



# Student & Family Handbook 2024-2025 School Year

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# Welcome Letter from the School Leadership Team

**Dear Moton Lakefront Parents and Families,**

Welcome to the fifteenth year of ReNEW Schools—and our second year as ReNEW Moton Lakefront! We are proud to continue building this school community with you and honored to partner with you in our shared commitment to excellence.

At Moton Lakefront, we believe in *Raising the Bar the Moton Way*—through dedication, integrity, growth, and community. We know that the success of our students depends on strong, positive relationships with families, and we look forward to deepening our partnership with you this year.

This Student and Family Handbook is designed to help you understand the policies, procedures, and expectations that guide our school. It will be a valuable resource from the first day of school to the last. While it may not answer every question, it contains key information to support your family's experience, so please take time to read it carefully, and keep it handy throughout the year.

Inside, you'll learn more about how our school operates, what we expect from all members of our community, and how we work together to ensure every student succeeds.

If you have any questions, please don't hesitate to reach out to a teacher or staff member. We're here to support you.

With appreciation,

Sincerely,

**Terracenia Rodney**  
*Elementary School Principal*

**Jess Morgen**  
*Middle School Principal*

**Troy White**  
*School Principal*

# About Moton Lakefront

## Our Mission

*At ReNEW Moton Lakefront, we believe our purpose is to nurture critical thinkers and change agents who thrive through a deep belief in their own unlimited potential. Together, grounded in the strength of our historic community, we cultivate a more just and hopeful future for the children of New Orleans.*

## Vision

*At ReNEW Moton Lakefront we are dedicated to fostering critical thinkers who are change agents vital to the success and growth of our community.*

## Our Core Values

<b>Dedication</b>	<i>We are committed to being present and prepared to meet our goals at all times.</i>
<b>Community</b>	<i>We keep the nest at its best.</i>
<b>Integrity</b>	<i>We do the right thing when no one is watching.</i>
<b>Growth</b>	<i>We will use data to constantly raise the bar as we seek, provide, accept, and implement feedback in the relentless pursuit of our goals.</i>

## School Leadership Team

Name	Position	Phone Number	Email Address
<b>Troy White</b>	School Principal of Community and Culture (Grades PK-8)	(504) 255-5371	twhite@renewschools.org
<b>Terracenia Rodney</b>	Elementary School Principal (Grades K-4)	(318) 512-1235	trodney@renewschools.org
<b>Jess Morgen</b>	Middle School Principal (Grades 5-8)	(617) 797-3645	jmorgen@renewschools.org
<b>Wes Watts</b>	AP of School Culture (Grades PK-8)	(504) 358 0169	wwatts@renewschools.org
<b>Karin Perrault</b>	Elementary Assistant Principal (Grades K-4)	(504) 300-9207	kperrault@renewschools.org
<b>Amber Carr</b>	Middle School Assistant Principal (Grades 5-8)	(504) 507-0378	acarr@renewschools.org
<b>Charnise Walker</b>	Special Education Coordinator	(504) 723-0285	cwalker@renewschools.org
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<b>Rochelle Gauthier</b>	School Counselor	(949) 295-9338	rgauthier@renewschools.org
<b>Hashawn Ashford</b>	Director of Operations	(504) 931-1772	hashford@renewschools.org

# Policies & Procedures

*This document contains the most important policies and procedures governing the operations of ReNEW Schools. This document, along with the ReNEW Schools Pupil Progression Plan (PPP) and Code of Conduct are the guiding policy documents for ReNEW Schools.*

## Student & Family Handbook

This “Student & Family Handbook” explains the rights and responsibilities of all members of the school community in order to provide students a safe, positive, supportive, and achievement-oriented learning environment. The policies in this Handbook apply to actions of students during school, on the way to and from school, while on school property, while traveling in vehicles sponsored by ReNEW Schools, at all school-sponsored events, and on school technology and other internet correspondence.

## Pupil Progression Plan

The Pupil Progression Plan (PPP) describes many of the academic policies related to student placement, promotion, and remediation. Many, but not all, of the policies in the Pupil Progression Plan are contained in this document. If you would like to view the full Pupil Progression Plan, it is available in the Main Office at each ReNEW school, or online at [www.renewschools.org](http://www.renewschools.org)

## Code of Conduct

The Code of Conduct outlines expectations for student behavior and various interventions and corrective actions that may be utilized to support safe and orderly schools. Many, but not all of the policies in the Code of Conduct are contained in this document. If you would like to view the full Code of Conduct, it is available in the Main Office at each ReNEW school, or on each school’s website.

# Academic Policies

## Curriculum Overview

The academic approach at Moton Lakefront is created with the guidance of the Louisiana Student Standards. Through this we do not lose sight of our value of a hands on, child-centered approach to learning. Students are empowered to work independently and alongside others to become great readers, writers, mathematicians, and thinkers.

## Homework Policy

Homework is a key part of the Moton Lakefront educational program. It is designed to reinforce skills taught in the classroom, help students develop a deeper understanding of concepts, and promote good study habits.

**Homework is assigned Monday-Thursday for all grade levels.** It is essential that families show interest in their student’s homework and monitor progress nightly.

Most of the Blended Learning programs we use in school can be accessed at home. Students can work on these Blended Learning programs in addition to their homework.

## Report Cards

Teachers will use Report Cards to communicate students' academic and behavioral performance. Report Cards are distributed during Report Card Conferences. Dates will be communicated at least two weeks in advance. For the 4th Quarter, Report Cards will be sent to parents via email. It is mandatory that a parent/guardian attend to pick-up their child's Report Card.

## Grading Policy & Scale

ReNEW Schools uses a traditional Grading Scale where grades are calculated based on the following weights:

Percentage	Letter Grade (3-8)	Grade Description (PK-2)
100-90	A	Exceeding Grade Level Expectations
89-80	B	Meeting Grade Level Expectations
79-70	C	Progressing Towards Grade Level Expectations
69-60	D	Below Grade Level Expectations
59-40	F	Significantly Below Grade Level Expectations

Assignment Type	% of Quarterly Report Card Grade	Assignment Descriptions
Exit Tickets	30%	This is a short quiz that is graded based on incorrect and correct. Students may be allowed to improve their grades with an extra credit test based on teacher discretion.
Classwork	30%	This includes classwork assignments, quizzes, test, and quarterly exams
Network Assessments	20%	These are longer quizzes that all Renew students take. They are graded correct or incorrect and cannot be improved with extra credit.
Homework	10%	This is work to be completed at home that is graded based on completion and accuracy.
Participation	10%	This grade is based on student effort at completing work, answering questions and being a high quality class member.

## Student Records & Privacy

ReNEW Schools takes student data privacy seriously and follows regulations contained in the Family Educational Rights and Privacy Act (FERPA) and Louisiana data privacy laws. Pursuant to ACT 677 and ACT 837, ReNEW Schools posts information regarding the transfer of students' personally identifiable information (PII) to private entities who provide student and other educational services to them.

