

St. Louis King of France School



Student/Parent Handbook

2022 - 2023

1609 Carrollton Avenue

Metairie, Louisiana 70005

(504) 833-8224

Office Hours: 7:30 A.M. – 6:00 P.M.

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PHILOSOPHY

The philosophy of St. Louis King of France School is the foundation upon which our educational program is built. We strive to educate and develop the whole child: physically, intellectually, emotionally, morally, and spiritually.

We recognize the child as a unique individual possessing human dignity and personal integrity and having the right to full human development. We strive to foster in each individual, through his/her daily experiences, a respect for himself/herself, his/her peers, and all the significant adults involved in his/her life.

St. Louis King of France believes self-discipline and academic achievement go hand in hand. In order to experience educational, social, and emotional growth, children need to be in an environment in which there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support. A St. Louis teacher uses Christ as his/her model in shaping this nurturing climate.

St. Louis King of France utilizes a traditional approach to education. We believe such an approach provides the student with the necessary knowledge, skills, attitudes, and experience to progress successfully through the various levels of education to be a successful citizen of our community.

Our ultimate goal is to prepare students for a Catholic secondary education, as well as preparing them for life. This encompasses intellectual, moral, and Christian maturity, including the value of service to others. Catholic doctrine serves as a framework in forming this Christian maturity. We share skills that are essential in life with our students, including the ability to think analytically and to make decisions. We want our students to have a conscientious attitude, one that is attuned to listening, growing, and contributing to society.

MISSION STATEMENT

The mission of St. Louis King of France School, in coordination with the Church and home, is to provide a Catholic education for its students in an environment that fosters academic excellence and Gospel values. St. Louis King of France School seeks to educate the whole child in preparation for a Catholic secondary education and life's daily experiences.

ADMISSIONS AND REQUIREMENTS

Catholic schools of the Archdiocese of New Orleans are open to all children regardless of race or ethnic background, but preference shall be given to Catholic children.

The schools in the Archdiocese of New Orleans, Louisiana, of which St. Louis King of France is a member, 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, and ethnic origin in administration of their education policies, admission policies, athletic, and other school administered programs.

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 permitted under said Title IX.

The school's admissions committee reviews all applications for registration. Among the factors taken into consideration are academic grades, standardized test scores, conduct and effort grades, absenteeism and tardiness, parental cooperation, and support.

St. Louis King of France School does not provide special education services or facilities. St. Louis King of France School, its principal, faculty, and staff are only required to make minor adjustments in its educational program to attempt to accommodate whatever special needs a child/student may have, that the nature and extent of such minor adjustments are within the sole discretion of the Principal of St. Louis King of France School. Should the Principal of St. Louis King of France School determine that minor adjustments in St. Louis King of France School's educational program have not resulted in satisfactory accommodation of the program to the special needs of a child and that it is best for both the school and the child that he/she be placed in a more appropriate learning environment, then the Principal may ask the parent to withdraw the child from St. Louis King of France School, and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

Students are admitted to St. Louis King of France School based on the family actively practicing their faith and on consistent financial support of their church parish. Financial support is determined by use of parish church envelopes as defined by each respective parish.

Priority will be given on a space available basis to:

1. Students already attending St. Louis King of France School.
2. Brothers and sisters of students currently enrolled at the time of registration.
3. Catholic children of families who are registered members of St. Louis King of France Parish.
4. Other Catholic students.
5. Non-Catholic students.

PK1 – Kindergarten students must meet age requirements and be physically as well as socially ready for school.

Age Requirements:

- Entering PK1: Must be 1 years old by September 30, 2022
- Entering PK2: Must be 2 years old by September 30, 2022
- Entering PK3: Must be 3 years old by September 30, 2022
- Entering PK4: Must be 4 years old by September 30, 2022
- Entering Kindergarten: Must be 5 years old by September 30, 2022
- Entering 1st Grade: Must be 6 years old by September 30, 2022
- Entering 2nd Grade: Must be 7 years old by September 30, 2022
- Entering 3rd Grade: Must be 8 years old by September 30, 2022
- Entering 4th Grade: Must be 9 years old by September 30, 2022
- Entering 5th Grade: Must be 10 years old by September 30, 2022
- Entering 6th Grade: Must be 11 years old by September 30, 2022
- Entering 7th Grade: Must be 12 years old by September 30, 2022

All students entering PK3 must be toilet trained. If the child is not trained, he/she will remain in PK2, if space is available, until this skill is mastered. If space in PK2 is unavailable, the student must remain home until the skill is mastered.

An applicant's record must suggest that the student has maintained satisfactory conduct, effort, and attendance before he/she may register.

Any student who is admitted to St. Louis King of France School is accepted conditionally for the first year of admission. The academic and behavioral response of the student will be considered during this period. Should it be determined at any time during the probationary period that a new student is not exhibiting satisfactory conduct, effort, or progress, he/she may be immediately dismissed from school. The final decision rests with the administration.

Admission Records

Students enrolled for the first time must present a copy of their:

- Birth Certificate
- Baptismal Certificate
- Immunization Record
- Previous year's report card
- Standardized test scores
- Voucher from church parish that parents support
- Custody papers (if applicable)
- Student's social security card

Transfer

When a child transfers to another school, the SLKF office is to be contacted first. Should the new school request cumulative records, copies will be forwarded to the new school upon the child's admission to that school. Cumulative cards are not given to parents. All financial obligations must be paid to date at the time of the child's departure.

POLICY ON PARENTAL COOPERATION AS CONDITION OF ENROLLMENT

While parents are entitled to their private opinions of school policies, decisions, and personnel, the school expects that all parents shall not engage in publicly expressing negative statements about the school, its policies, or its staff, including doing so through email, blogs, gossip, and social media. Just as parents expect the school to safeguard the reputations of their children and families, so does the school expect its families to safe guard the school's reputation and that of its staff. In the event that parents engage in such activities to the detriment of the smooth operation or good name of the school and/or its staff, the school reserves the right to demand that the parents withdraw their child/children from the school immediately.

Parents will be notified of any communicable illnesses or major incidents that may have resulted in injuries in their child's classroom. SLKF will not divulge any information about other students. To maintain confidentiality, parents will be notified of the incident but not of individuals involved other than their own child. Parents are asked to refrain from asking administration and/or teachers to divulge such information

or attempting to gather information from other parents via email, social media, in person conversations, etc. Just as SLKF affords your child confidentiality, we will afford all others the same right. Any incidents warranting a quarantine period due to illness, behavioral intervention, or parental discussion will be handled between administration, teachers, and individual parents. Details of such meetings will not be discussed with other parents.

FINANCIAL OBLIGATIONS

Students in grades PK3 – 7th:

1. Tuition not paid in full will be withdrawn from your bank checking or savings account on the 5th of each month beginning on June 5, 2022 and ending on May 5, 2023.
2. Twelve equal payments will be made beginning June 5, 2022 and thereafter the 5th of each month ending on May 5, 2023. If your account is overdrawn on the 5th, the tuition draw will be on the 15th of the month including a \$50.00 processing fee. If your account is overdrawn a 2nd time, the amount will be pulled on the 25th of the month including a \$100.00 processing fee. If overdrawn a 3rd time, your child cannot return to school until all financial obligations are current.
3. In extreme cases of delinquency or default, the school reserves the right to deny a family admittance and/or the option of financing tuition the following year.
4. A fee of \$50.00 will be assessed on all NSF checks. Once we have received an NSF check, we will no longer accept a check. A money order or cash will be required.
5. Registration fees and school fees are NON-REFUNDABLE.
6. If for any reason parents decide to withdraw their child from SLKF during the current academic school year, 30 days WRITTEN notice must be provided to the principal.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

FEES

REGISTRATION FEES AND SCHOOL FEES ARE NON-REFUNDABLE. All other fees are mandated as per guidelines from the Archdiocese of New Orleans for all parochial schools.

CATHOLIC STUDENTS (K-7)

Parish Support Fee – 1 child	\$400.00
Parish Support Fee – 2 or more children	\$650.00

The Parish Support Fee is waived for those families who are deemed active, registered, and supporting of St. Louis King of France Church and Parish by the pastor. To qualify for the waiver, a family should be registered in the parish through the Church rectory and, most importantly, attend Sunday Mass weekly at St. Louis King of France Church. In addition, a family is expected to make minimum annual offertory contributions of \$400.00. At the time of registration, records of contributions shall be reviewed. Families whose contributions are current at that time will not be assessed the fee and shall be expected to maintain

the appropriate contributions through the remainder of the year.

Failure to contribute the minimum by the end of the previous calendar year will result in the fee being assessed at a later date. **No exceptions to this policy will be made.**

Families who are active, registered, and supporting in another church parish, may apply for a voucher through their home parish to pay the fee.

TUITION REFUNDS

After June 1, 2022, there are no tuition refunds. Any amount owed to the school, After School Care, or the cafeteria is due to SLKF **immediately upon withdrawal.**

POLICY ON STUDENT RECORDS

The parent(s)/guardian(s) of students enrolled at St. Louis King of France School hereby authorize any school previously attended by my/our child/children, including, but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special education records, disciplinary records, financial records in regards to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records of the student(s) to St. Louis King of France School. The foregoing authorization also applies in the event that St. Louis King of France School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any requesting Catholic School.

Further, in consideration of sending and receipt of such records and related consideration, parent(s)/guardian(s) agree to release, indemnify, and hold harmless the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents, and/or representatives and the Archbishop, bishops, and clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

ATTENDANCE

Louisiana Law provides for compulsory attendance by all students between the ages of 5 and 16. The responsibility for compliance lies with the parents. Students are required to attend school a minimum of 160 days during the school year to be considered for promotion. Middle school students follow a block schedule; therefore, they must be present for a minimum of 90% of the classes for the year in order to be considered for promotion. Students are not considered excused when tardy or absent. On the student's transcript it is documented as the number of days tardy and absent. High schools and schools of transfer look unfavorably upon excessive tardiness and absences.

Students cannot be absent more than 17 days in an academic school year. If a student is absent more than 17 days, he/she will not be promoted to the next grade level.

MANDATORY SHUT DOWN GUIDELINES: If SLKF is required by federal/state/local agencies or the Archdiocese of New Orleans to move to remote learning, teachers are prepared to convert to that platform within 24-48 hours. Attendance will be calculated based upon each teacher's policy. Students may be expected to log in to class at a specific time, answer online questions to show proof of their attendance, participate in Google Meets video conferencing with the class and teacher, etc. Students not complying with the teacher's expectations will be marked as absent for the school day.

During remote learning, students are expected to attend all assigned Google Meets meetings, as scheduled by their teacher. During Google Meets video conferencing, students are expected to sit upright, have their camera turned on so that their teacher can view them during instructional time, turn their microphones on when instructed to participate in class conversation, be dressed in appropriate clothing (pajamas or being shirtless are not allowed), and be properly groomed (hair combed and clean shaven). Students should model behavior and appear similar to what is expected in the classroom setting.

Remote learning will fall largely on the parents'/caregivers' shoulders, as our teachers will be teaching class in person every day. Students will be given access to all textbooks, workbooks, handouts, notes, etc. given to students in class. Parents will be emailed weekly lesson plans no later than Sunday afternoon. Teachers will have office hours two days per week for students/parents to check in and have any questions answered. During remote learning, students are responsible for all classwork and homework assignments. Due dates for students who are learning remotely will be the same as students learning in class. Homework assignments will be posted on FACTS. Tests will need to be picked up from the school office on the test day and returned no later than 8:00 am the next school day. Any additional policies for individual grades/classrooms will be communicated to the parent from the teacher.

ABSENCES

Students are expected to attend school on a daily basis. They are to arrive on time and remain for the entire day. Special events and days before and after holidays are considered school days. Absences and tardiness interrupt classroom teaching. Teachers work extremely hard to create exciting programs for our students and what happens on any given day cannot be duplicated for students who are tardy or absent. Parents should respect instructional time by scheduling appointments before or after school hours.

Scheduling family vacations during the school year is greatly discouraged. It is not the responsibility of the teacher to "catch up" the student upon returning from his/her vacation. It is the student's responsibility to be prepared when he/she returns to class. Lessons will not be given in advance.

To request books and assignments:

- In order to receive assignments, call the school office in the morning **before 9:00 am**. Assignments will be available for pick up in the front office at dismissal. Requests for assignments will not be taken after 9:00 am.
- Parents must send a note upon the student's return stating the date of absence(s), reason for absence(s), and parent/guardian signature.
- A doctor's certificate is required for a student to be readmitted to school in the following cases:
 - Student has been absent for 5 or more consecutive days.
 - Student had a communicable disease.

If a student is absent or leaves school for part of the day, he/she will not be allowed to participate in an extracurricular activity that day. (Examples: sports, choir performances, try outs, etc.) THIS WILL BE STRICTLY ENFORCED.

