

Absentee Procedures

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.
- **Parents must write a note upon the pupil's return to school after an absence indicating the nature of the absence.**

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 two “buddies” for class work and homework to ensure the accuracy of what occurred during the school day. 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.

Note: Students are to copy assignments into their assignment pads when absent.

Absence from school does not exonerate a pupil from this responsibility.

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

*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.

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 (non-exempt).
- All students who are absent for three (3) or more days due to an illness should have a doctor's note stating the nature of the illness in order for the absence to be exempt.
- Full transparency as to the nature of the illness is expected.
- Doctors' notes are to be faxed (985.819.8100) to the main office.

Absences Not Due to Illness (non-exempt)

- Families are asked to minimize absences for any event other than illnesses.
- Students who are absent for **any** period of time are to bring a note from the parent stating the nature of the absence.