



# Students and Families Handbook 2020-2021 Academic Year



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# Vision, Mission, Objectives



## OUR VISION

Every student receives a **high-quality education** that **fosters his or her individual capabilities**, while ensuring that they thrive and are prepared for **civic, social, and economic success**.

### Coghill's Mission

The mission of Mary D. Coghill is to develop the academic, social, and emotional skills students need to be productive citizens based on the varied levels of community transmission of COVID-19 and presence of COVID-19 cases within the school.

### Coghill's Objectives

To accomplish our mission, we will:

- Create a safe school environment and implement PBIS
- Develop highly effective teachers and practices
- Assess students and respond with interventions and supports
- Establish and support enrichment and extracurricular clubs and activities
- Engage students, families, and community stakeholders

# **General Information**

## **Arrival and Departure**

Supervision of students begins at 8:45 AM, Monday - Friday. Walkers and bikers should arrive on campus between 8:45 AM and 9:00 AM and enter with the car riders. In the afternoon, these students will be released with the car riders through the same exit as listed below:

- Car Rider Morning Drop Off, 8:45 AM - 9:00 AM - Mirabeau Ave. Car Lane
- Car Rider Afternoon Pick Up, 4:30 PM - 4:45 PM - Mirabeau Ave. Car Lane

## **Breakfast & Lunch**

NOLA Public Schools help facilitate the nutrition program. We have healthy and nutritious meals for students and other customers. In addition, emphasis is placed on age appropriateness, food safety, wellness and physical fitness of students. NOLA Public Schools offer parents and guardians an online payment service for breakfast and lunch using your credit or debit card at the website [www.parentonline.net](http://www.parentonline.net) for a fee of \$1.75 per transaction. For your convenience, you may access school menus at [www.schoolmenu.com](http://www.schoolmenu.com).

## **Calendar**

The school year calendar may be printed from our website and is available at the front office. Hard copies of the calendar will be sent home whenever there is a calendar revision.

## **Cell Phones and Personal Electronics**

Cell phones and personal electronics may be brought to school, however, they must be out of sight and not actively used during the school day. If the cell phone or personal electronic is confiscated, the parent or parent's designee, will need to come to the school to sign for the item.

At times, a faculty or staff member may allow students to use personal devices. When this occurs, the expectation around its use will be explicitly stated by the faculty or staff.

Coghill, nor the school district, will be responsible for lost or stolen cell phones or personal electronics.

## **Conferences**

Conferences are scheduled three times per year after the first, second, and third grading period. Parents may also request to meet with other faculty and staff as needed by emailing the person directly or contacting the main office.

## **Extra-Curricular Activities**

In order to remain eligible for extracurricular activities and clubs, students must be in good standing academically and behaviorally to participate. The decision to participate is determined by the coach of that activity or club.

If parents disagree with the decision of the coach, they may request a meeting with administration for further consideration.

## **Field Trips**

To participate in field trips, permission slips must be signed by the parent/guardian and returned with any money due by the deadline. In instances when money has been collected and a student is absent due to illness, emergency, or suspended, monies paid are **non-refundable**.

When these instances occur, the business manager will automatically assess the financial implications of the absence to the group and may recommend to the principal that the money be refunded to the parent/guardian. The decision to refund the money is at the discretion of the principal.

Participating as a chaperone is a responsibility that requires all adults to actively monitor students. Therefore, if your personal childcare needs require your attention, we encourage you to chaperone another time. Parents may participate as chaperones and must have a current background clearance on file with the school. Background Clearances cost \*\$5.00 and can be completed at:

### **New Orleans Police Department**

715 South Broad Street  
Monday through Friday  
8:30 – 3:30  
504-658-5455

*\*Cash is the only acceptable means of payment. This process must be renewed each school year.*

## **Homeless Assistance Act**

The McKinney-Vento Act's Education for Homeless Children and Youths Program ensures that homeless children and youth are provided a free, appropriate public education, despite lack of a fixed place of residence or a supervising parent or guardian. Please contact our social worker or main office if you would like to speak with someone.

