

# SOUTH LAKE'S PLANNER

## Consistent use is the Key to Student Success

### ATTENDANCE PROCEDURES

#### 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.

Students who are enrolled in Extended Day PE must attend each class session. Students who do not show for 0 Period but attend the rest of their classes are considered over 30 minutes late. Excessive tardiness and absences in Extended Day PE will result in removal from that class.

#### Tardy Policy

Students are expected to be in their homeroom class at 8:00 a.m., or 9:15 a.m. on late start days. If the student is tardy to school, he/she 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).

#### Appointments Off Campus

Students must be signed out in the office before leaving campus by a person listed on the emergency card. 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 for all homework and classroom assignments when missing class. If a student does not have access to Canvas parents may email teachers 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.

#### Emergency Information

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

#### CLOSED CAMPUS

South Lake Middle School has a closed campus policy. Students are expected to remain at school once they arrive on campus in the morning until they are dismissed at the end of their last period. Students may not leave campus for lunch. We ask that parents not take their children out to lunch. All adult visitors to the campus must sign in at the office and receive a visitor badge.

#### SUPERVISION (SCHOOL) HOURS

Students should arrive approximately ten minutes prior to the beginning of school and must leave the campus by ten minutes after school, unless they are involved in Extended Day P.E. or an activity supervised by staff.

#### MEDICATION

Students are not to have any medication in their possession, including aspirin. If it is necessary for a student to take medication during school hours, obtain the Request for Medication form from the front office. The forms are to be returned to the nurse with the medicine in the prescription bottle. Medicine will be administered according to the physician's directions.

### **STUDENT INJURIES**

If your child requires the use of crutches or other mobility assistance devices a medical note of clearance is required to return to the school setting. Please refer to IUSD's "Crutches or Other Mobility Assistance Device Procedural Protocol" for more information.

### **MEDICAL EXCUSES FROM PE**

A parent or guardian may write a written excuse for PE for a student for up to three days. After three days, a doctor's note is required. A student with asthma, a heart condition, diabetes, or any other physical limitation or illness must bring a doctor's note outlining the modifications that are needed for a daily physical education routine.

### **INSURANCE**

Irvine Unified School District takes appropriate steps to protect your child from injuries. Even so, accidents can and do happen while participating in normal activities that take place on campus, on school trips, and during extra-curricular activities and sports.

Since our school district does not provide accident medical insurance for school related injuries, it does offer affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Students participating in interscholastic sports are required by state law to have medical insurance.

### **COMMUNICATION WITH HOME**

It is important that parents receive information regarding school activities; therefore, it is the students' responsibility to take all informational forms and notices home to their parents. Principal's newsletter will be emailed home highlighting school events and significant calendar dates. Parents have ongoing access to student grades and through Parent Portal and class/homework assignments through Canvas. Parents are encouraged to use e-mail and voice mail to communicate with teachers.

### **HOMEROOM**

Each student will be assigned a homeroom teacher. The homeroom teacher students with educational planning and monitors progress. When needed, homeroom teachers make contact with classroom teachers and support staff.

### **TUTORIAL**

South Lake's tutorial program allows for students to receive extra assistance, make up tests, and work on enrichment projects and class assignments. It is important that students have their planners with them in tutorial each day. Please see "Tutorial Best Practices" page.

### **COUNSELOR/PSYCHOLOGIST SERVICES**

Students are supported by a counselor who provides individual assistance to students and parents upon request, and who may also have group meetings with

students to address concerns. Appointments may be made with our counselor by either student or parent request. You may contact our counselor at 936-6713 or 936-6714.

Our school psychologist works specifically with special education students identified through an Individualized Education Plan (I.E.P.) and can provide additional support as necessary. You may contact our school psychologist at (949) 936-6712.

### **GRADE REPORTING**

#### **Report Cards and Progress Reports:**

Progress reports will be available online for viewing on the Parent Portal one week after the close of each grading period and midway through each trimester.

Grades are updated on a consistent basis on the Parent Portal. You and your child should be able to view current grades in all classes.

#### **Honor Roll Criteria:**

In order to qualify for National Junior Honor Society, a student must have two consecutive trimesters of straight A's and satisfactory marks in Citizenship and Work Habits. Eligibility for the Principal's Honor Roll requires a student to have a grade point average (GPA) of 4.0 and no more than one N and no U's in Citizenship and/or Work Habits. Eligibility for the Assistant Principal's Honor Roll requires a GPA of 3.5, and no more than one N and no U's in Citizenship and/or Work Habits.

### **ACADEMIC HONESTY POLICY**

The Academic Honesty Policy will be viewed during the re-registration of your student through parent portal and is found under the tab "Authorizations." A copy is also available in this planner.

