

59461 La. Hwy. 433  
Slidell, Louisiana 70460  
(985) 641-3363

[www.lakecastleschool.com](http://www.lakecastleschool.com)

## RULES AND REGULATIONS

05/2018

Brian J. Butera  
Principal  
Ben J. Butera  
Assistant Principal  
Gwyn N. Ellermann  
Assistant Principal

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 because the school must have confirmation that you are aware of what the student is or is not doing on a daily basis.
2. All Progress Reports and Report Cards must be signed and returned within three school days.
3. Current immunization records or any other pertinent medical information must be submitted before the beginning of the school year.
4. Hardback textbooks must be covered at all times. Proper-fitting book covers (no cloth covers) are to be used.
5. 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. **Excessive absenteeism (more than fourteen days per school year) will result in the student repeating a grade,** unless the student's medical condition warrants exception as determined by the principal.
6. Pupils absent from school must call a telephone buddy for the assignments or call the school office to arrange for the assignment and books to be picked up after 3:00 PM. Absence from school does not exonerate a pupil from this responsibility. Pupils absent from school may not participate in any after-school activity.
7. Only a medical affidavit will exonerate a pupil from Physical Education. Running is allowed only during the Physical Education period.
8. All pupils must perform their own preparation for class—only with the principal's permission will parental intervention be condoned.
9. Questions in reference to a pupil's academic or disciplinary format must first be directed to the teacher or teachers in question.
10. There is to be no gum or gum chewing on school property.
11. 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! Parents should not call the office for dismissal changes unless it is an emergency.**
12. There will be no parties in the upper elementary—the one exception being Christmas.
13. Animals are not to be brought to school. Students may not have electronic devices at school. **Cell phones MUST be brought to the office before school (in a bag labeled with the student's name and grade).**
14. Inasmuch as Internet access is unavailable to the students at school, parents are fully responsible for any Internet issues involving their children, and Lake Castle School shall not be brought into ANY negative matter involving the Internet, text messaging, e-mailing, posting, or other related communication.
15. Parents are to meet with a teacher during the teacher's off period by appointment only.
16. Children are to arrive at school between 8:00 and 8:30 A.M. (unless the child is brought to before-school care, which begins at 6:30 A.M.). **Parents are not to bring children to the classroom.**
17. THE FULL UNIFORM, INCLUDING PROPER SHOES FOR BOYS AND GIRLS, MUST BE WORN BY EVERYONE EVERY SCHOOL DAY (see the SCHOOL UNIFORM RULES).
18. **Boys' hair must be short—no hair over ears, eyebrows, or shirt collar.** Boys' hair must have a gradual tapering. Boys' and girls' hair must be natural color. 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, EXTENSIONS, HAIR DYEING/STAINING, USE OF SUN-IN, ETC. NO HAIR GEL. No excessive or large accessories.
19. Fingernails must be natural and short. Sculptured nails and fingernail polish are not allowed.
20. No student may be dropped off for any school function (ex. Fun Fest, athletic events, chess tournaments, etc.) and remain unsupervised. A parent **MUST** accompany the student at any school function. This rule does not include students who are participating in an after-school activity and are being coached or moderated by designated adults. This rule **DOES** include spectators and siblings of participants.
21. More than three detentions per Progress Report period will result in a parent/principal or parent/assistant principal conference. At the principal's discretion, the student may be **suspended** (parent shall immediately pick up the student from school and the student is not allowed to return to school until a time designated by the principal), or **permanently dismissed** (parent shall immediately pick up the student from school and the student is not allowed to return to school) from Lake Castle.
22. Any student arriving after the 8:30 A.M. bell is tardy. Tardy students must receive a tardy slip from the office before they report to class. Additionally, tardy students are to bring their lunch to school. **Lunch orders are not taken after the 8:30 bell.** Tardy students will be excused with an original dated and signed doctor's excuse.
23. Pupils will be given detentions for the following reasons:
  - a. Misbehavior
  - b. Incomplete homework or no homework (on the fourth offense or thereafter-per quarter)
  - c. Tardy four or more times in one quarter**After-care charges will apply for detention time.**
24. 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.**
25. Any and all medications (either prescription or over-the-counter) must be brought to the office or teacher **BY THE PARENT** and never at any time is the medication to be in the child's possession. A "Request for Administering Medication at School and Release from Liability" form (completed and signed) must accompany ANY medication (this form can be obtained from the school office).
26. Student's picture and name may be published unless a refusal form (which may be obtained in the office) is completed by a parent/guardian. **FINAL DECISIONS ON ANY DISCIPLINE QUESTIONS WILL BE AT THE PRINCIPAL'S DISCRETION.**

<b>SCHOOL UNIFORMS 2018-2019 Uniforms and/or shoes may be procured at the following stores:</b>	<b>ABC School Uniforms</b> 604-A Robert Blvd. Slidell, LA	726-7269	<b>School Time</b> 12 St. Ann Drive Mandeville, LA	626-7335
	<b>Shoe Carnival (SHOES)</b> 61111 Airport Road Slidell, LA	641-4854	<b>Embroidery:</b> <i>School Time, ABC, and Southern Blues</i> 2136 Front St. Slidell, LA	643-1626

Orders should be placed as soon as possible to insure delivery on time. The FULL school uniform must be worn from day one through the last day of school. **NO STUDENT WILL BE ACCEPTED WITHOUT THE FULL UNIFORM.** Failure to adhere to full uniform requirement will result in disciplinary action. Scouts are the only exception.

