

St. Louis King of France



School

PK3 - 7th Grade Family Handbook
2026 - 2027

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St. Louis King of France School Handbook

1. ABOUT OUR SCHOOL

History of St. Louis King of France Catholic Church and School

St. Louis King of France Parish was established on June 21, 1947. The first pastor was Fr. Patrick Cunningham. Msgr. Marion Reid replaced Fr. Cunningham in 1952 and received permission to build a school the following year. St. Louis King of France School opened with 40 students in first and second grades on September 8, 1953. The school grew and under Msgr. Reid, the three school buildings: Little Crusader Building, Blanche Hall, and Marion Hall were constructed. The student population grew to almost 1,500 before the parish was divided with St. Angela Merici Parish. Msgr. Joseph Lorio came to St. Louis, King of France, in 1973. Under his guidance, the parish and school flourished. In 1990, our parish added the Lorio Center, which houses a gymnasium and performance center. Following Msgr. Lorio's departure, SLKF was steadfastly led over the years by Reverend Burnick Terrebonne, Reverend Hoang Tuong, and Reverend Mark Raphael, Ph.D. Reverend Colm Cahill is currently the pastor and is continuing the tradition of excellence here at St. Louis King of France School. Our school includes our Little Crusaders, our early learning program that services children as young as 6 weeks, through 7th grade.

Philosophy

At St. Louis King of France School, our Catholic faith is the foundation of everything we do. We are committed to educating the whole child by nurturing each student's spiritual, moral, intellectual, emotional, physical, and social growth. We believe every child is created in the image and likeness of God and is worthy of dignity, respect, and the opportunity to reach his or her God-given potential. In partnership with families, we foster a caring and structured learning environment where students are challenged to grow academically, develop self-discipline, build meaningful relationships, and live with integrity. Inspired by the example of Jesus Christ, our faculty provides both high expectations and compassionate support, helping students become confident learners, responsible decision-makers, and servant leaders. Our goal is to prepare students for success in Catholic secondary education and beyond by developing strong academic skills, critical thinking, moral character, and a lifelong commitment to faith, service, and leadership.

Mission Statement

The mission of St. Louis King of France School is to provide a Christ-centered education that inspires students to grow in faith, pursue academic excellence, develop strong character, and serve others with compassion and integrity.

Profile of a St. Louis King of France Graduate

At St. Louis King of France Catholic School, our goal is to form students who know Christ, pursue excellence, and use their God-given gifts to serve others. A St. Louis King of France graduate strives to embody the following qualities:

Faith-Filled

Lives the Catholic faith with joy by praying, participating in the sacraments, serving others, and recognizing God's presence in daily life.

Compassionate

Treats others with kindness, respect, empathy, and dignity, recognizing that every person is created in the image and likeness of God.

Committed to Learning

Demonstrates curiosity, perseverance, creativity, and a love of learning while striving to reach his or her fullest potential.

Person of Integrity

Acts with honesty, responsibility, and good judgment, making choices that reflect Christian values both in and out of the classroom.

Leader and Servant

Uses his or her gifts to lead by example, serve others with humility, and make a positive difference in the school, parish, and community.

Respectful Citizen

Shows respect for self, others, property, and God's creation while contributing positively to the world around them.

Resilient

Faces challenges with courage, confidence, and hope, trusting that God is present through every success and every obstacle.

Prepared for the Future

Leaves St. Louis King of France with the academic foundation, character, faith, and confidence needed to thrive in high school and beyond.

C – Christ-Centered

R – Respectful

U – Understanding

S – Servant Leader

A – Academically Prepared

D – Disciplined

E – Empathetic

R – Resilient

2. ADMISSIONS

St. Louis King of France Catholic School welcomes families who desire a Christ-centered education rooted in academic excellence, Catholic faith, and a strong partnership between home and school. As a ministry of the Archdiocese of New Orleans, we welcome qualified students of all races, colors, nationalities, and ethnic backgrounds. Preference is given to Catholic families in accordance with Archdiocesan policy.

Our admissions process is designed to ensure that each student has the opportunity to thrive within our school community. Each application is thoughtfully reviewed to determine whether St. Louis King of France is well positioned to support the student's academic, spiritual, social, and emotional growth. As part of this process, the school may consider previous academic performance, attendance, conduct, recommendations, school records, and the family's commitment to supporting the mission and expectations of the school.

In accordance with Archdiocesan policy, SLKF adopts the following application and acceptance policies:

Application process procedures: After an online application is submitted, prospective students may be asked to visit during a school day during academic and enrichment classes. Students and parents may also be asked to sit with SLKF Administration for an interview. The Principal is the final decision-maker of the acceptance or non-acceptance of the applicant.

Reasons for non-acceptance: SLKF Principal, Pastor, and other staff are not required to provide parents of non-accepted students with reasons for non-acceptance.

Probationary admission: SLKF admits students on a probationary basis. During this time, the school will monitor the student's academic progress, behavior, attendance, and overall adjustments to the school community. If it is determined that the school is unable to meet the student's needs or that the student is not meeting the expectations of St. Louis King of France Catholic School, the administration reserves the right to discontinue enrollment.

Home school acceptance: When a parent seeks admission for a student who has been home-schooled in the school term directly preceding the year for which the application is being made, the parent is responsible for providing SLKF with all educational documentation and/or verification required by SLKF. Parents of applicant will sign a document confirming their assent to grade placement at SLKF.

Non-immigrant foreign students: Schools of the Archdiocese of New Orleans may accept non-immigrant foreign students. These students need F-1 Student Visas. To enable the student to get a Student Visa, SLKF will contact the Department of Catholic Education and Faith Formation ("DCEEF") and provide the necessary information to get an I-20 Form. SLKF will provide this I-20 form to the incoming student. SLKF must notify DCEEF at the beginning of each school year that the student is enrolled. Completion of the I-20 and receipt of the student visa is the responsibility of the parents, not SLKF or the Archdiocese of New Orleans.

While we strive to meet the needs of every learner, SLKF does not offer special education. Minor adjustments can be made for students. See Section 16 and Attachment D.

Admission and continued enrollment are based on the school's ability to provide an educational program that appropriately supports each student's needs. Admission is also contingent upon the accuracy of information provided during the application process and the student's successful adjustment to the academic, behavioral, and spiritual expectations of the school.

Acceptance of any student is contingent upon the accuracy and completeness of information provided during the admissions process.

Admission Priority

When space is available, admission is generally offered in the following order:

1. Active, registered members of St. Louis King of France Parish and siblings of current students.
2. Children of school employees.
3. Children of active Catholic families from other parishes.
4. Alumni and legacy families.
5. Other qualified applicants.

Meeting one or more of these priorities does not guarantee admission. Final admission decisions are made by the school administration in consultation with the Pastor when appropriate. Students transferring from another Catholic school may be admitted after a review of their academic, attendance, financial, and disciplinary records.

Age Requirements

Students must meet the following age requirements by **September 30, 2026**:

- **PK1:** 1 year old
- **PK2:** 2 years old
- **PK3:** 3 years old (must be fully potty trained before the first day of school)
- **PK4:** 4 years old
- **Kindergarten:** 5 years old
- **Grades 1–7:** Students must be the appropriate age for the grade level by September 30, 2026.

Potty Training (PK3)

Students entering PK3 must be independently toilet trained before the first day of school.

Students must be able to:

- Recognize the need to use the restroom.
- Use the restroom independently.
- Manage clothing without assistance.
- Wipe independently.
- Flush the toilet.
- Wash hands independently.
- Remain dry throughout the school day, including rest time.

****Please note:**

- **Pull-ups are not permitted.**
- If a child is not independently toilet trained by the first day of school, he or she will remain in PK2, if space is available, until ready for PK3. If a PK2 space is unavailable, the child will need additional time at home until these skills have been developed.
- Parents should provide a complete change of clothes that will remain at school throughout the year.
- While occasional accidents may occur, school staff will assist children in changing and parents will be notified. If extra clothing is unavailable, a parent or guardian will be asked to bring a change of clothes or come to school to assist.
- If a student has **two potty accidents in one day**, the student will be sent home for the remainder of the day.
- If a student is sent home **three times in the same week** due to potty accidents, the family will meet with school administration to develop a plan to support the child's successful transition to PK3.

Required Enrollment Documents

Before enrollment is complete, families must provide the following documents, as applicable:

- Birth Certificate
- Baptismal Certificate (if Catholic)
- Current Immunization Record
- Report from previous grade level and final report card
- Standardized Test Scores (if applicable)
- Parish Verification (if requesting parish tuition benefits)
- Custody or legal documents (if applicable)
- Social Security Card

Student Transfers

In the case of a student transferring from another archdiocesan Catholic school, before granting admission the principal will investigate the status (academic, financial, disciplinary) of the student by conferring with the previous principal/head of school and receiving documentation. Written permission/consent from parents is to be granted prior to such investigation.

3. FINANCIAL

Families are responsible for meeting all financial obligations associated with their child's enrollment at St. Louis King of France Catholic School.

- Tuition payments are made through the school's designated tuition management program according to the payment plan selected during enrollment.
- Families are expected to ensure that sufficient funds are available for scheduled payments.
- If a payment is returned or cannot be processed, applicable fees may be assessed, and the school will make reasonable efforts to collect the outstanding balance.
- Continued delinquency may result in the loss of payment plan privileges, restrictions on re-enrollment, or other actions permitted by Archdiocesan policy and applicable law.
- **Registration fees and school fees are non-refundable and non-transferable.**

Families voluntarily withdrawing a student during the school year must provide **30 days' written notice** to the Principal. Any outstanding tuition, fees, or other financial obligations become due upon withdrawal.

Should circumstances beyond the school's control require a temporary change in the method of instruction, including distance or remote learning, tuition and applicable fees will remain due, as the school continues to provide instruction and maintain its educational and operational responsibilities.

Parish Support Fee

A Parish Support Fee is assessed for students in PK0–7th Grade. This fee is waived for families who are recognized by the Pastor as active, registered, and supporting members of St. Louis King of France Parish.

To be considered an active parish family, households are expected to:

- Be registered members of St. Louis King of France Parish.
- Participate regularly in Sunday Mass.

- Support the parish through regular offertory giving in accordance with parish guidelines.
- Parish membership and offertory contributions are reviewed annually. Families who do not meet the parish support requirements may be assessed the Parish Support Fee. Families who are active, registered, and supporting members of another Catholic parish may request a parish support voucher from their home parish in accordance with Archdiocesan guidelines.

Tuition Refunds

Tuition commitments become non-refundable after the date specified in the annual enrollment agreement. Upon withdrawal, any outstanding tuition, fees, or After School Care balances become due immediately.

School Supplies

Students are expected to come to school with the supplies needed for a successful year of learning.

PK3 & PK4

- Families pay a school supply fee, and classroom supplies are provided by the school.
- Parents are responsible for purchasing a nap mat and the required SLKF tote bag.

Kindergarten–7th Grade

- Grade-level school supply lists will be provided before the start of the school year.
- Families may purchase supplies through the school's recommended vendor or obtain them independently, provided all required items are supplied.

Additional Information

- Some instructional materials and grade-specific items are provided by the school and will be billed through the school's tuition and billing system.
- Families will be notified each year of required materials, associated fees, and ordering instructions before the start of the school year.

4. WORKING WITH FAMILIES AND STUDENT INFORMATION

Home–School Partnership

St. Louis King of France Catholic School believes that a strong, working relationship between home and school is essential to every child's success. SLKF requires that all members of our school community, including parents/guardians, to communicate with respect, assume positive intentions, and work together to resolve concerns in a spirit of collaboration. When questions or concerns arise, SLKF encourages parents to contact the appropriate teacher or administrator directly so that concerns can be addressed promptly and constructively. SLKF asks all members of our school community to communicate in ways that reflect our Catholic values and uphold the dignity of every student, family, and staff member.

