



Student & Family Handbook 2026-2027 School Year

8550 Curran Boulevard

New Orleans, LA 70127

Main Office Phone: (504) 245-4400

Main Office Hours: 7:15am-3:30pm (Monday-Friday)

Website: <https://www.renewmoton.org/>

Welcome Letter from the School Leadership Team

Moton Lakefront Parents and Families,

Welcome to our third year as ReNEW Moton Lakefront! We are proud to continue building this school community with you.

At Moton Lakefront, we believe in going Beyond the Bar the Moton Way through our values of dedication, integrity, growth, and community. This year, our motto, All in for Moton, means everyone showing up fully for one another.

This Student and Family Handbook will help you understand the policies, procedures, and expectations that guide our school. Please take time to read it carefully and keep it handy throughout the year.

If you have any questions, please reach out to a teacher or staff member. We're here to support you.

With appreciation,

Terracenia Rodney

Elementary School Principal

Jess Morgen

Middle School Principal

Troy White

School Principal of Community and Culture

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

Dedication

We are committed to being present and prepared to meet our goals at all times.

Community

We keep the nest at its best.

Integrity

We do the right thing when no one is watching.

Growth

We will use data to constantly raise the bar as we seek, provide, accept, and implement feedback in the relentless pursuit of our goals.

School Leadership Team

Name	Position	Phone	Email
Troy White	School Principal of Community and Culture (Grades PK-8)	(504) 255-5371	twhite@renewschools.org
Terracenia Rodney	Elementary School Principal (Grades PK-4)	(318) 512-1235	trodney@renewschools.org
Jess Morgen	Middle School Principal (Grades 5-8)	(617) 797-3645	jmorgen@renewschools.org
Hashawn Ashford	Director of Operations	(504) 931-1772	hashford@renewschools.org
Nikki Collins	AP of School Culture (Grades PK-8)	(504) 994-5051	ncollins@renewschools.org

Karin Perrault	Elementary Assistant Principal (Grades PK-4)	(504) 300-9207	kperrault@renewschools.org
Tremaine Thomas	Middle School Assistant Principal (Grades 5-8)	(504) 231-5343	tthomas@renewschools.org
Simone Hart	Interventionist Coordinator	(504) 874-8342	shart@renewschools.org
Anglea Lynch	Math Coach (Grades 2-8)	(504) 202-1183	alynch@renewschools.org
Liz Snapp	Literacy Coach (Lower School)	(540) 336-6907	lsnapp@renewschools.org
Fallon Leon	Special Education Coordinator (Grades PK-4)	(504) 994-8185	fleon@renewschools.org
Jeseka Hunt	Special Education Coordinator (Grades 5-8)	(251) 786-0203	jhunt@renewschools.org
Rashawn Davis	Elementary School Dean (Grades PK-4)	(504) 326-7410	rdavis@renewschools.org
Marc Plummer	Middle School Dean (Grades 5-8)	(504) 401-8389	mplummer@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

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.

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 Grade	Description
Exit Tickets	30%	A short quiz 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%	Includes classwork assignments, quizzes, tests, and quarterly exams.

Network Assessments	20%	Longer quizzes that all ReNEW students take. Graded correct or incorrect and cannot be improved with extra credit.
Homework	10%	Work completed at home, graded based on completion and accuracy.
Participation	10%	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

Event	Time
Morning Car Rider Drop-Off	7:10am – 7:30am
School Start Time	7:30am
Tardy	7:35am
No Check-Outs After	2:00pm
Dismissal Start Time	2:40pm
Afternoon Car-Rider Pick-Up	2:45pm
After School Detention	2:45pm – 4:00pm
Extended Day	3:00pm – 5:00pm

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 NOLA-PS Attendance Hearing Office and/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 consecutive 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. The student is now considered truant and a conference is requested. Parent/guardian may now be referred to Families in Need of Services (FINS)
- 10 Unexcused Absences – Attendance/Retention Warning Letter sent to parent/guardian. Student is now in danger of being retained for the year. Parent/guardian may now be referred to NOLA-PS through the Attendance Hearing Office for students with 13 or more total absences (unexcused + excused absences)

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 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.

School Assignments During Absences

Students are responsible for completing missed assignments. Families should follow up with the Assistant Principal of Culture or the student's Dean to obtain information about missed work and any available opportunities to make up assignments.

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, and field trips.

Moton Lakefront Culture

PK–1st Grade

To support the development of positive habits and strong character, students in Pre-K through 1st Grade use the Paycheck system in SchoolRunner. Students receive a Paycheck Scorecard from their homeroom teacher to track their daily behavior and demonstrate our school expectations. Teachers enter Paycheck scores into SchoolRunner by the end of each school day. Parents and students can log in to SchoolRunner at any time to monitor Paycheck scores and celebrate progress throughout the week. Students earn Paycheck points by consistently meeting school expectations. These points can be redeemed at our weekly school store, where students may purchase a variety of rewards and incentives. The Paycheck system encourages positive behavior, responsibility, and accountability while recognizing students for making great choices each day.