## **Late Pick-Up**

Families are expected to have plans in place to ensure that students are picked up at the end of the school day or school sponsored activity. In the event that students are not picked up on time, the following process will be followed:

- Verbal warning and notation in the after-hours supervision log

- Written notification and notation in the after-hours supervision log
- Parent Conference and notation in the after-hours supervision log
- Administrative Decision with parent notification and notation in the after-hours supervision log

## **Library and Media Centers**

The library and media center supports our mission by providing instructional materials such as films, kits, and books; most of these materials are available for student checkout. Students are responsible for the care of materials they check out; families may be financially responsible for repair or replacement of those materials.

## **Lost and Found**

Please label clothing and personal items with your child's name. Lost items will be brought to the main office. Students who lose items should inform their teacher. We will make every effort to identify and return all items to the rightful owner before storing and later donating them.

## **Main Office**

Please contact the main office for any questions, comments, or concerns you may have. The front office will be able share this information to the appropriate faculty or staff member.

## **Progress Reports & Report Cards**

Teachers will communicate about student progress through PowerSchool, emails, and phone calls. We encourage all families to sign up for Power Parent and check it weekly to stay current with your child's performance. Mid-Quarter and End of Quarter Progress Reports will be printed and sent home with students.

## **Special Education**

If your child has an IEP, IAP/504 Plan, IHP, and you have questions about the support they are receiving, please contact your child's teacher first.

If you suspect that your child needs additional support, we recommend that you contact your child's teacher. Your child's teacher is the best place to start our local process of addressing your concerns.

If you would like to speak with someone in addition to your child's teacher, we recommend that you contact our school's special education director.

## **Text Messaging, Phone Calls, & Emails**

As needed, the school will use our automated system to communicate important updates and reminders. Please notify the main office to keep the information accurate and current in our database.

## **Title I Annual Meeting**

This meeting will be conducted in the first semester of the school year.

## **Transportation – School Bus Services**

Apple Bus Company is our transportation provider. You can contact them at 504-920-6359 for any questions you may have. You can also find their contact information on our website.

## **Uniforms**

Students in grades K-5 wear gold uniform shirts with the school's logo. Students in grades 6-8 wear grey uniform shirts with the school's logo. All students wear khaki pants, with black or white shoes.

## **Visiting School**

Families are encouraged to visit our school and classrooms. We recommend that you schedule an appointment with your child's teacher if you would like to do so. If you would like to visit the school for other purposes, we recommend that you contact the front office.

For all unplanned visits, there may be times that the specific person you want to see may not be available, but we will do our best to have someone from our faculty and staff accommodate you.

All visitors must first check-in at the front office. Visitors will be required to show ID, such as a driver's license, before being allowed access to other parts of the school.

## **Website**

Please visit our website at [coghillschool.org](http://coghillschool.org) for current information.

## Attendance & Tardy

### **Attendance**

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

When a student misses school, their absence falls under four categories:

- **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- **Non-Exempted and Excused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent ten days. If more school days are offered, then the number of absences also increases.
- **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- **Suspensions:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

Tardiness is not counted against the attendance requirement.

Students must be in attendance at least 167 days in order to pass the course or grade and earn credit. Some school districts offer makeup classes that allow students to make up missed instructional time.

If a student has an excessive number of non-exempted absences, parents and legal guardians may make a formal appeal in accordance with the due process procedures established by the local school district. If a school district grants a waiver of the attendance requirement because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

### **Tardy**



Coghill will notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Tardy shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

## **Medication**

### **Guidelines for the Parent/Guardian**

The parent/guardian who wishes medication administered to his/her student shall provide the following:

- A letter of request and authorization that contains the following information:
    - Name of student
    - Clear instructions
    - RX number, if any
    - Current date
    - Name, dosage, frequency, and route of medication
    - Name of physician or dentist, or other prescriber authorized in the state of Louisiana
    - Printed name and signature of parent/guardian
    - Emergency phone number of parent/guardian
    - Statement granting or withholding release of medical information
  - Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
  - A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter.
  - A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
  - A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/guardian and licensed prescriber.
  - Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult. If the medication is not properly labeled or does not match the physician's order exactly, it will not be administered.
  - Unit dose packaging shall be used whenever possible.
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- ☐ All aerosol medications shall be delivered to the school in pre-measured dosage.
  - ☐ No more than a 35 school day supply of medication shall be kept at school.
  - ☐ Except in the case of emergency medication, the initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reaction.

