

# St. Louis King of France School



Kindergarten – 7<sup>th</sup> Grade Student/Parent Handbook

2025 - 2026

1609 Carrollton Avenue

Metairie, Louisiana 70005

(504) 833-8224

Office Hours: 7:30 A.M. – 5:00 P.M.

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# HISTORY OF ST. LOUIS KING OF FRANCE CATHOLIC CHURCH AND SCHOOL

St. Louis King of France Parish was established on June 21, 1947. The first pastor was Fr. Patrick Cunningham.

Msgr. Marion Reid replaced Fr. Cunningham in 1952 and received permission to build a school the following year. St. Louis King of France School opened with 40 students in first and second grades on September 8, 1953. The school grew and under Msgr. Reid, the three school buildings: Little Crusader Building, Blanche Hall, and Marion Hall were constructed. The student population grew to almost 1,500 before the parish was divided with St. Angela Merici Parish.

Msgr. Joseph Lorio came to St. Louis King of France, in 1973. Under his guidance, the parish and school flourished. In 1990, our parish added the Lorio Center, which houses a gymnasium and performance center. Following Msgr. Lorio's departure, SLKF was steadfastly led over the years by Reverend Burnick Terrebonne, Reverend Hoang Tuong, and Reverend Mark Raphael, Ph.D. Reverend Colm Cahill is currently the pastor and is continuing the tradition of excellence here at St. Louis King of France School.

Our school includes a 6-week-old Nursery Program ("Little Crusaders") through Seventh Grade. Our students represent five civil parishes and twenty-four different zip codes.

## 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.

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 Pastor, Head of School, 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 Pastor and Head of School of St. Louis King of France School. Should the Pastor and Head of School 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 Pastor and/or Head of School may ask the parent to withdraw the child from St. Louis King of France School, and/or the student will be removed from the roster 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.

**Order of Acceptance of Otherwise Qualified Applicants:** (specific to St. Louis King of France School/Parish) St. Louis King of France Parish/School typically accepts students according to the following categories: \*

Note- Territorial refers to the church parish geographical boundaries.

1. Children of territorial parishioners who are deemed active by the pastor; Siblings of current St. Louis King of France Parish/School students; \*\*

2. Children of current employees or non-territorial parishioners who are deemed active by the pastor.
3. Children of St. Louis King of France Parish/School Alumni or legacy families as determined by the pastor.
4. Children of territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
5. Children of non-territorial parishioners of a parish without a school or no room in their territorial parish school who are deemed active by their pastor.
6. All others - including inactive parishioners, non-Catholics, etc.

**NOTE:** In the case of a student transferring from another Archdiocesan Catholic school, before granting admission, the Pastor and Head of School will assess the status (academic, financial obligations, and disciplinary) of the student by conferring with the previous principal.

\* Meeting the above criteria does not guarantee automatic acceptance.

\*\* Being a sibling and/or a parishioner does not guarantee automatic acceptance.

**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, 2025

Entering PK2: Must be 2 years old by September 30, 2025

Entering PK3: Must be 3 years old by September 30, 2025

Entering PK4: Must be 4 years old by September 30, 2025

Entering Kindergarten: Must be 5 years old by September 30, 2025

Entering 1<sup>st</sup> Grade: Must be 6 years old by September 30, 2025

Entering 2<sup>nd</sup> Grade: Must be 7 years old by September 30, 2025

Entering 3<sup>rd</sup> Grade: Must be 8 years old by September 30, 2025

Entering 4<sup>th</sup> Grade: Must be 9 years old by September 30, 2025

Entering 5<sup>th</sup> Grade: Must be 10 years old by September 30, 2025

Entering 6<sup>th</sup> Grade: Must be 11 years old by September 30, 2025

Entering 7<sup>th</sup> Grade: Must be 12 years old by September 30, 2025

**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.

## 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 5<sup>th</sup> of each month beginning on June 5, 2025, and ending on May 5, 2026.
2. Twelve equal payments will be made beginning June 5, 2025, and thereafter the 5<sup>th</sup> of each month ending on May 5, 2026. If your account is overdrawn on the 5<sup>th</sup>, the tuition draw will be on the 20<sup>th</sup> of the month including a \$50.00 processing fee. If your account is overdrawn a 2<sup>nd</sup> time, the amount will be pulled on the 5<sup>th</sup> of the following month along with your monthly tuition payment that will then be due for the current month. **If overdrawn a 3<sup>rd</sup> 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 for any payments due to SLKF. A money order or cash will be required.
5. Registration fees and school fees are **NON-REFUNDABLE and NON-TRANSFERABLE**.
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 Head of School.
7. Any family who neglects to complete their 10-hour service requirement, which must include a minimum 2-hour shift for The Bucktown Family Festival, will be assessed \$350. Families who complete their 10-hour service requirement will not incur any financial fee. More details about volunteer opportunities can be found in the SLKF Parents' Club section in this handbook.

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 AND NON-TRANSFERABLE.** All other fees are mandated as per guidelines from the Archdiocese of New Orleans for all parochial schools.

PARISH SUPPORT FEE (PK0-7<sup>th</sup> grade students): \$350.00 per student

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, 2025, there are no tuition refunds. Any amount owed to the school and After School Care is due to SLKF immediately upon withdrawal.**

## SCHOOL SUPPLIES

PK3 and PK4 parents pay a school supply fee. All school supplies for PK3 and PK4 will be provided in the classroom on the first day of school. PK3 and PK4 parents are required to purchase a nap mat and SLKF Tote Bag from Schiro's SchoolTime.

K-7<sup>th</sup> grade students can purchase school supplies from Metro School Supplies at [www.metrosupplies.com](http://www.metrosupplies.com). Each family will be issued a personalized log in and password to access their student's supply list. Login information will be emailed to parents directly from Metro Supplies.

*Please note that some supplies must be purchased through the school office. These items will be delivered to students during the first full week of school. **FACTS accounts will be charged for the items that each student receives.*** Prices for these items are listed below.

**SLKF Assignment Book** – \$10.00: All 2<sup>nd</sup> – 4<sup>th</sup> grade students

**Recorder** – \$10.00: All 2<sup>nd</sup> grade students

**Recorder with Book\*\*** - \$15.00: All 3<sup>rd</sup> grade students and new students in 4<sup>th</sup> through 7<sup>th</sup> grades

**Piano Method Book\*\*** - \$15.00: All 4<sup>th</sup> grade students and new students in 5<sup>th</sup> through 7<sup>th</sup> grades

**Pencil Case\*\*** - \$10.00: All new students in PK4 through 7<sup>th</sup> grades

**10-Pocket Folder** - \$7.00: All students in 2<sup>nd</sup> through 7<sup>th</sup> grades

**Crayon Box** - \$5.00: Kindergarten students only

**Seat Sack** - \$15.00: All PK4 & Kindergarten students

**Youth Bible** - \$40.00: All 5<sup>th</sup> grade students and new 6<sup>th</sup> - 7<sup>th</sup> grade students

**Youth Catechism** - \$23.00: 7<sup>th</sup> grade students only

***\*\*Any returning SLKF students in grades that require these items who need to repurchase these items MUST email Allise Angelo at [aangelo@slkfschool.com](mailto:aangelo@slkfschool.com) to confirm the repurchase of those items. SLKF must have permission from a parent to repurchase items that were previously issued in past school years. Students' verbal requests are not considered confirmation.***

## SLKF LUNCH PROGRAM

SLKF prepares lunch on-site daily for PK2-7<sup>th</sup> grade. Our cafeteria manager will update lunch menus and snacks based on the students' eating habits and what is a combination of a healthy meal and food items that they will eat. Snacks will be offered to Kindergarten - 7<sup>th</sup> grade during their morning break. The cost of lunches and snacks are as follows:

**PK2, PK3, PK4, Kindergarten:** \$6.50 per lunch

**1<sup>st</sup> - 7<sup>th</sup> Grade:** \$6.75 per lunch

**Snacks for Kindergarten - 7<sup>th</sup> Grade:** \$1.50 per snack

Questions about the lunch menu and program should be directed to SLKF Cafeteria Manager, Oprah Calvey at [ocalvey@slkfschool.com](mailto:ocalvey@slkfschool.com).

Lunches and snacks **MUST BE PRE-PAID**. No food or snacks will be offered to students with insufficient funds. Students with insufficient funds will be sent to the office to call a parent/guardian to bring a lunch for the day. **NO FAST FOOD WILL BE DISTRIBUTED TO STUDENTS WITHOUT A LUNCH**. Parents are not allowed to drop off food such as Raising Cane's, Chick-Fil-A, McDonalds, Subway, etc. Lunches must be brown bag in nature (sandwiches, homemade foods, Lunchables, etc.) SLKF does not have any available excess foods to offer. If parents do not deliver a lunch to students with insufficient funds, students will not be able to eat for the day.

Payment for lunches will be accepted via FACTS only. Every parent will receive an email at the beginning of the school year with instructions on how to submit payment to their child's lunch account. Parents will receive weekly account updates on a Sunday night to alert them if their funds are low. Therefore, if a student's account does not go below the threshold that defines an account as "low" (\$50), then parents will not receive an alert until the following Sunday. It is possible that a student's lunch account falls below the threshold midweek, and he/she may run out of funds prior to the following Sunday. Hence, it is the parents' responsibility to monitor their child's account daily to ensure all necessary funds are available for their child to eat and/or purchase a snack. Please remember that students purchase snacks (sometimes two or three) at a time, which dwindles down the balance. Parents must monitor their child's lunch account to ensure funds are available at all times.

# **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 refrain from engaging in any public expression of negative statements about the school, its policies, or its staff, including, but not limited to, doing so through email, blogs, gossip, group chat platforms, 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 safeguard 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, group chat platforms, 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.

## **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(ren) 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, disciplinary records, financial records in regards to payments of fees and/or tuition, and/or any and all other 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.

# 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.

# 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, assuming there is no evacuation preventing such delivery. 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, after school clubs, choir/drama 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 required to download the SLKF app to access homework, school calendar, notes, etc. SLKF covers the cost of the app for parents. Search for SLKF in your app store to download the app.

- 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.

Homeroom teachers reserve the right to devise and communicate a specific timeline for make-up work resulting from absences. Based on the reason for absences, teachers may require students to have all make up work completed upon their return (i.e., extended vacations) or may create a schedule upon the student's return to complete make up work (i.e. following an illness that prevented the student from working at home.) Decisions for make-up work will be granted on a case-by-case basis between teacher and student and/or parent.

**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 **WITH A PARENT** for a tardy slip before going to class. No student will be allowed in class without a tardy slip. **After 7:55 A.M., parents/guardians must sign in students in the school office.**

**\*There are no excused or unexcused tardies 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 and/or settling into the classroom.
- 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 recorded tardies, a student's record will reflect ONE DAY ABSENT.**

## 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 dumpster (nearest the corner of Poplar Street and Carrollton Avenue). These spots are reserved for the cafeteria staff. Only cars with proper tags should park in the reserved handicapped spots. Please reserve this space for parents/guardians who need it. Please refrain from double parking behind parked cars parked along Poplar Street at any time throughout the day.

Grades PK3 through 7<sup>th</sup> 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-PK4 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. Due to new guidelines enforced by the Louisiana Department of Education, PK3 and PK4 students must now be signed in at arrival by a

parent/guardian on a daily basis. PK3 and PK4 teachers will utilize ProCare for their sign in process for every parent every morning. Students may not enter the classroom until they have been signed in. Sign in procedures will be discussed in detail prior to student's first day of school.

Kindergarten - 4<sup>th</sup> grade students must be accompanied by a parent to the Marion Hall entrance door closest to Lake Avenue. Kindergarten parents should escort their children to their classroom door. 1<sup>st</sup> - 4<sup>th</sup> grade students will enter the doors alone and walk independently to their classrooms on the first and second floors of Marion Hall.

Middle School students will be dropped off on Carrollton Avenue between the church and the school/parish offices/rectory.

ALL PK3 - 7<sup>th</sup> grade students arriving after 7:55am **MUST** be accompanied by a parent to sign in at the front office. Students will not be issued a tardy slip to enter the classroom until a parent signs them into the logbook.

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 Head of School for disciplinary action and parents will be notified.

## MORNING BREAK

Kindergarten through 7<sup>th</sup> 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. Students may bring a refillable water bottle. Bottles should only contain water and may be refilled at SLKF's water bottle refill stations as needed. Water bottles should not be made of glass. Coffee, smoothies, sports drinks, etc. are not allowed. Water is the only beverage that is permitted for use throughout the day.

## AFTERNOON DISMISSAL

**ALL PARENTS MUST PARK IN THE LARGE YARD FOR AFTERNOON DISMISSAL. PK3-4<sup>TH</sup> GRADE PARENTS WILL WALK INTO MARION HALL TO PICK UP THEIR CHILD. PK3-4<sup>TH</sup> GRADE WILL REMAIN IN THEIR HOMEROOM UNTIL A PARENT/GUARDIAN ARRIVES FOR THEIR DISMISSAL. 5<sup>TH</sup>-7<sup>TH</sup> GRADE STUDENTS CAN BE PICKED UP FROM THE LORIO CENTER (GYM). EACH STUDENT BEING DISMISSED AT 3:20 PM (2:45PM ON MONDAYS) 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 plans 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.**

## 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.

## 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) 3:40 pm - 5:55 pm (Tuesday - Friday)

After care begins on **MONDAY, AUGUST 18<sup>th</sup>**.

Payment for After School Care will be accepted via FACTS only. **A deposit of \$150.00 submitted via FACTS is REQUIRED on or before Monday, August 18<sup>th</sup> in order to attend After School Care.** Every parent will receive an email at the beginning of the school year with instructions on how to submit payment to their child's After School Care account. Parents will receive weekly account updates on a Sunday night to alert them if their funds are low. If a student's account does not go below the threshold that defines an account as "low" (\$50), then parents will not receive an alert until the following Sunday. It is the parents' responsibility to monitor their child's account daily to ensure all necessary funds are available for their child to attend After School Care. Student accounts with insufficient funds will not be allowed to stay in After School Care. If funds are unavailable, students will be required to be picked up immediately by a parent, guardian, or emergency contact listed in the student's records. If parents' are unreachable via phone, SLKF will begin to call all other emergency pick up persons listed in the student's record.

Students will be clocked into After School Care by scanning their school ID that is held by the teachers for the school year. Students will be recorded as attending immediately upon arrival. Once the student is scanned into After School Care, funds for the day are immediately deducted. It is imperative that parents pick up their children at dismissal no later than 3:00 P.M. on Mondays, 3:40 P.M. on Tuesdays through Fridays, or immediately at the conclusion of any after school practices, rehearsals, clubs, etc. in order to avoid being charged for the day. **Charges cannot be reversed once a student has been scanned into After School Care.**

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 and should be submitted directly to the teacher monitoring your child after SLKF's closing hours.

Any questions regarding aftercare should be sent to [aftercare@slkfschool.com](mailto:aftercare@slkfschool.com).

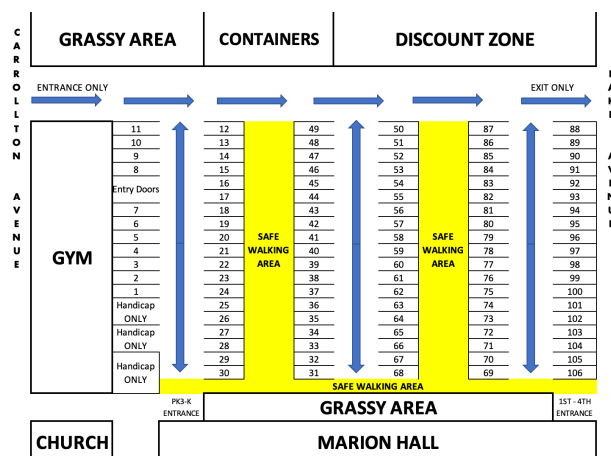
## PARENTAL SUPERVISION AT ATHLETIC EVENTS

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.

## 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 procedures. 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.



# 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.

## 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 ATTACHMENT A of this handbook.

## 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](http://www.factsmgt.com) and logging in to your FACTS 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 ATTACHMENT B.)
- 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.

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.

# 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. Full uniform includes SLKF approved shoes, socks, and all uniform pieces from Schiro's SchoolTime. 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, tote bags, and nap mats may be purchased ONLY from Schiro's SchoolTime Uniforms. Shoes can be purchased from Schiro's SchoolTime. PK1 through PK4 BOYS may wear any ALL BLACK, VELCRO shoe. All other PK1-PK4 GIRLS AND ALL K - 7<sup>th</sup> grade students must purchase SLKF approved shoes at 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**

- PK3-PK4 boys may wear any ALL BLACK, VELCRO shoes.

## **Shoes for Kindergarten**

- Tie black dress shoes. Shoes must be purchased from Schiro's.

## **1<sup>st</sup> Grade – 4<sup>th</sup> 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 1<sup>st</sup> – 4<sup>th</sup> Grade**

- Tie black dress shoes. Shoes must be purchased from Schiro's.

## **5<sup>th</sup> Grade – 7<sup>th</sup> 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 5<sup>th</sup> – 7<sup>th</sup> Grade**

- Tie black dress shoes. Shoes must be purchased from Schiro's.

## BOYS UNIFORM RULES

- Shirts are not to be oversized, fit too snugly, have any missing buttons or holes or frayed embroidery, 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 5<sup>th</sup> through 7<sup>th</sup> are required to wear their blazers and ties on special occasions (to be announced) as well as every Wednesday for Mass.
- Boys in 1<sup>st</sup>-4<sup>th</sup> are required to wear their ties on special occasions (to be announced) as well as every Wednesday 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 1<sup>st</sup> through 7<sup>th</sup> must wear a blue or black belt with their uniform pants.
- Boys must wear long pants to Mass.

## GIRLS UNIFORMS

### PK3 – PK4

- SLKF Navy and Green Plaid Dress. **(Green Gingham dresses have been officially discontinued at SLKF effective the 2025-2026 school year. Gingham dresses are no longer permitted.)**
- 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 must be purchased from Schiro's.

## **Kindergarten – 4<sup>th</sup> Grade**

- SLKF jumper
- Short or long sleeve white Peter Pan collar blouse with plain or navy-blue piping (monogram optional)
- Button down cardigan varsity sweater embroidered with SLKF (Font: Block) and last name monogrammed
- Fleece-lined jacket embroidered with SLKF and last name monogrammed
- Official WHITE SLKF sock
- Navy, black or white tights or leggings
- Black, hunter green, navy blue, or white ribbons, bows, headbands, etc. (only colors in school uniform) permitted
- Kindergarten only - Official SLKF school tote embroidered with SLKF (Font: Block) and last name monogrammed

## **Shoes for Kindergarten – 4<sup>th</sup> Grade**

- Navy blue and white Saddle Oxfords. Shoes must be purchased from Schiro's.

## **5<sup>th</sup> Grade – 7<sup>th</sup> 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) permitted

## **Shoes for 5<sup>th</sup> – 7<sup>th</sup> Grade**

- Navy blue and white Saddle Oxfords. Shoes must be purchased from Schiro's.

## **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.
- 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.
- All female undergarments must be neutral in color and/or be invisible through the white oxford shirt.
- 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 5<sup>th</sup> through 7<sup>th</sup> grade are required to wear their blazers and ties on special occasions (to be announced) as well as every Wednesday 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 artificial nails, mascara, eye shadow/liner, and lipstick/gloss. Nails must be of moderate length. Neutral color/Earth toned nail polish is acceptable. 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.

SLKF Religion Department chooses a spiritual theme each year. Once per month students will be allowed to wear their yearly themed shirt with uniform bottoms and tennis shoes. Girls may wear their theme shirt over their SLKF jumper or with their skirt. Lower school girls who wear their theme shirt over their jumper do not have to wear the white collared shirt under the jumper if their theme shirt is worn for the day. No shorts will be allowed on SLKF theme dress down days. These days are paired with service projects and lessons about a specific saint in the Catholic faith. Please stay tuned to emails, The Crusader Connection, teacher communication, etc. for dates and details about these days. FACTS accounts will be charged for the themed shirt.

Full dress down days consist of:

- SLKF T-shirt (can include yearly themed shirt, BFF shirt, SLKF sports shirt, SLKF Field Day shirt, or specifically designated theme shirt, such as Saints, by SLKF Administration)
- Long jeans, solid-colored pants with finished, hemmed bottom, or solid colored athletic pants (excluding leggings, jeggings, yoga pants, or anything form fitting). **SHORTS ARE NOT ALLOWED UNLESS EXPLICITLY INSTRUCTED BY SLKF ADMINISTRATION.**
- Tennis shoes

## COMMUNICATION: SCHOOL AND HOME

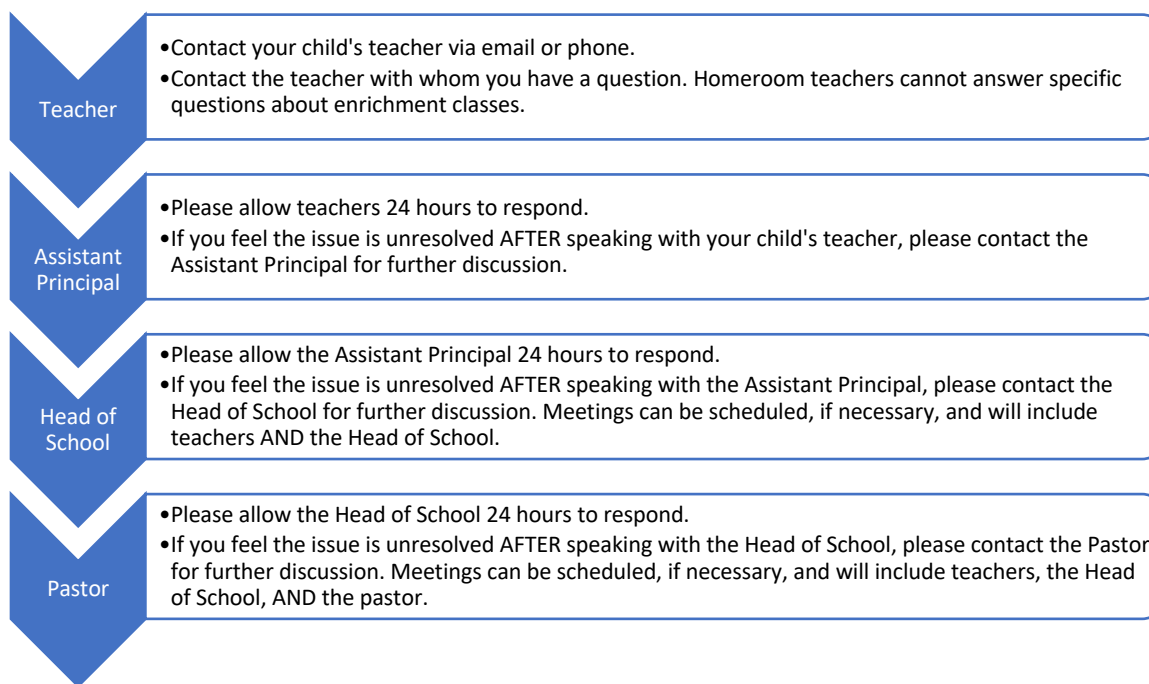
We encourage parental involvement and believe it is necessary for the viability of the student and the school. The school will communicate student progress with the home through any or all of the following means: email, texts, FACTS, report cards, progress reports, weekly packets, conferences, personal 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.** Teachers may also opt to utilize a classroom newsletter or the like for continued communication. Teachers who chose to do so, will communicate that with parents during their first weeks of school.

It is the parents' responsibility to check the school website and the SLKF App frequently. The school website can be found at: <http://slkfschool.com>. The SLKF App can be downloaded by searching “SLKF” in your smartphone App Store. 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 FACTS at [www.factsmgt.com](http://www.factsmgt.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 [www.factsmgt.com](http://www.factsmgt.com), click login here, and choose Family Portal 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 as an SLKF student via FACTS. As always, you can send an email to our technology coordinator, Eric McCrary ([emccrary@slkfschool.com](mailto:emccrary@slkfschool.com)) with any questions or concerns you may have regarding FACTS. Questions about any tuition and/or financial information in FACTS should be directed to SLKF Business Manager, Allise Angelo, at [aangelo@slkfschool.com](mailto:aangelo@slkfschool.com).

Parents can gain quick access to important information on the SLKF App, which can be downloaded on your smartphone by searching for “SLKF” in your App Store.

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



# 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, VIA CELL PHONE, THEIR PERSONAL EMAIL, OR VIA SOCIAL MEDIA.** You may also contact the teacher through their school e-mail address. (The first letter of their first name followed by their last name [name@slkfschool.com](mailto:name@slkfschool.com); (example: Mrs. Pamela Schott's email address would be [pschott@slkfschool.com](mailto:pschott@slkfschool.com)).

\* A teacher should be contacted **BEFORE** contacting the Head of School regarding classroom issues.

## REPORT CARDS

Report Cards are emailed. If there is a question regarding the report, contact needs to be made with the teacher. Attendance at the Parent/Teacher conferences is highly encouraged to discuss areas of improvement for students and plans for the remainder of the school year.

**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. Then send the technology coordinator an email at [emccravy@slkfschool.com](mailto:emccravy@slkfschool.com) 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.

## POLICY ON MINOR ADJUSTMENTS

As per Archdiocesan guidelines, SLKF is required to gain the signature of every family regarding our policies on minor adjustments in the classroom. SEE ATTACHMENT C.

# 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 1<sup>st</sup> - 7<sup>th</sup> 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 5<sup>th</sup> - 7<sup>th</sup>. 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, online on FACTS, and in the SLKF app. 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. 2<sup>nd</sup> - 4<sup>th</sup> grade students are responsible for writing assignments in their planners. 5<sup>th</sup> - 7<sup>th</sup> grade students utilize Google Classroom to find assignments, homework, and messaging from teachers regarding homework. 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 down the assignment and bring home the proper books/materials. Please note that middle school students utilize Google Classroom for the majority of their assignments. Middle school students should monitor Google Classroom as well for assignments, notes, communication from teachers, etc.

**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.

1<sup>st</sup> - 7<sup>th</sup> 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 or drama performances, after school clubs, try outs, etc.)

## **SLKF ATHLETICS-- ACADEMIC/BEHAVIORAL 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— ACADEMIC/BEHAVIORAL GUIDELINES**

To participate in extracurricular activities is an honor. Students must adhere to all behavioral and academic guidelines. Removal or suspension from extracurricular activities rests solely with SLKF Administration. A student must not have failing grades in two or more classes and no lower than a C in conduct on the most recently issued report card in order to participate in any extracurricular activities. A student who does not meet the above guidelines may be removed from an activity at any time. Reinstatement rests solely with the Administration.

# HONOR ROLL

Students in 3<sup>rd</sup> through 7<sup>th</sup> Grade may be named to the Honor Roll.

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

# PROMOTION

PK3 - Kindergarten:

Attendance in these programs does not necessarily mandate promotion.

1<sup>st</sup> - 2<sup>nd</sup> 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.

3<sup>rd</sup> - 7<sup>th</sup> 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.

# 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. Classroom novels that are required throughout the year will be purchased as a classroom set as needed. Each parents' FACTS accounts will be charged for such items. Parents will be notified ahead of time of the amount and date of withdrawal.

# SCHOOL BAGS

PK1 - Kindergarten are required to have the SLKF canvas tote bag from Schiro's SchoolTime. Last names must be monogrammed on the tote. 1<sup>st</sup> - 7<sup>th</sup> grade students must have a school bag or backpack throughout the

year. Writing all over the bag in any form is not allowed. In addition, nothing should be attached to the book bag. Book bags are not allowed to contain any inappropriate language, imagery, or any messaging deemed inappropriate by SLKF 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 intolerable. 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.

## TOILET 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 properly using toilet paper to wipe, removing and pulling up bottoms and underwear independently, flushing the toilet, and washing hands with little assistance. 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 toilet accident, students will be changed immediately into the extra clothes provided by parents at the beginning of the year. If a student does not have extra clothes stored on campus, as provided by the parents, parents will be called to come to school to change the child.

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

**Parents will be notified after any toilet accident.** Students who have 2 potty accidents in the same day will be sent home. Students who must be sent home 3 times in the same week will be required to meet with SLKF Administration to discuss a plan moving forward.

SLKF recognizes that accidents may occur from time to time with children in the PK3 program. All parents should provide extra clothes to keep in the classroom in the event of a non-recurring accident. In addition, it is the parents’ responsibility to train their children in the proper cleaning and wiping of themselves during bathroom visits. Also, parents should work with their children to pull down their undergarments and pull them back up after a bathroom visit.

## 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 Head of School and Assistant Principal/Disciplinarian.**

# MIDDLE SCHOOL CODE OF CONDUCT

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.) **Any faculty member may deduct points from any student not following the rules and/or exhibiting inappropriate/unacceptable behaviors.** The number 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 recorded. Weekly grades will be averaged for a final conduct grade at the end of each quarter. Parents should check FACTS gradebook regularly for the most up to date information regarding student's conduct grade. A proper note will explain why the conduct points were deducted.

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.

## GRADING SCALE

94-100	A
86-93	B
78-85	C
70-77	D
0-69	F

POINTS	INFRACTIONS
5	Missing class materials/Chromebook not charged
	Unsigned papers (per day)
8	Not completing classwork/not participating
	Talking/Playing during class/mass
	Uniform Infraction/excessive earrings/unapproved nail polish/artificial nails
	Inappropriate or unacceptable Line/Hall/Cafeteria Behavior
	Continued excessive talking after warnings
	Name-calling/ridiculing others/causing conflict or division
	Invasion of personal space with the use of hands/feet
	Interrupting the teacher
	Not following directions
	Shouting out during class
	Talking during a test
	Eating/Gum Chewing
10	Improper behavior, language/vulgarity
	Throwing objects
	Dishonesty
	Defacing school materials or property
	Disturbing personal property of others
	Rude/Discourteous/Argumentative to any adult
	Sent to office for behavior
	Consistent disregard for school rules
15	Misuse of technology/playing games during class
	Stealing (requires self-reflection)
	Physical contact/Intent to harm (requires self-reflection)
	Using cell phone while on school campus/Failure to turn in cell phone to homeroom teacher upon arrival
Other	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. Repeated recess detentions may lead to Saturday detentions. 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 Head of School 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 Head of School and Assistant Principal/Disciplinarian.

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

All cell phones must be handed in to the student's 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 head of school. 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 OR RECORD VIDEOS WITH THEIR CELL PHONES ON SCHOOL GROUNDS. THIS RULE APPLIES DURING SCHOOL HOURS, AFTERCARE HOURS, DURING ANY SCHOOL SPONSORED ACTIVITIES OR FIELD TRIPS, OR DURING ANY EVENT HELD ON SCHOOL GROUNDS. STUDENTS SHOULD ALSO REFRAIN FROM POSTING ANY TEXT/VIDEOS/PICTURES OFF CAMPUS WHEN THEY ARE WEARING ANY SLKF ATTIRE. ANY TIME A STUDENT IS WEARING SLKF ATTIRE, WHETHER ON CAMPUS OR OFF CAMPUS, THEY REPRESENT SLKF. ANY INAPPROPRIATE CONTENT POSTED ON ANY SOCIAL MEDIA, CHAT GROUPS, OR ON THE INTERNET OR SHARED WITH ANYONE VIA TEXTS OR GROUP CHATS ARE SUBJECT TO THE SLKF BEHAVIOR POLICY AND CONSEQUENCES, AS DEEMED NECESSARY BY SLKF ADMINISTRATION.**

## TECHNOLOGY USAGE

All SLKF students who have access to technology (Chromebooks, Desktop Computers, SmartBoards, etc.) are expected to uphold all behavioral expectations and rules enforced by SLKF regarding the use of any technological device on campus. Please refer to ATTACHMENT E and ATTACHMENT F for details regarding SLKF's policy and expectations. Any disregard of the policies contained within abovementioned documents are rules/expectations set for by the classroom teacher/supervisor is subject to disciplinary action.

## **RESPECT**

The manner of address should always be Mr., Mrs., Ms., or 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 (peers, siblings, parents, etc.) 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 and/or social media and/or racial 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 ATTACHMENT D.

## **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 head of school 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.

## **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.

## **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.

## **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 on the quarterly report card. The conduct grade is a reflection of the student's behavior for the entire quarter across all classes. 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.

Inappropriate content posted to social media, chat groups, etc. or shared via text or group chats in any form may be cause for suspension or expulsion. Any content posted publicly by an SLKF student for others to see, including but not limited to group chats, social media platforms, private messaging between students/peers, should adhere to all SLKF behavior expectations. Any content brought to the SLKF Administration's attention will be reviewed and consequences will be enforced, if necessary.

## **FUNDRAISING/SERVICE HOURS**

In order to continue to grow and improve, SLKF hosts fundraisers to assist in the financial needs of said growth and improvement. Tuition and fees collected from parents do not cover the full costs of operating the school on a day-to-day basis, purchasing all curriculum needs, paying the salary of our teachers and staff, maintenance requirements, insurance, etc. Therefore, fundraising is essential. Our two major fundraisers are the annual auction and the festival. Neither of these events are possible without the leadership and guidance of the SLKF Parents' Club. In addition to the fundraising events, SLKF Parents' Club hosts many community events for our students and families. During these times, all SLKF parents and/or families are expected to give of their time to aid in the success of these events. Please be aware of the dates of these events in the school calendar and prepare to help when and where you can. The Bucktown Family Festival is our largest fundraiser, both in size, preparation, and amount of money that is collected for the school. Every SLKF family is expected to serve a **minimum** of one 2-hour shift during the BFF. If parents are unable to commit due to calendar obligations, a representative over the age of 18 (aunt, uncle, grandparent, family friend, neighbor, etc.) is welcome to complete the 2-hour shift in their name. In addition, parents are expected to complete the remaining 8 hours at various other events. **Any family who does not complete the 10-hour service requirement will be assessed \$350 per family via FACTS before the conclusion of the school year.** The goal is to have everyone provide their time and avoid the financial burden. Please see SLKF Parents' Club section below for more details about service opportunities. The end goal is for every family to contribute to

the school for the sole benefit of our students and to build a close-knit community.

## **GENERAL RULES**

Any behavior that interferes with a student's ability to learn or a teacher's ability to teach is not allowed. All handheld 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, posting inappropriate and/or unbecoming content on social media, group chats, texts, email, or on any platform accessible to anyone else. 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.

## **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 Little Crusaders parents, PK3 through Kindergarten parents (only during morning drop off times between 7:30 am and 7:55 am), and PK3-4<sup>th</sup> grade parents (only during afternoon dismissal times between 2:45pm and 3:00pm on Mondays and 3:20pm and 3:40pm Tuesdays - Fridays), parents are not allowed to enter the school buildings without signing in with the front office staff. If PK3-7<sup>th</sup> grade 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, Mrs. Pamela Schott's email is [pschott@slkfschool.com](mailto: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 SIGN IN

In the interest of school safety, all parents and visitors must report to the school office to sign in. Any visitor who will not be escorted by an SLKF faculty or staff member at all times while on school grounds must secure a pass before proceeding on school grounds.

## SLKF PHOTO WAIVER

SLKF loves to showcase our students, their achievements, and all positive happenings at SLKF. It would be a joy and a pleasure to include every student in social media posts, publications, advertisements, etc. that are shown to the masses. Students can only be included in such celebrations and marketing materials if given consent by their legal parent and/or guardian. Please see ATTACHMENT G for more details.



## SLKF PARENTS' CLUB

We are a dedicated group of parents committed to enhancing our school community through active involvement and support. Our mission is to collaborate with the school administration, faculty, and parish to nurture the academic, spiritual, and social growth of our students.

## Our Objectives

- Strengthening Community Bonds: We foster connections between home, school, parish, and community.
- Promoting Positive Relationships: We cultivate friendly relationships between parents, teachers, and students.
- Supporting School Initiatives: We actively support school-approved projects and initiatives.
- Coordinating Volunteer Support: We recruit and coordinate volunteer efforts for various school activities and events, working closely with the Men's Club on school-related events.

## Join Us

All parents, grandparents, guardians, faculty, and staff of St. Louis King of France School are automatically members. Join us to make a positive impact on our children's lives and our school community. Meetings will be held regularly. The dates and times will be communicated via The Crusader Connection and the SLKF website.

## Our Motto

Our goal is to serve SLKF through educational support, social activities, fundraising, and volunteer coordination.

## 2025-2026 Board Members

Noele LaRosa: *Co-President*

Nicole Schlaudecker: *Co-President & Bucktown Family Festival Chair*

Chloe Echezabal: *Treasurer*

Karla Youngberg: *Community Outreach*

Rebecca Falati: *Room Parent Liaison*

Brandi Scallan: *Auction Chair*

Megan Hanna: *Events & Volunteer Coordinator*

Livia Marshall: *Communications Director*

Alexa Sturtz & Ashley Caponegro: *Little Crusaders Liaisons*

## Contact Us

SLKF Parents' Club Email: [parentsclub@slkfschool.com](mailto:parentsclub@slkfschool.com)

## Room Parents

Room Parents are encouraged to attend the regularly scheduled Parents' Club meetings and are responsible for assisting with classroom activities throughout the school year as directed by the classroom teacher. They serve as class liaisons between teachers and other class parents. Responsibilities include but are not limited to, recruiting volunteers for school events, class parties, teacher appreciation activities, and Auction Basket preparation requirements. Room Parents communicate to class parents all information pertinent for special school events and other miscellaneous information as requested by the school administration.

As the school year progresses, room parents will be asked to assist classroom teachers for seasonal parties, special events (as scheduled by homeroom teachers), special projects, etc. The homeroom teacher has the final decision in the agenda and activities for each of these events. Teachers will make decisions that are in the best interest of their classroom needs and dynamics. Room parents must understand that plans for each classroom may differ from previous years, traditional plans, and/or neighboring classrooms. Teachers will always have the students and their classroom's best interest in mind. Room parents are expected to follow the instructions and guidance of the teacher.

## Communication Guidelines

1. Direct Questions to RP Liaison: For event-related or general inquiries, contact your Room Parent and/or the Room Parent Liaison.
2. Classroom Questions: Reach out directly to the classroom teacher for any inquiries related to classroom activities or schedules.
3. Policy and Administrative Matters: Contact school office staff/administration for questions regarding policies, administrative support, or logistical matters.
4. Use of Online Groups: Our GroupMe, Facebook groups, and/or any group chat platforms are for sharing information and fostering collaboration only. Messages and statements with complaints, grievances, and the like are to be privately directed to the classroom teacher and/or SLKF Administration. The purpose

of the online groups is to work together as a class group to find up to date information and answer general questions, such as homework/test questions, questions about dress down days, instructions regarding a special event or project, etc. To maintain a positive and supportive environment, please direct any dissatisfaction to the Room Parent Liaison or a board member **via private message**. Should the Room Parent Liaison or board member be unable to answer your question, they will direct you to either the homeroom teacher or SLKF Administration. By following these guidelines, we can ensure efficient communication and support for our school community. Thank you for your cooperation.

# FAMILY SERVICE HOURS HANDBOOK



# Welcome!

We are so grateful to have you as a member of the St. Louis King of France community! Without you, our mission to provide a vibrant, engaging atmosphere for our children would not be possible. Your time and efforts are what make St. Louis King of France an exceptional place for our children to learn and grow!

**In this attachment you will find:**

**Service Hours Agreement Page:** This document will explain the SLKF Service Hours requirement for each family. Please be sure to sign and return to school at Parent Orientation or no later than **August 15 th , 2025.**

**Introduction to SLKF Events:** From big events like Trunk or Treat, our annual Gala and Auction, and Bucktown Family Fest to smaller ‘Petit Four’ opportunities like concessions and bake sales, this section will help you decide how you’d like to participate over the upcoming school year!

**HelpCounter How-To:** If you are new to SLKF (welcome!), this section will walk you through how to create a HelpCounter login, sign up for shifts, and track your hours. If you are a returning family, the login that you created last year will still work and no action is needed.

Please do not hesitate to reach out should you have any questions!

Service Hours Requirement inquiries: [volunteer@slkfschool.com](mailto:volunteer@slkfschool.com)

Help Counter inquiries: Megan Hanna, [volunteer@slkfschool.com](mailto:volunteer@slkfschool.com)

Specific Event inquiries: [parentsclub@slkfschool.com](mailto:parentsclub@slkfschool.com)

## Service Hours Requirement

Each family at St. Louis King of France is required to complete 10 service hours per school year. Included in these hours are a minimum of one 2-hour shift per family at our largest fundraiser, the Bucktown Family Fest. If parents are unable to volunteer, a representative over the age of 18 (aunt, uncle, grandparent, family friend, neighbor, etc.) is welcome to complete the 2-hour shift in their name. In addition, parents are expected to complete the remaining 8 hours at various other events offered throughout the school year. Any family who does not complete the 10-hour service hours requirement will be assessed **\$350 per family** on their FACTS account before the conclusion of the school year.

## SLKF Family Service Hour Agreement

The goal of our administration is to have every family share their time and talents and avoid the financial burden. These hours are a necessary part of being a member of the St. Louis King of France community and make possible the exceptional (and fun!) experience that we desire for all of our children, families, and parish.

- ☐ I acknowledge the service hours requirement and \$350.00 assessment if the service hours requirement is not met.

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We understand that some families may wish to opt out of completing service hours. You may choose to opt out of completing the service hours requirement and instead pay the \$350.00 assessment at the beginning of the school year instead.

- ☐ I prefer the \$350.00 assessment be charged to my FACTS account at the beginning of the school year instead of completing the service hours requirement.

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Introduction to SLKF Events

From big events like Trunk or Treat, our annual Auction and Gala, and Bucktown Family Fest to smaller 'Petit Four' opportunities like concessions and bake sales, this section will help you decide how you'd like to participate over the upcoming school year. Because we understand that every family has many commitments outside of school, we offer a variety of service hour opportunities before, during, and after school hours throughout the school year. Should you have an issue finding options that work for your family's schedule, please reach out so that we can work with you to find a solution!

Below you will find a brief description of our events, what to expect should you join the committee (or become a chair!), and examples of what type of volunteer slots will be available. When you login to your HelpCounter account, you will find an option to add events to your "Volunteering Interest Form" before the full event has been posted, which will give you first access to sign up for time slots as the event nears!

## Large Events

Our largest events have greater number of service hour opportunities, with options before, during, and after the event available. There are also typically a limited number of at-home opportunities offered. Joining the committee of an event is a fun opportunity to build relationships with other parents, use your talents to make an event extra special for our children and complete service hours. However, joining a committee is not necessary to participate in an event. Your help on the day of the event is especially important--and there are lots of ways for your children to have fun while you complete a volunteer shift!

### **Trunk or Treat - A spooky night of trick-or-treating, ghoulish games and a haunted house!**

- Event Date: Friday, October 24th , 2025
  - Service hour opportunities begin in early October, typically in the mornings during school hours after morning drop off in the Lorio Center (gym)
  - Committee Chair: Raine Prado and Livia Marshall (raine.bonura@gmail.com and [liviagenest@gmail.com](mailto:liviagenest@gmail.com))
  - Responsible for organizing event, communicating with Parent's Club board and administration, coordinating volunteers and confirming service hours
  - Committee: Hours available over the course of the week prior to event creating decorations for and setting up, with the largest task being the haunted houses
  - Event Day Set Up: 1 hour slots available from 8:00am-6:00pm
  - Ex: Setting up games and activities, concessions, preparing the parking lot, assisting Men's Club with hot food
  - Event: 1 hour slots available from 5:00pm-10:00pm
  - Ex: Working check in desk, collecting tickets, helping at games, selling concessions, supervising haunted house

**SLKF Annual Auction and Gala - An elegant evening featuring a silent auction, open bar, dinner and dancing**

- Event Date: Saturday, November 15th, 2025
- Service hour opportunities begin in mid-October, typically after school/evening hours making centerpieces, decorations, gathering auction baskets, etc.
- Committee Chair: Brandi Scallan ([b.scallan@yahoo.com](mailto:b.scallan@yahoo.com))
  - Responsible for planning event, securing venue and catering contracts, soliciting donations, planning decorations and event activities, coordinating volunteers and confirming service hours, and communicating with Parent's Club board and administration
- Committee: Hours available over the course of the several weeks leading up to the event
- Event Day Set Up: decorating Lorio Center, setting up food and drink stations and bar, setting up auction, etc.
  - Ex: Delivering auction baskets, organizing set up
- Event: 1 hour slots available from 5:00pm-10:00pm
  - Working check in desk, helping with punch wall, selling tickets

**Bucktown Family Fest (\*Minimum 2 hours required per family) - A Bucktown staple, our Family Fest is our biggest fundraising event, with live music, food, game booths and carnival rides**

- Event Date: Friday, March 27-Sunday, March 29 th , 2026
  - Service hour opportunities begin in mid-March, typically offsite
  - Committee Chair: Nicole Schlaudecker ([nschlaudecker@gmail.com](mailto:nschlaudecker@gmail.com))
    - Responsible for planning event, securing contracts, soliciting donations, planning decorations and event activities, coordinating volunteers and confirming service hours, and communicating with Parent's Club board and administration
  - Committee: Hours available over the course of the several weeks leading up to the event
  - Day-of Event Set Up: 1 hour slots beginning Friday afternoon
    - Ex: setting up prize booth, organizing concessions
  - Event: Minimum two hours required per family; 1 hour slots beginning Friday evening through Sunday evening
    - Ex: working a game booth, helping at food tents

## **Small Events**

These events have a shorter ramp up period and offer fewer service hour opportunities. Committee members can expect a smaller time commitment. Interested in being a committee chair? Sign up on HelpCounter and send an email to [volunteer@slkfschool.com](mailto:volunteer@slkfschool.com) to let us know!

### **New Family Welcome Event - Welcome new families to SLKF with a night of wine and small bites**

- Event Date: Wednesday, August 27th , 2025
  - Service hour opportunities the day of the event
  - Day-Of Event Set Up: 1 hour slots 1-2 hours prior to event start
    - Ex: setting up tables and chairs, prepping food items
  - Event: 1 hour slots available for assisting with setting up tables and chairs, food and drink stations, and cleaning up

### **Welcome Back to School! Saints Tailgate Party - Kick the school year off right with a fun tailgate and watch the game on the Lorio Center's 25 foot screen!**

- Event Date: Sunday, September 28th , 2025 following Mass
  - Service hour opportunities the day of the event
  - Committee: 2-4 hours event set up and breakdown
  - Day-Of Event Set Up: 1 hour slots 1-2 hours prior to event start
    - Ex: setting up tables and chairs, prepping food items
  - Event: 1 hour slots available for assisting with setting up tables, tents, and chairs, serving food, helping with kids games, and cleaning up

### **Santa's Secret Shop - The highlight of the Christmas season for the kids, Santa's Shop comes to SLKF so they can select special gifts for all of their loved ones**

- Event Date(s): Tuesday, December 2nd-Thursdays, December 4th , 2025
  - Service hour opportunities available the week of the event
  - Committee Chair: responsible for planning and executing decor, organizing delivery and set up of items, coordinating volunteers
  - Committee: 2-4 hours event set up and breakdown
  - Day-of Event Set Up: 1 hour slots before kids shop
    - Ex: organizing items for shopping
  - Event: 1 hour slots available during school hours (we advise you don't volunteer when your child shops so their gifts can be a surprise!)
    - Ex: shopping assistants and cashier, gift wrapping

### **Christmas Trivia Night - Wear your best ugly Christmas sweater and join us for a night of Christmas-themed trivia!**

- Event Date: Thursday, December 11th , 2025
  - Service hour opportunities before, during, and after the event
  - Committee Chair/Committee: responsible for planning and executing decor, prizes, setting up event space and breaking down after event

- Day-Of Event Set Up: 1 hour slots 1-2 hours prior to event start
  - Ex: setting up tables and chairs, prepping concessions
- Event: 1 hour slots available for assisting with setting up tables, and chairs, serving food, helping with kids activities, and cleaning up

**King Cake Bingo - Enjoy a fun night of bingo with a king cake for every round winner!**

- Event Date: Thursday, February 5th , 2026
  - Service hour opportunities the afternoon before, during, and after event
  - Committee Chair/Committee: responsible for planning and executing decor, prizes, setting up event space and breaking down after event
  - Day-of Event Set Up: one hour slots immediately prior to event
    - Ex: setting up tables and chairs, prepping concessions
  - Event: 1 hour slots available throughout event
    - Ex: assisting with set up and breakdown, working concessions, helping at check in table

**Father-Daughter Dance - A special evening of music, dancing, games and crafts with dads and daughters**

- Event Date: January 17 th , 2026
  - Service hour opportunities available the week of the event
  - Committee Chair: deciding on theme, decorating space, organizing delivery and set up of items, coordinating volunteers
  - Committee: 2-4 hours event set up and breakdown
  - Day-of Event Set Up: 1-2 hour slots
    - Ex: decorating, setting up tables and chairs, food tables, craft stations
  - Event: 1-2 hour slots available throughout event
    - Ex: helping with food and craft stations

**Mother-Son Laser Tag - Moms and sons enjoy a fun day together playing arcade games, laser tag, mini golf and more with coffee and donuts**

- Event date: March 7 th , 2026
  - Service hour opportunities on date of event
  - Committee/Committee Chair: TBD
  - Event: 1 hour slots available for check in table and Little Crusaders sensory table

## Petit Four Events - Bite Sized Opportunities

Petit Fours events are offered throughout the school year and are a great option if you would prefer a smaller commitment than our larger events. Choose from these “bite-sized” events that are quick, easy and fun!

### Bake Sales

- Several times over the course of the school year in the afternoon after school
- 1 hour slots to set up bake sale table, work as a cashier and help clean up

### Luncheons in the Lorio

- Scheduled over a week during the first semester of school
  - Service hour opportunities for several hours in the morning and afternoon
  - 1 hour slots for setting up tables and chairs

### Coffee and Cuddles (Little Crusaders event)

- Event Date: Tuesday, January 27th , 2026
  - Limited service hour opportunities the morning of the event for set up and breakdown

## Ongoing Opportunities

These service hour opportunities are offered throughout the school year on a rolling basis. Interested in chairing a committee? Sign up on HelpCounter and email [volunteer@slkfschool.com](mailto:volunteer@slkfschool.com) to get started!

### Lorio Center Concessions

- Throughout the school year for after school sporting events, as well as weekend and evening events like bingo, movie nights, and drama club productions
  - Service hour opportunities available in the afternoon and weekend evenings
  - 1-4 hour slots available for handling concession sales, working the cash register, and cleaning up

### Campus Beautification Committee

- Chair: Karla Youngberg ([karla\\_schaubhut@yahoo.com](mailto:karla_schaubhut@yahoo.com))
- Keeping our campus beautiful is an ongoing project! This committee will tackle projects over the course of the school year as well as handling daily litter patrol
  - Rotating schedule for litter patrol in the mornings after drop off
  - Get some exercise and complete your hours requirement!

## School Parish Masses

- Sundays following Mass throughout the school year. Special masses will be scheduled for our entire school community to celebrate the liturgy with Fr. Colm and our parishioners. Following mass, our school families and parishioners will enjoy refreshments in the gym.
- Service hour opportunities before Mass picking up coffee and donuts and setting up as well as cleaning up after event

## SLKF Library

- Join us as a volunteer librarian! We will need help cataloguing and reshelving books, helping students make their selections, checking out, and other tasks.
  - Service hour opportunities available before, during, and after school hours over the course of the school year
  - **This option will require volunteers to take the Safe Environment Training course online through the parish (the same course that room parents take).**

## Parents' Club Meetings

- Approximately once a month, the Parents' Club (everyone is a member!) hosts a meeting to discuss current and upcoming events as well as school and church initiatives. We provide food and drinks for attendees.
  - Meetings are typically from 7-9pm on Thursdays
  - Service hour opportunities before event picking up food and delivering to school and setting up space (teacher's lounge or Lorio Center)

## Class Room Parent

- Each class at SLKF has room parents that help to communicate information to their classes, answer questions, and plan and execute class parties. If you are interested in being a class parent, please email [parentsclub@slkfschool.com](mailto:parentsclub@slkfschool.com)

\*This list is not exhaustive, so please check on HelpCounter, read the Crusader Connection and look for flyers around school about any upcoming events!

# HelpCounter How To

One of the most important tasks that you will complete as we begin the new school year is to familiarize yourself with HelpCounter, our service hours platform, and the various events that we offer at SLKF. HelpCounter is an important (and easy to use!) tool to properly document your service hours. You may access it via the website or in the SLKF app under the Volunteer tab.

## New Families

- Creating a New Account
  - To create a new account, visit <https://helpcounter-kiosk.com/ci/volunteer/createAccount>.

### Create a new log in

This form will create a new login for you in the HelpCounter Volunteer Manager program using your email address as your user name. This user name will provide a single log on for any schools you volunteer at. When logged into any schools, you will be able to update your information, record hours, sign up for activities, etc.

You will be able to add any schools that use the HelpCounter system or remove your self from any schools to stop receiving their emails. If you are already registered as a volunteer at a school and you have an email address on file, you should be able to have instant access to your own personal volunteer information. Otherwise, we'll make it as easy as possible to add schools while following their privacy, security, and background checking requirements.

#### Let's create your log in

Your email address

Make up a Password

Repeat Password

Select the State your school is located in

Louisiana ▼

Create This Log in

Cancel

- Did you receive this message?

HelpCounter School Volunteer Manager

**We tried, but we couldn't find your email address in the volunteer database at any schools in LA.**

#### Why is this?

It could be one of several reasons

- You might be a new volunteer at the school and your information just isn't in the volunteer database yet.
- Maybe the school has an old email address for you.
- We've even seen a typo when they entered an address cause a mismatch.
- Maybe your spouse entered your data but used their own email address (this happens fairly often).

#### But I've received emails from the school.

This probably means that they have you in the student management system but not yet in the volunteer database. The student management system is a separate system so you might be in one system but not both yet.

#### How can we fix this?

No worries, this'll be easy.

You've already created your log in, so we just need to get your information to the school's volunteer coordinator so they can get you in the database. The button below will let you select your school and then take you to a very short form for your info and interests.

When you submit the info, it will send a notice to the volunteer coordinator. When they add you, **you will receive an email** letting you know. It'll have a link to the log in page so all you have to do is remember your password.

So, click on the button below and let's get started.

[Click Here to Submit Your Information to your Volunteer Coordinator](#)

[Go to Login Page](#)

No worries. Simply follow the onscreen instructions. The yellow button that says “Click Here to Submit Your Information to your Volunteer Coordinator” will redirect you to an application where you can enter your name, contact information, and child/ children’s information. Once you click “Submit” on that page, the Coordinator will receive an email to approve you. Please allow up to 24 hours for approval.

## Returning Families

- Logging In to an Existing Account - simply sign in with the same credentials from last year

### Volunteer Log in

This log in page is for school volunteers to manage their hours, activities, and personal information.

If you are a school administrator wishing to access the front office kiosk or the administrative management section, please [click here](#) instead.

Not sure how this works?

[Click here for instructions](#)

[Create New User Password](#)

Otherwise, please log in using your email address and password.

Email Address

Password

[Log In](#)

☐ Keep me logged in on this device

Do not check this box if you are on a public or shared computer

**Having Trouble?** Some users who created their account last year may need to reset their password due to an update over summer. If you have **logged in successfully in the past** but are having trouble now, resetting your password should solve this. Use the “Reset Password” button below. You may even re-use your old password if you wish. We do apologize for this inconvenience.

## Using HelpCounter

## Home Screen Options

St. Louis King of France School

[Update Your Volunteering Interest Form](#)

[Check for Upcoming Opportunities](#)

[Record Hours/Review Past Hours Volunteered](#)

[Update Profile Information](#)

[End This Session](#)

☐ Keep me logged in on this device

Do not check this box if you are on a public or shared computer

[Change Password](#)

[Change Email Address](#)

[Add/Remove Schools](#)

[habla español](#)

This service is provided by HelpCounter Volunteer Software under a subscription license to its customers. For technical support please contact [info@helpcounter.net](mailto:info@helpcounter.net) or call 877 338-9550. Please provide the name of your school and as much detail as possible. Thank you for using HelpCounter Software.  
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## Volunteer Interest Form

St. Louis King of France School

[Save Changes](#) [Return](#)

**Volunteer Interest Form**

☐ Beautification  
Help keep our campus beautiful!

☐ Buckle Up Family Festival  
2 Hours Mandatory Participation per Family

☐ Career Week

☐ Drama Production

☐ Men's Club

☐ Miscellaneous

☐ Room Parents

☐ Santa's Secret Shop  
Are you filled with the HOLIDAY SPIRIT? Join us on the Santa's Secret Shop team! Hands on opportunities include - Helping students shop for their loved ones - Working the cash register - gift wrapping  
Pretell a background story? We also need help - Decorating the shop space - Setting up / Re-Stocking items for the Shop - Breaking down after the event

☐ Turkey Bingo

☐ Volunteer Petit Fours  
Pretell a smaller event? Choose from these bite-sized opportunities that are quick, easy, and fun!

## Signing Up for Events

- When you find an opportunity that works for you, click "I'll do this"
- You can check your upcoming activities by clicking "What am I signed up for?"

Upcoming Volunteer Opportunities

Volunteer Home

What am I signed up for?

Wed 05/14/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[I do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Sun 05/18/2025

Volunteer Petit Fours-

People Needed

Time

Job

Details

Openings

Already Signed Up

[I do this](#)

5:00 pm - 06:00 pm

Mass Usher

Serve as usher for 5:00pm Sunday mass Contact bvillanueva@skitschool.com for more information

3

Mon 05/19/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[I do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Wed 05/21/2025

Beautification-

People Needed

Time

Job

Details

Openings

Already Signed Up

[I do this](#)

8:00 am - 08:30 am

Parking Lot Pick Up

1

Sun 05/25/2025

Volunteer Petit Fours-

People Needed

Time

Job

Details

Openings

Already Signed Up

[I do this](#)

5:00 pm - 06:00 pm

Mass Usher

Serve as usher for 5:00pm Sunday mass Contact bvillanueva@skitschool.com for more information

3

## Changing Your Sign Up

- Plans changed? No problem.
- Click "Cancel Me" on the list of Upcoming Volunteer Opportunities or on your "What am I signed up for?" / "My Commitments" page
- Any time you are unable to work a scheduled shift, cancelation is encouraged and appreciated. This allows others the opportunity to pick up a shift and also allows the event coordinator to know who to expect and prevents event staffing shortages.

## Tracking Your Hours

- Most hours will be recorded using the volunteer kiosk computers that will be set up at the various events.
- Often for the smaller events, the coordinator or event chair will record the hours or even instruct volunteers to manually add hours on HelpCounter.

- When available, manual entry may be done by clicking “Add New Hours”

***\*ALL HOURS ARE SUBJECT TO APPROVAL BY SERVICE HOUR COORDINATOR AND/OR SLKF ADMINISTRATION***

	Date	Activity	Hours
Edit	04/05/2025	Bucktown Family Festival	3.55
Edit	02/19/2025	Beautification	4.00
Edit	01/29/2025	Volunteer Petit Fours	1.00
Edit	12/11/2024	Beautification	3.50
Edit	12/05/2024	Santa's Secret Shop	0.28
Edit	12/02/2024	Santa's Secret Shop	0.50
Edit	11/10/2024	Auction	1.00
Edit	10/28/2024	Trunk or Treat	3.86

## Reaching Out for Assistance

- Please email [volunteer@slkfschool.com](mailto:volunteer@slkfschool.com) directly should you have any issues signing into your account. You may reach out to the event committee chair or [parentsclub@slkfschool.com](mailto:parentsclub@slkfschool.com) should you have any questions related to specific events.

# 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 “*Parent Alert*.” It is imperative that we have current telephone numbers in FACTS. To update phone numbers please go to [www.factsmgmt.com](http://www.factsmgmt.com), click on the login button at the top right of the screen, choose Family Portal Login, enter the district code **SLK-LA**, your username, and password, and navigate through the menu on the left of the screen to update all contact information. The official listening posts for the Department of Catholic Education and Faith Formation 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 of New Orleans.

In rare events, the Archdiocese of New Orleans may choose to shut down the Catholic schools within the Archdiocese despite Jefferson Parish and Orleans Parish School Systems’ choice(s) to remain open. St. Louis King of France operates as a school within the Archdiocese of New Orleans and will follow the procedure as

laid out by the Archdiocese of New Orleans, even if it contradicts the Jefferson Parish and Orleans Parish School Systems. These cases are extremely rare. Should such a decision be made, parents will be notified via *"Parent Alert."*

## 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 Head of School'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 Department of Catholic Education and Faith Formation 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.

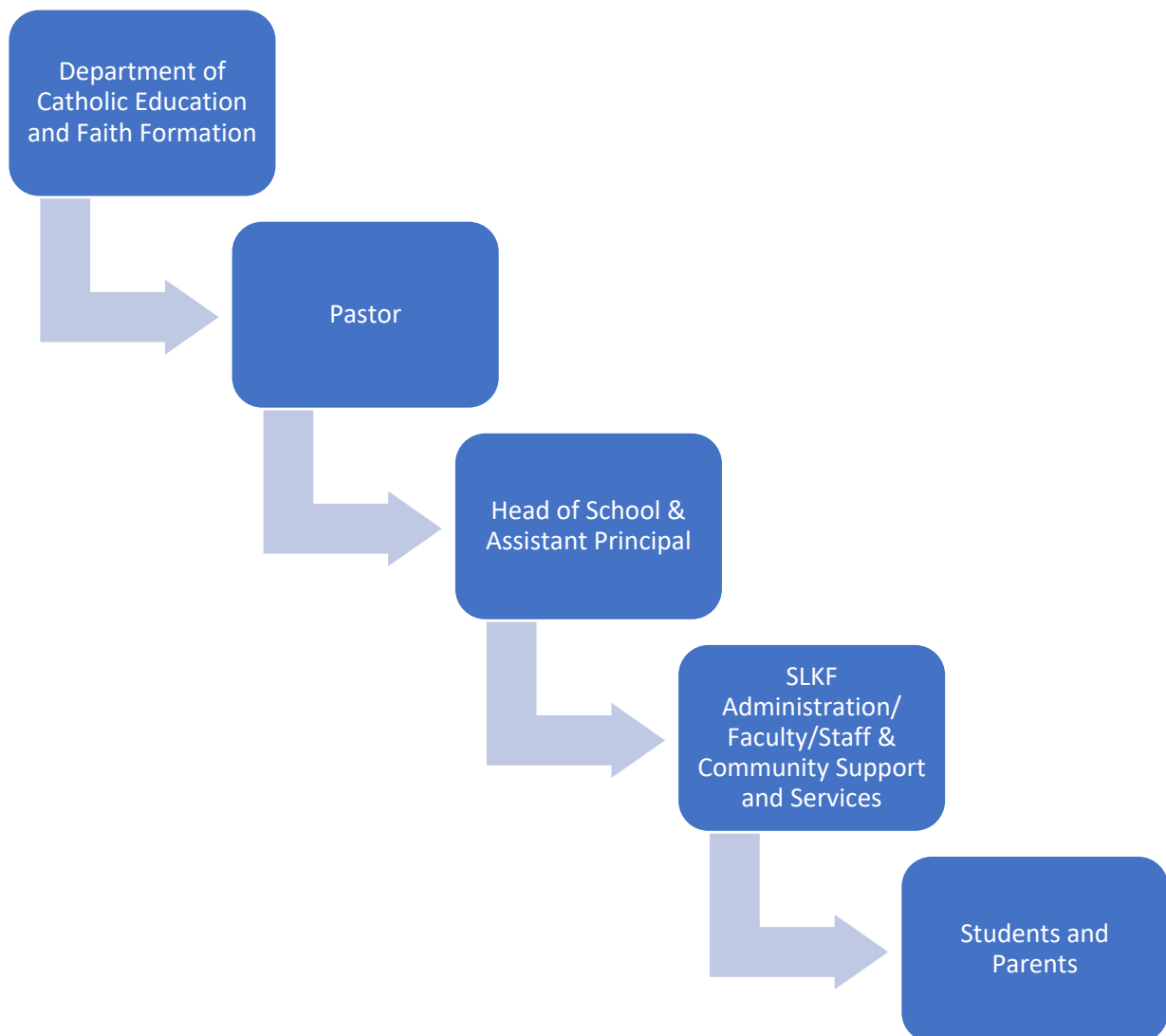
# St. Louis King of France School

## 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

## **Department of Catholic Education and Formation (DCEFF) - 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.

## **Pastor**

The Pastor is the leading authority at St. Louis King of France School. He will lead the Head of School and/or Assistant Principal in making informed decisions and game plans for all crises and emergency management issues.