Grades 2nd–8th Grade

Students in 2nd through 8th Grade participate in our Weekly Paycheck system through SchoolRunner. All students begin the school year with 100 Paycheck points. Throughout the year, students have opportunities to earn additional points each week by demonstrating our school values, maintaining a strong GPA, and achieving perfect attendance. Students may also lose points when their actions do not reflect our school expectations and values. Parents and students can log in to SchoolRunner at any time to monitor Paycheck balances and track student progress. Students may use the points they earn to shop at our weekly school store, where they can redeem their Paycheck points for a variety of rewards and incentives. The Weekly Paycheck system promotes positive behavior, academic excellence, responsibility, and consistent attendance while recognizing students who make positive choices every day.

Positive Incentive Systems

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, one student from each grade level will be recognized as Student of the Month. Recipients are selected based on a combination of having the highest monthly Paycheck balance and a strong GPA, while consistently demonstrating our Core Values both inside and outside of the classroom.

Moton Lakefront Celebrations and Field Trips

Every quarter, our students have the opportunity to attend Celebration or Field Trips based on their academic and behavior data from the SchoolRunner student paycheck.

Moton Lakefront School Store

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

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.

Moton Lakefront Behavior Infractions

Student behaviors are categorized into three levels based on the severity of the offense.

Level 1 Infractions

Level 1 behaviors are minor classroom or school rule violations that are typically addressed by the classroom teacher through corrective interventions. These behaviors do not result in out-of-school suspension.

Examples	Typical Interventions
Talking or disrupting class Dress code violations Tardiness Not completing assignments Refusing to follow classroom procedures Minor disrespect Not bringing required materials Other minor behaviors that interfere with learning Use of inappropriate items (game controllers & computer mouse)	Teacher redirection Parent contact Loss of privileges Reflection activities Classroom consequence Behavior conferences Restorative conversations

Level 2 Infractions

Level 2 behaviors are more serious and interfere with the safety or learning of others. These behaviors require administrative involvement and may result in suspension when appropriate.

Examples	Possible Consequences
Fighting Bullying or harassment Leaving class or campus without permission Vandalism Profanity directed at others Possession or use of prohibited substances Academic dishonesty Repeated Level 1 behaviors Misuse of electronic devices Other behaviors that significantly disrupt the school environment	Parent conference Behavior contract Detention In-School Suspension (ISS) Out-of-School Suspension (OSS), when appropriate Additional restorative interventions Loss of extracurricular activities (Extended Day)

Level 3 Infractions

Level 3 behaviors are the most serious offenses and significantly threaten the safety and well-being of students and staff. These incidents require immediate administrative action and may result in suspension, recommendation for expulsion, or referral to law enforcement when required by law.

Examples include:

- Possession or use of weapons
- Serious physical assault
- Distribution or possession of illegal drugs
- Serious threats to school safety
- Other offenses identified as expellable under Orleans Parish School Board policy and Louisiana law

Level 3 (Expellable) Offenses

Level 3 offenses are categorized into Tier One, Tier Two, and Tier Three based on the severity of the incident. Students recommended for expulsion are entitled to a hearing before the NOLA Public Schools Student Hearing Office, which determines the appropriate outcome in accordance with district policy, Louisiana law, and the specific circumstances of the incident.

Depending on the findings of the Student Hearing Office, consequences may include:

- Placement in an alternative educational program
- Probation at the student's home school
- Homebound or virtual educational services, when appropriate
- Referral to counseling or other outside support services
- Disciplinary conferences
- Expulsion, when required by district policy or state law

The specific consequence will depend on the severity of the offense, the student's disciplinary history, applicable laws, and the findings of the Student Hearing Office.

ReNEW Moton Lakefront follows all NOLA Public Schools district policies and Louisiana Department of Education regulations regarding student discipline, suspension, expulsion, and due process. Families seeking additional information regarding expulsion procedures may contact the NOLA Public Schools Student Hearing Office.

Corrective Strategies and Interventions

Whenever appropriate, the school will use interventions designed to teach appropriate behavior before exclusionary discipline is considered. These interventions may include:

- Parent or guardian conferences
- Behavior Improvement Plans (BIP)
- Functional Behavior Assessments (FBA), when appropriate
- Check-In/Check-Out supports
- Positive Behavior Interventions and Supports (PBIS)
- Counseling or social work services
- Restorative conferences
- Social skills instruction
- After-school detention
- Saturday School
- In-School Suspension (ISS)
- Referral to the Response to Intervention (RTI) team

- Loss of privileges
- Other individualized supports

Students with disabilities will receive disciplinary support in accordance with their Individualized Education Program (IEP), Section 504 Plan, and all applicable federal and state laws.

Detention Procedures

Teachers and administrators may assign after-school detention for disciplinary infractions. Parents or guardians are responsible for arranging transportation following detention.

Students who fail to report to detention or who receive repeated detentions may be assigned additional consequences, including In-School Suspension (ISS) or Out-of-School Suspension (OSS). Families with questions regarding detention should contact the school administration.

Suspension Procedures

Suspension is a disciplinary consequence that temporarily removes a student from attending school and participating in school activities for a defined period of time.

