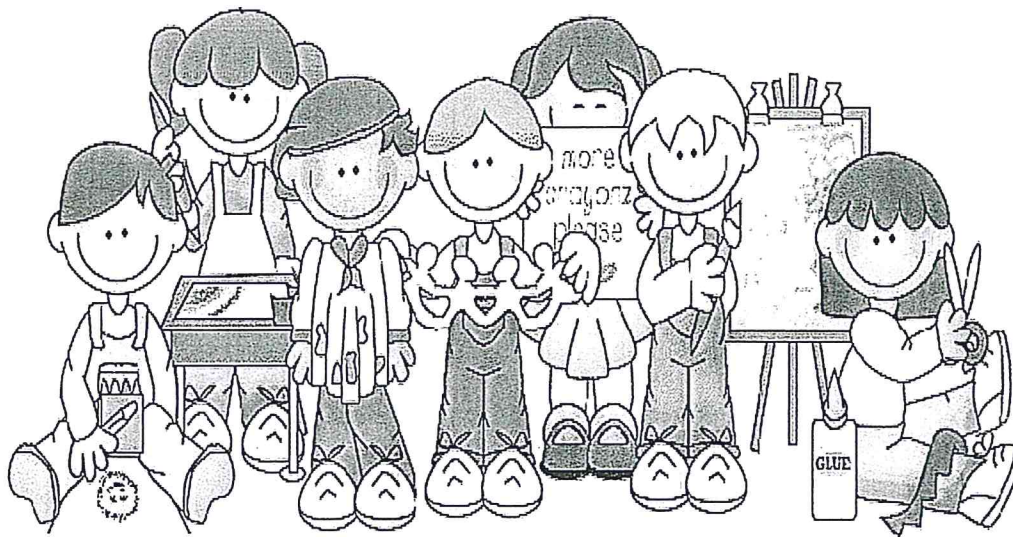


**W. O. LANCE ELEMENTARY SCHOOL**  
**Lanett, Alabama**



**2019-2020**  
**Handbook**  
**For**  
**Parents and Students**

**Jennifer Boyd, Interim Superintendent of Schools**  
**Jamie L. Heard, Principal**  
**Allyson Matthews, Assistant Principal**

Anything in this handbook, which shall be in conflict with official school board policies, shall be null and void.



## Vision

Preparing **Lanett** Students to

Live \* Learn \* Lead

## Mission Statement

**Lanett City Schools will provide a supportive and rigorous educational environment that produces responsible, self-motivated students who are prepared for the future.**

## Message from the Principal

Welcome to W. O. Lance Elementary School. This student handbook has been prepared so that we may have better communication and understanding between the school, students and parents. With mutual understanding about school programs and operations, together we can ensure a rewarding and enriching educational experience.

On behalf of the faculty and staff, I would like to invite you to volunteer and become an active member of our P.T.O. We are so excited to have you and your child/children at W. O. Lance and look forward to a great year.

I am excited to serve as principal of this great school. As the demands of educating children increase, it becomes evident that we must work together to insure that our children reach their potential. We believe it is everyone's responsibility to empower children with the creative, intellectual and decision-making skills necessary for them to become academically, socially, physically and emotionally successful and responsible.

If I can help you, please come by to see me.

Sincerely,  
Jamie Heard, Principal

This handbook is to help you know and understand the rules and regulations of W. O. Lance Elementary School. Each student and parent is responsible for being aware of the information contained within.

## GENERAL INFORMATION

### DAILY SCHEDULE:

- 7:00 Students may be dropped off at school  
(Breakfast Line Opens)
- 7:40 Students dismissed to classrooms
- 7:45 Official School Day Begins
- 7:45 Tardy Bell Rings and Students MUST be signed in at the Office
- 2:40 Dismissal of walkers and car riders on South 3<sup>rd</sup> Street  
All car riders must be picked up by 2:50 P.M.
- 2:40 Bus Dismissal

**NOTE: STUDENTS THAT ARE TARDY MUST BE SIGNED IN BY THE PARENT/GUARDIAN OR AN AUTHORIZED ADULT BEFORE HE/SHE CAN BE ADMITTED TO CLASS.**

### Absences/Tardy and Check-In/Out Procedures

State law and district policy set specific rules for excused and unexcused absences. A note is required for each absence and should be sent to school no later than the student's third day back.

No student will be called or checked out of school after 2:00 P.M.

### Check-Ins/Check-Outs

Parents or guardians must sign their child in and out. Only those listed on the registration will be allowed.

### Excused Absences:

- Illness
- Legal quarantine
- Court-required appearance
- Death in the student's immediate family
- Inclement weather which could be dangerous to life and health of the child as determined by the principal
- Emergency conditions as determined by the superintendent or principal
- Approval of absence for other reasons must be presented in writing in advance of the absence and given to the principal for approval.
- It is the responsibility of the parent or child to schedule make-up work for excused absences with the teacher(s). No make-up work is allowed for an unexcused absence/tardy.
- Students must be checked in/out by a legal guardian through the front office.