The school is committed to protecting the privacy of every student and family. Parents will be informed about matters involving their own child; however, confidential information regarding other students or families cannot be shared. We ask families to respect the privacy of others and avoid sharing confidential information.

Enrollment at St. Louis King of France Catholic School is based on a cooperative, working relationship between the school and each family. The school reserves the right to determine whether that working relationship continues to the extent necessary to support the mission and best interests of the school community. Additionally, the school reserves the right to require the withdrawal of a student if a parent or guardian engages in conduct that the school determines is disruptive to, or negatively impacts, the school's community, its operations, or the well-being of its students, faculty, or staff. Such conduct may include, but is not limited to,

involving the school in parental custody disputes or initiating legal action against the school or its employees.

Student Records

By enrolling a student at St. Louis King of France Catholic School, parents or guardians authorize the school to request and receive educational records from any school the student has previously attended, as permitted by law. A consent form signed by the parents is required for SLKF to receive any information and/or documentation from another school. These records may include transcripts, attendance records, standardized test results, disciplinary records, financial records related to tuition or fees, and other educational information necessary to support the student's enrollment.

St. Louis King of France Catholic School may also release student records to another school when requested and as permitted by applicable law, Archdiocese of New Orleans policy adopted by St. Louis King of France Parish as owner and operator of SLKF, or written consent/waiver. Student records are maintained confidentially and are shared only as authorized by law. Parents or guardians may review their child's educational records in accordance with applicable federal and state laws.

Custody Information

To support each student and comply with legal requirements, parents or guardians must provide the school with the most current certified copies of all court orders, custody decrees, judgments, or other legal documents that affect custody, visitation, decision-making authority, the release of a student, or access to educational records.

The school will follow the terms of the most current legal documents on file. Unless a court order expressly provides otherwise, both parents have access to their child's educational records and school-related information in accordance with applicable law and Archdiocesan policy.

Parents or guardians are responsible for promptly notifying the school of any changes to custody or legal arrangements and providing updated certified legal documentation. It is the custodial parents' responsibility to update the SKLF student database with names of approved adults for pick up and remove any individuals names who are no longer allowed to pick up students. For the safety of our students, children will only be released to individuals listed on their authorized pick-up list.

Volunteers and Visitors

To help ensure the safety and well-being of every child, all individuals who volunteer, chaperone field trips, coach, or participate in school activities involving students must complete the Archdiocesan Safe Environment (VIRTUS) requirements and maintain current approval. Information about the VIRTUS process is available on the school website. Individuals who have not completed all required steps may not volunteer or participate in activities involving students until their approval has been verified.

For the safety and security of our campus, all visitors and volunteers are asked to:

Report to the school office upon arrival.

Sign in and wear a visitor badge while on campus.

Sign out before leaving campus.

To help us maintain a safe and focused learning environment, siblings and other children may not accompany volunteers unless prior approval has been granted by the administration.

Parents and visitors are also asked to check in through the school office before visiting classrooms or other student areas. Classroom visits should be arranged in advance with the teacher or administration.

Parent-Initiated Subpoenas

Parents, guardians, and/or other persons having custody of students (collectively, “parents” for purposes of this paragraph) who issue any notice of deposition or subpoena to any school employee, including but not limited to administrators, teachers, staff, or counselors, to testify in court or at a deposition in regard to any matter, including but not limited to custody or other similar disputes, will be charged for any and all costs and expenses relating to the employee’s appearance to testify. The school will determine any costs or expenses and their amount in its sole discretion, which will include but not be limited to the cost of any substitute teacher and/or counselor, travel costs including parking costs, and the school’s and/or employee’s attorney’s fees for attendance at such deposition or court appearance.

5. ATTENDANCE

Regular attendance is a key factor in student success. Students are expected to attend school every day, arrive on time, and remain for the full instructional day. School events, celebrations, and the days immediately before and after holidays are regular attendance days.

Parents should notify the school office by 8:30 AM whenever a student is absent. Upon returning to school, students may be required to provide documentation explaining the reason for the absence.

Parents should schedule appointments outside of school hours whenever possible to minimize missed instructional time. Family vacations during the school year are strongly discouraged, as classroom instruction, discussions, and learning experiences cannot always be replicated. Assignments will not be provided in advance for planned vacations.

Students who are absent for all or part of the school day are not permitted to participate in extracurricular activities, athletic events, performances, practices, or other school-sponsored activities that day unless approved by administration.

Parents and students should regularly check the FACTS Family Portal, SLKF Family App, and/or Google Classroom for classroom information, assignments, announcements, and the school calendar.

Attendance Requirements

Students must meet the attendance requirements established by the State of Louisiana and the Archdiocese of New Orleans in order to be considered for promotion to the next grade level.

Students must attend school **for a minimum of 160 days during the school year**. Attendance records include absences and tardies. In accordance with state requirements, **students who exceed 17 absences during the school year may impact promotion eligibility**.

Regular attendance and punctuality demonstrate responsibility and support student achievement. Attendance records may be considered when reviewing student records for admission or transfer.

Tardiness

Students are expected to arrive at school on time each day. The school day begins promptly at **8:00 a.m.** Students who arrive after **8:00 a.m.** are considered tardy.

A parent or guardian must sign the student in at the front office before the student can report to class. A tardy slip must be issued by the office before the student may enter the classroom. Attendance is recorded as follows:

- **Arrival after 8:00 a.m. and before 9:45 a.m.:** Tardy
- **Arrival at or after 9:45 a.m.:** Half-day absence
- **Departure before 9:45 a.m.:** Full-day absence

- **Departure between 9:45 a.m. and 1:00 p.m.:** Half-day absence
- **Departure after 1:00 p.m. but before dismissal:** Early dismissal

Regular attendance and punctuality are important to a student's academic success. Arriving on time helps students begin the day with their classmates, minimizes classroom disruptions, and ensures they receive the full benefit of instructional time.

Remote Learning

In the event that school is closed for an extended period of time (for example, due to a hurricane or snow storm), St. Louis King of France Catholic School may utilize remote learning days to continue supporting student learning and maintain instructional continuity.

Families will receive communication regarding remote learning expectations, schedules, assignments, and student responsibilities as needed.

Morning Arrival

A safe and welcoming arrival helps every student begin the day ready to learn. Please follow these guidelines during morning arrival:

- Arrival begins at **7:40 a.m.** Students should arrive by **8:00 a.m.** to allow ample time to prepare for the start of the school day. Students arriving after **8:00 a.m.** are considered tardy.
- Please park only in designated parking spaces. Parking areas reserved for Little Crusaders, cafeteria staff, and accessible parking must remain available for those who need them. Double parking is not permitted.
- **PK3 and PK4:** Parents should enter Marion Hall through the entrance nearest the church, escort their child to the classroom door, and sign their child in using the school's designated sign-in system before leaving. Students may not enter the classroom until they have been signed in.
- **Kindergarten:** Parents should enter Marion Hall by the Lake Ave. entrance and escort their child to the classroom door.
- **Grades 1–4:** Parents should accompany students to the Marion Hall entrance nearest Lake Avenue. Students will then walk independently to their classrooms.
- **Grades 5–7:** Students should be dropped off on Carrollton Avenue between the church and the school/parish offices.

Students arriving after **8:00 a.m.** must be accompanied by a parent or guardian to the school office to sign in before reporting to class. For the safety and security of all students, once a student arrives on campus, he or she may not leave during the school day unless checked out through the school office by an authorized adult. Students attending **After School Care** must also be signed out by an authorized adult before leaving campus.

Before Care

Complimentary before-school supervision is available from **7:30–7:40 a.m.** Parents should escort their child through the **Marion Hall entrance nearest the church**, where students will be welcomed and supervised until the school day begins.

Morning Snack

Morning break provides students with an opportunity to enjoy a healthy snack, drink water, and use the restroom before returning to class.

- Students in **Kindergarten through 7th grade** may bring a healthy snack from home. Candy is not

permitted.

- **PK3 and PK4** students will be provided with a morning snack and water.
- Students are encouraged to bring a refillable, non-glass water bottle to school. Water bottles should contain **water only** and may be refilled throughout the day at the school's water bottle filling stations. *Coffee, smoothies, sports drinks, soft drinks, and other beverages are not permitted during the school day.*

Afternoon Dismissal

To help ensure a safe and orderly dismissal, all parents and guardians are asked to follow the school's dismissal procedures. Parents should park in the designated parking area during afternoon dismissal.

- **PK3–4th Grade:** Parents or guardians should report to **Marion Hall** to pick up their child. Students will remain with faculty until an authorized adult arrives.
- **5th–7th Grade:** Students may be picked up from the **Lorio Center (Gym)**.
- Students should be picked up promptly at dismissal. Any student not picked up by **3:20 p.m.**, or **2:50p.m. on monthly Monday early dismissal days**, will be checked into After School Care, and applicable fees will apply.
- Students who walk or ride a bicycle to and from school must have written permission from a parent or guardian on file in the school office. For safety, bicycles must be walked while on school property, and students should always use designated crosswalks when crossing streets.
- Students may not leave campus with a driver who is a minor unless the school has prior written permission from a parent or guardian.
- If your child's dismissal plans change, please notify the school office before dismissal whenever possible.
- To ensure the safety of all students, pets are not permitted on school property during morning arrival or afternoon dismissal.
- Students may not leave campus with a driver who is a minor unless prior written permission has been provided by a parent or guardian.
- If dismissal plans change, parents **must** notify the school office before dismissal whenever possible.

Parental Supervision at Athletic Events

Students are welcome to attend school athletic events after the school day when accompanied by a parent or guardian. Students who are not picked up by a parent or guardian at dismissal will report to After School Care until they are picked up. Students may not remain on campus unsupervised while waiting for an athletic event.

After School Care

Our After School Care program provides students with a safe, caring, and supervised environment until pick-up. Each afternoon includes outdoor play, a snack, homework time, and supervised activities. Homework time provides students with a quiet opportunity to begin assignments but is not intended to replace instruction or tutoring. Parents are encouraged to review completed work with their child each evening.

After School Care: Enrollment & Payment

- Enrollment and payments for After School Care are managed through FACTS. Families must maintain a \$150 deposit in their After School Care account before a student may participate in the program.
- After School Care is available on an as-needed basis for a fee of \$10 per afternoon. Families are responsible for monitoring their account balance and ensuring sufficient funds are available.

- FACTS will provide low-balance notifications to help families manage their accounts.
- If an account does not have sufficient funds, the student will be unable to attend After School Care until additional funds are added. In this situation, a parent, guardian, or authorized emergency contact will be contacted for pickup.

After School Care: Attendance and Pick-Up

Students enrolled in After School Care are checked into the program immediately following dismissal.

To avoid an After School Care charge, students should be picked up:

- By **3:20 p.m.** each school day and by **2:50 p.m.** on scheduled monthly Monday early dismissal days.
- Immediately following any after-school practice, rehearsal, club meeting, or other school-sponsored activity.
- For the safety of our students, only a parent, legal guardian, or authorized emergency contact may sign a student out. After School Care is held in the **cafeteria and playground area**. Students are picked up at the **cafeteria entrance on Poplar Street**, where a staff member will assist with sign-out and dismissal.