## Attendance

*Regular attendance at school is a primary factor in student success. We believe that in order for students to succeed, they must attend school and arrive on time. The following section outlines policies and procedures governing attendance.*

### School Start & End Times

Morning Car Rider Drop-Off	7:10am
School Start Time	7:35am
School Start Time	2:00pm
Tardy	7:31pm
Dismissal Start Time	2:35-2:45pm
Afternoon Car-Rider Pick-Up	2:35
Extended Day Detention	3:00-5:00pm
After School Detention	2:45

## Types of Absences

**Excused absences** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses), which are not considered for purposes of truancy. Absences are considered unexcused until the school receives proper documentation of the absence. Absences are excused for the following reasons:

- Personal illness (as verified by a written note from a physician, dentist, or nurse practitioner licensed to practice in Louisiana)
  - Hand written notes by the student's parent/guardian for student illness will be accepted and excused for *up to 3 days* during the school year
  - According to RS 17:236, a student may be absent for *up to 3 days* in any school year related to the student's mental or behavioral health, and such absences shall be



excused if certification is provided in writing by the student's parent/guardian or doctor.

- Death in the immediate family (not to exceed one week, as verified by a written note from the parent)
- Natural catastrophe and/or disaster
- Participation in a school-approved off-site activity
- Absence for the observance of recognized holidays of the child's own faith (as verified by a written note from a religious official)
- Any other extenuating circumstances as approved by the School Leader

**Unexcused absences** are any absences not meeting the requirements set forth in the excused absence definitions above. All absences are considered unexcused until documentation of an excuse is provided to the school. Students are required to make up work missed during all Unexcused Absences.

**Suspensions** are absences in which a student may not make up work and may be given failing grades for missed work. The absence is considered when determining whether or not a student may or may not be promoted but is not considered for purposes of truancy.

## Procedure for Excusing Absences

All absences will be considered unexcused until the school receives documentation of extenuating circumstances that merit an excuse from school. It is preferred that the parent/guardian provide documentation regarding a student's absence to the Main Office on the day the student returns to school. Documentation for excused absences must be submitted during the quarter the student was absent. Excuses will not be accepted for a previous quarter immediately following a given quarter's Report Card Conference.

### Truancy

Louisiana Revised Statutes 17:221 and 17:233 provide that: "A student shall be considered habitually absent or habitually tardy after the 5th unexcused absence or 5th unexcused tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned."

ReNEW reserves the right to refer truant students and their parents to the Office of Child Welfare and Attendance at the Louisiana Department of Education, the NOLA-PS Office of Student Support and Attendance (OSSA), or Families in Need of Services (FINS). These agencies investigate violations of the compulsory attendance laws, and when necessary, provide parents and guardians written notice, either in person or by registered mail, of legal action to be taken and next steps in the adjudication process.

If a student has been absent for 10 days due to medical issues and has a doctor's excuse to miss school, the student shall be referred for review by the School Building Level Committee to determine the need for interventions or supportive services if the student has not previously been identified as a student with a disability.

ReNEW follows Louisiana's Compulsory Attendance Law, which requires that all children enrolled in school attend daily and allows for 10 days of absence, with 5 each semester. Parents and guardians are responsible

for ensuring that their children attend school daily and on time. Below is the list of school-based attendance interventions:

- Daily Absence(s) – automatic call to parent/guardian notifying of absence
- 3 Unexcused Absences – Attendance Warning Letter sent to parent/guardian
- 5 Unexcused Absences – Attendance Warning/Conference Request Letter sent to parent/guardian. Student is now considered truant and a conference is requested.
  - Parent/guardian may now be referred to Families in Need of Services (FINS) or to NOLA-PS through the Office of Student Support and Attendance (OSSA)
- 10 Unexcused Absences – Attendance/Retention Warning Letter sent to parent/guardian. Student is now in danger of being retained for the year.
- 15 Unexcused Absences - Final Attendance Retention Eligibility/Truancy Warning Letter sent to parent/guardian. Student is eligible for being retained for the year.

ReNEW will also notify the parent/guardian after a student's fifth Unexcused Tardy. Tardiness also includes leaving or checking out of school unexcused prior to the regularly scheduled Dismissal time.

Per NOLA Public Schools policy, students absent for 15 consecutive school days may be dropped from the school's roster.

## Checkouts from School

Please remember that students who are not in school are unable to be taught. We request that parents only check students out from school for situations of dire emergency. Doctor and other appointments should be scheduled during any of our many breaks and holidays when students are not in school.

- Students who leave school for any reason must sign out through the Main Office.
- Students may only be signed out by persons whose name(s) appear on the student registration database, unless the school receives verbal or written permission by the parent/guardian in advance.
- Written or verbal permission is to be given by the parent/ guardian or "emergency person" shown on the registration database before each checkout. Picture identification must be presented.
- Students will not be allowed to check out after **2:00pm** unless for reasons approved by the School Leader in advance.
- Students are not allowed to sign themselves out of school under any circumstances.

## Absences and Retention

Students with more than **10 unexcused absences** per year may be considered for retention.

## PK Attendance

Students in PreK must attend at least 75% of school days each month or they risk being dropped from the program. If your child fails to meet attendance requirements for two consecutive months, they are at risk of losing their spot in the PreK program.

## Requirements for Participation in Extracurricular & After School Activities

If a student is **absent from school or more than 2 hours late, they may not attend any extracurricular or after school activities** that day, including but not limited to, band/auxiliary, performance, marching in a parade, sporting event, school sanctioned dance, field trips

## Behavior Systems

*Over the course of a week, we communicate frequently with a child's parent/guardian about their academic and behavioral performance. We have different Behavior Systems for students in Pre-K-2<sup>nd</sup> Grade and 3<sup>rd</sup>-8<sup>th</sup> Grade.*

### Grades PK-2

For our PK-2nd Grade, we use the "Paycheck" on SchoolRunner. Students receive a Scorecard from their Homeroom Teacher at the beginning of each week to track their daily behavior scores. Teachers will enter Paycheck scores into SchoolRunner by the end of each day. Parents and students can login to SchoolRunner to view their child's Paycheck at any time.

### Grades 3-8

The Behavior System that we use for our 3<sup>rd</sup>-8<sup>th</sup> Grade students is called the Weekly Paycheck. All students start with zero points on their Paycheck at the beginning of the school year. Students will earn points/money each week by displaying our school values, maintaining a high GPA and having perfect attendance for the week. Students can also lose points by not displaying our values. Parents and students can login to SchoolRunner to view their child's Paycheck at any time.

## Positive Incentive Systems

*Being part of the Moton Lakefront community and participating in the daily educational program is the ultimate reward. Additionally, students are rewarded for exhibiting appropriate behavior, with which they can earn public recognition, leadership roles or preferred responsibilities, and participation in field trips and celebrations. Frequent praise, positive phone calls home, and other classroom-based incentives are also used to recognize and reward appropriate behavior.*

### Moton Lakefront Value Champs

At the end of each week, our teachers select one student from each Homeroom class who has gone above and beyond to exhibit our Core Values. The "Value Champs" recipient receives a Value Shirt and is able to wear this shirt on any Friday over the course of the school year, while also being able to *dress down* their pants!