Students are required to make up all homework, tests, and quizzes missed on the day(s) of absence. The student will receive a grade of "F" for missing work that is not made up within the time limit. Students and parents are responsible to check FACTS for homework assignments. See Make-Up Work.

Parents are encouraged to download the RenWeb Home app (\$4.99 per year) to access homework, school calendar, notes, etc.

- A student who checks in after 9:45 am is considered absent for a half day.
- A student who checks out before 9:45 am is considered absent for a full day.

MANDATORY SHUT DOWN GUIDELINES: During remote learning, students will be given a specific way to record attendance. Teachers will individualize this to fit their classroom expectations. Students could be expected to log in to Google Meets conference calls with the whole class (this option will only occur if the entire school is mandated to return to remote learning), answer specific questions to prove attendance, log in to Google Classroom at specific times, etc. Teachers will communicate how a student's attendance will be calculated.

TARDINESS

All students are considered tardy if they arrive after 7:55 A.M. Classes begin at 8:00 a.m. SHARP! Students who are tardy must report to the office for a tardy slip before going to class. No student will be allowed in class without a tardy slip. **After 7:55, parents/guardians must sign in students in the school office.**

***There are no excused or unexcused tardiness or absences. Students must attend a minimum of 160 days of school a year. Therefore, a student cannot miss more than 17 days.**

- A student who checks in AFTER 7:55 A.M. and BEFORE 9:45 A.M. is marked *TARDY*.
- A student who checks in AFTER 9:45 A.M. is marked *HALF DAY ABSENT*.
- A student who checks out BEFORE 9:45 A.M. is marked *ABSENT*.
- A student who checks out BETWEEN 9:45 A.M. and 2:00 P.M. is marked *HALF DAY ABSENT*.
- A student who checks out BETWEEN 2:00 P.M. and dismissal is marked *EARLY DISMISSAL*.

Tardiness is unacceptable because:

- Tardiness reduces instructional time of the student who is late.
- A student's tardiness interrupts the class he or she is coming into, resulting in a loss of instructional quality and time for all children.
- Students late for class disturb surrounding classrooms when going to lockers.
- Punctuality is a practice valued by business and society; students should be trained in this practice while in school.

ACTION FOR TARDIES: For every FIVE tardies it will be marked as ONE DAY ABSENCE.

ILLNESS DURING THE DAY

The school will call a parent if a child becomes ill during the school day. If the parents cannot be reached, one of the emergency contacts will be called. It is the parents' responsibility to make sure that all phone numbers for emergency contacts are up to date. Updates can be made by visiting www.factsmgt.com (formerly www.renweb.com) and logging in to your ParentsWeb account. The district code to log in is SLK-LA.

If a child has a fever, he/she will be sent home. A child cannot return to school until he/she has been without fever for 24 hours without medicine. Parents should make arrangements for their student to be picked up immediately.

Students not picked up by a parent or emergency contact in ample time will be transported to the hospital if necessary. Parents will assume financial responsibility for any situation requiring emergency room treatment.

REQUEST FOR SCHOOL PERSONNEL TO ADMINISTER MEDICATION

It is preferred that medication **NOT** be administered at school. However, should there be a need for a student to take medication during the school day, school personnel are not allowed to administer medication to students unless the following procedures are followed:

Students are not allowed to keep medications of any kind (including cough drops) on their person.

- All medications must be sent to the office, and homeroom teachers should be notified.
- A new *Request for School Personnel to Administer Medication* form must be sent for each new medication. Forms from previous years are not valid. (See Appendix C.)
- A physician's statement verifying the information should accompany the form for PRESCRIBED MEDICATION.
- Any NON-PRESCRIPTION medications must be clearly labeled and brought to the school office.

Medications not picked up on the last day of school by parents/guardians will be discarded. All PRESCRIPTION medication is to be picked up by parents/guardians in the school office on the last day of school. St. Louis King of France School will not be responsible for any PRESCRIPTION medication not picked up on the last day of school. Medications of any type left at school after the last day will be discarded. If a child has a serious, chronic illness or disability, it is essential that a parent notify the teacher at the beginning of the school year.

LICE POLICY

Lice is a common occurrence in school age children. If a student has nits or live lice found in their hair, they must leave school immediately. According to the Center for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses, “no-nit” policies should be discontinued because nits are glued to the hair and are very unlikely to be transferred successfully to other people. It is their belief that children should be able to return once they have proven that their hair has been properly treated. Therefore, SLKF adopts the following lice policy:

- Students with nits or live lice must be sent home once the lice is observed.
- SLKF encourages parents to invest in a professional lice company, such as NitPicking NOLA, to have the student’s hair treated.
- Students may return to school when they have proper documentation that their hair was properly treated. Companies like NitPicking NOLA provide such documentation to parents once treatment is complete.
- If a parent wishes to treat their child at home, the student will not be allowed to return to school until all nits and live lice are removed from the student’s hair.

FIELD TRIPS

No student will be allowed to attend a field trip without written permission from the parents. Verbal permission **WILL NOT** be accepted. The school may deny any child the privilege of participating in a field trip if such action is deemed necessary. **SIBLINGS ARE NOT ALLOWED ON FIELD TRIPS. Field trips are privileges, and students can be denied participation if they fail to meet academic and/or behavioral requirements.**

Chaperones should check with the homeroom teacher about appropriate attire for field trips. St. Louis King of France School has very specific rules about chaperone attire, after all, chaperones represent the school. **Chaperones who do not comply with the specific dress code for field trips may be told that they cannot attend that day’s field trip and shall forfeit the opportunity to attend subsequent field trips.**

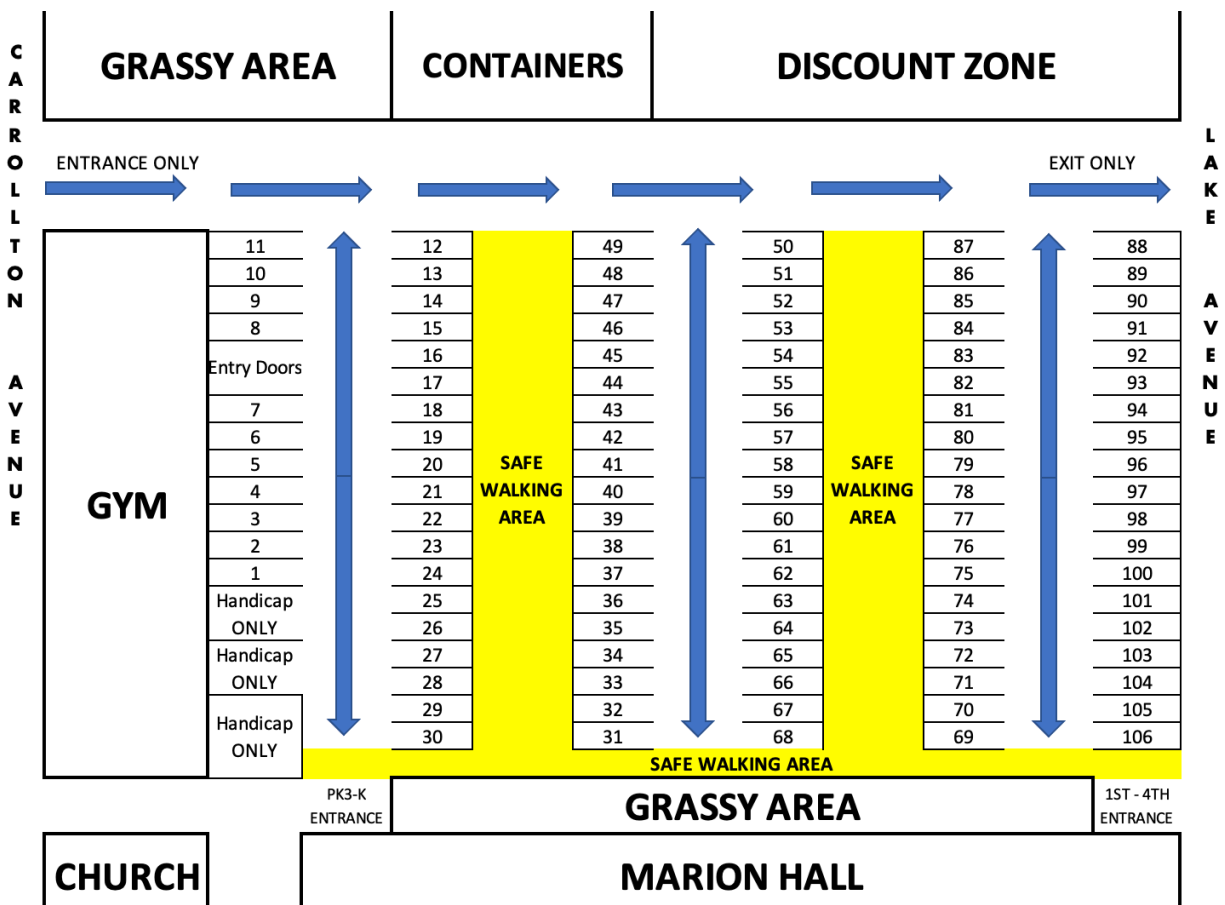
Parents/legal guardians are required to complete a field trip permission form prior to the student’s first day of attendance. The detailed permission slip will include all medical information, contact information, etc. This information will be used during all field trips that take place during the school year. If any information changes throughout the school year, it is the parent/legal guardian’s responsibility to update SLKF with such information. The field trip permission form can be found in APPENDIX G of this handbook.

PARKING LOT SAFETY

In an effort to encourage parking lot safety and continuously work toward keeping all of our SLKF students and families safe, please make note of the following parking lot updates. Barricades will be strategically placed throughout the parking lot. Our goal is to create “pedestrian walkways” to allow areas in the parking lot for students and parents to walk without the worry of moving vehicles to dodge. **PLEASE PARK IN DESIGNATED PARKING SPOTS ONLY THAT HAVE BEEN CREATED BY THE LINES ON THE GROUND.** Drivers should refrain from creating new parking spaces in order to get closer to their entrance. Once you have parked, please exit your vehicle with your child and walk **BETWEEN** the yellow barricades towards Marion Hall/the grassy, flagpole area. Vehicles are **NOT ALLOWED** to drive between the last

parked car (closest to Marion Hall) and the grassy area. By keeping vehicles from this area, students and parents will be able to walk between the barricades and then in front of the grassy area without the concern of moving vehicles.

ALL VEHICLES SHOULD ONLY ENTER THE PARKING LOT ON CARROLLTON AVENUE AND EXIT ON LAKE AVENUE CLOSEST TO THE DISCOUNT ZONE. Morning arrival and afternoon dismissal are high traffic hours. With the addition of everyone using the same entrance and exit and the flow of traffic being prevented from the front of Marion Hall/grassy area, all parents must drive SLOWLY AND CAREFULLY. See diagram below.



MORNING ARRIVAL

Parents must keep in mind that SLKF's main priority during morning drop off and dismissal is the safety of our students. Therefore, we ask that parents pay close attention to the following rules and regulations for both morning and afternoon carpool.

Please do not park along the nursery building on Poplar Street. These spots are reserved for Little Crusader parents. Please do not park in the parking spots between the steps to the cafeteria door and the dumpsters (nearest the corner of Poplar Street and Carrollton Avenue). These spots are reserved for the catering company who provides our students' lunch and SLKF staff. Only cars with proper tags should park in the reserved handicapped spot on the corner of Poplar Street and Lake Avenue.

Please reserve this space for parents/guardians who need it. Please refrain from double parking behind cars parked along Poplar Street at any time throughout the day. Thank you for your cooperation.

Grades PK3 through 7th will begin school at 8:00 A.M. SHARP! It is highly recommended that students get to school no later than 7:40 A.M. in the morning, but parents may bring students as early as 7:30 A.M. Students will be considered tardy if they arrive after 7:55 A.M. Parents will walk PK3 – Kindergarten students to their classrooms. PK3-K parents and students should enter Marion Hall doors that are closest to the church, walk their child to their classroom door, and exit out of the same doors that they entered. 1st – 4th grade students must be accompanied by a parent to the Marion Hall entrance door closest to Lake Avenue. 1st – 4th grade students will enter the doors alone and walk independently to their classrooms on the first and second floor of Marion Hall. Middle School students will be dropped off on Carrollton Avenue between the church and the school/parish office/rectory. They will be allowed to enter homerooms beginning at 7:30 A.M.

Once a student arrives at school, he/she is not to leave the campus during school hours for any reason unless checked out from the school office. If a student is enrolled in After School Care, he/she may not leave the campus until checked out from After School Care. If a student is truant, he/she will be referred to the principal for disciplinary action and parents will be notified.