After School Care: Late Pick-Up

- After School Care closes promptly at **6:00 p.m.** Families arriving after closing will be assessed a **\$25 late fee per child**. Beginning at **6:15 p.m.**, an additional charge of **\$1 per minute, per child** will be added to the late fee. Late fees must be paid directly to the supervising After School Care staff member at the time of pick-up. If you have any questions, send an email to aftercare@slkfschool.com.

5. CAMPUS SAFETY AND CONDUCT ON GROUNDS

Parental Supervision at Athletic Events

Students attending a school athletic event immediately following the school day must be accompanied and supervised by a parent or guardian. Students who are not picked up at dismissal will be checked into After School Care, and applicable fees will apply. Students may not remain on campus unsupervised while waiting for an athletic event to begin.

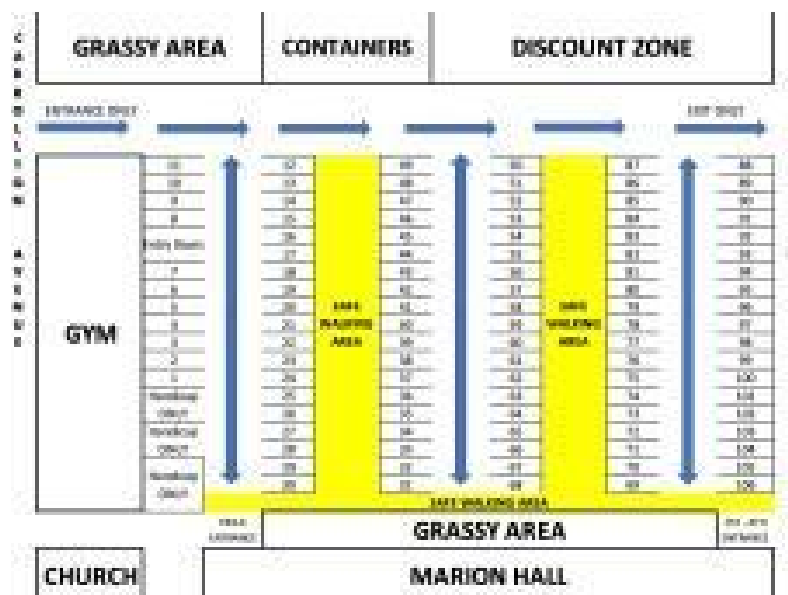
Parking Lot Safety

The safety of our students, families, faculty, and visitors is a shared responsibility. To help ensure a safe and orderly campus, all drivers are expected to follow the school's parking lot procedures and exercise caution during arrival and dismissal.

Please observe the following guidelines:

- Park only in marked parking spaces.
- Follow all traffic patterns, signs, barricades, and directions from school personnel.
- Use the designated pedestrian walkways when walking to and from campus.
- Do not drive through pedestrian-only areas or around safety barricades.
- Drive slowly and remain alert for students, families, and staff at all times.
- Enter the parking lot from Carrollton Avenue and exit onto Lake Avenue, following the established traffic flow.

Parents and students should always walk together through designated pedestrian areas and avoid crossing through active traffic lanes whenever possible. The school reserves the right to modify traffic patterns and parking procedures as needed to promote the safety and efficiency of campus operations. Please refer to the parking lot map provided by the school for the current traffic flow and designated pedestrian walkways.



6. FIELD TRIPS

Field trips provide valuable opportunities to enrich classroom learning and are considered an extension of the educational program at St. Louis King of France Catholic School. **A signed field trip permission form is required before a student may participate in any school-sponsored field trip.** Verbal permission cannot be accepted.

Parents and guardians are responsible for ensuring that all emergency and medical information on file with the school remains current throughout the school year. (See **Attachment A.**) Participation in field trips is a privilege. The school reserves the right to deny participation when it is determined to be in the best interest of the student or the school community, including for academic, behavioral, safety, or disciplinary reasons.

Parents who serve as chaperones also must provide a safe and positive experience for our students. **Anyone attending a field trip must be Safe-Environment trained, including completing a criminal background check.** Chaperones are expected to follow all school and teacher guidelines, including any dress code, supervision expectations, and field trip procedures. Because chaperones represent St. Louis King of France Catholic School, failure to follow these expectations may result in removal from the field trip and/or the loss of future chaperone privileges.

For the safety and supervision of all students, **siblings and other non-participating children are not permitted** to attend school field trips unless specifically authorized by the school.

Students in PK3 and PK4 cannot ride a bus. Therefore, parents must drive their own children to and from the field trip and accompany them as their chaperone.

7. MEDICAL

Illness During the School Day

If a student becomes ill during the school day, the school will contact a parent or guardian. If a parent or guardian cannot be reached, the school will contact **the student's emergency contact(s) that were provided by parents in their FACTS account.** Families are responsible for keeping all contact information current.

- Students who are unable to participate comfortably in the school day due to illness, including fever, will be sent home. Students must be fever-free for 24 hours without the use of fever-reducing medication before returning to school.
- Parents or authorized emergency contacts are expected to arrange prompt pickup of an ill student. In the event of a medical emergency, the school may contact emergency medical services. Parents or guardians are responsible for any medical expenses incurred.

Administration of Medication

Whenever possible, medications should be administered at home. If medication must be given during the school day, the following requirements apply:

- All medications must be delivered to the school office by a parent or guardian.
- Required medication forms and physician authorization must be completed before medication can be administered. **Request for School Personnel to Administer Medication** form (see **Attachment B**)
- Prescription medications must be provided in the original labeled prescription container. Please be aware that the prescriptions are current and not held beyond the expiration date.
- Non-prescription medications must be provided in the original labeled container.

- Students may not carry medications, including cough drops.
- Parents or guardians must pick up all medications at the end of the school year. Unclaimed medication will be properly discarded.

Families should notify the school of any chronic medical condition, serious illness, allergy, or medical need that may require additional support during the school day.

Head Lice Policy

Head lice are common among school-age children and are not a reflection of personal hygiene. If live lice or nits are identified, the student will be sent home and treatment should begin promptly. Students may return to school once treatment has been completed and the student is free of live lice and nits. The school may request a hair check before the student returns to class.

Families should notify the school of any chronic medical condition, serious illness, allergy, or medical need that may require additional support during the school day.

Head Lice Policy

Head lice are common among school-age children and are not a reflection of personal hygiene. If live lice or nits are identified, the student will be sent home and treatment should begin promptly. Students may return to school once treatment has been completed and the student is free of live lice and nits. The school may request a hair check before the student returns to class.

Naloxone Policy

Due to the increasing rates of overdoses due to opioids such as Fentanyl, Louisiana now requires all elementary and secondary schools to carry Naloxone as part of emergency response equipment. Naloxone is an opioid antagonist that can be used in emergencies to slow or stop the effects of an opioid-related drug overdose. A common form of Naloxone is Narcan nasal spray.

According to the CDC, Naloxone can be given safely to people of all ages, from infants to older adults. This includes an adolescent or young adult who may have unintentionally taken an opioid.

All schools in the Archdiocese of New Orleans will maintain a supply of Naloxone (ex. Narcan) and will train and equip key staff to prepare for opioid emergencies. It is policy for the trained staff to administer, per Louisiana state law, Naloxone to any student or staff suspected of an opioid overdose. In addition, anytime this is necessary, 911 will immediately be notified, then parent or guardian.

The student may only be released to the parent or guardian by law enforcement. A follow-up report will also be filed with the Department of Catholic Education and Faith Formation and the Office of Safe Environment.

According to LA ACT 378-HB 456, the following are not liable for damages in a civil action for injury, death, or loss to a person or property that allegedly arises from an act or omission associated with the administration of Naloxone or another opioid antagonist, unless the act or omission constitutes willful or wanton misconduct:

- A public or nonpublic school.
- A public or nonpublic school employee or volunteer.
- A licensed health professional authorized to prescribe medication who personally furnishes or prescribes Naloxone or another opioid antagonist.
- A training organization and its personnel.

Consequences regarding a student or employee's status at the school will be considered once the person is deemed safe and out of danger.

8. UNIFORMS AND GROOMING

The St. Louis King of France Catholic School uniform reflects the pride, respect, and professionalism of our school community. Students are expected to arrive at school neatly groomed and in complete uniform each day.

- *If a student is unable to wear any part of the required uniform, a parent or guardian must provide a written note to the school office before the start of the school day for administrative approval.*

Schiro's School Time is the official uniform provider for St. Louis King of France Catholic School. Detailed uniform requirements by grade level are provided on the following page. **Students should wear only the uniform designated for their grade level.**

General Uniform Expectations

- Students must wear only approved St. Louis King of France uniform items.
- Uniforms should be clean, properly fitted, and in good repair.
- Uniform shirts should be tucked in unless otherwise designated.
- The *St. Louis King of France* cardigan (PK-4th grade only), varsity sweater (5th-7th grade only), ¼ zip fleece, SLKF Crusader sweatshirt, or school-approved fleece-lined jacket are the only outer garments that may be worn during the school day.
- All socks, shoes, tights, and leggings must comply with the approved uniform requirements.
- Spirit wear and theme shirts may be worn *only* on designated days.

Grooming

Students are expected to maintain a neat, clean, and well-groomed appearance.

- Hair should be clean, neatly groomed, and a natural color.
- Boys should be clean-shaven. Mustaches, beards, and other facial hair are not permitted.
 - Boys hair may not touch the collar of the uniform shirt, top of the ear, or extend over the eyebrow.
- Makeup, artificial nails, and extreme nail colors are not permitted.
- Only simple jewelry and accessories may be worn. Religious medals on a chain worn under the blouse/shirt, and medical alert bracelets or medallions are permissible.
 - Girls may wear earrings (no larger than 5mm, no hoops or dangles, no more than one earring in each lobe, earrings must be identical). Boys may not have facial or body piercings.
- Smart watches are not permitted unless approved for a documented medical need.

***The administration reserves the right to determine whether a student's grooming or appearance is appropriate for the school environment.*

Mass Attire

Students wear the designated Mass uniform each Wednesday and on other days announced by the school.

- **Boys PK4-K:** Long uniform pants, blue collared cotton polo shirt
- **Boys, Grades 1–4:** Long uniform pants, blue oxford shirt, and tie
- **Boys, Grades 5–7:** Long uniform pants, blue oxford shirt, blazer, and tie
- **Girls, Grade PK4:** Navy and green plaid dress
- **Girls, Grades K–4:** Navy and green plaid drop waist jumper
- **Girls, Grades 5–7:** Navy and green plaid pleat skirt, white oxford shirt, blazer

Mass uniforms should be clean, complete, and worn with the designated shoes, socks, belts, sweaters, and other required uniform items.

Cold Weather

Students may wear only approved uniform outerwear while inside the school building. *Approved outerwear includes:* the official St. Louis King of France sweater, sweatshirt, fleece, or other school-approved outerwear.

Hooded sweatshirts, jackets, blankets, and other non-uniform outerwear must be removed upon entering the building unless otherwise approved by the administration.

Dress Down Days

Throughout the school year, students may participate in designated Dress Down Days. Dress down days are a privilege and students participating in dress down days are expected to wear clothing that is clean, modest, and appropriate for a Catholic school.

Theme Shirt Days: On designated Theme Shirt Days, students may wear the current school-year SLKF theme shirt with the approved uniform bottoms and tennis shoes. Girls may wear the theme shirt over the SLKF jumper or with the uniform skirt. *Additional information, including dates and participation details, will be communicated by the school.*

Full Dress Down Days: On designated Full Dress Down Days, students may wear school-approved attire that is clean, modest, and appropriate for a Catholic school environment.