## **Moton Lakefront Student of the Month**

At the end of each month, our teachers select one student from each grade level who has been a “Role Model” for their peers and has exhibited our Core Values inside and outside of the classroom. The “Student of the Month” recipient receives a certificate, a picture on the hall of fame for the month and two dress down passes for the month to be used only on Fridays.

## **Celebrations**

Every quarter, our students have the opportunity to attend Celebration based on their academic and behavior data from the Schoolrunner student's paycheck.

## **Owl Store**

Students are allowed to purchase items at the School Store based on their Paycheck balance. The School Store will be every other week.

## **Field Trips**

At Moton Lakefront, field trips are taken to enrich the curriculum and to reward students for living our Moton Lakefront values. For most field trips, students cannot have more than two absences within ten days prior to the field trip and no behavioral infractions that lead to the student being outside of the classroom. Permission slips are sent home prior to each trip indicating date, amount, and special information. All due dates and timelines will be strictly enforced.

## **Super Celebration**

This celebration is held quarterly by the Moton Lakefront Leadership team to highlight growth in our students, and to build a strong sense of community. The threshold for “Super Celebration” will always be communicated with students and families at the beginning of the quarter.

# **Discipline Systems**

*ReNEW Moton Lakefront is committed to using positive behavior supports and effective tools, strategies and incentives to ensure a safe and orderly school environment and a caring school culture. In accordance with Louisiana’s mandate for the implementation of a School Master Plan for Discipline, school-based Leadership Teams monitor discipline incidents and referrals by month, time, location, student, grade level and type of incident.*

## **Infractions & Corrective Strategies**

Discipline incidents will be classified as Level 1, Level 2, and Level 3 Infractions. The tables below identify ReNEW's behavioral expectations, examples of expected behaviors, types of infractions and potential corrective strategies.

In the effort to fully implement Positive Behavior Support and reduce the loss of instructional time due to Out-of-School Suspension and Expulsion, ReNEW utilizes a wide variety of corrective strategies that do not remove children from valuable instructional time when appropriate. Corrective strategies also include referral to and collaboration with outside agencies and with court appointed workers for students involved with the juvenile justice system.

#### Level 1 Infractions - Productive Personal Environment

*Behaviors that occur in the classroom and affect only the misbehaving student.*

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Walk in hallways safely and quietly	Arrive to class on time and participate in class	Follow teacher's directions and use positive language with peers
<b>Level 1 Infractions</b>	1.1 Horseplay or running in the hallway/class 1.2 Throwing objects 1.3 Out-of-assigned seat/table/area 1.4 Inappropriate items in class 1.5 Passive non-compliance (e.g. sleeping, refusing to participate, etc.) 1.6 Unexcused tardiness and absenteeism to class 1.7 Cheating or plagiarism 1.8 Profanity/cursing 1.9 Disrespect of an adult 1.10 Disrespect of a peer 1.11 Disruption in class, on school grounds, on school bus or RTA bus 1.12 Any other infraction that the School Leader deems to be similar in severity to other Level 1 Infractions 1.13 Ongoing Level 1 Infractions		

<b>Possible Correctives Strategies</b>	<u>First Infraction</u> <ul style="list-style-type: none"> <li>❖ Re-teach the behavioral expectations</li> <li>❖ Have the student apologize and make amends with those affected</li> <li>❖ Provide a reflective activity</li> </ul>
	<u>Corrective Actions</u> <ul style="list-style-type: none"> <li>❖ Paycheck Deduction (K-8)</li> <li>❖ Restorative justice</li> <li>❖ Seat change</li> <li>❖ Loss of privilege</li> <li>❖ Academic Enrichment Detention</li> <li>❖ Implement a home/ school communication system</li> <li>❖ In-School Detention</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school Social Worker</li> <li>❖ Refer the student for tiered interventions through the School Building Level Committee</li> <li>❖ Detention</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> </ul>

### Level 2 Infractions - Productive Classroom & School Community Environment

*Behaviors that occur in the classroom or within the school community that affects a student and threatens to or interfere with the learning or safety of others, and behaviors that are non-compliant with reasonable requests and directions by an adult in the school, despite clear understanding of expectations and an attempt to redirect by an adult.*

<b>Behavioral Expectations</b>	Be Safe	Be Responsible	Be Respectful
<b>Examples of Expected Behaviors</b>	Solve problems peacefully	Take care of school property and ask before borrowing other people's property	Consider other people's feelings and respect personal space

<p><b>Level 2 Infractions</b></p>	<p>2.1 Fighting or instigating a fight</p> <p>2.2 Using or possessing alcohol, tobacco products, matches or lighters</p> <p>2.3 Possession of fireworks</p> <p>2.4 Coming to school under the influence of drugs or alcohol.</p> <p>2.5 Use of any object to harm, frighten or intimidate others.</p> <p>2.6 Starting a fire.</p> <p>2.7 Unauthorized display or use of a cell phone or other disallowed electronic property during school hours</p> <p>2.8 Stealing/possession of stolen property</p> <p>2.9 Vandalism</p> <p>2.10 Causing false fire alarms or threats</p> <p>2.11 Willful disobedience</p> <p>2.12 Making a threat</p> <p>2.13 Serious disrespect</p> <p>2.14 Leaving school grounds without permission</p> <p>2.15 Bullying</p> <p>2.16 Any other infraction that the School Leader deems to be similar in severity to other Level 2 Infractions</p>
<p><b>Possible Correctives Strategies</b></p>	<p><u>For Level 2 Infractions, the following steps must be implemented:</u></p> <ul style="list-style-type: none"> <li>❖ Parent/Guardian contact to inform the parent of accusation and status of investigation. The parent will be given the option to attend the student conference.</li> <li>❖ Student conference and school-level investigation</li> <li>❖ Confiscation of disallowed property during school hours</li> <li>❖ Opportunity for student to give written statement of events/their perspective</li> </ul> <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> <li>❖ Have the student apologize and make amends with those affected</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Restorative justice</li> <li>❖ Implement a home/ school communication system</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Loss of privilege</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school Social Worker</li> <li>❖ Detention</li> <li>❖ Saturday Detention</li> <li>❖ Use of in-school intervention or suspension</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> <li>❖ Out-of-School Suspension</li> <li>❖ Referral to Student Hearing office for a Disciplinary Conference</li> </ul>

### Level 3 - Orderly & Safe Environment

*Behaviors that are extremely harmful to the misbehaving student and/or others and may be illegal, including possession of a dangerous weapon, possession of a controlled substance, and assault.*

