

# LAKE CASTLE PRIVATE SCHOOL RULES AND REGULATIONS

1. All test papers must be signed by a parent or guardian and returned the next school day. Your signature serves as verification that you have seen the form — please do not tell the child that you refuse to sign; the school must have confirmation that you are aware of what the student is or is not doing on a daily basis. Non-compliance will result in the teacher calling your home and/or a deduction in daily grade.
2. All Progress Reports and Report Cards must be signed and returned within three school days.
3. All students must be in class no later than 8:25 A.M., at which time everyone stands for the Pledge of Allegiance. Any student arriving after this time must be signed in with the office by his/her parent. Late-arriving students will not be allowed to enter class until signed in by a parent. **Four tardies per quarter will result in a detention. Excessive offenses in this regard will jeopardize a student's tenure at Lake Castle.**
4. All pupils must perform their own preparation for class - only with the head of school's permission will parental intervention be condoned.
5. Parents are to meet with teachers only during the teacher's off period. **Please do not call teachers at home** unless it is at the teacher's request.
6. Questions in reference to a pupil's academic or disciplinary format must first be directed to the teacher or teachers in question. Do not direct a question to administration without first addressing the child's teacher.
7. Only emergency calls will be delivered to pupils. Changes in time or venue must be quieted before pupils leave for school. **STUDENTS MAY NOT CALL FROM SCHOOL FOR BOOKS AND ASSIGNMENTS.**
8. Cell phones may only be brought to school and then turned into the office by students with documentation that they are transferring from one parent's home to another. They are not to be brought to and from school for leisure purposes.
9. Electronic devices (i.e., cell phones, cameras, iPods and smart watches) are not to be brought to school. Anyone caught using electronic devices on campus will be subject to suspension.
10. Immunization records or any other pertinent medical information, educational, psychological or medical evaluation must be submitted before the beginning of the school year, and school must be kept apprised of any new information. **If immunizations records are NOT up to date, the state will not allow any student to return to school.**
11. **Parents must write a note upon the pupil's return to school after an absence.** An absence of 3 days or more requires a note from the doctor. Pupils absent from school must call a telephone buddy for the assignments or make other arrangements. Absence from school does not exonerate a pupil from this responsibility. If pink eye, ring worm, or any other contagious disease is suspected, the child must be picked up and treated and must have a doctor's note in order to return. As per Louisiana state policy, students absent for more than 10 days per year may not be promoted.
12. Students are not to be dismissed prior to their assigned dismissal time. Any deviation from the normal routine for dismissal must be made in writing and directed to the teacher's attention. We understand there may be circumstances in which dismissals need to be changed, necessitating a call to the office, but please try to keep these to a minimum. Students may be dismissed early only for doctor's appointments or emergencies. Early check-outs will be recorded on students' report cards and permanent transcripts.
13. Parents are not to bring children to the classroom. Parents are not allowed to go to the classrooms during school hours. Holiday parties and PTA meetings are the only exceptions.
14. Only a medical affidavit will exonerate a pupil from Physical Education. Running is allowed only during the Physical Education period.
15. Hardback textbooks must be covered at all times. **Book socks are not allowed;** they break the bindings on books.
16. No acts of aggression will be tolerated. The student committing the aggressive act is eligible for immediate expulsion.
17. Pupils will be issued lunchrooms, blue cards, or detentions for the following reasons:
  1. Misbehavior
  2. Incomplete homework or no homework
  3. Dress code violation
  4. Excessive tardiness

Lunchroom will be served daily until notification is signed and returned.  
**Any student serving a detention will be charged normal After Care fees.**
18. Detention will be served on the Friday afternoon of the week it is issued. Failure to serve will result in a suspension. More than four detentions per Progress Report period will result in further disciplinary action, including possible suspension or expulsion.
19. **THE FULL SCHOOL UNIFORM, INCLUDING PROPER SHOES FOR BOYS AND GIRLS, MUST BE WORN BY EVERYONE EVERY SCHOOL DAY – SCOUTS BEING THE ONLY EXCEPTION. (Please refer to SCHOOL UNIFORM RULES).**
20. Boys' and girls' hair must comply with regulations stated in the uniform rules. There are ABSOLUTELY NO EXCEPTIONS
21. At no time will any student be allowed to have in his/her possession ANY medication. This includes throat lozenges, cough drops, eye drops, etc. Please request the "Procedure for Administering Medications at School" form for complete school policies regarding medication.
22. Parents are not allowed to leave their vehicle unattended while the engine is operating. **THIS IS A SERIOUS DANGER WITH CHILDREN ON CAMPUS.**
23. Both lower and upper elementary students can celebrate their birthdays in school at lunchtime with cupcakes or individual treats sent to their homeroom that morning.
24. There is to be no gum chewing at school.
25. **The head of school has the right to, immediately and without advanced notice, expel any student who exhibits or whose parent(s)/guardian(s) exhibits a nature or takes action that the head of school believes to be incompatible with that of the school. The head of school will be the sole determiner as to when this rule will be applied. Final decisions on any and all school matters – including, but not limited to, the above rules and regulations – will be at the head of school's discretion.**

I have reviewed the Rules and Regulations/Uniform policies with my child and will uphold all rules and regulations. I will not expect my child to be enrolled at Lake Castle Private School and be exonerated from any of the above rules.

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 Parent's Signature

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 Date

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 Please print oldest student's name and grade

**THIS FORM MUST BE SIGNED AND TURNED IN TO THE OFFICE AT THE BEGINNING OF SCHOOL. PLEASE MAKE A COPY FOR YOUR RECORDS.**