- Approved SLKF or school-designated shirts may be worn.
- Jeans, solid-colored pants, or athletic pants with finished hems are permitted.
- Closed-toe athletic shoes are required.
- Clothing that is torn, excessively tight, revealing, or displays inappropriate language, images, or messages is not permitted.
- Leggings, jeggings, yoga pants, and shorts are not permitted unless specifically authorized.

Students who choose not to participate in a dress down day should wear the regular school uniform.

	Boys' Uniform	Girls' Uniform
PK3, PK4	• Light blue short or long sleeve polo shirt with school emblem • Plain front navy-blue shorts or pants with elastic (pull on) • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name • SLKF Crusader sweatshirt • Fleece-lined jacket embroidered with SLKF (Font: Block) and last name • Official BLACK SLKF sock • Official SLKF school tote with SLKF (Font: Block) and last name • Any ALL BLACK, VELCRO shoes.	• SLKF Navy and Green Plaid Dress. • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed • SLKF Crusader sweatshirt • Fleece-lined jacket embroidered with SLKF (Font: Block) and last name monogrammed • Official WHITE SLKF sock • Navy, black or white tights or leggings • Black, hunter green, navy blue, or white ribbons, bows, headbands, etc. (only colors in school uniform) • Official SLKF school tote embroidered with SLKF (Font: Block) and last name monogrammed • Navy blue Mary Jane shoes with Velcro closing. Shoes must be purchased from Schiro's.

K	• Light blue short or long sleeve polo shirt with school emblem • Plain front navy-blue shorts or pants with elastic (pull on) • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name • SLKF Crusader sweatshirt • Fleece-lined jacket embroidered with SLKF (Font: Block) and last name • Official BLACK SLKF sock • Official SLKF school tote with SLKF (Font: Block) and last name • Any ALL BLACK, VELCRO shoes.	• SLKF jumper • Short or long sleeve white Peter Pan collar blouse with plain or navy-blue piping (monogram optional) • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed • SLKF Crusader sweatshirt • Fleece-lined jacket embroidered with SLKF and last name monogrammed • Official WHITE SLKF sock • Navy, black or white tights or leggings • Black, hunter green, navy blue, or white ribbons, bows, headbands, etc. (only colors in school uniform) permitted • Navy blue and white Saddle Oxfords. Shoes must be purchased from Schiro's.
1st-4th	• Short or long sleeve light blue oxford shirt with school emblem and last name monogrammed • Plain navy-blue shorts or pants with belt loops • Blue or black belt • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed • SLKF ¼ zip fleece • SLKF Crusader sweatshirt • Fleece-lined jacket embroidered with SLKF (Font: Block) and last name monogrammed • Official BLACK SLKF sock • SLKF plaid tie or SLKF plaid bow tie • Any ALL BLACK tie up shoes	• SLKF jumper • Short or long sleeve white Peter Pan collar blouse with plain or navy-blue piping (monogram optional) • Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed • Fleece-lined jacket embroidered with SLKF and last name monogrammed • SLKF ¼ zip fleece • SLKF Crusader sweatshirt • Official WHITE SLKF sock • Navy, black or white tights or leggings • Black, hunter green, navy blue, or white ribbons, bows, headbands, etc. (only colors in school uniform) permitted • Navy blue and white Keds Saddle Oxfords. Shoes must be purchased from Schiro's.
5th-7th	• Short or long sleeve blue oxford shirt with school emblem and last name monogrammed • Plain front khaki shorts or pants with belt loops • Blue or black belt • V-neck sweater embroidered with SLKF (Font: Block) and last name monogrammed • SLKF ¼ zip fleece • SLKF Crusader sweatshirt • Navy blue blazer with school logo (monogramming optional) • Official BLACK SLKF sock • SLKF plaid tie or SLKF plaid bow tie • Any ALL BLACK tie up shoes • SLKF Grey P.E. shirt and navy P.E. shorts with official SLKF logo	• SLKF skirt or skort (no shorter than 2 in. above the knee) • Short or long sleeve white oxford shirt with school emblem and last name monogrammed. • V-neck pullover varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed • SLKF ¼ zip fleece • SLKF Crusader sweatshirt • Navy blue blazer with school logo (monogram optional) • Official SLKF knee-high or sport socks • Blue or black tights or leggings • Black, hunter green, navy blue, or white ribbons, bows, headbands, etc. (only colors in school uniform) permitted • Any ALL WHITE tie up shoes • SLKF Grey P.E. shirt and navy P.E. shorts with official SLKF logo

School Bags

PK1–Kindergarten: Students are required to use the official SLKF canvas tote bag, available through Schiro's SchoolTime. The student's last name must be embroidered on the tote bag.

Grades 1–7: Students are required to bring a school bag or backpack that is neat, in good condition, and

appropriate for the school setting. Backpacks may not be decorated with writing, drawings, keychains, toys, or other attachments, nor may they display inappropriate language, images, symbols, or messages. The school administration reserves the right to determine whether a backpack is appropriate

9. COMMUNICATION

At St. Louis King of France School, we believe that a strong partnership between home and school is essential to every child's success. We value open, respectful, and timely communication with our families and encourage parents to stay actively involved in their child's education and school life.

Throughout the year, we communicate with families in a variety of ways, including school-wide weekly newsletters, email, text messages, FACTS Family Portal, the SLKF App, report cards, parent-teacher conferences, phone calls, classroom newsletters and teacher communications, and personal notes, when appropriate.

The Crusader Connection

Our weekly school newsletter, The Crusader Connection, is emailed to all families each Monday. It contains important announcements, upcoming events, deadlines, and other school news. Parents and students are encouraged to review the newsletter together each week to stay informed. Many teachers also provide classroom newsletters or other regular updates. Teachers who choose to use these communication tools will share those details with families at the beginning of the school year.

Staying Connected

Families are encouraged to regularly check the FACTS Family Portal, the SLKF App, homeroom school newsletters and communications, and the school's website: www.slkfschool.com. Please ensure that your family's contact information—including phone numbers, email addresses, and emergency contacts—is always current. Updates may be made through your FACTS Family Portal account.

FACTS Family Portal

FACTS serves as our primary communication and information system. Through FACTS, parents can conveniently access grades, attendance, and report cards. Homeroom teachers may utilize FACTS to post:

- Homework and classroom assignments
- School and classroom calendars
- Tests, field trips, and special events
- School forms and important documents
- Transcripts

To log in, visit www.factsmgt.com and select Family Portal Login. The district Code: SLK-LA. Use the email address and password you created when registering your child with FACTS. For assistance with the FACTS Family Portal, please contact our Technology Coordinator. Questions regarding tuition or financial information should be directed to the Business Office.

The SLKF App

The SLKF App provides quick access to important school information, calendars, announcements, and resources. Families are encouraged to download the app by searching "SLKF" in their device's App Store.

Addressing Questions or Concerns

We believe that open communication and respectful collaboration help us best support our students. If you have a question or concern regarding your child's academic progress, behavior, or classroom experience, we ask that you follow the communication process below.

1. Contact the Teacher: Most questions and concerns can be resolved through direct communication with the teacher. Please note that homeroom teachers may not be able to answer questions regarding enrichment classes; in those cases, please contact the appropriate enrichment teacher. Allow 24 business hours for a response. Teachers devote their full attention to students during the school day and will respond as soon as reasonably possible.
2. Contact the Principal: If further discussion is needed after working with the Director of Executive Operations, contact the Principal. Meetings may be scheduled with the teacher and Principal to work collaboratively toward a resolution.
3. Contact the Pastor: If a concern remains unresolved after following the previous steps, the Pastor may be contacted. Meetings at this level may include the teacher, Principal, and Pastor.

10. ACADEMICS, CURRICULUM, AND INSTRUCTION

At St. Louis King of France School, our curriculum is designed to nurture the academic, spiritual, social, emotional, and moral development of every child. We are committed to providing an excellent Catholic education that inspires students to grow in faith, pursue academic excellence, and become lifelong learners and disciples of Jesus Christ.

Religious Curriculum

Religious education is at the heart of everything we do at St. Louis King of France School. Our religion curriculum follows the Catechism of the Catholic Church, the Curriculum for Religious Education and Catechesis of the Archdiocese of New Orleans, and the ongoing teachings of Pope Leo XIV. Instructional materials are selected in accordance with Archdiocesan guidelines. Religion is a core academic subject and is required for all students. Students of all faith traditions are warmly welcomed into our school community and are expected to participate respectfully in religion classes, school liturgies, prayer services, retreats, and other faith-based activities that are an integral part of our Catholic identity.

Academic Curriculum

St. Louis King of France School fulfills all requirements established by the Louisiana Department of Education in Bulletin 741 for grades Pre-Kindergarten through Grade 7.

Assessments

Standardized assessments are administered annually to students in Grades 3–7 and may also be administered in additional grade levels as determined by the school or the Archdiocese. Benchmark assessments are administered three times each year to students in Kindergarten through Grade 7. These assessments help teachers monitor student growth, guide instruction, and provide appropriate academic support throughout the school year. Students who are absent during standardized testing may not be permitted to make up missed testing sessions except at the discretion of the administration.

Grading Scale

The following grading scale is used for students in Grades 1 through 7:

- A = 94-100 (4 quality points)
- B = 86-93 (3 quality points)
- C = 78-85 (2 quality points)
- D = 70-77 (1 quality point)
- F = 69 and below (0 quality points)

Enrichment Conduct Grades

Grades should communicate learning, while our Catholic mission forms the whole child.

Enrichment and Conduct grades are not based on a numerical scale. They reflect each student's growth and development throughout the school year, recognizing progress in both character and learning.

Report Cards

PreK and Kindergarten students receive skills-based report cards that reflect each child's developmental growth and learning. For students in Grades 1–7, report cards are available through the FACTS Family Portal, and report cards are issued at the end of each quarter. Report cards are released according to the school calendar and are not available before the scheduled distribution date.

Honor Roll (Grades 3–7)

Students in **Grades 3–7** are eligible for Honor Roll recognition each grading period.

- **Alpha Honor Roll:** A's in all academic subjects and highest marks in conduct and enrichment classes.
- **Beta Honor Roll:** A's and B's in all academic subjects and highest marks in conduct and enrichment classes.

Homework

Homework is an important part of the learning process. It provides students with opportunities to practice new skills, reinforce classroom learning, develop responsibility, and build strong study habits. Depending on the grade level and subject, homework may include written assignments, digital assignments, reading, studying, projects, or review activities. The amount of homework will vary based on your child's grade level, instructional needs, and progress in school. Students are expected to complete and submit all assignments by the due date. Incomplete or missing homework may affect a student's academic grade. Students who are absent are responsible for making up missed assignments. In the case of an illness, students will be given a minimum of two school days to complete and submit missed work unless additional time is granted by the teacher. Homework and assignments are communicated in a variety of ways, including classroom instruction, the FACTS Family Portal, Google Classroom, the SLKF App, and classroom assignment boards. Because teachers have different schedules, assignments may not appear online until later in the afternoon. Families are encouraged to allow teachers adequate time to update online platforms.

Promotion

Students in Grades 1–7 must successfully complete the academic requirements for each subject in order to be promoted to the next grade level. To earn credit in a subject, a student must accumulate a minimum of **4 quality**

points for the school year. Quality points are assigned as follows:

- **A = 4 points**
- **B = 3 points**
- **C = 2 points**
- **D = 1 point**
- **F = 0 points**

Please note that a student who receives an **F** in the final grading period of a subject will **not** receive credit for that subject for the school year, regardless of the total number of quality points earned.

In addition to meeting academic expectations, students must satisfy the Archdiocesan attendance requirement of **at least 160 school days** each year.

