

# LAKE CASTLE PRIVATE SCHOOL RULES AND REGULATIONS

## **OFFICE**

- Immunization records or any other pertinent medical information must be submitted before the beginning of school.
- Any deviation from the normal routine for dismissal must be made in writing and directed to the teacher's attention. The teacher will notify the office of the dismissal change. There will be NO exceptions! Only emergency calls will be delivered to pupils. Changes in time or venue must be quieted before pupils leave for school.
- In case of an emergency such as a hurricane, extremely bad weather, etc.) please tune to radio station WWL-870 AM or WWL-TV Channel 4 for any announcements.

## **UNIFORMS**

- Everyone must wear the full school uniform, including proper shoes for boys and girls, every school day – scouts being the only exception. Students out of uniform will be issued a warning and must come to school the following school day in complete uniform. Those students not in compliance will have to call someone to bring what is needed or will not be allowed back in the classroom. Boys' shirts and girls' blouses MUST be tucked in at all times.
- Boys' hair must be short-- no hair over ears, eyebrows, or shirt collar. Boys' hair must have a gradual tapering. Anyone not wishing to conform to this rule should withdraw-- those attending Lake Castle must live by the rule. This also applies to any hair style violating the spirit of the rule-- mohawk, wedge, one side longer than the other, abrupt changes in hair length, excessive hair gel, etc. Girls' bangs may not hang in their faces. Bangs longer than their eyebrows must be clipped back at all times. NO hair dyeing, including Sun-In, lemon juice, temporary dyes, or any product which will alter the color of the child's hair.

## **CLASSROOM**

### Homework

- All students in upper elementary (4<sup>th</sup>-8<sup>th</sup>) must perform their own preparation for class – only with the principal's permission will parental intervention be condoned. The students in lower elementary will follow the directive of their individual teachers.

### Discipline

- Pupils will be given notations on their cards for the following reasons only:
  - Misbehavior
  - Incomplete homework or no homework
  - Test papers not signed and corrected on specified days. (Grades of 90 or above are exempt. You must, however, return the tests.)
  - Progress Reports/Report Cards not signed and returned
  - Uniform violations (upper elementary only)
  - Discipline notations not signed and returned
- Detention forms must be signed by a parent or guardian and returned the next school day.
- Any student suspended from school will receive specific work that must be done during the suspension time.

### Tardy

- If students are tardy, the person bringing them to school must sign the students into school in the office. On the fifth unexcused tardy and every unexcused tardy thereafter, students will not be allowed into the classroom until the end of the period. The slate will be wiped clean at mid-term.

### Classroom Policy

- Questions in reference to a pupil's academic or disciplinary format must first be directed to the teacher or teachers in question. Parents are to meet with teachers by appointment only.
- Parents are NOT to bring children to the classroom, nor is a parent to visit a classroom for the purpose of checking a student out of school or to talk with a teacher while she is monitoring her students.

### Absentees

- Pupils (4<sup>th</sup>-8<sup>th</sup> grades) who are absent from school must call a reliable telephone buddy for the assignments. Absence from school (1<sup>st</sup>-8<sup>th</sup> grades) does not exonerate a pupil from this responsibility. Parents must call the school when a student is absent. Please take this opportunity to request that their books be sent to a sibling, neighbor, carpool or the office for pickup. Parents must write a note upon the pupil's return to school after an absence. An absence of three days or more requires a note from the doctor.

### Miscellaneous

- Only a medical affidavit will exonerate a pupil from Physical Education.
- Running is allowed only during the Physical Education period.
- There is to be no eating, or drinking in the classroom, except for inside lunch, also, no gum chewing on the school grounds.
- Throwing of anything in the classroom is strictly prohibited.
- White out, Sharpies, electronic devices (including cell phones\*), animals, etc. are NOT to be brought to school.
- Any student who has a **cell phone\*** in his/her possession will be issued an immediate 3-day suspension.
- Only items indicated on the school supply list will be allowed in school.
- School textbooks are to be covered at all times.

### **PRINCIPAL**

- **The principal has the right to, immediately and without advanced notice, expel any student whose parent(s) exhibit a nature or take actions, which the principal believes to be incompatible with that of the school. The principal 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 principal's discretion.**