Behavioral Expectations	Be Safe	Be Responsible	Be Respectful
Examples of Expected Behaviors	Ask for help if you are not safe	Be cooperative in the event of an emergency	Understand when the answer given to you is, "No"
Level 3 Infractions	3.1 Possession, use, sale or concealment of illegal drugs at school, on school premises, or to or at a school function under the school's jurisdiction 3.2 Possession of a firearm, knife with a blade longer than 2.5 inches or other weapon at school, on school premises, or to or at a school function under the school's jurisdiction 3.3 Assault on a staff member 3.4 Sexual Assault 3.5 Any other infraction that the School Leader deems to be similar in severity to other Level 3 Infractions		
Possible Corrective Strategies	<p><u>For Level 3 Infractions, the following steps must be implemented:</u></p> <ul style="list-style-type: none"> <li>❖ Parent contact to inform parent of accusation and status of investigation. Parent will be given the option to attend the student conference.</li> <li>❖ Student conference and school-level investigation.</li> <li>❖ Confiscation of disallowed property during school hours</li> <li>❖ Opportunity for student to give written statement of events/their perspective</li> </ul> <p><u>Corrective Actions</u></p> <ul style="list-style-type: none"> <li>❖ Have the student apologize and make amends with those affected</li> <li>❖ Contact and/or conference with parent/guardian</li> <li>❖ Restorative justice</li> <li>❖ Implement a home/ school communication system</li> <li>❖ Utilize check-in/check-out</li> <li>❖ Implement a behavior contract that includes expected student behavior, incentives for demonstrating expected behavior and consequences for infractions</li> <li>❖ Refer to the school Social Worker</li> <li>❖ Detention</li> <li>❖ Use of in-school intervention or suspension</li> <li>❖ Bus suspension</li> <li>❖ Referral to School Building Level Committee or IEP team</li> <li>❖ Out-of-School Suspension</li> <li>❖ Referral to Student Hearing office for a Disciplinary Conference</li> <li>❖ Recommendation for Expulsion Hearing at the Student Hearing Office</li> <li>❖ Referral or Reporting to Law Enforcement</li> </ul>		



## **Moton Detention**

Students can be assigned an After School or Saturday detention by violating school rules or classroom expectations. If a student is assigned an After School or Saturday detention as a consequence, the parent/guardian will be notified by the end of the school day. If a student does not serve their assigned After School or Saturday detention within 48 hours, they will be assigned one day of In-School Suspension. After School detention is held Monday through Thursday from 3pm - 3:50pm. Saturday detention is held from 8am - 9am. Students will be reassigned detention if they are 5 minutes late of the assigned detention start time. Transportation is NOT PROVIDED for After School and Saturday Detention and the Parent/Guardian is required to pick-up their student promptly at the designated end time

## **In-School Suspension**

A In-School suspension, in which the student is allowed to attend school but not allowed in their classes for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction. If a student is assigned an In-School Suspension as a consequence, their parent/guardian will be notified by the end of the school day. If the student does not serve their In-School Suspension they will be assigned 1 day of Out of School Suspension.

## **Suspensions**

A suspension, in which the student is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy a school may take if a student commits a Level 2 or 3 Infraction. All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension or expulsion. For Student Code of Conduct Infractions that may warrant a suspension or recommendation for expulsion:

- ❖ The school must conduct a student conference and school-level investigation within a 48-hour period. The investigation includes taking written statements (or help with the writing of a statement) from teachers and other students who were witnesses to the incident.
- ❖ Prior to any suspension or recommendation for expulsion, the School Leader must inform the student of the specific misconduct of which he/she is accused and the basis for the accusation.
- ❖ Prior to any suspension or recommendation for expulsion, the School Leader must give the student an opportunity to present his/her version of the incident and ensure the student's version is in writing. The School Leader may call witnesses requested by the student. The School Leader shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
- ❖ The school must contact the parent/guardian by phone on the day of the incident and no later than the following day or send a certified letter giving notice of the suspension, the reason for the suspension, and the date and time of a conference to be conducted within 5 days with the School Leader.
- ❖ The school must give the parent/guardian notice in writing of the suspension and the reason for the suspension. The written notification must include information about the parent's right to review any evidence that will be presented at the Hearing (if applicable).

- ❖ The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension.
- ❖ In extraordinary circumstances, the School Leader is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❖ The school must hold a school-level conference conducted with the School Leader and parent/guardian. All students have the right to fair and reasonable treatment during disciplinary proceedings and the opportunity to present evidence and defend his/her actions. Your child has a right to bring a representative of his/her choice to all disciplinary proceedings. If a parent encounters a problem with discipline procedures and/or fair student treatment, the parent may contact ReNEW's Student Support Office.

### **Appeal of Suspension**

Any parent/guardian of a suspended student shall have the right to appeal a suspension to the ReNEW Chief of School Leaders(Vasy MCcoy). The Chief of School Leadership will conduct a hearing to review the suspension and make a decision based on the merits of the case. This decision shall be final.

### **Expulsions**

Expulsion is defined as “a removal from all regular school settings for a period of not less than one school semester.” Any student, after being suspended for committing an expellable offense, may be expelled upon recommendation by the School Leader and approval by the OPSB Hearing Office. The School Leader may immediately suspend and recommend for expulsion a student who commits one or more of the following expellable offenses:

- ❖ Distributing, selling, giving away, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body.
- ❖ Carrying, possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument of which the purpose is lethal force.
- ❖ Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation.
- ❖ Intentional battery or assault on any individual using a weapon, or which causes serious, documentable injury that necessitates medical care.
- ❖ Engaging in an intentional physical altercation with a member of the school staff.
- ❖ Possession or use of any implement/substance with the ability to seriously harm another person.
- ❖ Robbery of an individual on school property or at any activity over which the school has jurisdiction.
- ❖ Engaging in sexual acts on school property or at any school-sponsored activity.
- ❖ Sharing sexually explicit material, including through the use of an electronic device.

## **Due Process Procedures for Expulsions**

The School Leader cannot expel a student. The School Leader can recommend a student for expulsion. If a student is recommended for expulsion they will be suspended pending a hearing for a recommendation for expulsion. The student will then have an expulsion hearing, in which the NOLA Public Schools Hearing Office will determine if the recommendation for expulsion is upheld, reversed, or modified. The due process procedures for recommendations for expulsion hearings are as follows:

- ❖ The process begins with the commission of an offense that could be grounds for expulsion. From this point, the student will not be permitted to voluntarily transfer to a new school until they are either cleared of the accusation, serve an expulsion or the incident is reported to the hearing office as waiving the school's right to recommend for expulsion.
- ❖ The school is responsible for the continual provision of FAPE. During the investigation and hearing process, the student may remain on suspension, but the suspension may not exceed the maximum number of days allowed by law. If a student poses a risk to the welfare of others, the student may serve in-school suspension or receive homebound instruction.
- ❖ The School Leader conducts a student conference and school-level investigation within two (2) school days. Investigation includes collecting written statements from staff and student witnesses.
- ❖ Prior to recommendation for expulsion, the School Leader must inform the student of the "particular misconduct of which he/she is accused" and the basis for the accusation.
- ❖ Prior to any recommendation for expulsion, the School Leader must give the student an opportunity to present his/her version of the incident. The student's version must be written or summarized and signed by the student. The School Leader may call witnesses requested by the student. The School Leader shall make a reasonable effort to reach a fair determination of the incident before making any disposition.
- ❖ The parent must be notified by phone, in person or by certified letter of the incident, immediate suspension, and possible recommendation for expulsion.
- ❖ The student shall remain in school until the end of the school day unless released into the care of a parent/ guardian or authorized to leave campus by the parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for suspension. In extraordinary circumstances, the School Leader is authorized to call law enforcement personnel to transport the student home and/or to a designated facility, including juvenile detention.
- ❖ If the School Leader chooses to recommend a student for expulsion, ReNEW Schools' Chief of School Leaders must be notified prior to submitting any documentation to the NOLA Public Schools Hearing Office. All required paperwork must be reviewed and approved by the Chief of Student Services prior to submission to the NOLA Public Schools Hearing Office.
- ❖ If the School Leader chooses to recommend a student for expulsion, the appropriate paperwork must be submitted to the NOLA Public Schools Hearing Office within 3 school days of completing the investigation.
- ❖ Within 24 hours after completing the investigation, the parent must be provided with written notification of the recommendation for expulsion, the reason for the recommendation for expulsion,