Promotion and continued enrollment also reflect a student's overall conduct and commitment to the expectations of St. Louis King of France School. Students whose conduct is consistently unacceptable may be denied re-enrollment for the following school year at the discretion of the administration.

Promotion to the next grade level is based on each student's academic progress, attendance, and overall readiness to successfully meet the expectations of the next grade.

PK3–Kindergarten

Students in PK3, PK4, and Kindergarten may be retained if they have not demonstrated consistent developmental and academic readiness. Kindergarten students must demonstrate readiness in both reading and mathematics to be promoted to first grade.

Attendance in PK3, PK4, and Kindergarten does not automatically guarantee promotion. Readiness for the next grade level is determined by the student's academic, developmental, social, and emotional progress.

1st-7th Grade

A student who earns a failing final average in one major subject (Religion, English, Math, Reading, Science, or Social Studies), or who earns a failing grade for the fourth quarter in a major subject, will be conditionally promoted and must complete remediation through summer school or thirty (30) hours of tutoring for credit recovery with a certified teacher. Documentation of successful completion must be submitted to the school office prior to the start of the next school year. A failing fourth-quarter grade requires remediation regardless of the student's final average in the course.

A student who does not successfully complete two or more major subjects (Religion, English, Math, Reading, Science, or Social Studies) may not be promoted to the next grade level. The final decision regarding promotion, retention, and continued enrollment rests with the administration.

Because reading provides the foundation for future learning, students who do not successfully pass Reading in first grade will not be promoted to second grade.

Students who are not promoted from **seventh grade** will not be permitted to repeat seventh grade at St. Louis King of France School.

Exams

Exams are given at the end of each quarter to students in grades 5th– 7th. Exams are counted as two test grades.

Exam Exemptions

Seventh grade students may qualify to be exempt from 4th quarter exams by meeting the following criteria:

- Earn an **A in the fourth quarter** in the respective subject.
- Maintain an **A average for the first three quarters** in that subject, with at least **two A's and no more than one B**.

Textbooks

Most textbooks used at St. Louis King of France Catholic School are the property of the school or are provided by the State of Louisiana. Students are expected to care for all books and instructional materials throughout the school year.

- Each student is issued the textbooks needed for his or her classes at the beginning of the school year.
- Textbooks should be covered and kept in good condition at all times.
- Students are responsible for the cost of any lost or damaged textbooks or library books.

Throughout the school year, teachers may purchase classroom sets of novels or other instructional materials for student use. When applicable, these costs will be billed through the family's FACTS account. Parents will be notified in advance of the amount to be charged and the scheduled withdrawal date.

Make-Up Work

When students are absent, we want to help them successfully return to their classroom routine. Students are responsible for completing all work missed during an absence.

Students are generally allowed one school day for each day of absence due to illness to complete and submit make-up work, unless other arrangements have been made with the teacher.

For students in Grades 1–7, all missed assignments—including homework, quizzes, tests, and classwork—should be completed by the teacher's established deadline and no later than the end of the grading period

While teachers will make every reasonable effort to help students transition back after an absence, students are encouraged to take responsibility for checking with their teachers regarding missed assignments, notes, and assessments.

Incomplete and Missing Assignments

Students are expected to complete and submit all assigned work by the established deadlines. When assignments are not completed on time, teachers will work with students to develop a plan for completing the work and demonstrating their learning.

Because our goal is to promote learning and growth, students may be given the opportunity to submit incomplete or missing assignments for partial credit within a timeframe determined by the teacher. The amount of credit awarded may be reduced to reflect the late submission.

If an assignment remains incomplete at the close of the grading period, the teacher will determine the appropriate grade based on the work that has been completed and the student's demonstrated level of understanding. Students are encouraged to submit any completed portion of the assignment, as evidence of learning will be considered whenever possible.

Repeated missing or incomplete assignments may result in teacher conferences, parent communication, and additional interventions to support the student's success.

11. ATHLETICS

St. Louis King of France Catholic School follows all rules and guidelines established by the Catholic School Athletic League (CSAL). Participating in athletics is a privilege. Student-athletes are expected to represent our school by demonstrating good sportsmanship, responsibility, and respect both on and off the field.

To remain eligible to participate, students must:

- Maintain passing grades.
- Demonstrate appropriate behavior and conduct at school.
- Complete all assigned disciplinary consequences. Participation in a game or practice does not excuse a student from school discipline.
- Attend school for at least one-half of the school day on the day of a practice, game, or other athletic event.

Team selection, playing time, and other coaching decisions are made by the coach and are final. We ask all athletes, parents, coaches, and spectators to represent St. Louis King of France Catholic School with respect, kindness, and good sportsmanship at every event. Together, we can create a positive and encouraging experience for everyone.

12. EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities is a privilege and an opportunity for students to develop their talents, interests, and friendships outside the classroom. Students are expected to meet the school's academic and behavioral expectations in order to participate.

To remain eligible, a student must:

- Have no failing grades in two or more classes on the most recently issued report card.
- Earn at least a satisfactory grade in Conduct on the most recently issued report card.

Students who do not meet these expectations may be removed from an extracurricular activity. Decisions regarding participation and reinstatement are made by the school administration. We encourage all students to represent St. Louis King of France Catholic School with respect, responsibility, and good sportsmanship in every activity they choose to join.

Extracurricular Participation

Students who are absent for the entire school day, or who leave school before the end of the day due to illness, may not participate in extracurricular activities that day. This includes athletic practices and games, choir, drama performances, clubs, tryouts, and other school-sponsored activities. This expectation helps ensure that students have adequate time to rest, recover, and return to school healthy and ready to learn.

13. STUDENT BEHAVIOR AND PARENT PARTNERSHIP

At St. Louis King of France Catholic School, we believe every child is a gift from God with the ability to learn, grow, and make positive choices. Because children are still developing, there will be times when they make mistakes or exercise poor judgment. These moments provide valuable opportunities to teach responsibility, strengthen character, and encourage growth.

Our approach to discipline is rooted in our Catholic faith and is intended to be **formative, restorative, and respectful of each child's dignity**. We help students reflect on their choices, accept responsibility for their actions, repair relationships when appropriate, and learn the skills needed to make better decisions in the future. Students are expected to follow school expectations and may receive appropriate consequences when their behavior does not reflect those expectations.

Working Relationship with Families

We believe students are most successful when parents and school work together. Open communication and a shared commitment to each child's growth help create a positive learning environment.

Teachers will communicate behavioral concerns through the classroom communication system and encourage parents to regularly review their child's conduct and progress. When concerns persist or additional support is needed, the administration will partner with the teacher and family to develop a plan that helps the student succeed.

Toys and Fidgets

Items from home (toys, stuffed animals, etc.) are not allowed. Only students with counselor recommendations are allowed to bring counselor-approved fidgets to school.

Academic Honesty

At St. Louis King of France Catholic School, we believe honesty is a reflection of our faith and an important part of developing strong character. We encourage students to always do their best, take pride in their own work, and demonstrate integrity in everything they do.

Students are expected to:

- Complete their own assignments and assessments.
- Give proper credit when using the ideas or work of others.
- Demonstrate honesty and integrity in all academic activities. Academic dishonesty includes, but is not limited to:
 - Cheating on assignments or assessments
 - Copying another student's work
 - Plagiarism
 - Unauthorized collaboration
 - Misusing technology or artificial intelligence (AI)

Artificial intelligence (AI) may only be used when permitted by the teacher and in accordance with the expectations of a specific assignment. Work submitted should always reflect the student's own thinking, learning, and effort.

When academic dishonesty occurs, the school will work with the student to help them understand the importance of honesty and personal responsibility. Depending on the situation, appropriate academic and/or disciplinary consequences may be assigned.

Personal Conduct Off Campus

Students represent St. Louis King of France Catholic School both on and off campus. Whether or not they are wearing the school uniform, students are expected to conduct themselves in a manner consistent with the values, mission, and behavioral expectations of the school and the Roman Catholic Church.

Off-campus conduct that negatively affects the safety, well-being, reputation, or school environment of SLKF may result in disciplinary action. This includes violations of civil or criminal law, fighting, the unlawful use or possession of drugs or other controlled substances, and other serious misconduct. Consequences may include suspension, expulsion, or withdrawal from the school.

Students are also expected to use social media, text messages, group chats, and other forms of electronic communication responsibly. Threatening, bullying, harassing, inappropriate, or harmful content that affects students or the school community may be reviewed by the administration and may result in disciplinary action.

The Principal and Director of Executive Operations will review each situation individually and determine the appropriate response in accordance with school and Archdiocesan policies.

Student Conduct Expectations

Students are expected to behave in a manner that promotes a safe, respectful, and productive learning environment. Any behavior that interferes with a student's ability to learn or a teacher's ability to teach is not permitted.

Items that create unnecessary distractions or disrupt the learning environment, including toys, electronic devices, or other non-school-related items, are prohibited unless specifically authorized by a teacher or administrator. Unauthorized items may be confiscated and returned to a parent or guardian at the discretion of the school administration.

Examples of prohibited behavior include, but are not limited to:

- Refusing to follow school rules or directions from school personnel
- Disrespectful, disruptive, or unsafe behavior
- Fighting, rough play, or inappropriate language
- Leaving campus without permission
- Cheating, dishonesty, or vandalism
- Possession of prohibited items, including alcohol, drugs, tobacco or nicotine products, fireworks, or weapons
- Dress code violations
- Misuse of electronic devices or social media

Students who repeatedly disrupt the learning environment or engage in serious misconduct may be removed from the classroom and be subject to disciplinary action, including parent conferences, suspension, or expulsion, as determined by the Principal in accordance with school policy.

Bullying Prevention

At St. Louis King of France Catholic School, every student has the right to learn in a safe, respectful, and faith-filled environment. We are committed to fostering a culture of kindness, acceptance, and respect for the dignity of every person.

Bullying in any form—including physical, verbal, social, emotional, cyberbullying, or bullying based on race or any other protected characteristic—is not tolerated. Any report or concern regarding bullying will be taken seriously and promptly investigated by school personnel. Appropriate disciplinary action will be taken in accordance with school policy.

Depending on the severity or frequency of the behavior, disciplinary consequences may include suspension or expulsion.

Archdiocese of New Orleans Anti-Bullying Policy adopted by SLKF

I. Purpose/Rationale

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student of a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Archdiocese of New Orleans believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but is not limited to:**

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The principal or principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitutes violations of this policy.

Administrators/principals/designee(s) should document in writing any complaints about bullying.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, another member of the administrative team may be designated to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or designee will determine whether the actions complained of constitute “bullying” as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school’s disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school’s disciplinary policy, consequences and appropriate remedial action for bullying may include, but may not be limited to:

Community service hours	Written punish work	Loss of Privileges
Detention	Suspension	Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Archdiocese of New Orleans are required to:

- 1) Adopt an Anti-Bullying Policy consistent with this policy and include it in the school’s student handbook;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school’s Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target by using supportive words and non-violent actions.

The responsibility for the implementation of the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school’s Anti-Bullying policy to ensure continued consistency with this policy and state law.

VII. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law-enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Archdiocesan authority should be consulted depending on the nature of the alleged actions.

Fighting and Violence

The safety and well-being of every student is a top priority at St. Louis King of France Catholic School. Fighting, physical aggression, threats of violence, or any behavior that places others at risk will not be tolerated.

Students who believe a conflict may escalate are encouraged to seek help from a teacher, counselor, or administrator before the situation becomes physical. We want students to know that asking for help is the right choice and an important part of resolving conflicts peacefully.

Students who engage in fighting or violent behavior are subject to disciplinary action, which may include suspension or expulsion, depending on the circumstances. The Principal and Director of Executive Operations will review each situation individually and determine the appropriate consequence.

