

LOVETT PROCEDURES HANDBOOK



2024 – 2025

FOR PARENTS

Table of Contents

Activity Fees	4
Arrival	4
Breakfast	4
Cafeteria	4
Car Riders	4
Change of Emergency Information.....	4
Class Observations	4
Clubs	5
Complaints and Grievances	5
Deliveries	5
Emergency Procedures	5
Field Trips.....	5
Fundraisers	5
Hall Passes	6
Insurance.....	6
Library	6
Lice and Nits	6
Lost and Found.....	6
Medical Conditions and Sickness at School.....	6
Medication	7
No Open Container Policy	7
Notification to Students From Parents	7
Office Hours.....	7
Parking.....	7
Parties	7
PTO.....	7
Restroom Use	8
Tardy.....	8
Telephone	8
Visitors	8
ACCENT	8
Grading Scale.....	8-9

Honors Courses	9-10
Late Work (Classwork and Homework)	11
Makeup Work – Excused Absences	11
Makeup Work – Unexcused Absences	11
Progress Reports	11
Promotion/Retention	11
Report Cards	12
State Testing.....	12
Conferences	12
Records/Copies	12
Special Education Services	12
Support Team.....	12

GENERAL PROCEDURES

Activity Fees:

A monetary fee is set each year for the purchase of special instructional supplies. Parents who are unable to pay all or part of the fee because of financial hardship may obtain an application form for *Waiver of Fees* in the school office. Students will not be allowed to register for the next school year if fees and will not be eligible for exemption from final exams if all fees/fines are not paid.

Arrival:

Arrival time for bus riders is 7:25 a.m. Arrival time for car riders is 7:30 a.m.

Breakfast:

Breakfast will be available each morning at 7:30 a.m. Students will not be allowed to come back to the cafeteria once you go down the hall. Breakfast is not served after 8:00 a.m. You may take unopened pop-tarts or muffins out of the cafeteria, but make sure they are put up until break. Do not eat them during class.

Cafeteria:

Meals are served every day in the cafeteria. The costs are:

	<u>Lunch</u>	<u>Breakfast</u>
Students	\$3.00	\$1.90
Reduced	\$.40	\$.30
Adults	\$4.00	\$2.50

Car Riders:

Please use the car rider loop to drop off and pick up students. When dropping off students in the morning, please stop at the bold white line at the top of the hill on the car rider loop. You can park on either lane of the loop. Once school staff directs cars to pull up to drop off students, please pull up as far as possible. Buses always have the right of way on school grounds in all circumstances.

Change of Emergency Information:

If you wish to add or remove emergency information during the school year, a parent/guardian may come by the school office to revise the form or send a signed statement outlining the necessary changes. If there is a custodial situation, the custodial parent is the only one allowed to make changes unless there is a court order in the cumulative record stating otherwise.

Class Observations:

If a parent wishes to observe a class, please call the front office at least one (1) day before. Observations will not be scheduled during testing and student activities that require intense concentration. Observations will be limited to one class period, or one hour, whichever is greater.

Clubs:

Clubs offered at Lovett Elementary include the Robotics Club, Arrow Runners, Yearbook Committee, and Arise Choir. Each club has their own set of guidelines and expectations.

Complaints and Grievances:

All student or parent complaints pertaining to school matters shall be made first to the teacher, and then to the principal. If not settled there, they shall be directed to the assistant superintendent and, if needed, to the School Board.

Deliveries:

The school will not accept delivery of flowers, cards, gifts, balloons, or other non-educational items for students.

Emergency Procedures:

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Clinton Public School District has detailed plans for operating the schools in emergency conditions such as fire, tornado, flood, severe weather, earthquake, explosions, and other disasters. Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully as supervised by teachers. Notifications are released through district-approved communication platforms. Parents should maintain accurate contact information to receive these notifications. Detailed instructions for emergency operations will be outlined to all students at their respective schools. Students may not be dismissed while the community is under a tornado warning. School personnel are responsible for the safety of the students who are in the hallway during a tornado warning: therefore, personnel are not available to check out students in the office.

Field Trips:

We expect everyone to be on his or her best behavior during a field trip. You will not be able to go on a field trip if you do not have the district-approved form signed by your parent. The form must be turned in to the teacher sponsoring the field trip. On certain trips, the teachers may inform students in advance that school behavior is a condition of being allowed to attend. If a student is not eligible to attend a trip, any money paid in advance may not be refunded. Students will be assigned academic classes while the other students are gone. Electronic devices are not allowed on field trips. We do not allow students to call for permission forms on the day of a trip. All permission forms must be original. Please do not fax in forms.