information about the hearing to determine whether the student is expelled, and the parent's rights. The student remains on suspension from school and school activities until the hearing takes place.

- ❖ A hearing will be conducted by the NOLA Public Schools Hearing Office. The School Leader, as well as the student, may be represented by someone of their choice at this hearing.
- ❖ After the hearing, the NOLA Public Schools Hearing Office then makes a determination of the student's guilt based on the evidence gathered during the school's investigation. If found guilty, the NOLA Public Schools Hearing Office will determine the appropriate length of expulsion according to NOLA Public Schools expulsion guidelines, and the expulsion is effective immediately.

### **Referral to & Action by Law Enforcement/Judicial Authorities**

ReNEW Schools may refer any student who has committed a Level 3 Infraction (and some Level 2 Infractions) to law enforcement officers, including the reporting of a crime committed by a student with a disability. School personnel reporting a crime committed by a student, especially a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to which the agency reports the crime. Records must be transmitted only to the extent permitted by the Family Educational Rights and Privacy Act.

### **Civil Rights, Harassment, & Bullying**

ReNEW Schools defines bullying as aggressive behavior that involves unwanted, negative or discriminatory action; a pattern of behavior repeated over time, and an imbalance of power. ReNEW does not tolerate derogatory comments and name-calling, social exclusion or isolation, physical aggression, lies and false rumors, extortion and stealing of money and property, or forced acts. ReNEW prohibits the harassment, intimidation and bullying of a student by another student in accordance with Louisiana RS 17-416.13.

*Harassment.* It is expected that no forms of mental, physical, sexual and/or verbal abuse and harassment toward another person will take place. If a student observes an incident involving harassment, it is his/her responsibility to report the incident to a staff member. Anyone reporting an incident has the right to have his/her identity remain anonymous. Students may also report an incident of harassment by writing an anonymous letter to the staff.

*Physical Touch.* Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Depending upon the severity, physical touch violations can be minor or major violations of the school discipline policy.

*Threats.* It is expected that no student would make threats against individuals, groups, or the school. Threats of any nature will be taken seriously and may be reported to the proper authorities, as required by law. In addition, ReNEW reserves the right to impose a consequence up to and including a recommendation for expulsion from the school when a student has caused a major disruption and emergency situation because of a serious threat.

## Bullying

ReNEW Schools believes that all students have a right to a safe and healthy school environment. We promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behaviors include, but are not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion. A student may also face disciplinary action that includes: loss of privileges; reassignment of seats in the classroom, schedule, cafeteria, or school bus; detention; in-school suspension; out-of-school suspension; and/or expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting with the school principal, the student or the parent of the student should contact the local superintendent or his/her designee.
- ReNew school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- If necessary, counseling and other interventions will also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity. Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor, or other staff member orally or in writing. More information regarding bullying and the bullying hotline can be found here <https://nolapublicschools.com/families/report-bullying>

## Discipline for Students with Disabilities

Students with disabilities receive extra legal protections when discipline constitutes a change in placement. If a student violates behavior expectations, before consequences or punishment are imposed, the School Leader must consider whether the student has an IDEA or Section 504 disability; or is a student who is “thought to have a disability”. While all students may be disciplined, the placement of students with disabilities cannot be changed when the offense is directly related to his/her disability or when the IEP or Section 504 plan is not implemented, *except in the case of emergency and expellable offense circumstances (drugs, weapons, significant bodily injury)*.

ReNEW Schools special education teams are proactive in addressing any behavior and social-emotional concerns of students with disabilities.

After the first suspension the school will:

- ❖ Conduct a Functional Behavior Analysis (FBA).

- ❖ Develop and implement an individual Behavior Intervention Plan (BIP) to address the behavior that resulted in suspension.
- ❖ Conduct a conference with the parent/guardian.

After the second suspension, the school will:

- ❖ Reconvene the IEP Team to discuss/review the academic, social, and behavioral needs of the student.
- ❖ Conduct a FBA and develop/implement an individual BIP only if the behavior exhibited is a new behavior. If the behavior is a repeated behavior, review/revise the BIP to address the behavior.
- ❖ Discuss, review, and revise the IEP, as needed, to address the behavior resulting in the suspension.

After the removal of a special education student for more than 10 school days (consecutive or cumulative) for disciplinary reasons, the student must be provided with procedural safeguards. This includes a Manifest Determination Review meeting to discuss the student's disability, behavior, implementation of services and determination of placement.

## Enrollment

### Participation in EnrollNOLA System (OneApp)

All ReNEW Schools follow the calendar and policies of the New Orleans Common Application Systems (referred to as OneApp or EnrollNOLA). There are no admissions requirements to attend ReNEW schools (including prior academic performance, prior behavior record, special education status or language spoken). For more information on the Common Application System, please visit <https://enrollnolaps.com/>

## Health & Safety Policies

### Immunizations

At the start of each school year the School Nurse is responsible for reviewing all vaccination records for entering Kindergarten students, new students, and updated vaccination records for returning students. The School Nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database. Immunization information is entered into the state immunization database and reports are generated that show which immunizations are due. Parents should update immunization records for students as needed.

## Medical Information

At the start of each school year, parents are responsible for submitting a health information form for each child. Students with chronic conditions that require medical treatment or adaptations during the course of the school day may sign a release of medical information form to access medical records. Parents who wish the School Nurse to administer any treatments or medications (including over the counter medications) must submit a medication administration order form signed by their Louisiana physician. All forms can be retrieved from the School Nurse.

## Illness

Parents will be contacted immediately for any child who is at school with any of the following symptoms: *fever, vomiting, diarrhea, uncontrolled asthma, ringworm, unspecified rashes, pinkeye, head lice, infectious disease, moderate trauma*. Children with these symptoms must be picked up within a reasonable amount of time and their return to school will require a physician's release note. Discretion is used to check other students in classes where there is an outbreak. Written notice will be sent home regarding outbreaks. Students seen by the School Nurse will have an assessment or referral note sent home in their folder. The School Nurse will call parents with health findings and recommendations as needed. Scrapes and minor bruises will be attended to at school and the child will return to class.