### **TEXTBOOKS AND EQUIPMENT**

The school furnishes textbooks for students. Damage to textbooks, library books, or school equipment including computer equipment will result in fines. When textbooks are checked out to you, please describe any damage on the checkout card when you sign it. Otherwise, you will be held responsible.

Also, school dance and end of the year privileges may be lost unless fines are paid for damages such as: water damage, bent corners, writing on any part of the book, torn/missing pages, "book abuse." Lost textbooks or library books must be paid for or replaced immediately.

### **LIBRARY MEDIA CENTER**

The purpose of the Media Center is to create an atmosphere where you can study, read, select books, view media and use computers in a responsible manner. The purpose of the media center is not for socializing. There is no food or drinks in the Library/Media Center.

### **INTERNET AND COMPUTER USE**

To utilize the computers and local area network at South Lake, each student and his/her parent are required to sign an Internet and Computer Use Agreement. Please carefully read the agreement and discuss parent and school expectations and consequences for misuse of equipment, and the trust and responsibility associated with access to the Internet.

### **FOOD SERVICES / CAFETERIA**

#### **Lunch Accounts:**

The school district uses the Lunchbox Account System. This is a system which allows your student to purchase food without using cash. Parents can go online to make monetary deposits into their student account and to review their student's food purchases. Please visit the district website under Nutrition Services and you may sign up for your own account.

#### **Reduced/Free Meals:**

Students may receive meals free or at a reduced cost. You may obtain more information and applications in the South Lake front office or by contacting District Nutrition Services.

#### **Services Available:**

1. Breakfast begins at 7:30 A.M.
2. Food may be purchased during break and lunch.

### **OFF-LIMIT/RESTRICTED AREAS**

Eating areas are discussed with all students at the beginning of the year. On rainy days the MPR and the fitness center will be open and available as an eating area. . Students will remain in supervised areas during snack and lunch break and eat only in designated areas.

Bike Rack area is off-limits except when students arrive at school or leave school.

Students are not permitted in the buildings before school, after school, during break, and/or during lunch unless they are supervised by a staff member. To return to a classroom at any of these times, the student must make arrangements with the teacher.

At South Lake, students take pride in their school. Students will be expected to clean up after themselves. Students who leave trash may be assigned in-school community service and may be subject to assigned seating at the lunch tables.

### **PERSONAL PROPERTY AT SCHOOL**

Students must assume sole responsibility for loss or damage to any school or personal property issued to or belonging to them, such as garments, equipment, books, folders, or musical instruments. The school will, in every way possible, endeavor to protect all such properties, but is not responsible for them.

Items such as electronic games, iPods, etc., should not be brought to school. School personnel may confiscate these items if they are used during school hours.

### **LOST AND FOUND**

The lost and found is located on a cart in the multi-purpose room. All items found, such as purses, wallets, rings, keys, eyeglasses, etc. should be turned into the office immediately. Lost P.E. clothes should be turned into the P.E. Department. Articles not claimed will be donated to charitable organizations.

### **SELLING ITEMS ON CAMPUS**

Students are not permitted to sell anything on campus.

### **BICYCLES, SKATEBOARDS, AND SCOOTERS**

Bicycles, skateboards, and scooters are to be locked in our designated bicycle rack area upon arrival at school. Students are to bring their own lock and may not lock their bike, skateboard or scooter with another student's as this can be disruptive if one student must unexpectedly leave during the school day. Once the student locks his/her bike, scooter, or skateboard he/she must leave the bike rack area. A special rack for locking skateboards is located in the bike rack area. Students are allowed in this area only to put their transportation away and pick them up.

Bicycles, skateboards, and scooters are not to be ridden on campus. Bicycles, skateboards, and scooters are the responsibility of the student. South Lake Middle School is not responsible for damage or loss of bicycles, skateboards, or scooters.

Students are required by state law to wear bike helmets for any of these forms of transportation.

### **EXPECTED STUDENT BEHAVIOR**

We follow three South Lake rules; Take Care of Yourself, Take Care of Each Other, and Take Care of our School. It is expected that students will behave appropriately in and out of the classroom. South Lake employs a Positive Behavior Recognition program (PBIS) where students are taught appropriate behaviors in all settings of the school and are recognized for displaying appropriate behavior. Please refer to "Classroom", "Inside the Building", and "Outside the Building" expectations pages.

Maintaining a safe environment is our first priority. Students who create an unsafe environment for themselves or others, or interfere with the learning process will face disciplinary action.

## **Bullying/Cyberbullying**

At South Lake, we believe should have a safe learning environment and should treat each other with respect. We have taken a proactive approach by teaching our students the behavior expectations of our school. Our counseling department, in conjunction with school administration and teachers, regularly promote kindness and anti-bullying strategies by presenting lessons and activities.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Students who have been bullied or cyberbullied shall promptly report such incidents to any staff member.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4. (Please go to [www.iusd.org](http://www.iusd.org) under Board Policy and refer to section 5145.8).