- The parent/guardian shall also work with those personnel designated to administer medication as follows:
  - Cooperate in counting the medication with the designated school personnel who receive it and sign a drug receipt form.
  - Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
  - Assist in the development of the emergency plan for each student.
  - Comply with written and verbal communication regarding school policies.
  - Grant permission for school RN/physician consultation.
  - Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines. Disposal of expired medications shall be done per local school district policy.
  
- For the student with diabetes, the parent/guardian must:
  - annually submit a copy of the student's Diabetes Management and Treatment Plan to the principal of the school.
  - provide written consent to implementation of the Diabetes Management and Treatment Plan.
  - provide written calculation of carbohydrates in meals when lunch is provided from home.
  - provide necessary supplies and equipment as indicated in the Diabetes Management and Treatment Plan.
  - work with appropriate school personnel in the development of the IHP and provision of care for the student until the IHP and Diabetes Management and Treatment Plan can be implemented.

### Guidelines for Self Administration of Medications by Student

Please contact the school nurse if you have a child who may need to self-administer medication.

Coghill and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat diabetes, asthma or anaphylaxis. The parent/ legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes or anaphylaxis.

All student information shall be kept confidential.

## **PARENTAL INVOLVEMENT**

Coghill shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) of Section 1118 of the ESSA (Every Student Succeeds Act).

Coghill will also develop a Family Advisory Council. The Family Advisory Council will:

- Ensure involvement of Coghill families and support the partnership with school and community stakeholders
- Recruit families in professional development opportunities and other related activities designed to enhance the role of parents in supporting the vision, mission, and objectives of the school
- In consultation with other parents, bring questions, concerns, and ideas to school leadership
- Attend scheduled meetings with school leadership
- Select members serve on the School-Wide Plan Committee (Title I)

For additional support, families may visit NOLA Public School's website.

At the time of this publication, our School-Parent Compact is being developed. Once complete, we will add it to our website and share with families.

## **Student Fees**

- School Uniform Shirts - \$10
- School Uniform Sweatshirts - \$15
- Band / Marching Units - \$100 Max
- Athletic Team - \$100 Max
- Field Trips - \$15
- Library Book and Electronic Devices
  - (Cost of Replacement/Repair – Maximum \$200)

## **Student Performance & Achievement**

We teach the Louisiana State Standards. We support what we teach through the use of state aligned curriculum. We use effective instructional practices (pedagogy) and authentic literacy (reading, writing, and talking) in every content area, every classroom, on a daily basis.

We want to ensure our students are learning on a daily basis and have evidence to support it. We collect this evidence by observing our teachers and providing them with feedback using research based observation documents and learner engagement rubrics.

We want to ensure that our students are present, making progress, meeting our behavioral expectations, and have the evidence to support it. We take attendance daily and have processes in place to be accountable to students and families when they are not in school.

We have clear grade percentages and categorical weights consistent across content areas as listed in the charts below:

<b>Grading Scale</b>	
<b>Grade</b>	<b>Percentage</b>
<b>A</b>	<b>100-93</b>
<b>B</b>	<b>92-85</b>
<b>C</b>	<b>84-75</b>
<b>D</b>	<b>74-67</b>
<b>F</b>	<b>66-0</b>

<b>Categorical Weights</b>	
<b>Classroom Performance</b>	<b>70%</b>
<b>Assessments</b>	<b>30%</b>

## **Homework**

Homework will vary with each grade level band. You can expect to see a daily average of 30 minutes for grades K-2, 45 minutes for grades 3-5, and 60 minutes for grades 6-8. Homework is normally assigned Monday through Thursday, but may also vary with each grade level band. Although homework is an expectation and can help students improve, it is not calculated into a student's grade.

## **Assessments**

To know if our students are improving academically, we will administer a reading inventory, participate in LEAP 360 for diagnostic and interim assessments, and LEAP 2025. Throughout the year, we will respond to this data with interventions and supports.

You can find more information about the assessments we will administer on our website.

# **School Safety**

Our school safety plan response meets the NIMS (National Incident Management System) and ICS (Incident Command System) guidelines. During the summer, our entire faculty and staff engages in comprehensive safety training. Throughout the school year, our school safety team participates in ongoing training and situational exercises. Additionally, all students, faculty, and staff, participate in drills and situational exercises.

If you should have any questions or concerns about the safety and welfare of your children, our faculty and staff, the facility, or transportation, we encourage you to contact the main office immediately.

