that tutor is assigned on site (5 days per year)
- Authorized School Activity

The following absences are deemed unexcused per California Ed Code (48205)

- NO absence note or verification
- Parent request
- Family Vacation
- Job Shadowing
- High School shadowing without proper notice from school.
- Bereavement other than immediate family
- Suspension

PERMISSION TO LEAVE SCHOOL

NO student may leave school during the day unless he/she has obtained a signed permit. Any violation of this rule shall be classified as truancy and willful defiance, for which a consequence may be assigned. To obtain an Early Out Permit, the student must present a written request containing the following information:

Date

Student's name

Reason for leaving

Time to be released

Signature from parent / guardian

Early Out notes must be brought to the attendance window behind the 100 building before school.

**If possible please do not request you child to be released during their PE or lunch period. Because of the nature of these periods, students may be more difficult to locate.

TARDY POLICIES

Students have until 9:00a.m. to arrive tardy to first period. Students who arrive to school at any time after 9:00a.m. must report to the Attendance Office upon immediate arrival. Tardiness not only has a negative effect on the learning of the student who is late, but it also interferes with the learning of other students. Multiple tardies may result in a consequence and can affect a student's conduct grade.

SEQUENCE OF TARDY CONSEQUENCES:

- 1st Warning- Will stay 10 minutes in 8th period after school.
- 2nd Will stay 10 in 8th period after school.
- 3rd Parent Contact / School Wide Detention Program- plus 10 minutes 8th period after school.
- 4th After School Detention plus 10 minutes in 8th period after school.
- 5th Referral = Lunch Detentions plus 10 minutes period 8 after school.
(Parent contacted)

** Tardy bell rings at 8:42 a.m.

Thank you for your cooperation.

Connie Joyce, Attendance