## **Head of School/Assistant Principal**

The Head of School 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 Head of School will:

1. Act as the School Emergency Management Spokesperson.
2. Implement the policies and decisions of the Department of Catholic Education and Faith Formation 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 Department of Catholic Education and Faith Formation.
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, refrain from judgmental or moralizing behavior, 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 assigned 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 head of school, 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 Department of Catholic Education and Faith Formation, 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 and FACTS *Faculty/Staff Alert* on cell phones to assess the situation and plan the next course of action. The Head of School and Assistant

Principal will have everyone's cell number. The faculty and staff will have the Head of School and Assistant Principal's cell phone number.

## **6. Death**

### **Death of a Student or Staff Member**

- Notify Head of School/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 head of school or assistant principal should call or visit the family at their home and offer assistance.
- Notify Department of Catholic Education and Faith Formation and implement a plan for on-site counseling or counseling referrals, if necessary.

## **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 Department of Catholic Education and Faith Formation.
- 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 Department of Catholic Education and Faith Formation.
- 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.

## 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 Department of Catholic Education and Faith Formation 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. All call: “LOCKDOWN!”
- b. RAVE app, emergency alert system for internal purposes at SLKF, can be utilized to notify teachers and local authorities.
- 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. RAVE app can be utilized by administration and/or teachers to notify and inform others at school and the local authorities.
- j. 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 Department of Catholic Education and Faith Formation 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 Department of Catholic Education and Faith Formation.
- \_\_\_\_\_ 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 Department of Catholic Education and Faith Formation.

#### 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 Department of Catholic Education and Faith Formation.
- \_\_\_\_\_ Instruct the person answering the telephone to direct all requests to the Head of School.
- \_\_\_\_\_ 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 Department of Catholic Education and Faith Formation 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.
- c. Call emergency contacts listed in student's file, if parents are non-responsive.

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 Head of School 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 Head of School 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 via Family FACTS accounts. The official listening posts for the Department of Catholic Education and Faith Formation 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, identity 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 Department of Catholic Education and Faith Formation.
- 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.

### **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

# **EMERGENCY PLAN 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:

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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:

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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: \_\_\_\_\_

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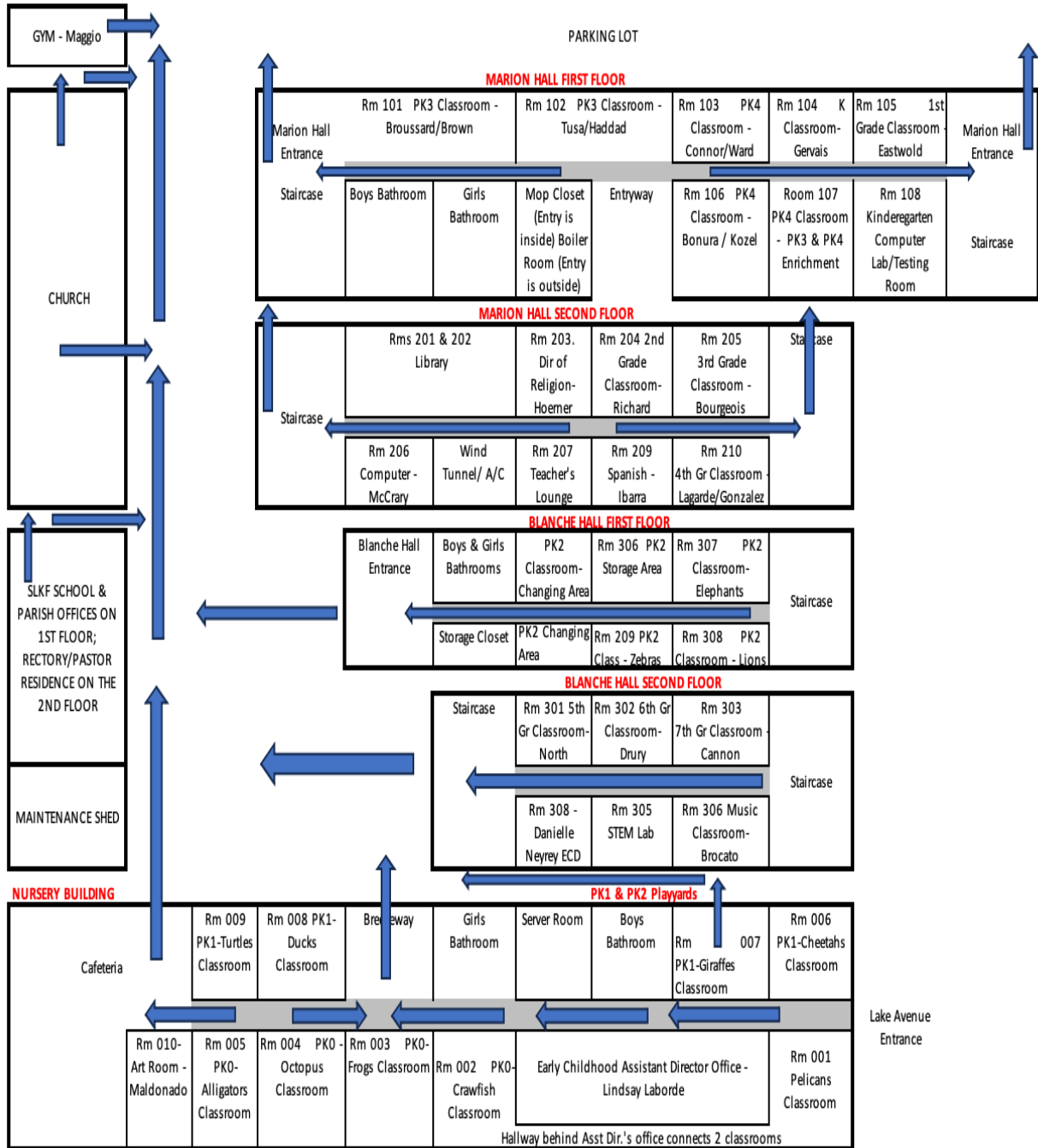
Signature of Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date/Time of Signature of Parent/Guardian: \_\_\_\_\_

# SLKF FIRE ESCAPE PLAN

## 2025-2026 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



This material is based on work supported by the Technology Based Child Care Training Grant funded by the Louisiana Department of Children and Family Services with American Recovery and Reinvestment Act Funds from the U.S. Department of Health and Human Services for Children and Families. Use of this material is governed by U.S. Copyright laws.

8/2012

## 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

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# **2025-2026 SCHOOL CALENDAR**

The SLKF 2025-2026 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 any time for just cause. Students and parents will be given prompt notification if changes are made.

Parents who are uncooperative, noncompliant, and/or unsupportive of St. Louis King of France and its rules and regulations laid forth in this handbook, including any future amendments to this handbook, will be asked to leave St. Louis King of France School.

# **SLKF HANDBOOK ATTACHMENTS**

# ATTACHMENT A

## 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, 2025 - May 31, 2026

**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, 2025 through May 31, 2026.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ATTACHMENT B

## 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, administration, 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

# ATTACHMENT C

## POLICY ON MINOR ACADEMIC ADJUSTMENTS

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

---

Student Name

---

Grade & Teacher

---

Parent or Guardian Signature

---

Date

---

Parent or Guardian Signature

---

Date

# **ATTACHMENT D**

## **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 Head of School and the Assistant Principal/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 Head of School and the Assistant Principal/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.**

# **ATTACHMENT E**

## **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 using 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.
- 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.

# ATTACHMENT F

## 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. Users 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 of 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 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 unreasonably 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

appears 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.

# ATTACHMENT G

## PHOTO/AUDIO/VIDEO WAIVER RELEASE FORM

### 2025-2026 PHOTO RELEASE CONSENT FORM

This parental/guardian consent form requests permission for your child's photo/image, name, grade, 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 Family Festival Facebook, SLKF Alumni page, etc.), as well as in the news media (i.e. The Clarion Herald, The Times Picayune, The Advocate, WWL TV, NOLA Family, broadcast news stations, 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, *Head of 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 social media pages as well as any SLKF affiliated social media pages (i.e. Bucktown Family, SLKF Alumni social media pages), or any outside school approved publications such as newspapers, magazines, and/or websites promoting the school and/or reporting on activities associated with the school.
- ☐ My child is **only** allowed to be included in the 2025-2026 official class photo for their homeroom, any club or group photos in which they belong, as well as in the 2025-2026 school yearbook. My child's photo may also be included on bulletin boards, signs, and photos posted within the walls of the campus.
- ☐ **I DO NOT GRANT** permission for my student's photo/image, name, and grade to be published at all.

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT H

# 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 2025.*

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

I have read the St. Louis King of France School Handbook and Calendar for the 2025-2026 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 \_\_\_\_\_