Fundraisers:

Lovett Elementary will hold fundraisers throughout the school year. The PTO sponsors fundraisers. Before students are allowed to participate, students must provide written permission from a parent/guardian.

Hall Passes:

Students are not allowed to move in the hallways during class time without a hall pass. Students must receive permission from a teacher before leaving the room with the appropriate hall pass. See “Out of Bounds”.

Insurance:

All students’ parents are presented the opportunity to purchase privately provided accidental injury insurance upon enrollment at each district school.

Library:

All students will have access to the library during their exploratory class. The teacher will inform students what day is assigned. Students may also use the library before school by obtaining a pass from the homeroom teacher. Academic teachers may also bring students to the library occasionally for research purposes. Students may take AR tests in the library or the classroom. Printing is available in the library for a fee of \$.10 per black and white copy; \$.50 per color copy.

Lice and Nits:

Along with guidelines established by the Mississippi State Health Department regarding students with lice, the following procedure will be implemented. A student who is reported as having lice will be checked thoroughly by office personnel or our district nurse. If the student is found to have nits or lice at any level, the student’s parents will be contacted to pick up the student from school that day. *Nits* are lice eggs that may contain live lice or may be left from lice hatching.

The student may not return to school until he/she has been treated with special lice shampoo and no nits or lice remain in the hair. The parent must bring the receipt and the box or the box top to the school with the student as proof of the treatment. Office personnel or the district nurse will check the student. Any absence resulting from being sent home will be considered excused if proper procedure is followed.

Lost and Found:

Each teacher and the office will have a Lost and Found area. If a student is missing an item, they are to check that area first. If a student still cannot locate the item, they are to obtain a hall pass from the teacher and check the office Lost and Found. Several times a year the office will display lost clothing in the cafeteria. Any unclaimed items left at the end of each term is donated to 4C’s.

Medical Conditions and Sickness at School:

Students who have a medical condition that keeps them from performing activities or limits the amount of time between restroom breaks must notify the school office of this condition. The School Board policy also requires that parents provide a current medical statement of limitations – this must be done each school year. Students who have a fever at school must be fever-free for 24 hours before returning to school. This same procedure applies for students who vomit at school.

Medication:

All medicine/medications are to be brought to the office. All medications, except for asthma inhalers, are stored in a locked container in the school office. Only the office staff is approved to give you medication. This includes prescriptions and over-the-counter medications. Parents may obtain a form for prescription meds and over-the-counter meds at the office. All prescription meds must be in the prescription bottle with the dispensing label intact. Over-the-counter medicine may be sent in the store container or in a zip-lock bag that has the students name, number and type of meds, and dosing instructions written on the bag. Please don't carry around things like Tylenol, Advil, sinus medicine, etc. Clinton School District Policy considers this a violation of the Drug-Free policy.

No Open Container Policy:

In an effort to provide a safe and orderly environment for our students, parents, and faculty and staff, school campuses that contain grades 6-12 are enacting a No Open Container Policy for each campus and all school sponsored events. All open containers, i.e. paper/Styrofoam cups must be discarded prior to entering a designated school facility or school-sponsored event. Only clear plastic water bottles with a twist on top containing only water are allowed at Lovett.

Notification to Students from Parents:

Parents may notify the office to inform their child of any information of an emergent nature. Parents shall notify the office of any transportation changes for their child in writing prior to 2:00 on the requested day.

Office Hours:

Office-classified employees between 7:30 a.m. and 3:45 p.m. daily will staff the school office. If you call earlier or later than this, you may not have your call answered.

Parking:

Visitors may park in any available parking spot on campus. Visitors may also park in the car rider loop or in front of the school between the hours of 8:10 and 2:50.

Parties:

In order to preserve an environment conducive to optimal learning, Lovett does not celebrate parties. Please do not bring cupcakes, cakes, refreshments, etc. for birthdays. The school will sponsor several activities throughout the school year based on good behavior, special rewards, or accumulation of AR points. Teachers may schedule a reward party or end of rotation party. The teacher will let you know.

PTO:

The Lovett PTO sponsors many student and teacher activities during the year. We encourage all families to join the Lovett PTO. Contact the school office to volunteer for PTO activities or to get PTO Officer contact information.

Restroom Use:

Each hall has a set of restrooms. Unless directed by a teacher, students are to use the restroom on their own hall. Students will be allowed to use the restroom before first period, during scheduled restroom breaks, and before or after lunch. A teacher may allow students to use the restroom during class if he/she determines the student has a need and there is not someone out of the class already. Students will need to obtain a pass from the teacher. During break, the teachers will monitor the restrooms.

Tardy:

Students arriving after 8:10 am are considered tardy to school. The student and parent must come to the school office for an admittance slip. The office staff will determine if the tardy is excused or unexcused. Unexcused tardies also affect perfect attendance awards and final exam exemptions.