<p><b>Boys'</b> FULL UNIFORM consists of the following:</p> <ol style="list-style-type: none"> <li>1. SHOES: Regular black oxford shoes or <b>solid black leather</b> tennis shoes—no high tops, no writing; lace up (ONLY Pre-K and K students may wear Velcro-tie shoes).</li> <li>2. SOCKS: White crew socks. No ankle socks.</li> <li>3. PANTS: Navy blue long pants—cannot be baggy cut and should maintain their navy blue color. No Dockers. Pants must be worn at the natural waist.</li> <li>4. SHORTS: Pre-K through 3<sup>rd</sup> grade may wear knee length navy blue uniform shorts on warm weather days (except on days when the class picture is taken).</li> <li>5. BELT: Black or navy blue belt; must be visible.</li> <li>6. SHIRT: Official Lake Castle shirt with school logo. <b>SOLID WHITE</b> T-shirt may be worn under the uniform shirt. On cold weather days, a solid white long sleeve shirt may be worn under the uniform shirt.</li> <li>7. OVERWEAR: Overwear (sweatshirts or sweaters) can be worn <u>in class</u> and can only be <b>SOLID</b> (no writing or pictures) navy blue or white, or navy blue with school logo. No other colors allowed.</li> <li>8. COAT/JACKET: A coat or jacket can be worn to/from school. No jean (denim) jackets, no Starter jackets, no playground or other school jackets are to be worn. Color not restricted.</li> <li>9. LAKE CASTLE team/club sweatshirts and/or jackets may be worn by the team/club member only.</li> <li>10. JEWELRY: Boys are not allowed to wear jewelry except for a watch and a small religious medal. School club pins may be worn.</li> </ol>	<p><b>Girls'</b> FULL UNIFORM consists of the following:</p> <ol style="list-style-type: none"> <li>1. SHOES: Either a solid navy blue oxford (tie-up) or standard blue and white or black and white oxford. They may be purchased at any shoe store as well as those aforementioned. (ONLY Pre-K and K students may wear Velcro-tie shoes).</li> <li>2. SOCKS: White crew socks. No ankle socks. Cold weather ONLY—white or navy blue stockings or tights (no sweatpants or leggings) with socks.</li> <li>3. SKIRT: Knee length plaid skirt for 4<sup>th</sup> through 8<sup>th</sup> grade.</li> <li>4. JUMPER: Knee length plaid jumper for Pre-K through 3<sup>rd</sup> grade.</li> <li>5. SHORTS/PANTS: Pre-K through 3<sup>rd</sup> grade may wear knee length plaid uniform shorts on warm weather days (except on days when the class picture is taken), or plaid uniform pants on cooler days.</li> <li>6. BLOUSE: White blouse—pointed collar or round collar acceptable; no gathered, puffed sleeves. The school logo must be on the blouse (these may be embroidered on the front left of the blouse from the uniform supplier). All T-shirts and undergarments worn under the uniform shirt must be white. On cold weather days, a solid white long sleeve shirt may be worn under the uniform shirt.</li> <li>7. OVERWEAR: Overwear (sweatshirts or sweaters) can be worn <u>in class</u> and can only be <b>SOLID</b> (no writing or pictures) navy blue or white, or navy blue with school logo. No other colors allowed.</li> <li>8. COAT/JACKET: A coat or jacket can be worn to/from school. No jean (denim) jackets, no Starter jackets, no playground or other school jackets are to be worn. Color not restricted.</li> <li>9. LAKE CASTLE team/club sweatshirts and/or jackets may be worn by the team/club member only.</li> <li>10. JEWELRY: Earrings cannot be larger than the earlobe or dangling. The earrings must be studs—no loops. Only one pair of earrings may be worn at a time. Only one watch may be worn, one ring that is not showy or gaudy, and a small religious medal. School club pins may be worn. No other jewelry may be worn.</li> <li>11. MAKEUP/POLISH: Absolutely <b>NO MAKEUP OR FINGERNAIL POLISH</b> allowed.</li> </ol>
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Fingernails shall be short, natural (no polish), and well-groomed. Absolutely no hair dyeing allowed (including SUN-IN). **FINAL DECISIONS ON ANY UNIFORM OR APPEARANCE QUESTIONS WILL BE AT THE PRINCIPAL'S DISCRETION.**

### Procedure for Administering Medication at School

It is our foremost recommendation that any medication be administered by a parent at home, or that a parent comes to school to administer medication to his/her child. In extraordinary circumstances, medication may need to be administered at school. In that case, our procedure is as follows:

1. No medication shall be administered without an order from a licensed physician, dentist, or other authorized prescriber. The **“Request for Administering Medication at School and Release from Liability”** form shall accompany the order.
2. Our administration will administer ONLY what a parent has brought directly to the office clearly marked with the child's name and specific instructions. These instructions are to be distinctly set forth on the school's **“Request for Administering Medication at School and Release from Liability”** form, which is to be completed, signed, and dated by the parent or guardian of the child, and by the child's physician. This form can be obtained from the school office. **No over-the-counter medication will be administered by the office without a physician's specific authorization set forth on the form.**
3. At NO time shall any child be allowed to have in his/her possession ANY medication whatsoever. This includes throat lozenges, cough drops, eye drops, etc.
4. If a child has any medical condition that arises while at school, such as headache, cramping, earache, itchy skin, etc., the parent will be called and the parent may either pick up the child or come to school to administer the medication.
5. Unless otherwise indicated on the medication form, all medication will be destroyed if it is not picked up within two weeks of the date of the form.