Alcohol, Drugs, and Weapons

To provide a safe and secure learning environment, the possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, or weapons is strictly prohibited on school property, at school-sponsored events, and during any school-related activity.

Any violation of this policy is considered a serious offense and may result in immediate disciplinary action, including expulsion, in accordance with Archdiocesan policy and applicable law.

Firearms on School Property

In accordance with Louisiana law, it is a criminal offense for a student or non-student to intentionally possess a firearm on school property during regular school hours or on a school bus, except as specifically permitted by law.

This prohibition does not apply to authorized federal, state, or local law enforcement officers or school personnel acting within the scope of their official duties, or to students acting under the direct supervision of authorized school personnel as permitted by law.

Any student found in possession of a firearm on school property or at a school-sponsored activity will be subject to immediate disciplinary action, including expulsion, in addition to any criminal penalties provided under Louisiana law. The school will cooperate fully with law enforcement authorities and will notify parents or guardians as required by law.

Tobacco, Nicotine Products, and Fireworks

The possession or use of tobacco products, electronic cigarettes (vapes), nicotine products, or fireworks is prohibited on school property, at school-sponsored events, and while representing St. Louis King of France Catholic School, including while wearing the school uniform.

Violations of this policy are considered serious offenses and may result in disciplinary action, including out-of-school suspension or expulsion, depending on the circumstances.

Damage to School Property

Students are expected to treat all school property, equipment, and the belongings of others with care and respect.

Students who intentionally damage school property may be required to repair or replace the damaged item or provide financial restitution. Depending on the severity of the incident, disciplinary action, including expulsion, may also be imposed.

If damage occurs accidentally, the school may require appropriate restitution based on the circumstances.

Truancy and Leaving Campus

For the safety of all students, no student may leave campus during the school day unless checked out through the school office by a parent, guardian, or other authorized adult. Students enrolled in After School Care must also be properly checked out before leaving school grounds.

Leaving campus without permission or failing to follow the school's check-out procedures is considered truancy and is a violation of school rules. Students who are truant will receive a behavior referral and appropriate disciplinary consequences. Parents or guardians will be notified of the incident.

Out-of-School Suspension

A student serving an out-of-school suspension will be marked absent for the day(s) of the suspension. Students are responsible for completing all classwork and homework assigned during the suspension. Students who miss quizzes and tests as a result of an out-of-school suspension must complete all assessments, classwork, and homework for grading unless otherwise determined by the school administration. Missed work must be completed outside of core instructional time upon their return. Teachers, parents, and administrators will agree upon a scheduled time for make-up work.

Disciplinary Probation

A student may be placed on disciplinary probation following a suspension or as a result of repeated or serious violations of school rules. Disciplinary probation serves as a formal notice that significant improvement in behavior is expected. During the probationary period, any additional misconduct may result in further disciplinary action, including dismissal from St. Louis King of France Catholic School. The Principal with the assistance of the Director of Executive Operations will review each situation individually; and the Principal will determine the appropriate course of action.

Expulsion

While our goal is to help every student learn, grow, and succeed, certain serious or repeated violations of school rules may result in dismissal from St. Louis King of France Catholic School.

A student may be dismissed without a prior suspension if the severity of the offense warrants immediate action.

The Principal and Director of Executive Operations will carefully review each situation and determine the appropriate course of action in accordance with school and Archdiocesan policies. The principal has final authority in all decisions regarding suspension and expulsion

14. TECHNOLOGY AND DIGITAL CITIZENSHIP

Technology Usage

Students who use school technology, including Chromebooks, desktop computers, Smart Boards, and other personal devices, are expected to use these resources responsibly and in accordance with all school rules and expectations.

All students are expected to follow the Technology Acceptable Use Policy, as outlined in **Attachment C**, as well as any additional classroom expectations established by teachers or supervising staff.

Failure to follow these policies or classroom technology expectations may result in disciplinary action and/or the loss of technology privileges.

Cell Phone and Electronic Devices

To help maintain a focused learning environment, students are encouraged to leave cell phones at home whenever possible. If a student brings a cell phone to school, it must be **turned off** and stored in the student's backpack for the day. The phone will remain stored during the school day and cannot be used during school hours. St. Louis King of France Catholic School is not responsible for lost, damaged, or stolen cell phones. If a student is found using a cell phone during the school day, or if a phone rings, vibrates, or is used at any time during school hours or dismissal, the phone will be held in the school office. A parent or guardian must pick up the phone from the school office. Students may **never** use a cell phone or other personal electronic device to take photographs, record videos, or make audio recordings on school property, during school-sponsored events, on field trips, or while attending After School Care. Students are expected to use good judgment when using social media, text messaging, group chats, and other online platforms. Any content that negatively impacts the school community or is inconsistent with the mission and values of St. Louis King of France Catholic School may result in disciplinary action, even if it occurs off campus.

Student Devices

To minimize distractions and maximize learning:

- Personal electronic devices, including tablets, smartwatches, gaming devices, earbuds, and similar technology, are not permitted unless specifically authorized by the administration.
- All devices, including school and personal are to be used only for educational purposes under the direction of the classroom teacher.
- Students should only open or use their devices when instructed by a teacher.
- Devices must be handled with care. Food and drinks should be kept away from all school-issued and personal technology.

Responsible Use of School Technology

Access to the school's network, devices, and internet resources is a privilege that carries important

responsibilities. Students are expected to use technology in a manner that reflects the values of St. Louis King of France School and demonstrates respect for others.

Students are expected to:

- Use school technology only for educational purposes.
- Access the internet only with teacher permission and supervision.
- Keep passwords secure and never share or use another person's password.
- Respect the privacy and digital work of others.
- Properly care for all devices and equipment.
- Report any damaged equipment, inappropriate content, or technology concerns to a teacher immediately.
- Demonstrate honesty by completing their own work and giving proper credit to the work of others.

Students may not:

- Access chat rooms, unauthorized messaging platforms, or social media during the school day.
- Download, install, or use unauthorized software, applications, or games.
- Access another student's accounts, files, or Google Classroom.
- Delete, alter, rename, or damage files, devices, or network resources.
- Attempt to bypass school security systems or interfere with school technology or communications.
- Share personal information about themselves or others without teacher permission.
- Upload or share photographs or videos of themselves or others without teacher approval.
- Create, send, receive, or distribute content that is inappropriate, offensive, threatening, abusive, discriminatory, profane, obscene, illegal, or inconsistent with Christian values.
- Use technology to bully, harass, intimidate, tease, or embarrass another person.
- Student activity on personal devices while connected to the school's network or used during the school day may be monitored through programs such as GoGuardian or other monitoring software to help promote student safety and ensure appropriate use of technology in accordance with school policies.
- Students should understand that information created, stored, or transmitted using school technology is not considered private and may be reviewed by school personnel when necessary.

Digital Citizenship

Teaching students to become responsible digital citizens is an important part of a Catholic education. Through library instruction and classroom learning, students receive age-appropriate lessons on:

- Internet safety
- Responsible online behavior
- Digital etiquette
- Cyberbullying prevention
- Protecting personal information
- Evaluating online information
- Building a positive digital footprint

Our goal is to help students develop the knowledge and judgment needed to use technology safely,

responsibly, and in ways that honor God and respect others.

Consequences for Misuse

Students who violate the Technology Policy may lose technology privileges and will be subject to appropriate disciplinary action in accordance with the Parent Handbook and civil laws. Parents or guardians will be notified when significant violations occur. Conduct that violates school expectations remains subject to disciplinary action whether it occurs on campus or through electronic communication outside of school if it disrupts the educational environment, interferes with the safety or well-being of members of the school community, or is otherwise inconsistent with the mission and values of St. Louis King of France School.

15. STUDENT SUPPORT SERVICES

St. Louis King of France School offers the services of one part-time Director of Student Support to assist within our school. The primary goal of the Director of Student Support is to help students in PK 3 to 7th grade flourish in academics and social-emotional learning. Responsive services, preventive services, developmental activities, and remedial assistance may be provided, as needed by a student. Throughout the school day, the following services may be offered by the Director of Student Support:

- Classroom guidance lessons
- Individual and small group sessions that address academic, career, and social concerns related to school
- Parent and teacher consultations to help create a plan for a student or provide minor adjustments in classroom

Students may speak to the Director of Student Support for issues such as:

- Academic difficulties
- Friendship issues
- Grief related to loss of a loved one or pet
- Referral assistance to other services and programs as needed
- Conflict resolution
- New student transition
- Difficulty coming to school

As needed, the Director of Student Support will assist to refer to a licensed mental health professional. The Director of Student Support is not able to provide the following services to students or to parents:

- Testimony in court in child custody matters other than as to facts (only if subpoenaed)
- Counseling services to a student or family members.

All students enrolled in St. Louis King of France School will work with the Director of Student Support and participate in the Social-Emotional Learning Program. If you have any questions, please contact Kacie Hoerner at khoerner@slkfschool.com.

Policy on Minor Academic Adjustments

St. Louis King of France School does not provide special education services or specialized instructional programs. The school will make reasonable minor adjustments, when appropriate, to support a student's educational needs. (**See Attachment D**)

Minor academic adjustments will not be considered or implemented until all required documentation has been received and reviewed. The nature and extent of any minor adjustments are determined by the principal and are

based upon the student's documented needs and the school's ability to provide the requested support.

Parents requesting teacher feedback forms or communication with educational consultants, psychologists, or evaluators must obtain approval from the administration and complete all required release forms. Information will be provided directly to the evaluator or consultant and not through the parent.

Continued enrollment is contingent upon the school's ability to meet a student's needs within the resources available. If the principal determines that the school's program is no longer an appropriate educational setting for a student, the school may require withdrawal, deny reenrollment, or discontinue enrollment.

Individual Needs Process

In the event that a student would benefit from minor adjustments within the classroom, the following procedures must be followed:

- Parents or guardians, teacher(s), and administration must identify the concerns.
- The Director of Student Support will give the parents resources and refer them to appropriate services.
- If teacher and administration surveys are requested, they will only be turned in to the evaluating agency.
- A full evaluation must be obtained, which includes either full testing by Jefferson Parish Pupil Appraisal or a full psycho-educational evaluation by a licensed psychologist. A pediatrician evaluation, note, or survey is not sufficient to receive minor adjustments within the classroom. The full evaluation must be updated every 3 years to continue receiving minor adjustments within the classroom.
- Once the parents receive the formal evaluation, a copy must be submitted to the Director of Student Support. The evaluation will be kept in a locked file cabinet in the Director of Student Support's office.
- If parents or guardians wish to share the full evaluation with anyone other than administration such as a teacher, a release must be signed with the Director of Student Support..
- The Individual Needs Committee (INC) (parents/guardians, teacher(s), administration, and Director of Student Support) will meet to assess, based on the evaluation, what minor adjustments can be reasonably given to the student. This will be reassessed annually or more often as needed.
- St. Louis King of France School maintains the right to decide what minor adjustments can be reasonably given within the classroom. Minor adjustments do not go into effect until the INC form has been signed by all parties.

16. SCHOOL LUNCH

School Lunch Program

School Food and Nutrition Services of New Orleans provides a daily lunch program for PK2-7th grade St. Louis King of France Catholic School students. The cafeteria staff is committed to providing nutritious, well-balanced meals that support healthy eating habits and student wellness.

Lunches and snacks must be prepaid through the School Food and Nutrition Services designated payment system. Parents are responsible for maintaining sufficient funds in their child's lunch account throughout the school year.

