

Lockard Elementary School

302 College Avenue

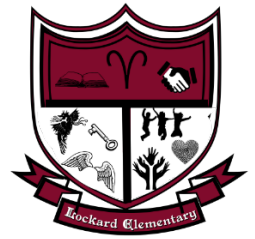
Indianola, MS 38751

Phone: 662-884-1260 Fax: 662-887-5052

Daphne Smith, Ed.D. **Principal**

Airnecia Mills, **Assistant Principal**

Lu'Tryca Phillips, **Academic Coach**



Dear Parent/Guardian,

Welcome to Lockard for the 2022-2023 school year! This will be an amazing year for your child because your child will be engaged and will learn and grow in a positive, safe, inviting school! Tips, reminders, and new information that is important for our successful collaboration are below. If any information changes, you will be notified. I look forward to having your child at Lockard for the upcoming year.

Sincerely,

Dr. Daphne Smith

Communication

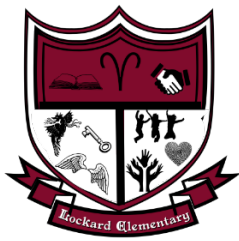
- Two-way communication is crucial to a child's school success.
 - We will communicate with you in a variety of ways. School Status is a call & messaging system used in our district. The number may look like an unknown number from a surrounding town.
 - Also, we post information, pictures, videos, virtual programs and workshops, etc. on the Lockard Elementary School Facebook page. Please "like" and follow our page.
- Your child will bring home a class newsletter and additional notes, flyers, and letters in their homework folder each week.

Health

- To maintain a healthy environment, SCCSD requires that students, staff, and visitors on campus wear masks at this time.
- If your child takes **medication** that needs to be administered at school, proper documentation from a physician is required. All medication must be administered in the front office or by a principal's designee. Please see someone in the front office for details.
- The school has a clinic. For your child to be seen in the school-based clinic, parent/guardian consent is required.
- The district also has district nurses who travel to each school as needed.
- If your child has medical diagnoses or health concerns, please submit the documentation to the office so that we can properly care for your child.
- Also, if your child is new to Lockard and has an IEP or 504 plan, please submit a copy to the office.

Arrival and Dismissal (First Day and Beyond)

- On the first day of school (August 8), parents may walk students to their classrooms. At 8:30 a.m., the buildings will be locked and staff members will take students who arrive after 8:30 a.m. to their new rooms.
 - For health and safety, parents must be wearing masks to enter the buildings.
 - For safety and to create a smooth arrival process, please do not block car drop-off lines and teacher parking spaces. These areas are on Augusta and W. Gresham parallel to the school buildings. Also, please do not block the bus zone on College Avenue.
 - Parking areas for parents wanting to walk students to their rooms include the visitor parking lot on W. Gresham and along the curbs just past the school and playground. Not the curbs that would block the areas listed above.
- After day 1, the daily drop-off procedures should be followed (see below).
- Daily drop-off for car riders is at the gate on Augusta or W. Gresham. Daily pick-up for car riders in K and 1st grade is on Augusta and for 2nd and 3rd grade is on W. Gresham.



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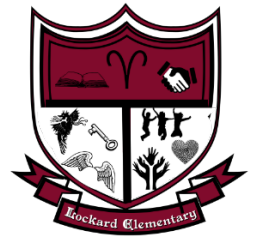
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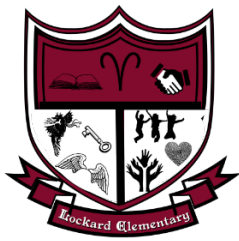
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- College Street is for buses and daycare only from 6:45 am-8:00 a.m. and from 2:45 pm-4:00 p.m. Barricades will be located on both ends of College Street in front of the school to ensure student safety.
- If your child is a car rider in the afternoons, the individual picking him/her up should wait in the car line and should have an LES Car Rider Tag visible in the window. If no car rider tag is visible, the driver must present a photo ID and be on the child's contact list before being allowed to pick-up the child. An adult will walk your child to the vehicle.
 - **During the first few days of school, the car rider line will take longer than expected and longer than normal.**
 - **Please support our efforts to maintain safety, a positive culture and exemplary attitudes for students by waiting patiently and having the proper documentation ready.**
- For students' safety, students being **checked-out early** must be called from the classroom by the office staff. Consistently getting students early may affect students' grades. Please help your student to be most successful by allowing your student to remain at school until dismissal time.
- Campus gates will be closed at 7:45 a.m. each day after the first day of school. We welcome students after 7:45 a.m.; however, arrival after 7:45 a.m. means a student is tardy and is missing crucial instruction. The student needs to get a tardy slip from the office before entering class.
- Campus gates will be closed during dismissal.
- Breakfast begins at 7:05 a.m. and ends at 7:30 a.m.