AFTERNOON DISMISSAL

ALL PARENTS MUST PARK IN THE LARGE YARD FOR AFTERNOON DISMISSAL. PK3-4TH GRADE PARENTS WILL WALK INTO MARION HALL TO PICK UP THEIR CHILD. PK3-4TH GRADE WILL REMAIN IN THEIR HOMEROOM UNTIL A PARENT/GUARDIAN ARRIVES FOR THEIR DISMISSAL. 5TH-7TH GRADE STUDENTS CAN BE PICKED UP FROM THE LORIO CENTER. OLDER SIBLINGS WILL BE SEATED OUTSIDE OF THEIR YOUNGEST SIBLINGS CLASSROOM. PARENTS OF MULTIPLE STUDENTS CAN PICK UP THEIR CHILDREN FROM THE YOUNGEST CHILD'S PKE-7TH GRADE CLASSROOM. ALL STUDENTS BEING DISMISSED AT 3:20 PM MUST BE PICKED UP IN THEIR DESIGNATED LOCATIONS. ANY STUDENT NOT PICKED UP BY 3:40 PM (3:00 PM ON MONDAYS) WILL BE SENT TO AFTERCARE AND CHARGES WILL APPLY.

Students who walk or ride a bike must have a note signed by the parent or guardian in the office stating that the child has permission to do so. Students must cross the street at the corners and be mindful of traffic. Bikes must be walked on school grounds.

Students may not ride home with drivers who are minors unless parents notify the office of such in advance. If there are unusual circumstances concerning the pickup of students from school, the office is to be notified.

Pets are not allowed on school property.

POLICY ON STUDENTS VISITING BUSINESS ESTABLISHMENTS

In the interest of students' safety, the following policy will be enforced:

- Students are not allowed to go to Discount Zone or any other business establishments without being accompanied by a parent.

STUDENT CHECK-OUT POLICY

Parents are **NOT** allowed to check out students after 2:15 P.M. on early dismissal days, or after 2:45 P.M. on regular dismissal days. If it is necessary to check your child out prior to dismissal time, it must be done by 2:00 P.M. on early dismissal days or by 2:30 P.M. on regular dismissal days. Parents coming after the times listed will have to wait until 2:45 P.M. on early dismissal days or until 3:20 P.M. on regular dismissal days when students are regularly dismissed.

MORNING BREAK

Kindergarten through 7th grade students are allowed to purchase snacks at SLKF or bring healthy snacks from home for morning break. Candy is not allowed. Only bottled water is allowed during break. PK3 and PK4 students will be provided with a morning snack and water. Students are to utilize this time to eat a snack, get a drink of water, and use the bathroom.

AFTER SCHOOL CARE

After School Care will begin at dismissal and conclude at 5:55 P.M. A parent, legal guardian, or an adult specified by a parent must sign out students. The cost is \$10.00 per afternoon. The program may be used on an as needed basis. The schedule for each afternoon includes structured playtime, free playtime, snack time, and homework time. Students are not tutored during homework time; they are merely given time to work on homework assignments. Parents are expected to review any work completed by students during this time. Aftercare will be held in the cafeteria and the playground area. Students can be picked up from the cafeteria entrance door located on Poplar Street. An aftercare worker will be available to call your child for dismissal as parents sign their student out for the evening at the table located by the cafeteria door.

COST	TIME
\$10.00 per day	3:00 pm – 5:55 pm (Monday) 3:20 pm – 5:55 pm (Tuesday – Friday)

After care begins on **MONDAY, AUGUST 22nd**.

A deposit of \$150.00 is REQUIRED on or before Monday, August 22nd in order to attend aftercare. This money will be applied to your aftercare statement. When your account balance decreases to \$50.00, you will be notified to replenish your account funds. Any monies remaining in your account at the end of the school year will be refunded.

Late fees for aftercare have increased. Any parents picking their student(s) up on or after 6:00 pm will be automatically charged a \$25 flat fee per child. After 6:15 pm parents will be charged an additional \$1 per minute, per child on top of the \$25 flat fee. Cash payment will only be accepted for these late fees.

Any questions regarding aftercare should be sent to aftercare@slkfschool.com.

PARENTAL SUPERVISION AT ATHLETIC EVENTS

Only those students who are accompanied by their parents may remain after school to view a sporting event. Any student not accompanied by a parent will be sent to After School Care.

UNIFORM GUIDELINES

The purpose of the dress code is uniformity, simplicity, and community. Students represent the school and are expected to look respectable. This means that the uniform should fit properly and be clean, hemmed, and neat in appearance. Any part of the uniform that is torn or ripped cannot be worn to school. **All parts of the uniform should be labeled with the child's name.**

The administration reserves the right to make a judgment on the acceptability of a student's appearance and may require the student to remain home until he/she can attend school with the proper uniform and personal appearance.

All students are expected to be in full proper uniform on regular school days. Only in extreme cases will a uniform exemption pass be issued. Such a pass will be issued only when the student presents a note from a parent or guardian stating the reason for the requested exemption. The administration has the right to deny the request, particularly if the requests become repetitive.

All students represent SLKF at all times. Therefore, all students must wear their uniforms with respect both during school and outside of school hours. Students must look neat and presentable at all times. This means shirts must be buttoned and tucked in at all times.

Tattoos of any kind are not allowed.

Piercing on any part of the body, other than the earlobe for girls (**one hole in each ear**), is not allowed.

THE ULTIMATE DECISION REGARDING ADHERENCE TO UNIFORM GUIDELINES RESTS WITH THE ADMINISTRATION.

Uniforms may be purchased ONLY from Schiro's Schooltime Uniforms. Shoes can be purchased from Ponseti's Shoes or Schiro's SchoolTime.

BOYS' UNIFORMS

PK3 – PK4 – Kindergarten

- 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
- 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

Shoes for PK3 – PK4

- Black K-SWISS with a Velcro closing. Shoes must be bought from Ponseti's Shoes located on Severn Avenue.

Shoes for Kindergarten

- Tie black dress shoes. Shoes can be purchased from Schiro's or Ponseti's Shoes.

1st Grade – 4th Grade

- Short or long sleeve light blue oxford shirt with school emblem and last name monogrammed
- Plain front navy blue shorts or pants with belt loops
- Blue or black belt
- Grey P.E. shirt and navy P.E. shorts with official SLKF logo
- Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed
- Fleece-lined jacket embroidered with SLKF (Font: Block) and last name monogrammed
- Official BLACK SLKF sock
- SLKF plaid tie or SLKF plaid bow tie

Shoes for 1st – 4th Grade

- Tie black dress shoes. Shoes can be purchased from Schiro's or Ponseti's Shoes.

5th Grade – 7th Grade

- 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
- Grey P.E. shirt and navy P.E. shorts with official SLKF logo
- V-neck sweater embroidered with SLKF (Font: Block) and last name monogrammed
- Navy blue blazer with school logo (monogramming optional)
- Official BLACK SLKF sock
- SLKF plaid tie or SLKF plaid bow tie

Shoes for 5th – 7th Grade

- Tie black dress shoes. Shoes can be purchased from Schiro's or Ponseti's Shoes.

BOYS' UNIFORM RULES

- Shirts are not to be oversized and must be tucked in at all times. Shirts must be buttoned at all times including before, during, and after school. Only plain white, short sleeve undershirts may be worn under the school shirt. No long sleeve undershirts may be worn under official short sleeve school shirts.
- The St. Louis King of France varsity sweater or fleece-lined jackets are the only outer garments allowed to be worn in the classroom.
- All students must be clean-shaven. Mustaches and beards are not allowed. Sideburns must not extend past the middle of the ear.

- Hair must be neatly groomed. Hair may not touch the collar of the uniform shirt. Hair must not extend past the eyes. The administration reserves the right to judge a hairstyle unacceptable. The administration reserves the right to judge an added hair color or lightening agent unacceptable and require the student to return his hair color to its natural state.
- Boys in grades 5th through 7th are required to wear their blazers and ties on special occasions (to be announced) as well as every Friday for Mass.
- Only watches or religious medals may be worn. Apple watches or any other comparable smart watches may not be worn.
- All students in grades 1st through 7th must wear a blue or black belt with their uniform pants.
- Boys must wear long pants to Mass.

GIRLS' UNIFORMS

PK3 – PK4

- SLKF green gingham dress with bloomers
- Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed
- 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

Shoes for PK3 – PK4

- Navy blue Mary Jane shoes with Velcro closing. Shoes can be purchased from Schiro's or Ponseti's Shoes.

Kindergarten – 4th Grade

- SLKF jumper or walking shorts
- 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
- 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)
- Kindergarten only - Official SLKF school tote embroidered with SLKF (Font: Block) and last name monogrammed

Shoes for Kindergarten – 4th Grade

- Navy blue and white Saddle Oxfords. Shoes can be purchased from Schiro's or Ponseti's Shoes.

5th Grade – 7th Grade

- SLKF skirt or skort (no shorter than 2 inches above the knee)

- Short or long sleeve white oxford shirt with school emblem and last name monogrammed
- Grey P.E. shirt and navy P.E. shorts with official SLKF Logo
- SLKF string tie
- V-neck pullover varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed
- Navy blue blazer with school logo (monogramming 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)

Shoes for 5th – 7th Grade

- Navy blue and white Saddle Oxfords. Shoes can be purchased from Schiro's or Ponseti's Shoes.

GIRLS' UNIFORM RULES

- The St. Louis King of France varsity sweater or fleece-lined jackets are the only outer garments allowed to be worn in the classroom.
- Hair must be clean and neatly groomed with bangs out of the eyes. The administration reserves the right to judge a hairstyle unacceptable. The administration reserves the right to judge an added hair color or lightening agent unacceptable and require the student to return her hair color to its natural state.
- Girls in grades 5th through 7th are required to wear their blazers and ties on special occasions (to be announced) as well as every Friday for Mass.
- A simple watch, one girl's ring on each hand, and only a thin chain with a religious medal are allowed. Only one earring in each ear lobe is allowed. Earrings are to be no larger than a dime and cannot dangle lower than the ear lobe. The school is not responsible for lost or stolen jewelry. Apple watches or any other comparable smart watches may not be worn.
- NO MAKE-UP IS ALLOWED. This includes but is not limited to nail polish, artificial nails, mascara, eye shadow/liner, and lipstick/gloss. Nails must be of moderate length. If a student has a complexion problem, she may wear a medicated base only with a doctor's note.

DRESS DOWN DAYS

St. Louis King of France School students are allowed to dress down on designated days, that is, not wear the traditional school uniform. If a student has not earned the privilege of dressing down for a particular day or chooses not to dress down, he/she is expected to wear the full school uniform. Students may not combine dress down attire with parts of the school uniform unless specifically stated.

Dress down days consists of an SLKF T-shirt, long jeans, and tennis shoes unless noted otherwise by SLKF Administration and/or teachers.

PROMOTION

PK3 – Kindergarten:

Attendance in these programs does not necessarily mandate promotion.

1st – 2nd Grade:

If a student has an "F" average in Reading, Math, or Language Arts/English, then he/she must repeat the grade. Summer school is not an option for promotion at this level.

3rd – 7th Grade:

If a student has an "F" average in any two of the following - Reading, Math, or Language Arts/English OR has an "F" average in ANY three subjects, then he/she must repeat the grade and possibly not return to St. Louis King of France School.

If a student has an "F" average in only 1 of the above subjects, he or she will be conditionally promoted and must fulfill the requirements of 40 hours of tutoring in that subject.

Any student who receives an "F" in Religion will not be allowed to return to St. Louis King of France School.

Any student who receives an "F" in Conduct will not be allowed to return to St. Louis King of France School.

A student is required to attend school for a minimum of 160 days to be considered for promotion. This will be strictly enforced.