## **DRESS CODE**

South Lake Middle School students must wear clothing that is clean, in good repair (no holes), school appropriate and comfortable. Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. Generally, students are not to wear clothing that compromises safety or modesty. Pants should be the proper size and must fit securely at the waist above the hip bone, and are not allowed to hang below the waist. When students stand with their arms at their sides, their shorts or skirt must extend to their fingertips. Footwear must be worn at all times. Hats are only allowed to be worn during lunch, break, and passing periods. Students may not wear hats indoors. South Lake follows the IUSD dress code. At South Lake students may not wear

### 1. Any clothing apparel which:

- is considered unsafe, dangerous, or a health hazard (e.g. no chains or safety pins allowed);
- contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values;
- contains language or symbols oriented toward violence, obscenities, double meanings, vandalism, sex, drugs, alcohol or tobacco;

### 2. Any attire or grooming disruptive to the educational process which may include, but is not limited to:

- tops or pants designed for bare midriffs, including bandeau tops,

- halter tops, or tops with narrow shoulder straps (2" minimum strap width).
- tank tops that expose the chest or stomach by side view.
- tight or revealing clothing or low cut tops, including sheer tops
- shorts or skirts that do not extend past the fingertips
- clothing which allows underwear to be exposed, including sagging or oversized pants.

### 3. Any combination of clothing which law enforcement agencies currently consider gang-related.

A student who violates South Lake's dress code will be required to change into P.E. clothes. Repeated violations may result in further discipline and/or loss of school privileges and activities.

## **SAFETY ISSUES**

The following acts occurring to or from school, at school, or at a school activity may lead to suspension and/or expulsion:

- Caused, attempted to cause, or threatened to cause physical injury to another person. (48900.a)
- Possessed, sold or furnished a knife, explosive, or dangerous weapon and/or imitations. (48900.b)
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant. (48900.c)
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia. (48900.j)
- Committed or attempted to commit robbery or extortion. (48900.e)
- Caused or attempted to cause damage to school or private property. (48900.f)
- Stolen or attempted to steal school or private property. (48900.g)
- Knowingly received stolen school or private property.
- Possessed or used tobacco or tobacco products. (48900.h)
- Committed an obscene act or engaged in habitual profanity or vulgarity. (48900.i)
- Disrupted school activities or otherwise willfully defied the authority of school personnel. (48900.k)
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding. (48900.o)
- Committed or attempted to commit a sexual assault, or committed a sexual battery. (48900.n)
- Committed sexual harassment. (48900.2)

All other education code violations may result in suspension or a recommendation for expulsion depending on the severity of the violation or if other means of correction are not feasible or have repeatedly failed to bring about proper conduct or, that due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

The district is committed to the use of interventions and alternative forms of suspension before a student is suspended for certain education code violations when appropriate.

**ACTIVITIES AND FIELD TRIPS**

Participation in activities and field trips is considered a privilege. The assistant principal and/or principal will determine when a student loses the privilege to participate in school activities and field trips.

**DANCE POLICY**

School dances are held for South Lake students only. Tickets are sold at school during the week prior to the dance.

**Dance Behavior Expectations:**

1. Once students arrive at the dance, they must remain until the end of the dance unless they are picked up by a parent or an individual whose name is on the student’s emergency card.
2. Students who are absent from school on the day of a dance will not be allowed to attend the dance.
3. South Lake Student Behavior Code expectations are in effect at all dances which includes our dress code and no gum policy.
4. Inappropriate behavior at a dance (before, during or after) may result in consequences.
5. Parents or guardians are expected to pick students up no later than 15 minutes after the end of the dance.

**TELEPHONES & MOBILE DEVICES**

School phones are used by teachers and staff members for school business. Students may use school phones only when it is an emergency and when they are supervised by a teacher. In order to limit distractions, cell phones are to be turned off during the full course of the school day. If it becomes necessary to contact your child during the school day, parents are asked to contact the front office. Students may use cell phones only with the approval of their teachers or the front office. Taking photographs, video or audio recordings at school is not permitted without prior permission from a teacher or administrator. Student cell phone use will result in the following:

Infraction	Consequence
1	Phone is confiscated from student and held for student pick-up in the front office after school.
2	Phone is confiscated from student and held for parent pick-up in the front office. After school detention is assigned to student.
3	Phone is confiscated from student and held for parent pick-up. After school detention is assigned to student. Mandatory for student to check-in/out their phone in the front office daily for four weeks.
4+	Mandatory parent meeting with administration

South Lake is not responsible for any lost or stolen cellphones or electronic devices.