## **COVID-19**

The NOLA Public Schools Roadmap to Reopening Schools is a set of operational expectations guiding the citywide reopening of schools in response to the challenges COVID-19 continues to present to our school community. This plan provides a phased approach with clear standards for schools to adhere to as they reopen to serve students and staff. This approach is built upon many weeks of engagement and discussion with health experts, educators, and essential stakeholders and the recommendations of health agencies. As we continue to learn more about this pandemic and the best practices needed to mitigate risks associated with COVID-19, NOLA-PS will provide ongoing updates to this plan.

This plan identifies specific actions—rooted in data and best practices identified by health experts—that school staff, students, and families will need to undertake daily in order to safely resume in-person instruction and critical services supporting social and emotional health. This coming school year will be unlike any other and it is essential that district staff, school leaders, teachers, students, families, and the community commit to working together to build a culture of safety and care for one another as school buildings open. As we continue to learn more about this pandemic and the best practices needed to mitigate risks associated with COVID-19, NOLA-PS will provide ongoing updates to this plan on our website and social media platforms.

## **Searches**

School officials may search the student and his/her personal property when there is reasonable suspicion to believe the child may be a risk to themselves or others. Searches may also be conducted as part of an investigation and may occur at any time.

## **School Security**

NOLA Public Schools Police is responsible for the daily safety and security at Mary D. Coghill. A security officer is on campus daily.

# Positive Behavior Intervention & Support

Coghill is a PBIS school. As such, we have school wide expectations, rewards, and consequences. As a faculty and staff, we will model and teach these expectations to our students throughout the school year. For those students who meet those expectations, we will reward them. For those students who do not meet expectations, we will reteach, and provide them with interventions and supports.

R.O.A.R. Expectations				
	Be RESPECTFUL	Assume OWNERSHIP	Practice ACCEPTANCE	Be RESPONSIBLE
Classroom	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Raise your hand</li> <li>Use appropriate language</li> <li>Use appropriate tone</li> <li>Keep all electronic devices away</li> </ul>	<ul style="list-style-type: none"> <li>Make sure you complete all work</li> <li>Be organized and ready to learn daily</li> </ul>	<ul style="list-style-type: none"> <li>Participate</li> <li>Stay on task</li> <li>Always try your best</li> <li>Be open to new ideas</li> </ul>	<ul style="list-style-type: none"> <li>Have your required materials for the days' lesson</li> <li>Pay attention to your teacher</li> <li>Log in on time everyday</li> <li>Get to class on time</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Listen to ALL adults</li> <li>Display good table manners</li> <li>Keep all food and drink inside the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Clean up around your area</li> <li>Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and courteous</li> <li>Wait in line</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your eating area</li> <li>Throw all trash away in a trash can</li> <li>Stay in designated area</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Keep restrooms clean</li> <li>Only put toilet paper in the toilets</li> </ul>	<ul style="list-style-type: none"> <li>Avoid hanging out</li> </ul>	<ul style="list-style-type: none"> <li>Always flush the toilet</li> <li>Wash your hands</li> <li>Throw all trash in trash cans</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Keep noise to a minimum</li> <li>Walk at all times</li> <li>Keep hands and feet to yourself</li> <li>Listen to ALL adults</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to present a hall pass if requested by adult</li> <li>Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>Set a good example for your peers</li> </ul>	<ul style="list-style-type: none"> <li>Carry hall pass if you're not with your class</li> <li>Go straight to destinations and back in a timely fashion</li> <li>Walk to the right side of the hall at all times</li> </ul>
Gym/Recess	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate language</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Treat all equipment as if it was your own</li> </ul>	<ul style="list-style-type: none"> <li>Congratulate yourself and others</li> <li>Cooperate with others</li> <li>Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Throw all trash in trash cans</li> <li>Use all equipment correctly</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Listen to the bus driver.</li> <li>Use appropriate language</li> <li>Keep hands and feet to yourself</li> <li>Keep feet off the seats</li> </ul>	<ul style="list-style-type: none"> <li>Clean your area before exiting</li> <li>Report all incidents</li> </ul>	<ul style="list-style-type: none"> <li>Respect the personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated while the bus is moving</li> <li>Keep your body and belongings inside the bus</li> <li>Sit in seat assigned by bus driver</li> <li>Enter and exit in an orderly fashion</li> </ul>

## Student Code of Conduct

See NOLA Public Schools' Code of Conduct posted on our website.