### Important Phone Numbers

W. O. Lance Elementary School Office 644-5915  
W. O. Lance Elementary School Cafeteria 644-5938  
W. O. Lance School Counselor 644-5933  
W. O. Lance School Nurse 644-5961  
Transportation (Buses) 644-5994  
Administrative Office 644-5900 Fax 644-5926



## **Special Events**

Awards Day  
Spelling Bee  
Parenting Workshops  
Resource Speakers  
Book Fairs  
Field Trips  
May Day  
Red Ribbon Week  
Festivals  
Band Concert  
Art Show  
Kindergarten Graduation  
Talent Show  
Literacy Night

## **W. O. Lance Elementary School Programs and Services**

STEM  
Enrichment/Gifted  
Guidance Counseling  
Media Center  
Child Nutrition – Breakfast and Lunch  
Physical Education  
Computer Labs  
Science Labs  
Parent Teacher Organization (P.T.O.)  
Auburn University, Troy University, Alabama State University and Point University Pre-service Teachers  
Tutoring  
Accelerated Reader  
Honor Society  
Program for Students with Exceptional Needs  
Science Club  
Parents' Day  
Art  
Music  
Band 5<sup>th</sup>- 6<sup>th</sup> Grade  
Summer Enrichment Program  
"STARS" – After School Program  
Grandparents' Day  
Pre – K  
4H

## W. O. Lance Elementary School Staff 2019-2020

Principal  
Assistant Principal  
Bookkeeper/Secretary  
Secretary  
Counselor  
Resource Officer  
Custodian  
Lunchroom Manager

Jamie L. Heard  
Allyson Matthews  
Crystal Autry  
Tamara Reyes  
Wilfred Dunn  
Sgt. Brittani Reaves  
Charlie Woody & Deborah Driver  
Charlie Williams

### Pre-K

Casandra Griffin  
Emily Smith

### Pre-K Auxiliary Teacher

Shadesious 'Jade' Flournory  
Ashley Holloway

### Kindergarten

Brandi Burrows  
Annie Hooks  
Cherika Hudmon  
Tammy Ledbetter

### First Grade

Shanna Arrington  
Sarah Horton  
Cassie Jacobs  
Melissa Smith

### Second Grade

Angela Hargett  
Rachel Loftin  
Rebecca Poole  
Courtney Stokes

### Third Grade

Lynn Clark  
Carly Dumas  
Tonya Franks  
Lorrie Ragsdale

### Fourth Grade

Laura Bohan  
Christina Davis  
Angela Robinson  
Kindness Vines

### Fifth Grade

Michelle Lawler  
Alexis Ross  
Danielle Thomas  
Cherriel Watts

### Sixth Grade

Martha Belser  
Sonia Evans  
Temesha Wilkerson

### Reading Specialist

Reagan Gilbert

### Enrichment

Mary Andrews  
Becky Sands

### Physical Education

Ryan Nelson

### Media Specialist

Candy Crance

### Instructional Assistants

Paula Harlin  
Barbara Mitchell  
Tina Moman  
LaFranco Williams

### Learning Specialists

Chelcia Bridges  
Tomoneisha Frederick  
Elisabeth Gamble

### Music/Band

Leslie Dyson

### ISS

Johnnie Boyd

### Wellness Clinic

Denise Kilgore, RN  
Holly Abbott, Mental Health  
Meagan Potts, Psychometrist  
Janice Storey, Speech –  
Language Pathology

## Instructional Program

**A. Content** - Students at W. O. Lance Elementary School are instructed in all disciplines set forth in the Alabama State Course of Study. These include ELA, Mathematics, Science, Social Studies, Art, Music, Physical Education and Health.

**B. Pupil Evaluation** - Evaluation is based on the child's assessed needs and his progress toward meeting those needs. The following grading marks are used on the report card to report academic areas.

**Kindergarten:** Students are issued a mastery progress report every nine weeks and a mid-quarter academic and behavior report every 4½ weeks of each reporting period.

### Grades, 1-6:

A+ = 98-100	A = Excellent
A = 93-97	B = Good
A- = 90-92	C = Fair
B+ = 88-89	D = Poor
B = 83-87	F = Failing
B- = 80-82	
C+ = 78-79	
C = 73-77	
C- = 70-72	
D+ = 68-69	
D = 63-67	
D- = 62-60	
F = 59 and Below	

Report cards are issued every nine weeks. A mid-progress report will be sent to the parents every 4½ weeks of each reporting period. If at any time you have questions or concerns about a class, please call the office and set up a conference.

Report cards and progress reports are to be signed by the parents or guardians and returned to the school.

### Honor Roll Award Criteria:

1. All A's Year—student has maintained all A's for the year.
2. All A/B Year—student has maintained all A's and B's for the year.
3. All A's Period—student has maintained all A's for the grading period.
4. All A/B Period—student has maintained all A's and B's for the grading period.

Students will be recognized at Awards Day.

Perfect attendance certificates will be awarded at the end of the year to those students who have not been absent or tardy during the school year.

## Homework

Homework is assigned by the teacher to benefit the student and is not "busy work"; therefore, every student is responsible for writing down assignments and is expected to do them as directed.