Before a suspension is issued, the student will participate in an informal conference with the Assistant Principal of Culture or the Principal's designee. When appropriate, the staff member who reported the incident may also participate. During this conference, the student will be informed of the reason for the disciplinary action and will have the opportunity to share their perspective and provide information related to the incident.

When a suspension is assigned:

- The parent or guardian will be notified by phone or in person whenever possible.
- The family will receive written notification through the school's Suspension Form, which will include the reason for the suspension, the length of the suspension, and the date the student is eligible to return to school.
- Parents or guardians have the right to appeal a suspension within five (5) school days by submitting a written request to the School Leader.
- If an appeal is submitted, the School Leader or designee will review the decision and determine whether to uphold, modify, or reverse the suspension. Additional appeals may be submitted in accordance with InspireNOLA Charter Schools and NOLA Public Schools policies.

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.

Expulsion Procedures

School leaders at ReNEW Moton Lakefront cannot expel a student but may recommend a student for expulsion based on the severity of the offense and applicable policies.

If a student is recommended for expulsion:

- The student may be suspended pending an expulsion hearing.

- The NOLA Public Schools Student Hearing Office will conduct a hearing to determine whether the recommendation for expulsion should be upheld, modified, or reversed.
- The student and parent/guardian have the right to participate in the hearing and present information related to the incident.
- The student or parent/guardian may appeal an expulsion decision in accordance with NOLA Public Schools procedures.

Expulsion is the denial of school services for a defined period of time, typically one or two semesters, as determined by the Student Hearing Office.

For additional information regarding expulsion procedures, families may contact the NOLA Public Schools Student Hearing Office.

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 at 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.

Moton Lakefront 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 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).

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.

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 to parents at designated times – Tuesday, Wednesday and Friday. The student is assigned one day of After School Detention.
- 3rd Occurrence: Cell phone is confiscated and returned at parent conference during designated times Tuesday, Wednesday and Friday from 3pm–4:30pm. Student is assigned one day of In School Suspension.
- 4th Occurrence: Cell phone is confiscated and returned at the mandatory parent conference. Student is assigned one day ISS and NOLA Public Schools hearing.

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 a disciplinary conference referral to the NOLAPS student hearing office.

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. If expectations are not met, technology will be taken by School Leadership.

- Use the network only for educational purposes.
- 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 7:10–7:30am. Students will enter the building through their designated Arrival door beginning at 7:10am. In the afternoon, students will begin Bus Dismissal at 2:40pm, 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 7:30am, 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 2:45pm through their designated Dismissal door.

There is NO adult supervision until 7:10am 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:

Referral	Consequence
1st Bus Discipline Referral	The parent is contacted by a member of the Culture Team to assign a warning and a probation letter is sent home.
2nd Bus Discipline Referral	The student receives a 1-day bus suspension. The parent is contacted by a member of the Culture Team.
3rd Bus Discipline Referral	The student is suspended from the bus for 3 to 5 days. A parent is contacted by a Culture Team member.
Additional Bus Discipline Referral	Each subsequent offense will result in additional suspensions and could result in the 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.

Where to Purchase Uniforms

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 by Logo Express Westbank — 109 Wall Boulevard, Gretna, LA 70056

School Uniform Expectations

Item	Expectation
Shoes	Students wear hard sole uniform shoes or tennis shoes of any color.
Socks	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.
Belts	Students wear a solid black or brown belt. No fancy buckles, holes, studs, slogans, or markings are allowed.
Outerwear	Students are allowed to wear Moton Lakefront embroidered Cardigan, Fleece Jacket or Sweatshirts. Students can also wear plain outerwear with no graphics.
Backpack	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.
Headwear	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	Grey/Blue Polo Shirt with RML embroidered logo	Grey Peter Pan Collared Shirt with Moton Lakefront embroidered logo; Grey Polo Shirt with Moton Lakefront embroidered logo; Optional: Navy Blue or Plaid Cross Tie
Uniform Bottom	Navy Blue Pants; Navy Blue Shorts	Navy Blue Pants; Plaid Skirts (knee length); Plaid Jumpers; Navy Blue Shorts
Uniform Outerwear	RML embroidered Cardigan; RML embroidered Fleece Jacket; Solid Navy, Grey, or White Sweatshirts (No Hoodies Allowed)	RML embroidered Cardigan; RML embroidered Fleece Jacket; Solid Navy, Grey, or White Sweatshirts (No Hoodies Allowed)

Middle School Uniform Requirements (Grades 5-8)

Uniform	Boys	Girls
Uniform Top	Carolina Blue Polo Shirt with embroidered Moton Lakefront logo	Carolina Blue Polo Shirt with embroidered Moton Lakefront logo
Uniform Bottom	Navy Blue Pants; Moton Lakefront Plaid Pants	Navy Blue Pants (No Skirts Allowed)
Uniform Outerwear	RML embroidered Cardigan; RML embroidered Fleece Jacket; Solid Navy, Grey, or White Sweatshirts (No Hoodies Allowed)	RML embroidered Cardigan; RML embroidered Fleece Jacket; Solid Navy, Grey, or White Sweatshirts (No Hoodies Allowed)

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.

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 choose 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 begins 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 academic 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.