Students whose lunch accounts do not have sufficient funds should bring a lunch from home. To promote healthy eating habits and provide consistency for all students, restaurant or fast-food meals may not be dropped off during the school day. Home-packed lunches should be simple and ready to eat.

Current lunch prices, payment information, menus, and additional information about the school lunch program can be found at www.schoolcafe.org. Families with questions about the lunch program are encouraged to contact School Food and Nutrition Services of New Orleans at (504) 596-3434.

GENERAL SCHOOL POLICIES

Forgotten Items

To support a smooth and secure dismissal process, students and parents are not permitted to re-enter the building to retrieve forgotten books, assignments, or other school materials once dismissal has begun, in accordance with Archdiocesan Safe Environment policies. If a parent brings a forgotten item to school during the day, every effort will be made to deliver it; however, classroom instruction will not be interrupted. As a result, we cannot guarantee that items will reach students before they are needed.

Use of the Office Telephone and Messages

The use of the office phone by students is restricted to emergencies. Students will not be allowed to call home to secure forgotten test papers, homework, books, projects, lunch, etc. Students should know their transportation arrangements and after-school plans before arriving at school each morning whenever possible. To minimize interruptions to the instructional day, only emergency messages or unexpected changes to a student's dismissal plans, including the need to report to After School Care, will be delivered to students during the school day.

Parents and Visitors on Campus

The safety of our students, faculty, and staff is a top priority. With the exception of designated arrival and dismissal times for Early Childhood and Elementary students, all parents and visitors must report to the school office, sign in, and obtain a visitor's badge before entering the school building. If a parent needs to speak with a teacher during the school day, we ask that communication take place by email or voicemail whenever possible. Teachers are unable to leave their classrooms during instructional time except in the case of an emergency. While on campus or attending school events, we ask that speech, behavior, and attire reflect the values and standards of St. Louis King of France Catholic School and the Roman Catholic Church. All visitors are expected to sign out in the school office before leaving campus.

Photo and Media Release

St. Louis King of France Catholic School enjoys celebrating our students and sharing the many wonderful experiences that take place throughout the school year. Student photographs, videos, artwork, or other likenesses may be used in school publications, newsletters, social media, the school website, advertising, and other promotional materials. A student's image or likeness will only be used with the consent of the student's parent or legal guardian. Families are asked to review and complete the Photo and Media Release Form (**Attachment E**) each school year.

17. FAMILY SERVICE HOURS

We believe that service is at the heart of our Catholic faith. Jesus calls each of us to serve others with generous hearts, and one of the greatest gifts we can give our children is the example of living our faith through service.

Your involvement helps make many of the experiences our students enjoy possible.

We ask each family to participate in our Family Service Program by volunteering throughout the school year. The success of our school events depends on the service of our families.

To support this mission, each family is asked to complete **10 Family Service Hours** during the school year.

- **One (1) service hour** is fulfilled by volunteering at **Bucktown Seafood Festival**, our largest annual fundraiser. Each family is asked to complete one two-hour volunteer shift during the festival
- If a parent is unable to volunteer, another adult (18 years of age or older), such as a grandparent, aunt, uncle, family friend, or neighbor, may complete the shift on the family's behalf.
- The remaining **nine (9) service hours** may be completed by volunteering at approved school events, activities, and service opportunities throughout the school year.

To recognize families for their commitment to our school community, families will earn entries into the school's 2027-2028 Free Tuition Raffle based on the total number of service hours completed during the school year:

- **5 service hours:** One (1) raffle ticket
- **8 service hours:** Two (2) raffle tickets
- **10 or more service hours:** Three (3) raffle tickets

We recognize that every family's schedule is different and strive to offer a variety of volunteer opportunities throughout the year.

HelpCounter

HelpCounter is St. Louis King of France Catholic School's online volunteer management system. Families use HelpCounter to view volunteer opportunities, sign up for service events, and track completed service hours throughout the school year. One of the first tasks for all families is to create (or update) their HelpCounter account and become familiar with the volunteer opportunities available throughout the year. HelpCounter can be accessed through the website or by selecting the Volunteer tab in the SLKF app.

New Families

Families who are new to SLKF should create a HelpCounter account before signing up for volunteer opportunities. To create a new account, visit:

<https://helpcounter.kiosk.com/ci/volunteer/createAccount>

Additional instructions and volunteer opportunities will be available through HelpCounter throughout the school year.

Returning Families

Returning families should continue using the same HelpCounter account and login credentials from the previous school year. If you have forgotten your username or password, please use the password recovery feature on the HelpCounter website or contact the school office for assistance.

18. EMERGENCY PREPAREDNESS/CRISIS PLAN

The safety and well-being of our students, faculty, staff, and visitors are our highest priorities. St. Louis King of

France Catholic School has a comprehensive Crisis Plan and conducts regular safety drills throughout the school year, including fire, severe weather, and lockdown drills. St. Louis King of France Catholic School uses FACTS Parent Alert to communicate important information during emergencies, including school closures, weather events, and other urgent situations. Notifications may be sent by text message, phone call, and/or email.

In the event of an emergency:

- If an evacuation or relocation becomes necessary, students will remain under the supervision of school personnel at all times
- Parents and guardians will be notified of the designated reunification location and pick-up procedures.
- Students will be released only to a parent, legal guardian, or an individual authorized on the student's emergency contact form.
- For the safety and accountability of every child, all students must be signed out through the school's established reunification procedures before leaving campus.

During an emergency, we ask that parents do not call the school office unless absolutely necessary so that telephone lines remain available for emergency communication. Families should rely on FACTS Parent Alert and the school's official communication channels for the most accurate and up-to-date information and instructions. To ensure you receive emergency communications, please keep your contact information current in your FACTS Family Portal account. Families without a valid mobile phone number or email address on file may not receive all notifications. In the event of severe weather, hurricanes, natural disasters, or other emergencies, school closure decisions are made in accordance with the guidance of the Archdiocese of New Orleans. While local public school systems may influence these decisions, St. Louis King of France Catholic School follows the directives of the Archdiocese and may close even if neighboring school districts remain open.

19. ARCHDIOCESE MANDATES ADOPTED BY SLKF AND LOUISIANA MANDATES

Search and Seizure

The school reserves the right to search students' belongings periodically for neatness and/or maintaining discipline and order. School officials are also empowered to conduct reasonable searches of a particular student, student's belongings and school property when there is a reasonable belief that the student may be in possession of materials (contraband, illegal objects or substances, stolen property) in violation of school rules or state law.

Community Awareness

In accordance with Louisiana law, when the school is notified that a registered sex offender lives within one mile of the school, the principal will post the information provided in a designated staff area. Staff will be informed, and parents may review this information through the school office.

Firearms-Act

R.S. 14:95.2 The firearms act prohibits students and other individuals from possessing firearms, weapons, or other dangerous objects on school property, school buses, at school-sponsored events, or within designated school safety zones. Any weapon found will be confiscated and reported immediately to law enforcement.

Parents will be notified if a student is detained or arrested for violating this law. Violations may result in criminal penalties as well as school disciplinary action.

Prohibited Items

To help provide a safe, secure, and faith-filled learning environment, students may not possess, use, distribute, sell, or be under the influence of any prohibited item while on school property, at school-sponsored events, or while representing St. Louis King of France Catholic School.

St. Louis King of France Catholic School is a **weapon-free campus**. Firearms and all other weapons are prohibited on school property except as permitted by applicable law.

Prohibited items include, but are not limited to:

- Firearms, knives, weapons of any kind, toy or look-alike weapons, ammunition, fireworks, explosives, or any object that could reasonably be considered dangerous.
- Tobacco products, nicotine products, electronic cigarettes, vaping devices, alcohol, illegal drugs, controlled substances, intoxicating substances, or drug paraphernalia.
- Prescription or over-the-counter medications that have not been submitted to and approved through the school office in accordance with the school's medication policy.
- Laser pointers, pepper spray, or any item that may create a safety concern or interfere with the learning environment.
- Any item prohibited by law or determined by the administration to be unsafe, disruptive, or inconsistent with the mission, values, or expectations of the school.

The possession, use, distribution, or sale of prohibited items is considered a violation of school policy. Disciplinary action may include parent conferences, suspension, expulsion, denial of reenrollment, notification of law enforcement when appropriate, or other actions determined by the administration.

Threats

R.S. 17:409.3 Any threat whether through oral communication, written communication, or electronic communication, shall be immediately reported to a local law enforcement agency.

AHERA (Asbestos Hazardous Emergency Response Act)

In accordance with AHERA, Asbestos Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the school office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$100.00 which covers the cost of reproduction.

Archdiocese of New Orleans Science Laboratory Student Safety Agreement

TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING AGREEMENT.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if the lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back, and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.

28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable, hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.

Non-Discriminatory Policy

The schools of the Archdiocese of New Orleans, Louisiana admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Nonpublic schools seeking state and federal funds must comply with the nondiscrimination requirements of *Brumfield vs. Dodd*. *Brumfield vs. Dodd* approval verifies that schools are not racially segregated or do not use racially discriminatory policies and practices. Annually, nonpublic schools must submit a *Brumfield vs. Dodd* Compliance Report in order to maintain eligibility for state and federal funding. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. This policy applies to all schools which are under Catholic Archdiocesan auspices.

PreK3 and PreK4 Programs

In compliance with Louisiana law, St. Louis King of France Catholic School provides the following information to parents and guardians of students enrolled in the PreK3 and PreK4 programs:

1. The PreK3 and PreK4 programs are operated by St. Louis King of France Catholic School.
2. The PreK3 and PreK4 programs are not subject to federal child care regulations under 45 CFR Part 98.
3. The PreK3 and PreK4 programs are not licensed as Early Learning Centers by the Louisiana Department of Education.
4. Nonpublic schools approved by the Louisiana Board of Elementary and Secondary Education (BESE) as Accredited Approved Schools, and that are not subject to specific BESE monitoring requirements, will continue to maintain the documentation, policies, and procedures necessary to support accreditation, annual school approval, and annual attestation requirements under Louisiana law. However, complaints and safety concerns may still be reviewed or investigated by the Louisiana Department of Education or other appropriate authorities when warranted. Programs that do not qualify for this exemption from state monitoring may be subject to direct oversight, including unannounced visits and other monitoring activities, as required by Louisiana law.

Parents and guardians will be provided with an information sheet developed by the BESE regarding prekindergarten wellness standards as soon as it becomes available to St. Louis King of France Catholic School.

20. HANDBOOK REVISIONS

The policies and procedures in this handbook are intended to support the mission and daily operation of St. Louis King of France Catholic School. The school administration reserves the right to amend, revise, or update this handbook at any time when deemed necessary. Families will be notified of any significant changes in a timely manner.

ATTACHMENTS (FORMS)

- Attachment A: Field Trip Permission Form (+ Medical Information)
- Attachment B: Request for School Personnel to Administer Medication
- Attachment C: Acceptable Use Policy for Catholic Elementary School Students
- Attachment D: Policy on Minor Academic Adjustments (signature form)
- Attachment E: Photo/Audio/Video Waiver Release Form
- Attachment F: Signature Page (Handbook & Calendar acknowledgment)

ATTACHMENT A: FIELD TRIP PERMISSION FORM (+ *MEDICAL INFORMATION*)

STUDENT NAME: _____ **STUDENT GRADE:** _____



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Shannon Culotta, Principal

2026-2027 FIELD TRIP PERMISSION FORM PARENTAL/GUARDIAN CONSENT FORM & LIABILITY WAIVER

PARTICIPANT INFORMATION

Participant's Name: _____

Birth Date: _____ Sex: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

I, _____, grant permission for my child, to participate in _____ that requires transportation to a location away from the parish/school site. This activity will take place under the guidance and direction of employees and/or volunteers from St. Louis King of France. A brief description of the activity follows:

EVENT INFORMATION

Curriculum Goal: Exploratory Courses/School Activities/Hands-On Lessons to Reinforce In-Class Lessons

Location: In and around the metropolitan area (Specific details of locations, dates, and times will be sent as each individual activity is scheduled)

Designated Supervisor of Activity: SLKF Faculty and Staff

Dates: August 1, 2026 – May 31, 2027

Method of Transportation: School bus or parent/guardian will be required to provide individual transportation (Specific details regarding transportation will be provided once activities are scheduled)

As parent and/or legal guardian, I remain legally responsible for any actions of the above-named minor ("participant"). I confirm that there are no necessary changes to the Medical Information Consent form for my child. If there are any necessary changes, I will complete another Medical Information Consent form.

I agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to indemnify, hold harmless, and defend **the parish and/or school** and The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, employees, agents and representatives associated with the event from any and all liability claims, loss or damage arising from or in connection with the negligent or intentional acts of my child or third parties.

Parent's Name (please print)

Parent's Signature

Date

MEDICAL INFORMATION

Participant's name: _____

Date of birth: _____ Gender: _____

Parent/Guardian name(s): _____

Home address: _____

City, State, Zip: _____

Parent Cell Phone: _____ Parent Work Phone: _____

Parent E-mail: _____

As parent(s) and/or legal guardian, I remain legally responsible for any personal actions by the above-named minor ("participant").

AUTHORIZATION TO TREAT A MINOR

I authorize and consent to my child, a minor, receiving any x-ray examination, anesthetic, medical or surgical diagnosis or treatment supervision upon the advice of a licensed physician. It is understood that reasonable effort shall be made to contact the undersigned prior to rendering treatment, but that treatment will not be withheld if the undersigned cannot be reached.

Signature of Parent/Guardian: _____

Date: _____ In case of emergency, I can be reached at: _____

SECTION I: MEDICAL MATTERS

As the parent/legal guardian of the above-named child, who is currently associated with St. Louis King of France, I hereby authorize **St. Louis King of France Parish, and/or the School** or their assistants to carry out the authorizations I have delineated in areas of emergency medical treatment and other cases of illness. These authorizations inclusively extend from **August 1, 2026 through May 31, 2027**. I hereby warrant that, to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. I agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to indemnify, hold harmless, and defend the St. Louis King of France Parish, and/or the School, and The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, employees, agents, and representatives from or in connection with any and all liability and/or damages (including but not limited to physical, mental, emotional and/or economic damages) that may be sustained arising from negligence, fault, or strict liability related to facilitating or administering the medical treatment agreed to herein.

Signature: _____ Date: _____

STUDENT NAME: _____STUDENT GRAD _____

SECTION II: EMERGENCY MEDICAL TREATMENT

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the numbers listed herein, please contact:

Contact Name & Relationship: _____

Phone: _____

Family Doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy#: _____ Signature: _____

_____ Date: _____

SECTION III: OTHER MEDICAL TREATMENT

(OPTIONAL. SIGN ONLY IF YOU WANT TO BE NOTIFIED IN THE FOLLOWING INSTANCES)

In the event it comes to the attention of the parish, the school, or their agents or representatives that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be caUed.

Signature: _____ Date: _____

SECTION IV: MEDICATIONS (SIGN ONLY THOSE OPTIONS THAT ARE APPLICABLE)

- **OPTION 1:** My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

Signature: _____ Date: _____

- **OPTION 2:** I hereby grant permission for non-prescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

- **OPTION 3:** NO medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____ Date: _____

STUDENT NAME: _____ STUDENT GRADE: _____

SECTION V: SPECIFIC MEDICAL INFORMATION

The parish or school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): _____

Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bed-wetting, fainting?

Has child recently been exposed to any contagious disease or conditions, such as COVID-19, mumps, measles, chickenpox, etc.? _____

If so, date and disease or condition: _____

You should be aware of these special medical conditions of my child: _____

• You should be aware of these special medical and/or psychological conditions of my child:

• You should be aware of the following legal alerts pertaining to my child:

I, _____, understand that if any of the above information changes in any form it is my responsibility to update St. Louis King of France and complete a new form to have on file prior to any field trips scheduled between August 1, 2026 through May 31, 2027.

Signature: _____ Date: _____

Printed Name: _____ Relationship to Student: _____

ATTACHMENT B: REQUEST FOR SCHOOL PERSONNEL TO ADMINISTER MEDICATION



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Shannon Culotta, Principal

MEDICATION PERMISSION FORM

If these items are prescribed by a doctor, the medicine must be filled through a pharmacist and properly labeled by the pharmacy as a prescription in order to be administered at school. **Students are NOT ALLOWED to have those medications in their possession. (In the event that this is necessary as ordered by a medical doctor, parents are to contact the school principal, and supplemental forms must be completed)**

All medicine to be administered at school must be in a proper container, labeled with student's name, dosage, prescribing doctor, etc. **Any medicine received in envelopes, baggies, etc. will not be accepted.** All medicine must be kept in the office and dispensed from the office.

Student Name

Grade Level

My child, _____, has permission to take the prescribed medication listed below, as directed. I agree to provide the office with the medication as directed above. I understand that my child may not carry the medication in his or her possession and it must be delivered to office upon entering the campus.

Parent Signature

Printed Name of Parent

Date

Name of Medicine: _____

Prescribed by: _____ Phone: _____

Dosage Amount/Frequency: _____ How to be Given: _____

Time(s) to be Given: _____

Date(s) to be Given: _____

Side Effects/Anticipated Reactions: _____

Special Instructions (if applicable): _____

If all information is not filled in completely, medication will not be given.

Administration Documentation

Date Given	Time Given	Dosage Given	Signature of Person Administering Medication

Maintenance medication authorization shall be updated as changes occur or at least every six months.

ATTACHMENT C: ACCEPTABLE USE POLICY FOR CATHOLIC ELEMENTARY SCHOOL STUDENTS



Acceptable Use Policy for Catholic Students

Updated 6/15/2020

The rules below dictate acceptable use and behavior to be followed when students are using school provided devices and/or school provided licenses and accounts via devices provided by the school and/or devices not provided by the school.

1. I will use the school's computers and online learning platforms only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the internet only with my parent and/or teacher's permission. I will not play games that a teacher has not approved.
3. I will not give my password to anyone other than my parents/guardians. I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will wear appropriate attire and follow my school's dress code for live video lessons.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender.
9. I will not damage the school's computer or anyone else's work.
10. I will not take credit for other people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school. If I interfere with other students' education, and if I break the rules, there will be consequences.

Print Student's Name: _____ School: _____ Grade: _____

Student's Signature: _____ Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources and participation in home learning. I understand that computer access is conditional upon adherence to the agreement. During home learning, students should be supervised while using computers. When engaged in live lessons, students shall be electronically monitored by school officials. However, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____

ATTACHMENT D: POLICY ON MINOR ACADEMIC ADJUSTMENTS (Signature Form)



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Policy on Minor Academic Adjustments

St. Louis King of France Catholic School endeavors to provide a quality education for your child. At the same time, St. Louis King of France Catholic School does not offer special education and related services, as defined under federal and Louisiana law. The parents and/or legal guardians of students presently enrolled in St. Louis King of France Catholic School acknowledge that this school does not provide special education or related services or facilities. Because St. Louis King of France Catholic School does not offer special education and related services, it is not required to make specific accommodations for your child, but only what are called “minor adjustments.” St. Louis King of France Catholic School, its principal, faculty, and staff are only required to make minor adjustments in the education program at St. Louis King of France Catholic School in an attempt to promote the educational development of your child/student, and the nature and extent of such minor adjustments are within the sole discretion of the principal of St. Louis King of France Catholic School. In the event that students need adjustments in the classroom, and with the approval of the school, all adjustments need to be agreed upon in writing by the end of September each year, or within 14 days of a meeting of the school’s Individual Needs Committee (INC). It is expected that students who benefit from minor adjustments are making a diligent effort to do their best work. This includes completing assignments and homework assignments as directed and with sincere effort. Should the principal of St. Louis King of France Catholic School determine in his/her own discretion that the minor adjustments put in place by the school have not resulted in satisfactory student progress and that it is in the best interest of both the school and the child that he/she be educated in another learning environment, then the principal may ask the parents to withdraw their child/student from St. Louis King of France Catholic School. Alternatively, the principal may disenroll the child/student from St. Louis King of France Catholic School and/or not allow the child to re-enroll for the next school year.

Student Name

Student Grade & Teacher

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

ATTACHMENT E: PHOTO/AUDIO/VIDEO WAIVER RELEASE FORM



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2026-2027 PHOTO/AUDIO/VIDEO WAIVER RELEASE FORM

This parental/guardian consent form requests permission for your child's photo/image, first name, grade, and/or audio and/or video recordings to be published on the St. Louis King of France website, St. Louis King of France School social media pages, St. Louis King of France affiliated social media pages (i.e. Bucktown Seafood Festival pages), as well as in the news media (i.e. The Clarion Herald, The Times Picayune, The Advocate, WWL-TV, NOLA Baby, etc.).

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as a school want to celebrate your child and his/her work, which is why we are asking for your permission to use your child's photo/image, first name, and/or grade.

If you, as parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to Shannon Culotta, Principal, and such rescission will take effect upon receipt by the school.

PLEASE CHOOSE **ONE** OF THE FOLLOWING CHOICES BY INITIALING ON THE LINE:

_____ I grant SLKF permission to use and reproduce any and all photographs, video clips, and/or audio clips taken of my child in conjunction with their involvement at SLKF in any school newsletters, brochures, websites, flyers, publications, SLKF social media pages as well as any SLKF affiliated social media pages (i.e. Bucktown Seafood Festival social media pages), or any outside school approved publications such as newspapers, magazines, and/or websites promoting the school and/or reporting on activities associated with the school.

_____ My child is only allowed to be included in the 2026-2027 official class photo for their homeroom, any club or group photos in which they belong. My child's photo may also be included on bulletin boards, signs, and photos posted within the walls of the campus.

_____ I DO NOT grant permission for my student's photo/image, name, and grade to be published at all.

Student's Name (Please Print): _____ Student's Grade: _____

Parent's Name (Please Print): _____

Parent's Signature: _____

ATTACHMENT F: SIGNATURE PAGE (*Handbook & Calendar Acknowledgment*)



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ST. LOUIS KING OF FRANCE

SIGNATURE PAGE

for the
SCHOOL HANDBOOK and SCHOOL CALENDAR

This is the St. Louis King of France School Handbook and Calendar. Please read it carefully and go over it with your child.

Every effort has been made to be as accurate as possible. In the event an error or conflict should appear between this handbook and administrative or school board policy, that policy shall prevail.

SLKF Administration strives to include all necessary school guidelines during the governing phases of federal/state/parish governments, educational and health agencies, Archdiocesan policies, and during SLKF's regular operating procedures. As guidelines are amended, rules/procedures contained within this handbook may need to be amended. Any changes that take place will be communicated with parents via email, text, and/or the school website. Please stay abreast of all changes. This handbook is up to date as of July 2026.

PLEASE SIGN BELOW AND RETURN THIS PAPER AT CRUSADER CONNECTION DAY OR HAVE YOUR CHILD RETURN THIS PAGE TO HIS/HER HOMEROOM TEACHER ON THE FIRST DAY OF SCHOOL.

I/we, parents/guardians and student, have read, understand, and agree to abide by all contained in the Family Handbook.

Student Name (Printed)

Grade

Parent/Guardian Signature

Date

Student's Signature