COMMUNICATION: SCHOOL AND HOME

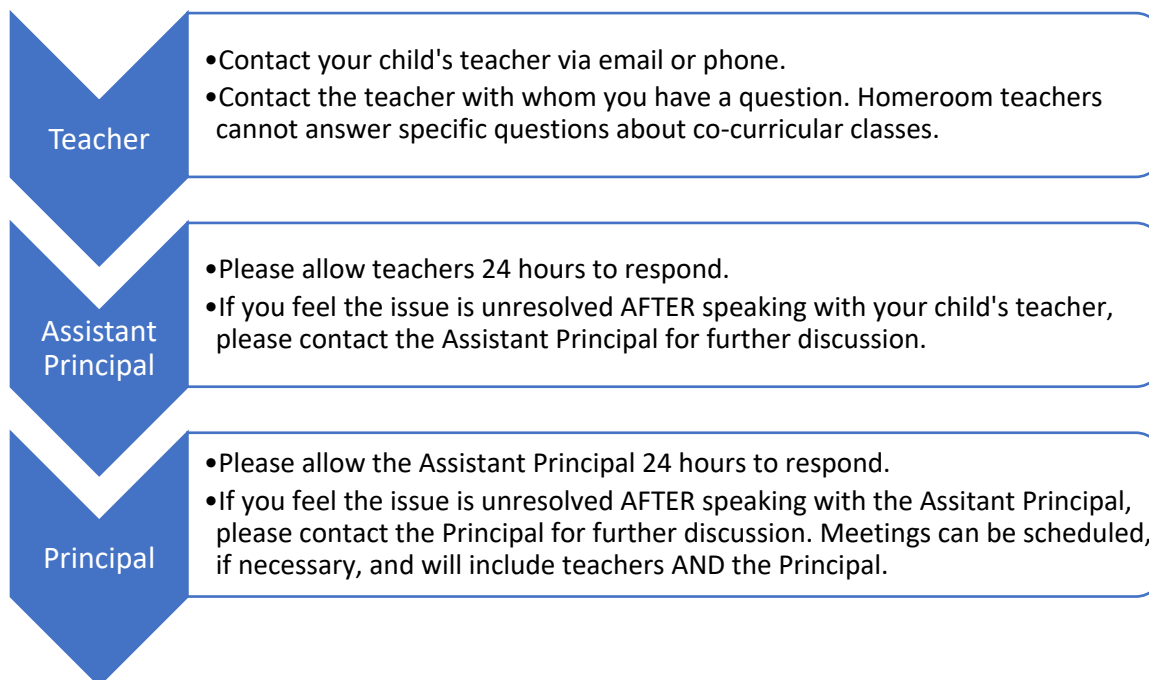
We encourage parental involvement and believe it is necessary for the viability of the student and the school. The school will communicate student progress with the home through any or all of the following means: email, texts, FACTS, report cards, progress reports, weekly packets, conferences, personal notes, and phone calls. The SLKF weekly newsletter, The Crusader Connection, is sent to parents' email every Monday. Parents and their children are responsible for reading the information contained in the newsletter.

It is the parents' responsibility to check the school website frequently. The school website can be found at: <http://slkfschool.com>. It is also very important that we have the most current and up-to-date contact information for our records so that we can keep you up to date. You can make any and all changes to your contact information and your child's demographics by logging into our ParentsWeb portal at Factsmgmt.com (formerly www.renweb.com). The district code when logging onto FACTS is SLK-LA.

For those who are new to St. Louis King of France School or for returning parents/students, our primary gateway for communication will be through FACTS. FACTS is designed to give you access to a wealth of information such as: instant access to grades and attendance records, personalized and combined calendars that include homework, tests, field trips, sports and other school events, transcripts, letters, and forms. To gain access to our FACTS system, you will need to go to Factsmgmt.com (formerly www.renweb.com), choose the login option, and select the ParentsWeb Login. Once there, you will need to enter the school's District Code, which is: SLK-LA. You will enter the email address and password you created when you registered your child on FACTS. As always, you can send an email to our technology coordinator, Eric McCrary (emccrary@slkfschool.com) with any questions or concerns you may have regarding FACTS.

Parents who wish to discuss any academic or behavioral issues must follow the chain of command. The

chain of command is as follows:



REPORT CARDS

Report Cards are emailed. If there is a question regarding the report, contact needs to be made with the teacher. All grades will be blocked on FACTS two weeks prior to the conference, at which time report cards will be distributed. Attendance at the Parent/Teacher conference, which is held on Monday, October 31, 2022, is mandatory.

SPECIAL NOTE: If your email address has been changed, and it has NOT been updated with the school, this will result in you not receiving your child's report card. Please make the address change via FACTS first and then send the technology coordinator an email stating that there was an incorrect email address on file that has been recently updated and that you need to receive your child's report card.

If a student or parent wishes to question a grade on the report card, that claim must be presented within two weeks of the report being delivered. All test packets are kept two weeks following the issuance of report cards.

If financial obligations are not current, the family will be blocked from seeing any and all grades or scores from the FACTS system.

In addition, the student's extracurricular activities will be suspended until financial obligations are current.

ASSESSMENTS

PK3 – Kindergarten will receive assessments quarterly.

CONTACTING A TEACHER

If you wish to contact a teacher, please call the school office and leave a voicemail for that teacher to call you. **DO NOT CONTACT A TEACHER AT HIS/HER HOME.** You may also contact the teacher through their e-mail address. (The first letter of their name followed by the last name name@slkfschool.com; (example: pschott@slkfschool.com).

*A teacher should be contacted **BEFORE** contacting the Principal regarding classroom issues.

GRADING SCALE

A student's grade is based on performance in the following areas: quizzes, tests, exams, homework, class work, participation, and special assignments.

The following grading scale is in effect for 1st – 7th Grades:

NUMERICAL SCORE	LETTER GRADE
100	A+
99-95	A
94	A-
93	B+
92-87	B
86	B-
85	C+
84-79	C
78	C-
77	D+
76-71	D
70	D-
69-0	F

EXAMS

Exams are given at the end of each semester to students in grades 5th – 7th. Exams are counted as two test grades in the second and fourth quarters. There are no exemptions for Middle School exams.

HOMEWORK

Homework is an important part of your child's education. These assignments include written work, typed work to be electronically submitted, reading material, and/or study/review. The amount of homework

depends upon the child's grade level and progress in school. Students are required to complete all homework assignments on a daily basis. Students lose academic grades for failing to complete the homework assignments. Homework assignments are posted in the classroom as well as online on FACTS. If an assignment has not been posted online by the time you check, please give it some time as every teacher's schedule varies and may not be posted until after 4:00 p.m. that day. There is no excuse for missed assignments. Students are responsible for writing assignments in their planners. FACTS is meant as an informational tool for parents. However, if an assignment is not posted on FACTS but was communicated in the classroom, students will not be excused since it was their responsibility to write the assignment in their planner and bring home the proper books/materials.

In accordance with Archdiocesan Safe-Environment Policies, no student or parent will be allowed back in the building once dismissal has started to get any books or school materials.

Parents who bring forgotten school items must understand that they are not guaranteed that it will be delivered to the classroom or teacher in a timely manner. A class will not be interrupted for forgotten items.

MAKE-UP WORK

Students are required to make up all work missed. They are allowed one day for every day absent due to illness to make up the work.

1st – 7th Grade: Any work, including homework, quizzes, and tests, that is not made up by the end of the grading period shall be recorded as zeros. While the teacher will make an effort to remind students of make up work, the student is responsible for checking with the teacher after an absence to determine what make up work is necessary.

If a student is absent or leaves school for part of the day, he/she will not be allowed to participate in an extracurricular activity that day. (Example: sports, choir performances, try outs, etc.)

TEXTBOOKS

Most of the textbooks issued at St. Louis King of France belong to the school or are issued by the State of Louisiana. They are to be properly cared for by students. Each student is issued a complete set of textbooks at the beginning of the year. **BOOKS MUST BE COVERED AT ALL TIMES.** Students will be required to pay for lost or damaged books. Lost or damaged library books will incur a fee at the end of the year as well.

SCHOOL BAGS

All students must have a school bag or back pack throughout the year. Writing all over the bag in any form is not allowed. In addition, nothing should be attached to the book bag.

HONOR ROLL

Students in 5th through 7th Grade may be named to the Honor Roll.

- ALPHA Honor Roll - A's in all subjects including conduct and co-curricular classes
- BETA Honor Roll - A's and B's in all subjects including conduct and co-curricular classes

ATHLETIC GUIDELINES

St. Louis King of France Catholic School adheres to all guidelines set forth by the Catholic School Athletic League.

Any student participating in athletics must maintain passing grades in academics and conduct in order to remain on the team. Students will not be allowed to miss any disciplinary action for the purpose of participation in an athletic event. A student who is absent for more than a half day will not be allowed to participate in that day's athletic event. All coaching decisions as to team selections and play are made at the discretion of the coach and are final.

Athletes, parents, and spectators are to adhere to the philosophy of St. Louis King of France Catholic School through their conduct on and off the competitive arena.

EXTRACURRICULAR ACTIVITIES

To participate in extracurricular activities, a student must have at least a 1.5 GPA on the 4-point scale and no lower than a C in conduct on the most recently issued report card. A student who does not meet the above guidelines may be removed from an activity at any time. Reinstatement rests solely with the Administration.

BEHAVIORAL GUIDELINES

Behavioral guidelines establish acceptable standards of pupil conduct that help to ensure the rights and safety of all. St. Louis King of France is first and foremost a CATHOLIC school that teaches Christian values. Every student is expected to embrace these life-style standards in all that they do. Therefore, any behavior that either directly or indirectly undermines the Gospel values is not tolerable. The St. Louis student is responsible for his/her behavior at all times.

Students shall assume responsibility for controlling their own behavior; show respect for authority and the rights, privileges and safety of self and others; respect school and private property; and behave in accordance with specific rules, regulations, and guidelines established by the administrators and teachers.

There can be no education without order and discipline. School discipline not only ensures the proper climate for learning but also encourages self-discipline. Discipline policies have been established to meet the goals of this institution.

Misconduct, as interpreted by faculty and staff, is certain to result in disciplinary action. School personnel have full authority to correct and/or discipline any student for misconduct or violation of the rules. The nature or frequency of an offense will determine the severity of the disciplinary action: warning, recess detention, phone call home, behavior referral, suspension, or expulsion.

SCHOOL DISCIPLINE PLAN

As explained in the school philosophy, the goals of the educational program at SLKF are multi-dimensional. To assist the faculty and staff in their responsibility to attain these goals, St. Louis King of France School will continue to employ the method of Assertive Discipline. Each teacher has a classroom discipline plan. Included in that plan are rules, consequences, and rewards.

BITING POLICY

A large part of our job is to encourage children to “use their words”. There are times, however, when a child is having difficulty communicating or is feeling frustrated and may resort to biting. The bite will immediately be cleaned with soap and water and ice will be applied, if necessary. The biter will be removed from the situation until he/she has calmed down. If the biting continues, which usually means the frustration is increasing, he/she may need to go home for the remainder of the day. It is not a punishment, but rather a “break” from the situation. If the biting continues and is severe, a meeting with administration will take place to discuss further actions. If parents are responsive to suggestions, administration will continue to work with the child and family. Please be aware that safety for the children is always a top priority for the administration and faculty of SLKF. We will put forth every effort to help a biter resolve the issues causing the biting. Specific details of any plan and/or treatments cannot and will not be discussed with any other parents/families.

POTTY TRAINED

All students entering PK3 must be toilet trained to attend St. Louis King of France and must be able to attend to their own personal hygiene including washing hands. If the child is not trained, he/she will remain in PK2, if space is available, until this skill is mastered. If space in PK2 is unavailable, the student must remain home until the skill is mastered.

“Pull-ups” are not permitted. In case of a potty accident, you will be called to come change your child or pick them up. Staff members are not allowed to assist/change children’s clothing or wipe/clean them.

Completely toilet trained means that the child:

- Is comfortable wearing underwear
- Recognizes the need to use the bathroom
- Expresses the need to use the bathroom and will do so when asked or taken
- Uses the toilet unaided
- Wipes him/herself after using the toilet
- Flushes the toilet and can wash his/her hands
- Must remain dry during and waking up from nap/rest time

CLASSROOM DISCIPLINE PLAN

Each class will have rules, consequences, and rewards posted. The students and parents, both integral parts of the discipline plan, should become familiar with the classroom plan. Occasionally, a student may be placed on a behavior contract that individualizes the behavior plan to meet that student's needs. In such a case, parents are notified. The ultimate decision rests with the administration.

PK3 – 4TH GRADE DISCIPLINE POLICIES

Discipline rests with the individual teachers of these grade levels. If a discipline problem continues, the administration will be asked to participate in a discipline plan for the student. If the problem continues, the student may be asked to withdraw from St. Louis King of France School.

The ultimate decision regarding discipline rests with both the Principal and Assistant Principal/Disciplinarian.

MIDDLE SCHOOL CODE OF CONDUCT

All middle school students are required to have a **student planner** with them daily for every class.

Each student will begin each week with 100 conduct points. Points will be deducted for various infractions throughout the week. (See behavior infractions list below under *Code of Conduct Point System*) **Any faculty member may deduct points from any student as infractions are made.** The amount of points deducted will be determined by the infraction list below. At the end of the week, the number of points remaining becomes the student's conduct grade for the week. Conduct grades will be totaled every Friday and sent home for parents to sign and return on Monday. 3 points will be deducted each day the planner is not returned and signed by the parents.

The goal of the Conduct System is to encourage good behavior. Students who consistently receive high conduct grades will be recognized and given certain privileges. These will be detailed at the beginning of the year.

Students are assigned a conduct grade of 100 points each week. The conduct tracker will be graded every Friday. It must be signed by a parent/guardian by Monday (or the following school day). Students who receive a 77 D or below for the week will serve RECESS DETENTION for 5 consecutive days the following week. Students will report to the classroom of the teacher holding the detention. More than three recess detentions per semester will result in a SUSPENSION. Teachers reserve the right to assign an automatic recess detention at their own discretion.