## Chronic Illness/Allergies

All students with chronic conditions such as asthma, allergic reaction, diabetes, respiratory distress, seizure disorder, urinary frequency or incontinence must meet with the School Nurse at the beginning of the school year to discuss a health/emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The School Nurse will communicate with the school administrative team as necessary to implement the plan. The Director of Operations will be notified in writing of any students with food allergies or intolerance.

## Emergency Procedure/Severe Injury Policy

A student sustaining severe or life threatening injury or illness at school will be triaged by the School Nurse and transported to an appropriate medical facility. Parents will be notified prior to transfer and the student will be accompanied by trained school personnel if the parent is not available immediately. In the event the parent is unavailable to ride in the ambulance with the student, the parent is expected to meet staff at the respective hospital.

## Student Medication

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. The school strongly encourages families to dispense both temporary and maintenance medications outside of school hours. If a student needs to take medication while at school, the medication needs to be in the original container with the appropriate prescription label and the appropriate

Student Health Authorization for Administration of Medication Form. ReNEW reserves the right to refuse authorization of medication administration in exceptional circumstances.

We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their bookbags. Adults must bring the medication to the School Nurse.

## Reporting a Child's Illness

If your child is going to miss school because of illness, please call the school as soon as possible. All student absences should be followed up the next day with a note signed by a parent/guardian or doctor. Please let the School Nurse know if there are any medical concerns or special circumstances of which we should be aware.

## Safety Expectations

*Emergency Closings.* At times, emergencies such as severe weather can disrupt school operations. In extreme cases, these circumstances may require the closing of the facility. In the event that such an emergency occurs during school hours, we will post over local radio and/or television stations. We will also post all school closures on the ReNEW website ([www.renewschools.org](http://www.renewschools.org)).

*Fire Drills.* Instructions for Fire Drills are posted in each classroom, and schools conduct regular Fire Drills.

*Lockdown.* If there is an immediate threat to the school due to an emergency outside the building, an intruder or threat of violence within the building, the School Leader may enact a school-wide lockdown. During this time, parents will not be able to enter the school building and may not be able to contact their child.

## Property Expectations

### School Property Expectations

Students are responsible for respecting and maintaining all school property and equipment. Students are thus expected to keep school property clean and in proper working order. This includes books and other learning materials that are to remain free of writing or damage while in students' care. **If school property or materials are damaged or lost, the student/parent accepts responsibility for paying to repair or replace the items. Failure to pay may result in loss of privileges for the student.**

### Electronics/Cell Phone Policy



By law, students may not possess, on their person, an electronic telecommunications device (e.g. a cell phone) throughout the instructional day. (La. R.S. 17:239). If a cell phone or other telecommunications device is brought to school, the device must be turned off and properly stowed for the duration of the instructional day. *(You can add further information on how you plan to securely stow cell phones if appropriate)*

**No student will be allowed to possess or use a cell phone during the school day. Cell phones will be collected upon arrival at the homeroom and locked up in a secure location until the end of the day. Cell phones will be returned to students before dismissal.**

If a student is found to be in possession or use of a cell phone, the phone will be confiscated, and a consequence will be issued to the student as outlined below:

- ❖ **1st Occurrence:** Cell phone is confiscated and sent home with the student at the end of the school day. The parent is contacted and student is assigned After school Detention
- ❖ **2nd Occurrence:** Cell phone is confiscated and returned at parent conference. The student is assigned one day of After School Detention.
- ❖ **3rd Occurrence:** Cell phone is confiscated and returned at parent conference. Student is assigned one day of In School Suspension
- ❖ Each subsequent offense will result in additional loss of privileges, including but not limited to School Sponsored Events and Celebrations.

*A student who refuses to comply with a request to surrender their cell phone by any staff member will be considered insubordinate and will receive an in- school or out-of-school suspension based on the severity of the insubordination.*

## **Technology & Internet**

Use of the ReNEW Schools computer network and other resources is a privilege that will be extended to individuals who observe the expectations of acceptable use as outlined below. All users are expected to:

- ❖ Use the network only for educational purposes only.
- ❖ Use the network in a considerate and polite way at all times, particularly when communicating with others.
- ❖ Use the network for legal purposes only: tampering with the computer hardware or software, unauthorized entry into computers, vandalism or destruction of computer files, and violating of copyright laws are prohibited.
- ❖ Keep passwords and accounts private and respect the privacy of those of others.

## **Chromebook Care**

At ReNEW Moton Lakefront, technology plays an integral role in our educational program. As a community,

we do our best to value and keep up with all of our valued resources.

- ❖ NO food or drink is permitted next to a Chromebook.
- ❖ Chromebooks must remain free of any writing, drawing, stickers, or labels.
- ❖ Chromebooks should be carried with two hands at all times.
- ❖ Heavy objects should never be placed on top of a Chromebook.
- ❖ If a student damages a Chromebook, the parent may be required to pay up to \$200 to repair/replace it.

## Student Searches

In order to maintain the security of all its students, ReNEW Schools reserves the right to conduct searches of students and their property. If searches are conducted, the school will ensure that the privacy of the students is respected. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal, a threat to safety or against school rules. Student vehicles brought on campus, student book bags, school desks and other school property are subject to inspection and search by school authorities at any time without prior notice to students or parents.

## Transportation Policy

*Students are designated as either Bus Riders, Car Riders, or Walkers, depending on the preference of the parent/guardian. Students are only allowed ONE designation. In an effort to ensure child safety, parents will be unable to change students from one designation to another without prior written authorization delivered in-person to the Main Office.*

### Bus Riders

In the morning, students riding the bus will arrive at school between 7:10-7:25am. Students will enter the building through their designated Arrival door beginning at 7:10am. In the afternoon, students will begin Bus Dismissal at 2:50pm, exiting the building through their designated Dismissal door. Students are ONLY allowed to board the bus to which they are assigned. Students may not go home with other students, even if they are family members, friends, etc. Students must be picked up from and dropped off at the bus stop to which they are assigned.

### Car Riders

Families that opt to bring their child to school must use the Carpool Lane, which runs alongside the main parking lot. During Carpool, staff members will be stationed to greet students and help them exit vehicles and safely enter the school building. The Carpool Lane is open in the morning for Arrival between 7:10-7:30am, and in the afternoon for Dismissal between 2:45-3:00pm. If students arrive after 7:30am, they must enter the building through the Main Office to receive a Tardy Slip. Parents may also choose to park and walk their students to and from the school building. For safety reasons, students are not permitted to walk to and from

the street alone. Violations of this policy can result in loss of privileges and school-based consequences for students.

## **Walkers**

Students who walk to school in the morning will enter the building through their designated Arrival door between 7:10-7:30am. If students arrive after 7:31am, they must enter the building through the Main Office to receive a Tardy Slip. Students who walk home from school will be dismissed in the afternoon at 2:50pm through their designated Dismissal door.

