



# South Lake Middle School

Take Care of Yourself, Take Care of Each Other, Take Care of Our School

## ATTENDANCE PROCEDURES

### School Absences

Students are required by law to attend school regularly. Every absence from school MUST be cleared by a parent or guardian. Absences should be cleared by calling the 24-hour Voice Mail ATTENDANCE LINE (949) 936-6701 on the day of an absence. A doctor's note should be submitted within three days of the student's return to school to excuse absences or tardiness. If the note is not submitted to the attendance clerk or a call is not made within this timeframe, the absence will be unexcused. When contacting the school about an absence, it is necessary to include the following information:

- a. Student's full name (spelling last name)
- b. Date of absence
- c. Specific reason for absence
- d. Name of Parent/Guardian

If a student is late to school over 30 minutes, is unexcused absent from school three times, is excused absent from school 10 times, or a combination of these, the student may be deemed truant, and a doctor's note or visit to the school health clerk may be necessary to excuse absences.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. Written verification by the parent/guardian and the approval of the principal or designated site administrator is necessary in order to excuse the absence. (Education Code 48205)

### Tardy Policy

You must refer to South Lake's bell schedule and calendar (included in student planner and South Lake website). Start times for Anchor Days and Late Starts are different. If the student is tardy to school, he/she/they is to report to the office for a tardy slip. Students must also be on time to all classes as attendance is taken each period. Repeated tardies will result in the following:

Tardy	Consequence
1-2	Warning
3	Contact Home
4	Contact Home + ½ Detention
5	Administration Contact Home + 1 Hour Detention
6	Additional consequences/parent conference determined by Assistant Principal

**Excessive tardiness and absences will be referred to the School Attendance Review Board (SARB).**

Belinda Averill, Principal | David Kette, Assistant Principal

655 W. Yale Loop, Irvine, CA 92614 | 949.936.6700 | FAX 949.936.6709 | [www.southlake.iusd.org](http://www.southlake.iusd.org)



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## Appointments Off Campus

Students must be signed out in the office before leaving campus by a person listed in student contacts. If a child is signed out for medical reasons, a doctor's note needs to be provided. If at all possible, appointments made during the school day should be avoided. Since students who leave campus early are not in school for the entire day, students who are signed out excessively may be deemed truant.

## Make-up Work

Students are expected to be responsible for making up missed work. Please check Canvas or Google Classroom for all homework and classroom assignments when missing class. Email teachers directly with questions.

## Permission to Leave Class

In order to leave a room during class, students must have a hall pass issued by a teacher. Students should arrive prepared with necessary materials for each class and should use the restrooms between classes or at break. Restroom breaks should be limited to 5 minutes.

## Emergency Information

Parents are required to provide the school with emergency information and to notify the school should name, addresses and telephone number change.

### **\* Nondiscrimination Statement**

*The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.*

*The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.*

### **\*\*Sexual Harassment – Students Board Policy 5145.7**

*The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender expression. Positive action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination in violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. In addition, sexual harassment constitutes violation of the California Education Code, regulations of the State Board of Education, and District Policy. As such, sexual harassment may constitute just cause for discipline pursuant to applicable Education Code Sections. School administration have been designated to handle inquiries and complaints regarding the sexual harassment policy.*

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