

# LAKE CASTLE MADISONVILLE PRIVATE SCHOOL

## RULES AND REGULATIONS

### OFFICE

Immunization records or any other pertinent medical information must be submitted before the beginning of school.

#### Change in dismissal

- 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.
- Do not text a teacher during the school day to change a student's dismissal time.

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.

#### Communication

- **Teachers** – parents are to communicate with their children's teachers as follows:
  - Send a note with the student requesting contact.
  - Call the main office (985.845.3537) and leave a message with the secretary for the teacher.
  - Email the teacher directly (Email addresses provided at Open House.)

Do not text or call teachers on their cell phones during the school day. They will promptly reply to one of the above within one school day.

### 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. Students not in compliance will have to contact a parent to deliver the proper school attire, or they will not be allowed back into the classroom. **Upper elementary** (4<sup>th</sup>-8<sup>th</sup> grade) students receiving four (4) or more uniform infractions will receive a detention on the 4<sup>th</sup> and every other infraction for the remainder of the school term. **(Note: This includes name tags which are a vital part of our students' uniforms – especially for safety reasons.)** See **Boys' and Girls' Appearance** information.

# 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 permission of an administrator will parental intervention be condoned. The students in lower elementary will follow the directive of their individual teachers.
  - Students may not call from school for books or assignments. Do not bring any items to school as they will not be delivered to the students.

## Discipline

- Refer to **Lower Elementary and Upper Elementary Discipline Policies.**

## Classroom Policy

- Questions in reference to a pupil's academic or disciplinary concerns 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 during the school day.

## Absentees

- Refer to **Absentee Procedures for Parents.**

## Medication Policies

- A list of medications for students must be kept current in the student's profile on Sycamore. Report any changes in medication to the business office.
- Refer to **Lake Castle Medical Procedures for Illness.**
- Refer to **Medication Administration.**
- Refer to **Covid-19 Medical Procedures.**

## Backpacks

Rolling backpacks: The L. L. Bean rolling backpack **Item # 507643** or **Item # 507644** (any color) is for grades 1<sup>st</sup> through 8<sup>th</sup> ONLY. This is the **PREFERRED** rolling backpack for use by students. **Due to limited quantities of L. L. Bean, we will allow other brands of rolling backpacks with the dimensions being no larger than: 20" high x 14" wide x 9 1/2" deep.**

PPK, PK, and K can purchase any backpack of their choice; however, it **may not** be a rolling backpack and must be large enough to hold folders and a reader.

## Internet

Inasmuch as internet access is unavailable to the students at school, parents are fully responsible for any internet issues involving their children. Should a student partake in any form of internet activity, including social media, that is considered inappropriate, he/she will be subjected to disciplinary action as deemed necessary by the principal which could result in expulsion.

## MISCELLANEOUS

- Only a medical note from a physician stating the nature of the injury and a date of return to activity 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.
- No gum chewing on the school grounds.
- Throwing of anything in the classroom is strictly prohibited and will result in a suspension.
- White-out, Sharpies, electronic devices (including cell phones/Smart watches\*), 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 lists will be allowed in school.
- School textbooks are to be covered at all times with covers that properly fit the textbook. School textbooks damaged due to the improper usage of book covers will be required to be replaced by the family.

## 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.*

**Note:** Referenced forms may be found on the website at [www.lakecastle.com](http://www.lakecastle.com) or on Sycamore | Documents.