**There is NO adult supervision until 7:10 am for car riders and walkers. Students are not allowed on campus and will not be allowed into the building until 7:10am.**

## **School Bus Expectations & Conduct**

ReNEW Schools provides free transportation to all students who live more than one mile from the school site. Students must comply with ReNEW Schools behavior expectations while traveling on a school bus to and from their homes or school-sponsored activities. If a student commits an infraction covered in this Handbook on a school bus or at the school bus stop, the school bus driver/monitor will notify the School Leader who will complete an investigation and documentation as needed. Based on the severity of the consequence, the School Leader's discretion for consequences include regular school-based consequences, as well as bus suspension and/or assigned seating.

If a child is suspended from the bus, it is then the parent/guardian's responsibility to ensure that the child gets to school on time. If a student with a disability receives a bus suspension, the school is responsible for offering an alternative form of transportation to and from school.

If a student is written up for violating bus behavior expectations, the following consequences will be assigned:

- ❖ **1<sup>st</sup> Bus Discipline Referral:** The parent is contacted by a member of the Culture Team to assign a warning
- ❖ **2<sup>nd</sup> Bus Discipline Referral:** The student will receive an After-School detention. The parent is contacted by a member of the Culture Team
- ❖ **3<sup>rd</sup> Bus Discipline Referral:** The student is suspended from the bus and a Parent Conference with AP of Culture will be required before the student is allowed back on the bus.
- ❖ **Additional Bus Discipline Referral:** Each subsequent offense will result in additional suspensions and could result in student being removed from the bus permanently

## **Bus Pick-Up & Drop-Off Expectations for Families**

Bus times should be viewed as estimates, with a 15-minute window, and not an exact time. Students under 9 years old are not permitted to get off the bus alone, unless a family puts in writing otherwise. If an emergency comes up that prevents an adult from being at the bus stop on time, the adult **MUST** call the Moton front office. A parent/guardian is required to be at the bus stop for both pick-up and drop-off.

If no one is at the stop to meet a student who is under 9 years old, then the student will be brought back to school and a family member will be required to pick-up the student. If the student is not picked up by 5:00pm, then he/she will be suspended off the bus.

### **Bus Stop Change Requests**

Each student is provided only one bus stop that corresponds with the physical address provided in their registration packet. If the parent/guardian wishes the student to be picked up and dropped off to another location, a bus change request must be made in-person at the Main Office. If the family relocates, a bus change request (with the updated address information) must be made. Moton Lakefront and First Student work together to accommodate family requests whenever possible, but a request does not guarantee that the change will be made. Please do not contact your child's teacher for daily transportation changes. This may result in a child staying after school who usually does not, a child being picked up instead of taking the bus, or an adult not listed on the emergency contact form picking up a child.

### **Permission to Walk Home**

Permission for students to walk home without the escort of an adult is a sign of increased responsibility. Students in Grades 5-8 will be permitted to walk home with their parents' written permission. Students in Grades PK-4 will be permitted to walk home with their older siblings and with their parents' written permission. Written permission forms signed by the student's parents will be kept on file for the school year. It is a parent/guardian's responsibility to inform the school of any changes related to walking home. All students who walk from school to home are expected to follow all school expectations during this transition, as they would be on a school bus.

# Student Dress Code

*At Moton Lakefront, we show respect for our appearance and our cohesion as a community through our uniforms. Our Student Dress Code policy reinforces our disciplined school culture and prevents potential distraction from the academic focus of our students. Students in our community are expected to adhere to the Student Dress Code.*

*The school will immediately contact families if their student is not in compliance with our Student Dress Code. Dress Code non-compliance will result in the student not being able to participate in any school-sponsored activities. In cases where students are repeatedly non-compliant with our Dress Code, families will be required to meet with the School Leader to remedy the situation.*

ReNEW Moton Lakefront uniform items can be purchased at any of Logo Express' locations:

## **Uniforms by Logo Express East**

9820 Lake Forest Blvd Ste 101  
New Orleans, LA 70127

## **Uniforms by Logo Express New Orleans**

3049 Gentilly Boulevard  
New Orleans, LA 70122

## **Uniforms Logo Express Westbank**

109 Wall Boulevard  
Gretna, LA 70056

## School Uniform Expectations

<b>Shoes</b>	Students wear hard sole uniform shoes or tennis shoes of any color.
<b>Socks</b>	Students wear blue, black, or white socks. Socks may not have a design or other colors on them. If tights/leggings are worn, they must be blue, black, or white.
<b>Belts</b>	Students wear a solid black or brown belt. No fancy buckles, holes, studs, slogans, or markings are allowed.
<b>Outerwear</b>	Students are allowed to wear Moton Lakefront embroidered Cardigan, Fleece Jacket or Sweatshirts. Students can also wear Plain outerwear with no graphics.
<b>Backpack</b>	Clear and Mesh Backpacks only! Students should have a backpack every day when they arrive at school. Girls are allowed to bring a small purse, but this does not replace a backpack. Fanny packs are not permitted.
<b>Headwear</b>	Students may not wear hats, headscarves, or other head coverings unless it is a part of a religious practice. Hair accessories can be worn but they must be school colors.

## Elementary School Uniform Requirements (Grades PK-4)

Uniform	BOYS	GIRLS
Uniform Top	<ul style="list-style-type: none"> <li>❖ Grey Blue Polo Shirt with RML embroidered logo</li> </ul> <p><b>\$25.00 is the cost of shirts</b></p>	<ul style="list-style-type: none"> <li>❖ Grey Peter Pan Collared Shirt with Moton Lakefront embroidered logo</li> <li>❖ Grey Polo Shirt with Moton Lakefront embroidered logo</li> <li>❖ <b><u>OPTIONAL</u></b>: Navy Blue or Plaid Cross Tie</li> </ul> <p><b>\$25.00 is the cost of shirts</b></p>
Uniform Bottom	<ul style="list-style-type: none"> <li>❖ Navy Blue Pants</li> <li>❖ Navy Blue Shorts</li> </ul> <p><b>\$25 or less for cost of pants or shorts</b></p>	<ul style="list-style-type: none"> <li>❖ Navy Blue Pants</li> <li>❖ Plaid Skirts (knee length)</li> <li>❖ Plaid Jumpers</li> <li>❖ Navy Blue Shorts</li> <li>❖ Navy Blue Pants</li> </ul> <p><b>\$25.00- \$35.00 for bottoms</b></p>
Uniform Outerwear	<ul style="list-style-type: none"> <li>❖ RML embroidered Cardigan</li> <li>❖ RML embroidered Fleece Jacket</li> <li>❖ Solid Navy, Grey, or White Sweatshirts</li> <li>❖ <b>No hoodies</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ RML embroidered Cardigan</li> <li>❖ RML embroidered Fleece Jacket</li> <li>❖ Solid Navy, Grey, or White Sweatshirts</li> <li>❖ <b>No Hoodies</b></li> </ul>