Instruction & Conferences/Meetings

- Instruction begins at 7:45 a.m. and ends at 3:00 p.m.
- Instruction includes phonemic awareness, phonics, reading, writing, math, science, social studies, health, interventions, remediation, computer science, physical education, library, music, and art.
- Assessments will be conducted at each grade level to measure students' progress, levels of mastery, and needs.
- For information on the promotion/retention policy, please see the SCCSD Student Handbook at www.sunflower.k12.ms.us
- To maximize instructional time, prevent excessive disruptions, and promote safety during dismissal, students may not be checked out after 2:30 p.m.
- A child's consistent tardiness means that child consistently misses instruction and learning opportunities. A child is tardy after 7:45 a.m.
- Consistently getting your child from school early will impact your child's learning because your child will miss quality instruction and learning opportunities. Please consider only getting your child out of school early if the reason for the early dismissal is unavoidable.
- If your child is absent, please submit a signed, dated excuse to the office immediately upon your child's return. Per district policy, no more than two handwritten excuses per quarter will be accepted.
 - All excuses require a parent/guardian/provider signature, date(s) of absence, date submitted, reason for absence. While lab reports and test results may be submitted, they are not acceptable medical excuses.
 - Excuses must be received within 2 days of a child's return to school.
- To protect instructional time for your child and others' children, conferences and other meetings with teachers must be scheduled during teachers' conference periods or after school (outside of instructional time).
- You are welcome to schedule a conference with administrators. Conferences should be scheduled in advance unless there is an emergency. Administrators are consistently in classrooms helping your child, other students, and teachers; they may not be able to speak with you immediately during unscheduled times.



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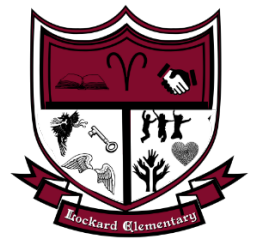
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Student Behavior

- Students will be given tickets or points for positive behavior. Tickets/points will be collected and saved at the end of each instructional day. Tickets/points may be used in the classrooms daily and schoolwide on Fridays in exchange for rewards.
- Student rewards include prizes, edible treats, free time, homework passes, special privileges, and participation in celebrations like Fun Friday celebrations and others.
- For the display of negative behaviors by students, tickets/points will be taken as a consequence. Other consequences may include: time-out, visiting the comfort corner, removal from a class or activity, loss of privileges, parent contacts, counselor intervention, recess academy, and/or office discipline referrals (consequences for ODRs can be found in the SCCSD student handbook).
- Behavior expectations for students include: (a) Use kind words and actions, (b) Follow directions given by adults, (c) Keep hands, feet, and objects to yourself, (d) Allow everyone the right to learn.

Visitors

- Visitors will be asked to present a driver's license or a state issued photo I.D. upon entering campus. This is a safety protocol across the district.
- Visitors must obtain permission to visit and a visitor's pass from the office before entering the gates and halls.
- Also for students' safety, students will only be **released to the contacts** on the student's contact list in the office. The contact list may be revised in person by the student's legal guardian (the list may not be revised over the phone).
- Visitors are expected to maintain safe, positive behaviors that promote safety, collaboration, and success for all.

Restrictions on Campus

- Weapons and/or any object that can be used as a weapon (toy or real) are strictly prohibited on campus.
- Our campus is smoke free, alcohol free, and drug free. Tobacco, alcohol products, and illegal drugs are not allowed on the premises or at any school related function.

More Information

Please see the **SCCSD Student Handbook** at www.sunflower.k12.ms.us .