Telephone:

The telephone for student use is in the office. Office personnel will monitor all calls. Telephone use is for emergency and disciplinary use only. Forgetting homework, a school iPad, or a band instrument is not considered an emergency. Telephone calls by students are limited to three minutes. Students must sign the telephone log when to use the phone, listing the number and name of the person called, along with the reason. The teacher that issued the office pass will check with the office to verify use of the phone. Improper use of the phone will result in the telephone being denied to the student for the rest of the year and other disciplinary actions.

Visitors:

All visitors must register at the school office and abide by all Board policies. Only a parent will be allowed interaction with a student unless the parent has provided signed, written notification to the office. In custody situations, the custodial parent must be present with the non-custodial parent. Visits are limited to one class period or 1 hour, whichever is longer. Please refrain from using electronic devices such as cell phones during your visit.

ACADEMIC PROCEDURES

ACCENT:

Exploratory classes are not scheduled for students taking ACCENT in the 6th grade. Parents who wish to withdraw their child from the ACCENT program must provide a written request to the school office.

Grading Scale:

Students are graded on the basis of their performance in maintaining clearly specified course objectives, individual ability insofar as ability can be determined from standardized tests, teacher-made tests, observations, and conferences. This system is employed as an aid to challenge students to work to the maximum of their ability.

The letters A, B, C, D, F, and I are used in grading as follows:

A.....90 - 100.....Superior

B.....	80 - 89	Good
C.....	70 - 79	Average
D.....	65 - 69	Poor
F.....	64 and below.....	Failure
I	Incomplete	

The letters E, S, IN, U, and N are used for Exploratory classes, i.e. music, physical education, art, and Computer Science:

E.....	Excellent
S.....	Satisfactory
IN.....	Improvement Needed
U.....	Unsatisfactory
N.....	No Grade Given

Honors Courses:

Honors courses are designed to provide academically advanced students with sophisticated and complex learning experiences in English, Reading and Pre-Algebra. These courses demand the highest level of participation, effort and quality from students. Honors courses provide highly motivated and academically talented students with a differentiated curriculum that includes a wider range and great depth of subject matter than that of the standard or regular course. Curriculum in an honors course is rigorous, stresses concept development and typically places emphasis on independent study, critical thinking, and student research. Honors courses require students to utilize habits of independent analysis, creativity, collaboration, leadership, and intellectual skills. Important: Students not meeting honors academic expectations at the end of the 1st nine weeks grading period may be exited from the course for the remainder of the school year.

Transferring from Honors Courses: The policy for transferring from an Honors course to a regular course is as follows:

1. A parent/legal guardian must submit all requests for transfers in writing.
2. Transfers from Honors courses are allowed until the end of the 1st nine weeks grading period only. After the 1st nine weeks grading period, no transfers will be allowed.
3. Students transferring into the district after the 1st nine weeks grading period will be given a six-week period in which to decide to transfer from Honors courses.
4. Students will receive their average as a grade to be carried into the regular course.
5. Students that transfer out of an Honors course will not be allowed to re-enroll in the Honors course for the remainder of the school year.

Honors English/Language Arts (ELA):

The **Honors ELA** courses are intended for the most advanced writers and readers. These courses are not for all students. These students generally:

- Understand the nuances of language and apply that understanding to their writing
- Have an advanced vocabulary

- Are insightful readers
- Possess the capacity to interpret literature at high levels

Honors ELA Courses:

- explore a variety of literary genres, such as fiction, nonfiction, and poetry
- focus on advanced writing skills and essay construction using formal, standard English
- engage students in substantive discussions involving higher order thinking and critical questioning
- guide students toward upper level analysis and critical interpretation of literature
- move at an accelerated pace

Honors ELA Placement:

Placement of students in the Honors English course is based on the following criteria:

1. Final average of 91 or higher in previous year's English class
2. **and** an advanced score on the previous year's state assessments, if applicable
3. The principal reserves the right to edit the above criteria based on class size or other considerations.

Honors ELA Course Expectations:

Students are expected to:

- Maintain a minimum of an 80 average
- Complete all assignments and homework when assigned
- Fully participate in class discussions and group work and satisfy any other expectations assigned by the teacher
- Achieve an advanced score on the state assessments

Honors Math:

The Honors Mathematics framework serves as a bridge between lower-grades' Mathematics and Algebra. This course will build a foundation of algebraic concepts through the use of manipulatives and collaborative/cooperative learning. Concepts include real numbers, algebraic expressions, linear equations, polynomials, inequalities, geometry, ratios, proportions, percents, number theory, measurement, data analysis, statistics, and graphing.