## Middle School Uniform Requirements (Grades 5-8)

Uniform	BOYS	GIRLS
Uniform Top	<ul style="list-style-type: none"> <li>❖ Carolina Blue Polo Shirt with embroidered Moton Lakefront Logo</li> </ul>	<ul style="list-style-type: none"> <li>❖ Carolina Blue Polo Shirt with embroidered Moton Lakefront logo</li> </ul>
Uniform Bottom	<ul style="list-style-type: none"> <li>❖ Navy Blue Pants</li> </ul>	<ul style="list-style-type: none"> <li>❖ Moton Lakefront Plaid Pants</li> <li>❖ Navy Blue Pants</li> <li>❖ Plaid Skirts (knee length)</li> </ul>
Uniform Outerwear	<ul style="list-style-type: none"> <li>❖ RML embroidered Cardigan</li> <li>❖ RML embroidered Fleece Jacket</li> </ul>	<ul style="list-style-type: none"> <li>❖ RML embroidered Cardigan</li> <li>❖ RML embroidered Fleece Jacket</li> </ul>

	❖ Solid Navy, Grey, or White Sweatshirts	❖ Solid Navy, Grey, or White Sweatshirts
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# Other School Policies

## School Supplies

Students are required to bring in the identified School Supplies for their grade level. Supplies such as pencils, expo markers, kleenex, and hand sanitizer are used as “communal” supplies within the classroom for all students to use. Supplies such as backpack, headphones, and binders are only used by the student who brought in those items.

## “Take Home Tuesday”

We have designated **Tuesday** as the day that we send home communication to our students’ families. Frequently, there are documents that need to be completed and signed by a parent/guardian and then returned to school.

## Birthday Celebrations

All Moton Lakefront students will be celebrated on their birthday. Families wishing to bring a special treat to school on their child’s birthday may do so during the afternoon, but prior arrangements must be made with the classroom teacher. Treat must be store-bought, unopened and must be enough treats to be shared among the student’s class. Parents and family members are not allowed to attend in-class birthday celebrations. All serving utensils (plates, cups, napkins, eating utensils) must be provided by the child’s family. The school will not provide any of these items. To ensure student safety, only disposable utensils should be used.

## Breakfast/Lunch & Outside Food

Moton Lakefront offers free breakfast and lunch, which is provided by our School Cafeteria. Students may bring a healthy breakfast or lunch if they chose not to eat the school breakfast or lunch. **Students may not bring large bags of chips, candy, cold drinks, or any other food considered to be unhealthy (typically food with high sugar content and/or limited nutritional value).** Students who bring these foods will have them taken and not returned. A healthy lunch or breakfast option will be provided by the school.

Because of the potential of severe allergic reactions, we are **“NUT FREE”** and **“SHELLFISH FREE”**. Students are also not allowed to share food with other students.

## Student Food Accommodations

Students with food allergies or dietary restrictions may request alternative breakfast and lunch options. These options include vegetarian, gluten free, or dairy free. To request a food service accommodation, please contact the School Nurse.

## **Moton Lakefront Athletics and Auxiliary**

At Moton Lakefront, we offer the following sports: *Football, Basketball, Volleyball, Baseball, Softball, Soccer, and Track*. Students are required to have physicals one week before trying out for school athletics.

Participation in athletics is connected to student behavior during the day, academic performance and student attendance. Students who do not meet expectations will be prohibited from participating.

## **Extended Day Programming**

At Moton Lakefront, we offer an Extended Day program Monday-Friday. Students are served dinner, have tutoring, and participate in the following activities: *Marching Band, Dance Team, Majorettes, Intramural Sports, Visual Art, Academic Tutoring*.. Participation in Extended Day Programming is connected to student behavior during the day, academic performance and student attendance. Moton Lakefront recognizes that in order to develop well-rounded individuals, our students must have the opportunity to participate in extracurricular activities.

All students are encouraged to participate in at least one activity. However, each student's primary responsibility is to perform to the best of his/her ability academically. Participation in extra-curricular activities begin in the classroom. Absent students may not participate on days they are absent from school activities or events occurring during their suspension period. Students suspended or excluded from school due to behavioral concerns cannot participate in extracurricular activities. Participation in athletics, clubs, and other organizations is a privilege, and not a right.

A designated staff member monitors all students involved in extracurricular activities weekly for their current grades. Any student that has below a 2.0 will have an action plan that must be completed before they can be cleared for full participation.

- Students who are below a 2.0 will be required to attend tutoring prior to attending practice. They may still participate in practice, as long as they complete the required amount of tutoring.
- Any student with below a 2.0 will NOT be allowed to participate in any games/events until the GPA has been raised.
- The staff member who is monitoring the grades will communicate with affected students and sponsor the academics status of students who are not meeting grade requirements.

## **Visitors/Volunteers**

We encourage parents and family members to have an active role in their child's learning. Approved visitors and volunteers are welcome to observe classrooms according to the Visitor Policy below, unless students are testing. Volunteers working directly with children require approved Background Checks.

- ❖ Visitors to the school must report to the Main Office upon arrival to sign-in using picture identification.
- ❖ Visitors must wear our "Visitor Badge" at all times while they are on campus.
- ❖ No materials are to be dispersed on campus without prior approval by the School Leader.
- ❖ No person will be allowed to conduct or attempt to conduct an activity on school premises that has not had prior approval by the School Leader.
- ❖ All classroom observations must be approved by the School Leader.



# Family Code of Conduct

At Moton Lakefront, we believe the education of every scholar is a collaborative effort requiring hard work and innovation by families, teachers and students. Our goal is to provide a safe and supportive educational environment. To reach our potential as a school, we need the support of all families. Our family code of conduct is a guide to ensure positive and productive interactions between families and the school.

**All families are expected to meet the expectations outlined below:**

- ❖ Ensure that students attend school every day to maximize their growth and learning potential. Students should arrive on time, and be picked up on time (Car Riders, Extended Day).
- ❖ Provide school staff with updated contact information when numbers change, respond to school communication and proactively voice concerns.
- ❖ Invest in students' academic performance by consistently checking grades on Schoolrunner, reviewing assignments/assessments, and regularly attending school events (*report card conferences, scheduled meetings etc.*).
- ❖ Provide students with the basic supplies and resources needed to complete assignments. Replenish those supplies as needed throughout the year.
- ❖ Refrain from using social media to fuel conflict with or criticize individual school employees, other parents, students, or school programs or services
- ❖ Seek to clarify a student's version of events with the school in order to avoid misunderstanding and peacefully resolve any conflicts. It is easy for opinion to be mistaken for fact and rumors to spread.
- ❖ Refrain from threatening any student, staff or faculty member, or approaching them in an abusive or intimidating manner.
- ❖ If a family member feels that the actions of another child have infringed upon the rights of his or her student, under no circumstances shall the parent or guardian approach another student. The family member should contact school staff to seek a calm resolution to the situation.
- ❖ Provide a good example for students in appearance, conduct, and language while on campus or at school sponsored activities.
- ❖ Adhere to any reasonable request from a school employee in the performance of his/her duties
- ❖ When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- ❖ Recognize that the education of each child is the joint responsibility of the parent, student, faculty and school community.

Violations to the code of conduct will result in a response from school staff. Depending on the severity of the incident, parents/guardians or visitors may be required to leave campus immediately, issued a warning letter or banned from campus and participation in school sponsored events. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs.