

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 lunchroom or detention being issued.
 2. All Progress Reports and Report Cards must be signed and returned within three school days.
 3. Immunization records or any other pertinent medical information must be submitted before the beginning of the school year.
 4. All students must be in class no later than 8:25 A.M. All students arriving after this time must be signed in with the office by their parent. ***Four tardies per quarter will result in a detention.***
 5. Hardback textbooks must be covered at all times.
 6. 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.
 7. Only a medical affidavit will exonerate a pupil from Physical Education.
 8. All pupils must perform their own preparation for class - only with the headmistress' permission will parental intervention be condoned.
 9. 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.
 10. The only party celebrated in upper elementary is the Christmas party.
 11. 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.
 12. 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.
 13. There is to be no gum chewing at school.
 14. Running is allowed only during the Physical Education period.
 15. Electronic devices (i.e., cell phones, iPods and mp3 players) are not to be brought to school.
 16. Under no circumstances are animals to be brought to school.
 17. **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).**
 18. 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, HAIR DYEING, USE OF SUN-IN, ETC.
 19. Fingernails must be natural and short. No sculptured nails allowed. Clear polish only.
 20. No acts of aggression will be tolerated. The student committing the aggressive act is eligible for immediate expulsion.
 21. Pupils will be given detentions for the following reasons:
 1. Misbehavior.
 2. Incomplete homework or no homework.
 3. Dress code violation.
 4. Tardiness.

Any student serving a detention will be charged normal After School Care fees.
 22. More than five detentions per Progress Report period will result in the following:
 - First Offense — In-school suspension.
 - Second Offense — Out-of-school suspension.
 - Third Offense — Dismissal from Lake Castle.
 23. Questions in reference to a pupil's academic or disciplinary format must first be directed to the teacher or teachers in question.
 24. 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, necessitated by a call to the office, but please try to keep these to a minimum.
 25. 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.**
 26. 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.
 27. Parents are not allowed to leave their vehicle unattended while the engine is operating.
 28. **FINAL DECISIONS ON ANY DISCIPLINE QUESTIONS WILL BE AT THE HEAD OF SCHOOL/HEADMISTRESS' DISCRETION.**
- I have reviewed the Rules and Regulations/Uniform policies with my child and will uphold all rules and regulations.
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- Parent's Signature** **Date**
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- Please print oldest student's name and grade**
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- THIS FORM MUST BE SIGNED AND TURNED IN TO THE OFFICE AT THE BEGINNING OF SCHOOL.**
- PLEASE MAKE A COPY FOR YOUR RECORDS. THANK YOU.**