Honors Math Placement:

Placement of students in the Honors Math course is based on the following criteria:

1. Final average of 91 or higher in previous year's Math class
2. **and** an advanced score on the previous year's state assessments, if applicable
3. The principal reserves the right to edit the above criteria based on class size or other considerations.

Honors Math Course Expectations:

Students are expected to:

- Maintain a minimum of an 80 average
- Complete all assignments and homework when assigned

- Fully participate in class discussions and group work and satisfy any other expectations assigned by the teacher
- Achieve an advanced score on the state assessments

Late Work (Classwork & Homework)

Late work for classwork and homework will be defined as work that is not turned in by the end of the school day on which it is due at 3:20. Teachers will accept late work up to and including 5 school days with a penalty of 25 points. On the 6th school day, the student will earn a zero (0). Work will not be accepted on the 6th day. This policy does not apply to tests and quizzes. All students must take tests and quizzes.

Make-Up Work - Excused Absence

Students will be permitted and expected to make up work missed as a result of an excused absence. Although the absence is excused, the student will receive no credit for work missed unless it is made up. It is the responsibility of the student to meet with each teacher immediately upon returning to school. The teacher will work with the student to assist him or her in bringing the work up to date, and set a deadline for turning the assignments in. Make-up work for excused absences must be completed within the allowed time, which is the number of consecutive school days plus one. Projects that have been assigned prior to the student's absence will be turned in when due. Tests announced prior to the student's absence must be taken on the day scheduled. For example:

1. If a student is absent on Tuesday, and a test was announced on Monday to be given on Thursday, the student must take the test during the regular class period on Thursday.
2. If a test was announced for Tuesday and the student is absent on Monday, the student must take the test on Tuesday.

Make-Up Work - Unexcused Absence:

Credit will not be given for classwork/homework assignments missed during unexcused absences. A student who returns to school and the absences were unexcused will make up only assigned tests or assignments that are counted as a test grade. Make-up tests will be administered in a designated area on the first day the student returns to school. A student who refuses or declines to take the test at this time will automatically receive a zero (0). No exceptions will be made.

Progress Reports:

Progress reports will be sent home at the mid-term of each nine-week grading period. Parents will be apprised of their student's progress through report cards, progress reports, on-line grade access, and parent-teacher conferences scheduled by parents or teachers during the school year.

Promotion/Retention:

Promotion and retention decisions are based on the student's performance in all subjects (English/Language Arts, Math, Social Studies, and Science.) Students must receive a yearly grade of 65 (D) or above in Math and English/Language Arts, Social Studies, and

Science to pass to the 7th grade. For students in the tier process, a committee of teachers, counselors, and administrators may make promotion, retention, or transfer decisions at the end of the year. Factors such as age and previous repetitions of grades may be considered.

Report Cards:

Report cards shall be issued at the end of each nine-week period for students in grades 6-12. Parents will be apprised of their student's progress through report cards, progress reports, on-line grade access, and parent-teacher conferences scheduled by parents or teachers during the year.

State Testing:

Sixth graders take a state assessment in Language Arts and Math in the Spring. On testing days, please be present by 8:10 a.m. Once testing materials are distributed, late students will not be able to test for that day. Students who are tardy will wait in a non-tested area until testing is concluded for the day.

STUDENT SUPPORT SERVICES

Conferences:

Custodial parents/guardians may schedule conferences with teachers at 7:30 am or 4:00 pm, Monday through Friday. Please call the counselor, Daphne Karl (601.924.5664), or dkarl@clintonpublicschools.com to schedule a conference. Conferences will be attended by all of the child's teachers.

Records/Copies:

Copies of discipline records, current report card, and attendance are available by calling the office. We will print the record from the computer at no cost. We do not make copies of any item from a cumulative record. Custodial parents may view their student's cumulative folder by making a request to the counselor and scheduling a time to review the record with the counselor. In compliance with the Family Privacy Act, school records will be forwarded upon written request from a school in which the student seeks or intends to enroll. Cumulative records are not given to the parent. Written requests may be mailed or faxed to:

Daphne Karl, Counselor
Lovett Elementary School
2002 W. Northside Drive
Clinton, MS 39056
(601) 924-3778

Special Education Services:

The Clinton Public School District has an established policy for determining the placement and/or needs of students. The policy is in compliance with the guidelines for the Three Tier instructional model designed by the MDE. Students eligible for services will receive accommodations and modifications in accordance with their IEP. Grades earned with accommodations and modifications are noted on the report card. Homebound instruction

is available upon request for certain students who need special services and meet the required criteria. Questions about available special education services should be addressed to the district Director of Special Education at 601-924-7541.

Support Team:

Students are referred to academic and/or behavior support teams as needed.