

# 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 a blue/yellow card and 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. In order to be promoted to the next grade level, a student may fail no more than two promotional subjects for the year. Any failures must be remediated before promotion. Notification of possible failure for the year will be addressed on progress reports.
4. All pupils must perform their own preparation for class – only with the head of school's permission will parental intervention be condoned.
5. In order to participate in any extracurricular team, students must be passing all promotional subjects.
6. Only a medical affidavit will exonerate a pupil from Physical Education. Running is allowed only during the Physical Education period.
7. Hardback textbooks must be covered at all times. **Book socks are not allowed;** they break the bindings of books.
8. 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.***
9. Parents are to meet with teachers only during the teacher's off period. **Please do not call teachers at home** unless requested by the teacher.
10. 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 the administration without first addressing the child's teacher.
11. **STUDENTS MAY NOT CALL FROM SCHOOL FOR BOOKS, ASSIGNMENTS, OR ANY OTHER ITEMS.** The gate should remain closed during the school day.
12. 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.
13. No student will be allowed to have ANY medication in his/her possession. This includes throat lozenges, cough drops, eye drops, etc. Please request the "Procedure for Administering Medications at School" form to complete school policies regarding medication.
14. 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. No full cakes should be sent to school. Party invitations may only be distributed at school if the entire class (or all girls or all boys) are invited.
15. **Parents must write a note upon the pupil's return to school after an absence unless reported through the Canvas Absence Course.** An absence of 3 days or more requires a note from the doctor. Pupils absent from school must check Canvas for the assignments or pick up the work from the school. Absence from school does not exonerate a pupil from this responsibility. Students who are absent from school may not attend any after-school extracurricular activity. If any contagious disease is suspected, the child must be picked up and have a note stating that treatment has been initiated and/or resolved in order to return.  
**As per Louisiana state policy, students absent for more than 10 days per year may not be promoted or may require remediation during the summer.**
16. DO NOT park in the driveway at any time. Parents are not allowed to leave their vehicle unattended while the engine is operating. **THIS IS A SERIOUS DANGER WITH CHILDREN ON CAMPUS.**
17. Students are not to be dismissed prior to their assigned dismissal time. Any deviation from the normal routine for dismissal (including a different person picking up your child) must be made in writing and given to the homeroom teacher or conveyed through the Canvas Absence/Dismissal Changes course. **Phone calls are not allowed for changes in dismissal.** Please 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.
18. Immunization records or any educational, psychological, or medical evaluations must be submitted before the beginning of the school year, and the school must be kept apprised of any new information. **If immunization records are not current, the state will not allow the student to return to school.**
19. **THE FULL SCHOOL UNIFORM, INCLUDING PROPER SHOES FOR BOYS AND GIRLS, MUST BE WORN BY EVERYONE EVERY SCHOOL DAY. (Please refer to SCHOOL UNIFORM RULES).** Students report to lunchroom for flagrant uniform violations until resolved.
20. Boys' and girls' hair must comply with regulations stated in the uniform rules. There are ABSOLUTELY NO EXCEPTIONS.
21. Cell phones may only be brought to school and 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. Any student caught with a cell phone will be subject to detention or suspension.
22. Electronic devices (e.g., tablets, games, and smart watches) are not to be brought to school. Any electronic devices, including phones, will be confiscated, and the student will be subject to detention or suspension. Toys are not allowed.
23. No acts of aggression will be tolerated. The student committing the aggressive act is eligible for immediate expulsion.
24. Pupils will be issued lunchrooms, blue/yellow cards, or detentions for the following reasons:
  1. Misbehavior
  2. Incomplete homework, no homework, or tests not signed
  3. Dress code violation
  4. Excessive tardiness
  5. Sleeping in class
 Lunchroom will be served daily until notification is signed and returned. The student is subject to detention after 3 behavior or no-homework infractions. Please refer to discipline policy for additional information.
25. Academic dishonesty will result in a zero on graded assignments.
26. Detention will be served on the Friday afternoon of the week it is issued. Failure to serve will result in a suspension. More than three detentions will result in further disciplinary action, including possible suspension or expulsion.  
**Any student serving detention will be charged normal After Care fees.**
27. There is to be no gum chewing at school.
28. **The president 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 president believes to be incompatible with that of the school. The president will be the sole determiner as to when this rule will be applied. Final decisions on all school matters – including, but not limited to, the above rules and regulations – will be at the president's discretion.**  
  
I have reviewed the Rules and Regulations and 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.

---

 Parent's Signature

---

 Date

---

 Please print the oldest student's name and grade