Points	Infractions	Grading Scale
5	A-1 Missing class materials/Chromebook not charged	100-94 A
	A-2 Unsigned papers/conduct tracker (per day)	
8	B-1 Not completing classwork/not participating	93-86 B
	B-2 Talking/Playing during class/Mess	85-78 C
	B-3 Uniform infraction/excessive earrings/nail polish/fake nails	
	B-4 Line/Hall/Cafeteria Behavior	77-70 D
	B-5 Continued excessive talking after warnings	
	B-6 Name-calling/ridiculing others/causing conflict or division	69-0 F
	B-7 Disturbing others/Disrupting class	
	B-8 Invasion of personal space with the use of hands/feet	
	B-9 Interrupting the teacher	
	B-10 Not following directions	
	B-11 Shouting out during class	
	B-12 Missing school planner (per day)	
	B-13 Talking during a test	
	B-14 Eating/Gum chewing	
10	C-1 Improper behavior, language/vulgarity	
	C-2 Throwing objects	
	C-3 Dishonesty	
	C-4 Defacing school materials, property	
	C-5 Disturbing personal property of others	
	C-6 Rude/Discourteous/Argumentative to any adult	
	C-7 Sent to office for behavior	
	C-8 Consistent disregard for school rules	
	C-9 Misuse of technology/playing games during class	
15	D-1 Stealing (requires self-reflection)	
	D-2 Physical contact/Intent to harm (requires self-reflection)	
	D-3 Using cell phone while on school campus	
Other	E-1 Assigned at teacher's/administrator's discretion	

CONSEQUENCES

Students who receive a 77 D or below for the week will serve RECESS DETENTION everyday (Monday through Friday, 5 consecutive days) the following week. If the student receives a 77 D or below for 2 weeks in a grading period, they will be required to have a Parent-Student conference with the Principal and Assistant Principal/Disciplinarian.

Students will report to the classroom of the teacher holding the detention.

A student may serve a maximum of only three RECESS DETENTIONS during one semester. More than three RECESS DETENTIONS will result in a SUSPENSION.

Teachers reserve the right to assign an automatic recess detention at their own discretion.

The ultimate decision regarding discipline rests with both the Principal and Assistant Principal/Disciplinarian.

RESPECT

The manner of address should always be Mr., Mrs., Ms., and Father and should end in Sir or Ma'am. The TONE should always reflect good Catholic manners. Students should rise when an adult enters the classroom.

CHEATING/DISHONESTY

Cheating and dishonesty will be handled by each individual teacher and/or administration whenever possible. A student will receive zero credit for the work performed. The parents will be notified immediately.

If SLKF must return to online learning, students are expected to treat all assignments, quizzes, and tests as they would in the classroom. All students should refrain from cheating or sharing answers. Any student caught cheating, providing others with answers, or having someone else complete their work will receive zero credit for the work performed.

BULLYING

St. Louis King of France Catholic School strives to be a place where every student experiences safety and respect. We maintain an environment that promotes acceptance and tolerance for similarities and differences. Bullying, in any form, including Internet bullying, therefore, will not be tolerated at SLKF. A bullying situation will be brought to the attention of the teacher or the administration where it will be dealt with appropriately. Students who are guilty of bullying other students face possible expulsion. St. Louis King of France's No Tolerance Bullying Policy is found in Appendix A.

FIGHTING AND VIOLENCE

In order to ensure a safe school environment, violent behavior and fighting will not be tolerated. If your child feels he/she may be placed in a situation where fighting is a possibility, he/she should report this to a teacher to be handled accordingly. Students who participate in fighting will be suspended and possibly expelled. The administration will make the final decision.

ALCOHOL/DRUGS/WEAPONS

Possession or use of alcohol, drugs, or weapons on school premises or at school-sponsored events is prohibited. Violation of this rule will result in expulsion.

CARRYING A FIREARM

Act 83 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus. Anyone convicted of the crime of carrying a firearm by a student or non-student on property is subject to a maximum penalty of imprisonment at hard labor for not more than five years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law also requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus.

TOBACCO/FIREWORKS

Possession or use of tobacco or fireworks while in uniform is prohibited. Violation of this rule will result in an out-of-school suspension or expulsion.

CELLULAR PHONES/APPLE WATCHES (or any other comparable smart devices)

All cell phones must be handed in to homeroom teacher at the beginning of the day. They must be **TURNED OFF**. The cell phone will be returned to the student at dismissal. The school is not responsible for lost, damaged, or stolen cell phones. If a student has a cell phone with him/her and is caught using the phone or if the phone goes off during the school day, including during dismissal, it will be confiscated and the parents can retrieve the phone from the principal. The student will lose the privilege of having a cell phone on campus. **NO EXCEPTIONS**. It is highly recommended that students keep their cell phones at home.

STUDENTS ARE NEVER ALLOWED TO TAKE PICTURES WITH THEIR CELL PHONES ON SCHOOL GROUNDS.

VANDALISM/DAMAGE TO PROPERTY

A student disciplined for damaging property must make restitution to the school in the form of repairs and/or financial remuneration. Such action may result in expulsion. A student accidentally causing damage to property may be required to make restitution.

TRUANCY

Once a student arrives at school, he/she may not leave school grounds for any reason unless checked out from the school office. Students enrolled in After School Care must be checked out before leaving school grounds. If a student is truant, he/she will receive a behavior referral and the appropriate consequence will be issued. A parent will be notified if a student is truant.

OUT-OF-SCHOOL SUSPENSION

A student will be marked absent on the day of the out-of-school suspension. He/She will be responsible for all class work and homework for the day. Any quizzes or tests that are missed will be recorded as zeros.

PROBATION

A student will be placed on disciplinary probation as a result of suspension and/or repeated violations. Any further misconduct may result in dismissal from school.

DISMISSAL FROM SCHOOL (EXPULSION)

Certain severe behavioral infractions may dictate that the student be dismissed from the school permanently. It is not necessary that a student be suspended before being dismissed from school.

THE CONDUCT GRADE

Each student will receive a conduct grade for each homeroom class on the quarterly report card. The conduct grade is a reflection of the student's behavior for the entire quarter. Any questions concerning the conduct grade should be directed initially to the academic classroom teacher or homeroom teacher.

A STUDENT HAVING AN UNSATISFACTORY CONDUCT GRADE FOR THE FINAL AVERAGE WILL NOT BE ALLOWED TO RETURN TO ST. LOUIS KING OF FRANCE SCHOOL THE FOLLOWING SCHOOL YEAR.

PERSONAL CONDUCT OFF CAMPUS

Schools are often judged by the behavior of its students outside of school. Therefore, each student, whether in or out of school uniform, shall conduct himself/herself off campus in a manner which is consistent with the goals and standards of St. Louis King of France School as set forth in the Student Handbook. Failure to

do so could result in being asked to withdraw from school.

Any violation of civil or criminal law, whether in or out of school uniform, that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of St. Louis King of France School, will render a student subject to disciplinary actions, including suspension and/or expulsion.

Because of the seriousness and danger involved, any use of drugs or hallucinogenic substances of any type, whether in or out of school uniform, without explicit directions from medical personnel, is an act that will bring expulsion to the person or persons involved.

Fighting off campus, whether in or out of school uniform, will result in suspension and/or expulsion for the person or persons involved.

GENERAL RULES

Any behavior that interferes with a student's ability to learn or a teacher's ability to teach is not allowed. All hand held toys and/or devices that can be disruptive in the classroom are prohibited. Student behavior that is disruptive to others, produces off-task behavior, or requires the teacher to attend to the behavior shall be greatly discouraged. If the student's behavior continues to disrupt the class, the student will be removed from the class and sent home for the remainder of the day. The following is a list of some of the behaviors which are not allowed at St. Louis King of France School: disregard and/or refusal to follow rules, disrespect, fighting, rough behavior or language, leaving school grounds, cheating, dishonesty, possessing alcohol, drugs, weapons, tobacco, or fireworks, damaging property, chewing gum, dressing improperly, writing or passing notes, riding a bike on school grounds, bringing electronic devices/smart devices/smart watches to school without permission. Any items of this nature will be confiscated by the school, retained in the school office, and returned to the student's parent/guardian at the end of the school year. Guns, knives, and other such items are prohibited. Any child who is in possession of such items will be immediately expelled.

CUSTODY NOTICE

It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

USE OF THE OFFICE TELEPHONE

The use of the office phone by students is restricted to emergencies. The school reserves the right to use the speaker on the telephone when a student is on the office phone. Students will not be allowed to call home to secure forgotten test papers, homework, books, music instruments, projects, lunch, etc.

MESSAGES

A child should know of any changes in the routine prior to coming to school in the morning. Therefore, only messages regarding students unexpectedly having to report to After School Care or emergency messages shall be delivered to the students during the school day.

PARENTS ON SCHOOL GROUNDS

With the exception of the Nursery parents and PK3 through Kindergarten parents (only during morning drop off times between 7:40 am and 7:55 am), parents are not allowed to enter the school buildings without signing in with the front office staff. If parents find it necessary to be in the school buildings at any time throughout the school day, they must go to the office, sign in, and receive a visitor's pass. Please keep in mind that this is for the safety of all students, faculty, and staff members of SLKF.

If a parent must contact a teacher, he/she should do so via email or voicemail. Teacher email addresses are their first initial followed by their last name @slkfschool.com. For example, Pamela Schott's email is pschott@slkfschool.com.

We ask our administration, faculty, staff, and students at St. Louis King of France Catholic School to conduct themselves at all times in a manner befitting the environment of a Catholic environment. Therefore, we ask all parents to do the same. All speech, mannerisms, and dress should reflect the high standards of the Catholic Faith.

VISITOR'S PASS

In the interest of school safety, all parents and visitors must report to the school office to sign in and secure a pass before proceeding on school grounds.

EMERGENCIES

When an emergency arises, you will be notified via FACTS.

FACTS has a component in place that will notify you via cell phone, home phone, and/or email regarding important notifications related to St. Louis King of France School. Parents who do not have a cell phone number in FACTS or have an invalid cell phone number in FACTS will not receive texts from SLKF.

In the case of hurricanes, disasters, or other emergencies, SLKF will close when the Jefferson Parish and/or Orleans Parish school system closes. Please do not call the school office and tie up the phone lines. Parents will be notified through "*FACTS Alert*". It is imperative that we have current telephone numbers in FACTS. To update phone numbers please go to www.factsmgmt.com (formerly www.renweb.com), click on the blue login button at the top right of the screen, choose ParentsWeb, enter the district code SLK-LA, your username, and passwords, and navigate to through the menu on the left of the screen to update all information. The official listening posts for the Office of Catholic Schools are WWLAM 870, WWL-TV Channel 4, WDSU-TV Channel 6, FOX-TV Channel 8, and ABC-TV Channel 26. The Jefferson and Orleans Parish School Systems and the Archdiocese of New Orleans decide upon school closures. St. Louis King of France School follows direct orders from the Archdiocese.

SEARCH AND SEIZURE

In accordance with Archdiocesan directives, St. Louis King of France Catholic School has a Search and Seizure Policy. Students' personal belongings, including but not limited to desks, book bags, books, notebooks, purses, cubbies, lockers, etc., may be searched without warning for weapons, dangerous objects, illegal substances, stolen property, or anything detrimental to the well being of any person and/or any person's environment or not in keeping with the philosophy of the school.

ASBESTOS

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), 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 Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$25.00.

Emergency Preparedness/Evacuation Planning/School Closures/Crisis Plan

During times of inclement weather, power outages, etc., St. Louis King of France will follow the schedule (early dismissals and school closures) of BOTH Jefferson and Orleans Parish School Systems. Please tune in to your local news station to find details on whether school will be closed.

Regular fire drills, tornado drills are conducted with the student body and faculty. Biannual Emergency Evacuation drills are also conducted.

Teachers are trained to remain with their students in the classroom during emergencies unless circumstances warrant a relocation of the students to somewhere else on campus. Master binders are kept up to date with parent contact information and pertinent student information. It is imperative that parents update the teachers and front office of any updates regarding contact information. Parents can update demographic information using FACTS. Every parent will be given instructions on how to sign up with FACTS. Teachers keep on record what parents provide. If parents fail to update their contact information, SLKF will be unable to reach them in emergency situations. St. Louis King of France School has a system to contact all parents during emergencies. If, for any reason, the school needs to contact parents during emergencies, they will be notified via “*Parent Alert*” on FACTS. “*Parent Alert*” is a system in place that will notify you via your primary contact phone number recorded in FACTS. In extreme emergencies, parents will be notified on all levels of communication held on file in FACTS (cell phone, home phone, email, etc.) The message will give further instruction on the particular situation.

In the case of hurricanes, disasters or other emergencies, St. Louis King of France will close when the Jefferson Parish and/or Orleans Parish School Systems close. Please do not call the school office and tie up the phone lines. Parents will be notified through “*Parent Alert*”. It is imperative that we have current telephone numbers on file in the school office. The official listening posts for the Office of Catholic Schools are WWL-AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, FOX-TV Channel 8, and ABC-TV Channel 26.

Evacuation kits are kept up to date and on site in cases of emergency. Evacuation kits include emergency phone numbers, first aid supplies, hand sanitizer, wet wipes, tissue, diapers, plastic bags for diapers, battery powered flashlight, battery powered radio, batteries, infant food, disposable cups, and bottled water for every child.

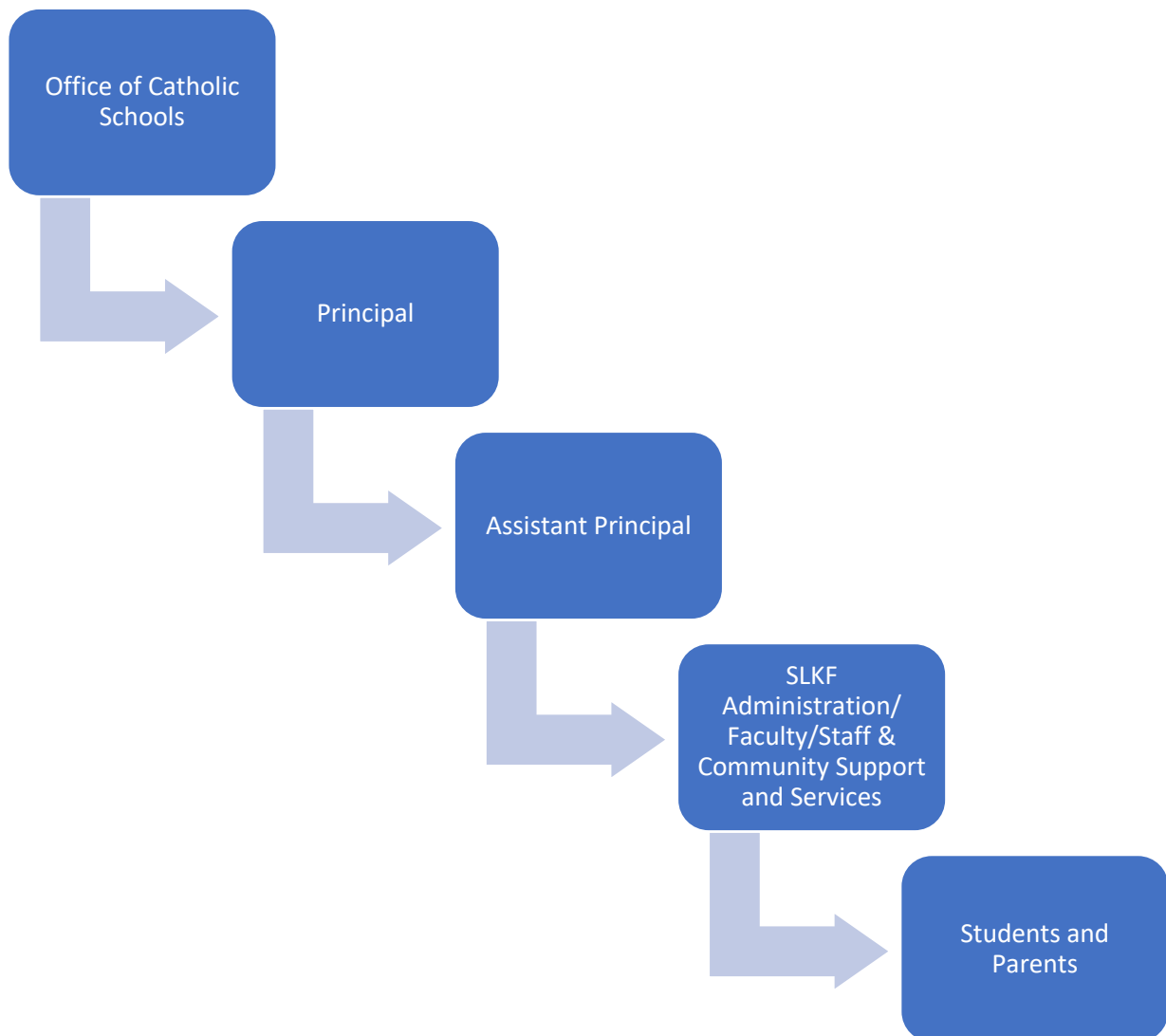
St. Louis King of France School

Crisis Management Plan

Emergency Preparedness Plan

The following is a Crisis Plan to be implemented at St. Louis King of France Catholic School should the necessity arise. Our campus at SLKF is controlled and secure at all times, with the number of campus entrance points being limited and supervised on a regular basis. We also have CCTV monitoring of the campus.

Crisis Management Team Organizational Chart



Crisis Management Team Member Roles

Office of Catholic Schools - Superintendent

The Superintendent of Catholic Schools is the final authority in all matters of crisis concerning Catholic schools. The Superintendent will coordinate with school administration to implement the crisis plan.

Principal/Assistant Principal

The Principal and/or the Assistant Principal will determine if the situation warrants implementation of the crisis management plan, initiate contact with key personnel, implement plans, and serve as spokesperson for the school.

Specifically, the Principal will:

1. Act as the School Emergency Management Spokesperson.
2. Implement the policies and decisions of the Office of Catholic Schools and the Archdiocese of New Orleans.
3. Organize the school's emergency preparedness program and identify personnel, equipment, and facility needs.
4. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
5. Conduct drills and initiate plan revisions as needed.
6. Encourage incorporation of emergency preparedness material into the regular curriculum.
7. Provide a copy of the Crisis Management Plan to the Office of Catholic Schools.
8. Monitor developing situations such as weather conditions or incidents in the community, which might impact the school.
9. Assign school emergency responsibilities to staff as required.
10. Coordinate use of building as a public shelter for major emergencies occurring in the city or civil parish.

Teachers and Support Staff

Teachers and support staff are to follow the directives of the Crisis Management Plan, listen and hear student's concerns, do not be judgmental or moralizing, and keep the school day as near to normal as possible.

Additionally, teachers and support staff will:

1. Prepare and replenish classroom emergency kits.
2. Participate in trainings, drills, and exercises.
3. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
4. Maintain order while in the student assembly area.
5. Verify the location and status of every student
6. Remain with assigned students throughout the duration of the emergency, unless otherwise instructed or the student has been released to parent or guardian or designee.

Students

Follow instructions of principal, assistant principal, teachers, and support staff, and cooperate on all matters of concern in the crisis.

Parents

Parents are asked to listen to local media, emails, and texts for instructions and updates on information. Please do not tie up the phone lines.

Community Support and Services

Community support and services include those agencies which might assist in the crisis situation, such as, counselors, pastors, police, fire department, emergency medical units, etc. Parents are asked to accept any community services when needed.

Emergency Preparedness Procedures

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

1. Providing emergency equipment and facilities.
2. Maintaining this plan, its additions, and appendices.
3. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this facility during emergencies in training opportunities.
4. Conducting periodic drills and exercises to test emergency plans and training.
5. Completing a review or summary after drills, exercises, and actual emergencies, to assist in revision of plan.
6. Revising plan as needed or necessary.

Crisis Management Plan

St. Louis King of France School's Crisis Management Plan will address the following areas of concern:

1. Accidents at School – Major
2. Accidents at School – Minor
3. Allergic Reactions
4. Angry Parent
5. Critical Incidents/Emergency Management/Threats
6. Death
7. Drugs
8. Emergency Transport Procedures

9. Fighting
10. Fire
11. Gas Leak
12. Intruder or Shooter on School Grounds
13. Lost/Runaway Child/Kidnapping
14. Power Failure/Line Down
15. Stranger in the Building/Intruder/Loitering/Trespasser
16. Student(s) Left at School
17. Vandalism
18. Severe Weather
19. Weapons

Appendix

- A. Bomb Threat Report Form
- B. Accident/Incident/Injury Form
- C. SLKF Fire Exit Map
- D. Tornado Drill Procedures and Evacuation and Relocation Planning

1. Accidents at School – Major

For major accidents or injuries, a member of the administrative team or designee will call 911, give the school's name, location, and reason for calling, identify self, request police assistance or medical assistance. After that call is made, they will contact the parent or guardian, contact the Office of Catholic Schools, get statements from witnesses as soon as possible, and record major accidents or injuries. Complete Accident/Incident/Injury Form. (Appendix B)

2. Accidents at School – Minor

...On the playground... In the building or classroom ... In physical education ...

For minor accidents or injuries, take the student to the school office for assistance. Follow first aid procedures as indicated by the nature of the accident or injury. Contact the parent or guardian, if injury warrants or is questionable. Complete Accident/Incident/Injury Form. (Appendix B)

3. Allergic Reactions

An allergic reaction is defined as a reaction caused by contact, inhalation, or ingestion of a substance causing a threat to an individual's life.

Possible symptoms: General feeling of impending doom or fright, weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

- a. Assess the situation, remain calm, and make the student/employee comfortable. Only move for safety reasons.
- b. Send for immediate help and medication kit (in cases of known allergies).
- c. Follow medical protocol for students, if on file.
- d. Observe for respiratory difficulty and, if needed, call 911.
- e. Notify parent or guardian.
- f. Administer medication, by order of a doctor, if appropriate. Apply ice pack; keep warm.
- g. Record time and site of insect sting and name of medicine, dosage and time, if appropriate.

Preventative Actions:

- Encourage parents and guardians to list health situations on a Health Form for their child.
- Encourage faculty and staff having health situations affecting them to alert the administrative team of any difficulties and possible remedial actions.

4. Angry Parent

- a. Be courteous and confident
- b. Remain calm
- c. Do not touch
- d. Keep at a reasonable distance
- e. Listen
- f. Allow the opportunity to vent
- g. Meet in a neutral, protected location
- h. Leave door open or have another staff member join you
- i. Avoid blame – focus on what can be done

Ask:

- “How can I help you get the services you/your child needs?”
- “How can we work together?”
- “What kinds of support can we put in place to help your child succeed?”

5. Critical Incident/Emergency Management

Teachers are to do the following:

- a. Lock your door.
- b. Tell the students that we have an emergency and you don't know what it is.
- c. Have the students go to an area of the room that is away from the door and away from the windows.
- d. Have students stay there until an announcement is made. The administrative team will come to your room and update you.

Communications among administrators and staff will be by classroom phones to assess the situation and plan the next course of action. The Principal and Assistant Principal will have everyone's cell number. The faculty and staff will have the Principal and Assistant Principal's cell phone number.

6. Death

Death of a Student or Staff Member

- Notify Principal/Assistant Principal as soon as possible
- Notify Superintendent's Office
- Prepare a fact sheet giving accurate, up-to-date information.
- Hold a faculty meeting as soon as possible. Review the procedures for the day, the availability of support services, and referral process for at-risk students.
- Contact the family of the deceased. Preferably, the principal or assistant principal should call or visit the family at their home and offer assistance.

7. Drugs

The possession or being under the influence of alcohol/drugs on the school grounds, in the school building, or at school-sponsored events is prohibited.

If there is reason to believe a student is in possession of alcohol/drugs/cigarettes, the following procedures should be followed:

- a. The student should be escorted to the office.
- b. Two adults should be present (one should be an administrator).
- c. The student should be informed of suspicions and asked to deliver the substance.
- d. If the student refuses, it may be necessary to search the book bag, desk, or ask the student to show the contents of pockets, bags, purses, etc.
- e. If a controlled substance is found, call proper authorities.
- f. Contact the student's parent/guardian or nearest relative.
- g. Contact the Office of Catholic Schools.
- h. Discipline should be administered according to the Parent/Student handbook.

If there is reason to believe a student is under the influence of alcohol/drugs, the following procedures should be followed:

- a. The student should be escorted to the office.

- b. The police are called only if the student is violent or is in danger to self or others.
- c. Contact the student's parent/guardian or nearest relative.
- d. Contact the Office of Catholic Schools.
- e. The student should be monitored until the parent arrives to pick him/her up.
- f. Discipline should be administered according to the Parent/Student Handbook.
- g. Suggest parents and students seek medical treatment as a follow-up precaution.

8. Emergency Transport Procedures

St. Louis King of France School will provide first aid and take appropriate measures including the emergency medical services (EMS) system. At no time will a staff member drive with any child unless accompanied by another adult. An ambulance or other such vehicle when necessary will transport the student.

The parents/guardians will be notified by the administration or support staff as soon as possible, using all available numbers provided by the parent including emergency contact information.

9. Fighting

Violence between two or more students (physical fighting) is not allowed.

- **Goals:** safety, effective communication, mobilization, containment, assessment and follow-up
- **Prevention:** Be alert to patterns of stress and agitations in students. Be familiar with the information provided regarding managing a potentially dangerous person. Know procedures in the Crisis Management Plan.
- **Intervention:** Intervening and managing physical altercations and/or fights require making a judgment call. There may be several goals at one time and individual circumstances will determine the priorities of your interventions. Interventions may include:
 - Dispersing the crowd and ensuring the safety of the students.
 - Calling for help and assistance in managing the incident. Focus on diffusing the fight.
 - Attending medical needs.
 - Always be careful and knowledgeable about intervening with individuals who are dangerous.

10. Fire

In the event a fire is detected within the school building, proceed according to the following plan:

- a. Sound the Fire Alarm by pulling the alarm system located in the halls or in specific areas.
- b. Call 911.
- c. Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire.
- d. Evacuate the building immediately to at least 300 feet from the surface and out of the fire department's operational area.
- e. Initiate roll. Each teacher should leave the room with the roll book to check student names. In order to avoid confusion, all student absences should be recorded.
- f. Render first aid as necessary.
- g. Notify utility companies of a break or suspected break in lines which might present an additional hazard.
- h. Have fire department officials declare the area safe before allowing students/staff to return to school.

- i. If the school needs to be closed and students transported to another location or home, contact the local radio and television stations with closing information and/or call parents.
- j. The custodial staff, administrators, and other appropriate personnel should be trained to use fire extinguishers to fight small fires. However, they should not endanger their lives in doing so.

Checklist

- _____ Sound alarm; evacuate building.
- _____ Call 911.
- _____ Determine if there are any serious injuries.
- _____ Call Office of Catholic Schools.
- _____ Determine building status for return to classes.

11. Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside the building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down.

If a leak is in or near the building:

- a. Evacuate the building immediately, following the building fire drill evacuation plan. Get students a safe distance from the building.
- b. Call 911.
- c. Phone Atmos.
- d. If time permits, phone the Office of Catholic Schools to alert of the current situation.
- e. Keep students at a safe distance until the problem has been corrected.

12. Intruder or Shooter on School Grounds

- a. All calls are made alerting faculty.
- b. All call: "LOCKDOWN!"
- c. Close and lock all doors.
- d. Teachers and appointed students block doors with desks or chairs.
- e. Turn out the lights.
- f. Children should crouch under desks and remain absolutely quiet.
- g. Any faculty members near any phones will call 911 to report the intruder. Any other outside calls are prohibited.
- h. Appointed teachers will call the Front Office.
- i. When the threat is over, all calls are made: "All Clear."

13. Lost/Runaway Child/Kidnapping

- a. Immediately after it has been determined that a child has been lost/taken, contact the Police.
- b. Call the Office of Catholic Schools to report the incident.
- c. Contact the parents of the child involved. Establish a communication plan with them, if necessary.
- d. Identify individuals to work on this crisis. Give precise instructions for telephone communications to administrative assistants. Maintain a normal classroom routine.
- e. Pull the school picture of the child and obtain a full description of the child (including clothing) to assist the police.
- f. Conduct immediate search of school buildings and grounds.
- g. When a child is found, contact the Superintendent's Office, notify the teacher and prepare a memo

to staff outlining the situation.

The administrative assistants have a list at their desk of students who are not to be released to anyone except a particular parent or guardian. When parents telephone a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross checking the phone number with those on file in the child's folder or emergency information sheets.

Checklist

- _____ Call 911
- _____ Call Office of Catholic Schools.
- _____ Notify parents of the child.
- _____ Identify tasks to work on during a crisis while the rest of school maintains routine.
- _____ Pull out a school picture or obtain a full description.
- _____ Search school buildings and grounds.
- _____ If kidnapping, try to obtain a description of the suspect.
- _____ Inform staff and parents of incidents and actions taken.
- _____ Arrange for counseling for staff and students, if necessary.

14. Power Failure/Line Down

If there has been a power failure at school, or if lines are reported down in the area of the school:

Power Failure:

- Notify Entergy

Lines down in area:

- Have an adult in the area of the downed lines to prevent children and other people from going near them.
- Notify Entergy
- Call Office of Catholic Schools

15. Stranger in the Building/Intruder/Loitering/Trespasser

Checklist

- _____ Determine the whereabouts of the intruder/trespasser.
- _____ Isolate the individual.
- _____ Determine the extent of the crisis.
- _____ Call 911.
- _____ Move other students and staff from the area.
- _____ Notify Office of Catholic Schools.
- _____ Instruct the person answering the telephone to direct all requests to the Principal.
- _____ Complete and submit police information for charges.
- _____ Inform faculty and staff.
- _____ Make reasonable notes for potential court cases.

Schedule follow-up meeting for staff and students, including security plan review.

Specifics

- a. Determine the whereabouts of the intruder. Use school maps to assist police and staff members in locating intruders.
- b. Isolate intruders from the rest of the building and students.
- c. Determine the extent of the crisis: Trespass with no safety hazard may be dealt with through informing the intruder of the offense being committed. If the trespasser refuses to leave, wait for police to arrest. If the trespasser has previously been warned (placed on notice) trespass charges may be filed without the arrest of the offender. Trespass with threat to others' safety will require assistance from the police. Trespass charges should be filed.
- d. Make notes. Recording what has occurred can provide information important to the police and in subsequent court cases.
- e. Move other Students/Staff: Staff may be asked to keep their students in certain areas, or to keep them out of certain areas. Staff should move students as quietly and quickly as possible when directed to do so.
- f. Contact the Police: Trespassing is a misdemeanor or felony, depending upon the location of the intrusion.
- g. Notification: The Office of Catholic Schools should be contacted as soon as possible. Keep staff informed of actions. The students will be able to deal with the situation by being informed of the facts, as soon as possible, rather than receiving their "facts" through rumor. The parents of the students in the community will need to learn the real facts, just as their children have learned them, to reduce the rumor factor.
- h. Inform faculty and staff. They will need to know, not only what occurred, but also why certain actions were taken.

16. Student(s) Left at School

When students are left at school and/or not picked up from extra-curricular activities, the following procedures are recommended depending on the situation:

- a. Call the parent/guardian if the student knows the telephone number (home, work, cell).
- b. Obtain parent/guardian telephone numbers in the front office and call parent/guardian.

The child should never be left alone. School personnel are never allowed to take students home in their own vehicles.

17. Vandalism

- a. Report all acts of vandalism to the police.
- b. Photograph any willful and malicious destruction of school property (e.g., graffiti, broken windows, etc.)
- c. For minor damage, simply note the time, date, and type of damage for your records.
- d. Clean up and repair the damage as soon as possible to avoid encouraging future acts of vandalism.
- e. Aggressively prosecute all vandals to convey that you will not tolerate this type of offense.
- f. Collect restitution by having the offender pay money or provide labor to clean and/or repair the damage he or she has caused.

18. Severe Weather

Tornado, Inclement Weather, Snow, Flood, Hurricanes

Tornado Warning

The Principal will:

- a. Advise teachers and staff of the tornado warning.
- b. Advise all teachers to escort classes to their pre-designated area in the hallway.
- c. Notify pre-designated staff to keep a lookout in order to “spot” tornado funnels, which can be communicated with the Principal via cell phone.
- d. Be prepared to give the “drop and tuck” command via the Public Address (PA) system if danger is imminent. Students may need to “drop and tuck” under desks if they have not yet been moved to areas of shelter in the school.
- e. Parents picking up students should be advised of the tornado warning and persuaded to stay with their child.
- f. Distribute flashlights as necessary.
- g. Shut off the main gas supply valve.
- h. Be prepared to shut off all other utilities if necessary.
- i. Call 911 and give a situation report if the building is struck by a tornado. The damaged part of the building should be evacuated and roll must be taken again. Release students to parents only after a complete roll call has been reported.

The teachers will:

- a. Escort students to the pre-designated area in the hallway.
- b. Take a class roster and account for all students.
- c. Ensure that students sit quietly against a wall on the floor and that they understand the “drop and tuck” command.
- d. Close all fire doors and gates along the corridor to minimize injury from flying debris.

In the case of hurricanes, disasters, or other emergencies, SLKF will close when the Jefferson Parish and/or Orleans Parish school systems close. It is imperative that we have current telephone numbers on file in the school office. The official listening posts for the Office of Catholic Schools are WWL AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, FOX-TV Channel 8, and ABC-TV Channel 26.

19. Weapons

- a. Assess the situation.
- b. Notify the police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police.
- c. Gather as much detailed information as possible. Try to determine:
 - Location, identify and detailed description of individual.
 - Location and description of weapon.
 - Any pertinent background information on individuals, including possible reason for carrying a weapon.
- d. Isolate individual or suspect. (Prevent access to weapons.)
- e. Confer with police when they arrive. They will advise you how they intend to proceed.
- f. If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.

- g. Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
- h. Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need-to-know basis.
- i. Notify Office of Catholic Schools.
- j. Use emergency signals to notify teachers of the threatening situation and have teachers keep students in the classroom until all is clear.
- k. Call an emergency staff meeting. It is important that staff members leave with accurate information about the incident and subsequent actions to be taken.

Checklist

- _____ Assess the situation.
- _____ Notify the police.
- _____ Gather information.
- _____ Isolate individual or suspect.
- _____ Do not use force or touch the person or weapon.
- _____ Remain calm.
- _____ Tell another administrator of the situation.

- _____ Use emergency signal to notify teachers of the threatening situation and have teachers keep students in the classroom until all is clear.
- _____ Notify Office of Catholic Schools.
- _____ After the situation is resolved, hold emergency staff meeting before staff members leave for the day.

Handling a Weapon-Wielding Student

- a. Evacuate the area
- b. Evaluate the perpetrator
- c. Isolate
- d. Negotiate
- e. Remain calm
- f. Get help
- g. Avoid heroics
- h. Do not threaten
- i. Keep a safe, non-intimidating distance
- j. Avoid abrupt sporadic movements
- k. Look for a place to dive or jump
- l. Report incident to law enforcement

APPENDIX

APPENDIX A

BOMB THREAT REPORT FORM

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of threat:

Time: _____ Date: _____

Sex of caller: Male / Female Culture _____

Length of call: _____

Number at which call was received: _____

Number from which the call was received, if available on telephone: _____

Caller's Voice: (Circle all that apply.)

Calm	Angry	Excited	Slow	Rapid	Soft
Loud	Laughing	Crying	Normal	Distinct	Slurred
Whispered	Nasal	Stuttering	Lisp	Raspy	Deep
Ragged	Clearing Throat	Accent	Cracking Voice	Familiar	Disguised
Deep Breathing					

If the voice is familiar, whom did it sound like? _____

Background Sounds: (Circle all that apply.)

Street	Animal Noises	PA System	Static
Voices	Music	Motor	House Noises
Local	Office Machinery	Booth	Long Distance

APPENDIX B

ACCIDENT/INCIDENT/INJURY FORM

Child's Name: _____ Age: _____

Date: _____ Time of Accident/Incident/Injury: _____

Location Where Accident/Incident/Injury Happened: _____

Description of How Accident/Incident/Injury Occurred:

Parts of the Body Involved: _____

Treatment Given/Action Taken: _____

Treatment Given/Action Taken by Whom: _____

Name of Parent/Guardian Notified: _____

Time Parent/Guardian Notified: _____

Signature of Person Notifying the Parent/Guardian: _____

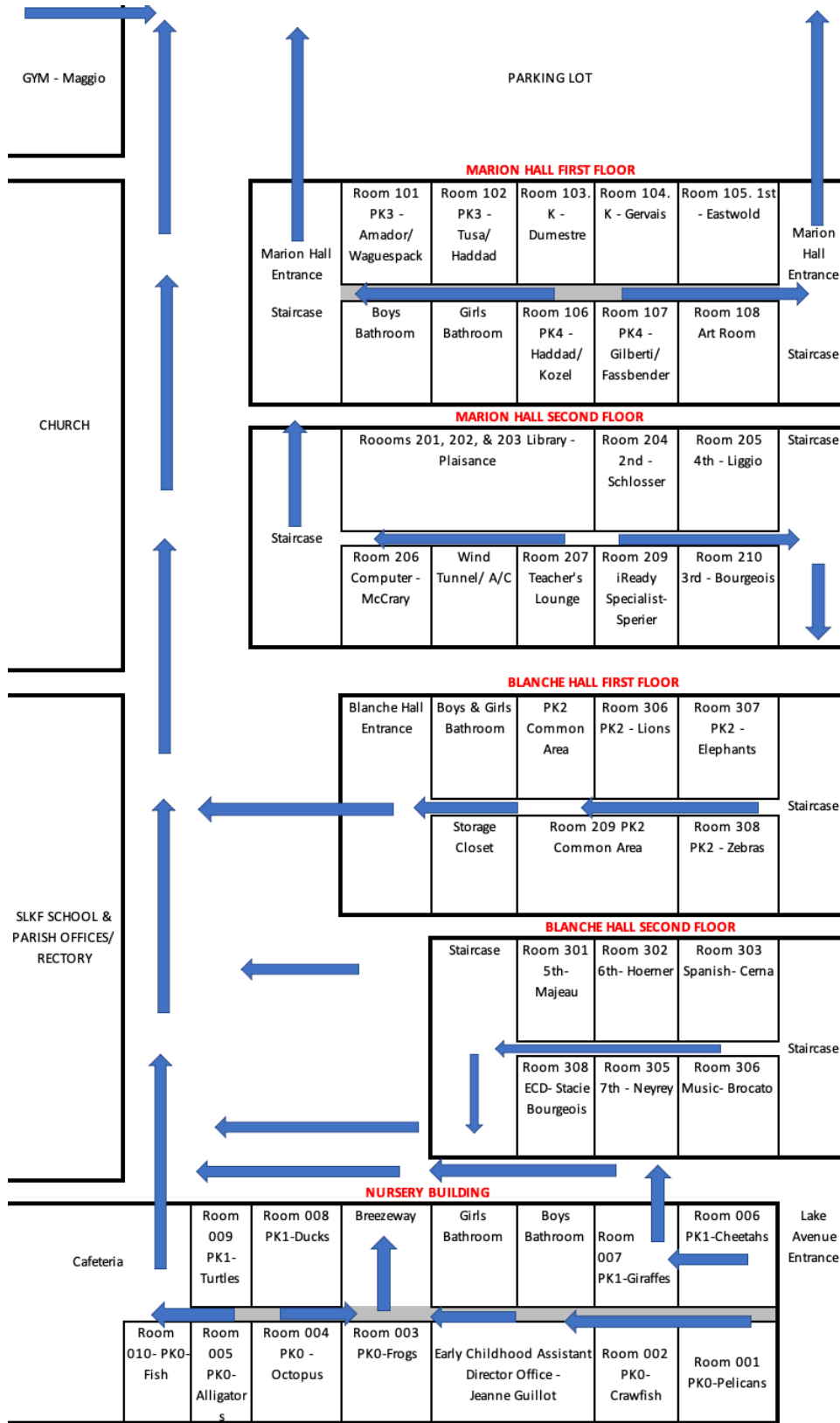
Corrective Action needed to Prevent Reoccurrence: _____

Signature of Staff: _____ Date: _____

Signature of Parent/Guardian: _____

Date/Time of Signature of Parent/Guardian: _____

SLKF FIRE ESCAPE PLAN



Tornado Drill Procedures

Emergency evacuations of day care centers during tornadoes can be traumatic for children. Advanced planning becomes especially critical to childrens' well-being. Rules for tornado drills require detailed plans that are practiced before a funnel cloud is ever spotted. Mock tornado evacuations help keep children and staff calm and focused in the event of a true emergency.

When a tornado warning is issued for your area, the following procedures should be followed:

- Move away from windows and glass doorways
- Go to the innermost part of the building on the lowest possible floor
- Assist children with special needs
- Move away from materials and furniture that could fall on you
- Account for all of the children and staff members by taking attendance
- Use the head tuck position to protect from flying objects
- If an evacuation crib is used, cover children with a blanket to protect from flying objects
- Talk with children and offer reassurance
- Send a note home to all parents describing the incident

Head Tuck Position



Evacuation and Relocation Planning

There will be times when your child day care center building will not be safe for you and your children to remain there. You may need to evacuate the building for either a short time or may even to relocate to a safe place. You will need an evacuation plan, relocation sites and a plan for getting children to the relocation site. You may want to consider having two relocation sites one close enough to the center that you can walk and another further away in case the entire neighborhood becomes unsafe.

Evacuation plan guidelines

You are required to have a written evacuation plan to protect children in the event of any emergencies. Plans should:

- Be a current, easily read floorplan of the center
- Be posted in a clearly visible location
- Indicate evacuation routes out of the center from each room
- Identify all exit points
- Define the meeting location outside of the center



Other tips

- Assign a staff member to take the evacuation pack for each room
- Confirm by attendance record that all children and staff members are accounted for
- Place no more than four non-mobile babies in an evacuation crib
- Assign specific staff who have been trained in their role to assist children with special needs
- If the evacuation is for a true emergency and not a drill, contact 911 or the appropriate emergency agency

Things to consider when choosing a relocation site:

- The number of children your facility serves
- Is within safe walking distance from your center
- A building or site that is open to the public (such as a library or public school) during your operating hours that would be willing to accommodate you and your children
- Another child care center that would be willing to develop a mutual relocation site agreement with you
- How children will be transported to the relocation site if the need arises
- How to inform parents of the relocation site

2022-2023 SCHOOL CALENDAR

The SLKF 2022-2023 school calendar can be found at

<https://slkfschool.com/school-calendar/>

RIGHT TO AMEND HANDBOOK

The school administration retains the right to amend this handbook at anytime for just cause. Students and parents will be given prompt notification if changes are made.

APPENDIX A

ST. LOUIS KING OF FRANCE NO TOLERANCE BULLYING POLICY

Bullying is defined as any deliberate behaviors designed to physically, mentally, verbally, or emotionally injure another student.

First Offense

The incident will be discussed with the student and his/her parents/guardians will be notified immediately.

Second Offense

The student and his/her parents or guardian will be called in for a mandatory conference with the principal and the disciplinarian. This meeting must take place before the student will be allowed back in class.

Third Offense

The student will be either suspended or expelled. The student and his/her parents or guardian will be called in for a mandatory conference with the principal and the disciplinarian. This meeting must take place before the student will be allowed back in class.

Fourth Offense

The student will be expelled from school.

The administration reserves the right to move directly to a Suspension or Expulsion depending upon the severity of the action.

APPENDIX B

THE INTERNET POLICY

Responsible Use Guidelines Form

Students, staff, and administrators of the Archdiocese of New Orleans School District have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth technology, information gathering, and communication skills. It is understood that the Archdiocese of New Orleans School District does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purpose of these Responsible Use Guidelines of the Archdiocese of New Orleans School District is to foster the independent use of the School District's network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following Responsible Use Guidelines apply to all users when they access any School District network connection.

1. It is understood that cooperation is critical in the use of the Internet at the Archdiocese of New Orleans School District. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the School District's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. Violations of these Responsible Use Guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the School District Administration.
3. Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the Internet. The district reserves the right to update and/or modify the basic minimum skills necessary from time to time.
4. Transferring copyrighted materials to or from any Archdiocese of New Orleans School District network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.
5. It is understood that the use of the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of "educational value" to students of the Archdiocese of New Orleans School District. For the purposes of these Guidelines, "educational value" shall mean those areas of network access that have direct or indirect impact on the student's educational program at the Archdiocese of New Orleans School District. The use of the network for e-mail to be remitted to friends, chatting, reading jokes, searching MT, searching sport sites, farming out information on games, or other actions that are directly or indirectly related to the school's curricula are not deemed to be of "educational value" and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially-offensive, and illegal material or other prohibited activities shall not be permitted, and the Archdiocese of New Orleans School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry of material into the system to the Network Administrator.
6. Use of email and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually- oriented,

- threatening, racially-offensive, or illegal material, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violations. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.
7. All users must recognize that email or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.
 8. No personnel or student information, which is protected by the FERPA, shall be disseminated through the network.
 9. All users of the network must comply with the ECPA, and may need to comply with the CDA. These Acts prohibit the unauthorized interception or disclosure of email messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The ECPA does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the School District may monitor an employee's email messages, as long as the interception device is included in the email equipment.
 10. Users of the network must recognize that the District Administration does have the authority to intercept email messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged not to store extensive email messages in the network, and messages should be stored for a period of no longer than fourteen (14) calendar days.
 11. Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect email accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the email perpetrator who stole a password and sent harassing letters under the user's name.
 12. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
 13. Users may not move, repair, reconfigure, modify, or attach external devices to the systems.
 14. The District Administration reserves the right to monitor all accounts.
 15. Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.
 16. Time restrictions on use of the Internet may be imposed to ensure equity of use.
 17. From time to time, the District will encourage students and employees to use certain informational sources in order to control Internet costs.
 18. The District Administration reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true "educational value."
 19. Professional employees of the school will monitor the use of the Internet.
 20. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time, or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, may be applicable.

APPENDIX C

ARCHDIOCESE OF NEW ORLEANS

**REQUEST FOR SCHOOL PERSONNEL
TO ADMINISTER MEDICATION**

Please complete all information on this form and return it to the school office.

Child's Name _____ Grade _____

Medication to be administered _____

Dosage _____ Time of Day to be given _____

Reason for Medication _____

Anticipated number of days the medication will need to be given during school hours.

Possible side effects _____

Signed physician statement must accompany this request form.

My signature authorizes the school secretary, principal, or designee to administer the medication, as stated on this form, to my child, _____ and that any side effects from the medication are not the school's responsibility.

Parent/Guardian Signature Date

APPENDIX D

Archdiocese of New Orleans

Policy on Responsible Use of Archdiocesan Information Resources

General Statement

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes, and schools thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students, and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. *Thus, legitimate use of a computer; computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible.* Users must abide by all applicable restrictions, whether or not they are built into the operative system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that maybe offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individual's computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

Applicability

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, and voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

Policy

All users of archdiocesan information resources must:

Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such law, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; the archdiocese’s sexual harassment policy; the archdiocese’s policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in “hacking” and/or “cracking” break into someone else’s computer system and/or bypass passwords or licenses in computer programs. User who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy or other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user’s account and/or hide their identity in the forwarding in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issue discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonable with the activity of other users. Although there is not set bandwidth, disk space, CPU time, or other applicable uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on behalf of the archdiocese may be granted by the Office of the Archbishop. Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as: the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally any communication should not be considered confidential. Any comments should be sent to the user's e-mail address.

Enforcement

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handed through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appear necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese' computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, set or received using the archdiocese's e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users or archdiocesan information resources, including but not limited to the contents of individual users or archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information – whether deleted or not – may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

APPENDIX E

PHOTO/AUDIO/VIDEO WAIVER RELEASE FORM

This parental/guardian consent form requests permission for your child's photo/image, 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 Facebook, Twitter, and Instagram pages, St. Louis King of France affiliated Facebook pages (i.e. Bucktown Seafood Festival Facebook page), 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, 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 Pamela Schott, Principal at St. Louis King of France School, and such rescission will take effect upon receipt by the school.

Please check one of the following choices:

- 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, the SLKF Facebook, Twitter, and Instagram pages as well as any SLKF affiliated Facebook pages (i.e. Bucktown Seafood Festival Facebook page), 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.
- I DO NOT GRANT permission for this student's photo/image, name, and grade to be published at all.
- My child, _____, is only allowed to be included in the 2022-2023 official class photo for their homeroom, any club or group photos in which they belong, as well as in the 2021-2022 school yearbook.

Student's Name: (please print) _____ Student's Grade: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

APPENDIX F

ST. LOUIS KING OF FRANCE FIELD
TRIP PERMISSION FORM

My child, _____, is eligible to participate in school-sponsored activities at a location away from the school site. These activities will take place under the guidance and supervision of an employee(s) from St. Louis King of France School.

A brief description of the activities follows:

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, 2022 – May 31, 2023

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)

If you would like your child to participate in scheduled field trips with their class, please complete, sign, and return the following statement of consent and release of liability, as well as provide all necessary information below.

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Louis King of France Catholic School/Parish, its officers, directors, parishioners, and agents, and the Archdiocese of New Orleans, chaperones, or representatives associated with the event, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors, parishioners, and the Archdiocese of New Orleans, chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

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: _____

MEDICAL MATTERS: I hereby warrant, to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I hereby give my permission to transport my child to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or physician. In the event of an emergency, if you are not able to reach me at the above numbers, contact:

Contact Name & Relationship: _____
Phone: _____

Family Doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy #: _____

MEDICATIONS: 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 my child takes such medications, including dosage and frequency of dosage, are as follows:

Signature: _____ Date: _____

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: _____

I hereby grant permission for non-prescription medication (such as non-aspirin products, i.e. acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

SPECIFIC MEDICAL INFORMATION: The parish will take reasonable care to see that the following information will be held in confidence.

• Known Allergies (medications, foods, plants, insects, etc.):

• Immunizations: Date of last tetanus/diphtheria immunization: _____

• Does child have a medically prescribed diet? _____

If yes, please explain: _____

• Any physical limitations? _____

If yes, please explain: _____

• Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? _____

• Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition: _____

If yes, please list the specific disease/condition and dates of exposure/treatment:

• 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, 2022 through May 31, 2023.

Signature: _____ Date: _____

APPENDIX G

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 2021.

PLEASE SIGN BELOW AND HAVE YOUR CHILD RETURN THIS PAGE TO HIS/HER HOMEROOM TEACHER DURING THE FIRST WEEK OF SCHOOL.

.....
I have read the St. Louis King of France School Handbook and Calendar for the 2022-2023 school year and discussed it with my child. I understand and accept that the regulations contained within shall be administered accordingly.

Student Name/Grade (Printed)

Parent/Guardian Signature

Student's Signature

Date