

Absentee Procedures

Pupils who are absent from school should call a reliable telephone buddy (preferably three) for the assignments. Lesson **plans** are posted on Sycamore daily for students in grades 4th-8th; however, students should contact at least one classmate to confirm as assignments and class work may change based on the pace of the course on that day.

Absence from school does not exonerate a pupil from this responsibility. Parents must call the school or email the office at lakecastlehomework@lakecastle.com prior to 10:30 A.M. when a student is absent. Please take this opportunity to request that their books are sent to a sibling, neighbor, carpool, or to the *homework shelf* for pick-up after 3:30 P.M. **Parents must write a note upon the pupil's return to school after an absence indicating the nature of the absence.** An absence of three days or more due to an illness requires a note from the doctor.

Excessive Absenteeism: Any student with ten (10) or more non-exempt absences during a school term will be required to meet with administration/principal to determine promotion to the next grade level. Students with documented medical conditions or extenuating circumstances may warrant exception as determined by the principal.

Absences Due to Illness (exempt* with proper documentation):

Parents are to make decisions regarding their children's wellness out of an abundance of caution. Teachers and administrators will work with children who are absent due to illnesses or those who exhibit signs and symptoms of an illness.

- Students who are absent for **any** period of time are to bring a note from the parent stating the nature of the absence and check into the main office **before** reporting to their classrooms.
- All students who are absent for 3 or more days due to an illness are **required** to have a doctor's note stating they are no longer infectious and are able to return to school **PRIOR** to returning to the classroom.
- Full transparency as to the nature of the illness is expected.
- Current **COVID-19 Medical Procedures** will be followed due to positive cases.
- Doctors' notes are to be faxed (985.819.8100) to Mrs. Colette Boyd.
- Should students not have the proper documentation, they will not be allowed to enter the classroom, and parents will be called to pick up their children immediately.

Absences due to Travel:

- Parents are required to speak with administration prior to their travels.
- Full transparency is expected as to the destination and return of the students.

Reporting of Absences

- In the event of an absence, parents must call the office (985.845.3537) or email (lakecastlehomework@lakecastle.com) prior to 10:30 A.M.
- The nature of the absence and symptoms of the children are to be fully disclosed.

Homework and Books

- When contacting the office regarding absences, please take this opportunity to request that their books are sent to a sibling or another student on the campus.
- The *Homework Shelf* will be located under the lower elementary portico. Parents should pick-up the books and any paperwork the students may need for homework between 3:30 P.M. and 5:30 P.M.
- Absent students are to contact at least three “buddies” for class work and homework to ensure the accuracy of what occurred during the school day as lesson plans on Sycamore (in the student’s account) can change. **Note: Students are to copy assignments into their assignment pads when absent.**

Absences Not Due to Illness (non-exempt*)

- Families are asked to minimize absences for any event other than illnesses.
- Same procedure as above is to be followed regarding the absence.

*Exempt absences – include extended illnesses and must be documented by a physician.

*Non-exempt absences – include illnesses documented by a parent’s note, family travel, etc.