## Attendance Matters

Parents,

Due to an increase in absences being reported to the state, we must work together to make sure students are at school each day. The following policy will be enforced with no exceptions:

### Attendance (unexcused absences):

2 <sup>nd</sup> Absence	Letter to parent
3 <sup>rd</sup> Absence	Conference with Principal/designee
4 <sup>th</sup> Absence	Early Warning Letter and Parental Involvement Specialist Referral
5 <sup>th</sup> Absence	Early Warning Advisory Council Referral and Circle of Care
6 <sup>th</sup> Absence	District will sign parental warrant with Chambers County Court System

**Tardies:** Excessive tardies will be addressed by the attendance officer, school administration, and school resource officer on a case by case basis. Tardies may result in detention, In School Suspension, or a report filed with the school resource officer.

Getting your child to school on-time, every day, unless they are sick, is something you can do to ensure your child has a chance to succeed in school.

You can promote good attendance when you:

- Establish and stick to the basic routines (going to bed early, waking up on time, etc.) that will help your child develop the habit of on-time attendance.
- Talk to your child about why going to school every day is critical and important unless they are sick. If your child seems reluctant to go to school, find out why and work with the teacher, administrator, or afterschool provider to get them excited about going to school.
- Reach out for help if you are experiencing a tough time (transportation, unstable housing, loss of job, health problems) that make it difficult to get your child to school. Others may be able to help connect you to a needed resource.
- If your child is absent, work with the teacher to make sure he or she has an opportunity to make up the missed academics.

Thanks in advance for your cooperation,

Jamie Heard, Principal



# Retention Policy

## Kindergarten

The decision as to whether to promote a kindergarten student to Grade 1 will rest solely with the student's kindergarten teacher and the school principal. Such a decision shall be final.

In order to successfully complete kindergarten, the student must:

- Recognize all capital and lowercase letters with 100% mastery. This is excluding the common reversals (B, D, p, g, q, u, n).

The student must complete the following with 90% mastery of each:

- Recognize all letter sounds
- Recognize numbers 0-20
- Recognize shapes – circle, square, triangle, rectangle, diamond, oval, cone, sphere, cube cylinder
- Recognize colors – red, blue, yellow, green, orange, purple, white, brown, black, pink
- Recognize color words – red, blue, yellow, green, orange, purple, white, brown, black, pink
- Make sets to 10
- Count to 100
- Print first and last name
- Solve simple addition
- Recognize approved sight word list

## Grades 1, 2, 3, 4, 5 and 6

- Should a student fail reading for the year, promotion to the next grade will not be granted.
- Should a student fail two academic subjects for the year, promotion to the next grade **will not** be granted.

A child with passing grades may be retained based on the teacher's and parents'/guardians' judgment that another year in the current grade would strengthen skills, promote maturity, or be beneficial in other ways.

Parents requesting retention for their child must meet with the child's teacher and the principal at least two weeks prior to the end of the school year. This decision cannot be reversed after June 15<sup>th</sup> of that year because of the need to plan for class sizes for the following school year.

## Attendance Requirement for Promotion

Elementary School students shall be candidates for retention if they have accumulated 20 or more absences per year. After a student has been absent for a total of 10 days, a professional excuse is required in order for the absence to be excused.

## Library Media Center

Students are encouraged to visit the Library Media Center to discover and explore the wonderful world of reading! An automated catalog system assists students in locating specific books. The Alabama Virtual Library is available to all W.O. Lance Elementary students. The STAR reading assessment is administered periodically during the school year to assist teachers in directing students to books within their appropriate reading level. Accelerated Reader quizzes are available and encouraged to enable students to improve reading comprehension/vocabulary skills.

When a child comes to the library he/ she should have all of their checked-out books with them. New books may not be checked out until all books are returned or renewed. Parents are responsible for paying for lost library books.

Parents are encouraged to visit and use the computers every Tuesday and Wednesday from 3:00-4:40 p.m.

## Discipline

Students at W. O. Lance Elementary are expected to have a high standard of behavior and integrity. Integrity is defined as "choosing to do the right thing, even when nobody is watching." This is what is expected.

As you review the Lanett City Student Code of Conduct, you will notice that Class 1 Offenses are "behaviors that interfere with the educational process in the classroom or elsewhere when the student is under supervision of the teacher or other school official." Teachers will communicate the consequences for violation of Class 1 offenses through the grade level/classroom discipline plan. Other offenses will be handled according to the Lanett City Student Code of Conduct.

Rules, procedures, and consequences are listed in all grade level handbooks and approved by the administrators.

Teachers will manage classroom discipline and keep a detailed log of students' behavior. When necessary, parents will be contacted concerning inappropriate behavior by note, phone call, and or e-mail. Parent conferences will also be used to address behavior. Parent contact numbers should be kept current by updating when a change occurs.

Battery upon staff, teachers, administrators or students, bullying, fighting, encouraging a fight or creating fear in another person that reveals violence is imminent-**WILL NOT BE TOLERATED**. The principal will determine punishment. Punishment can include: In-School Suspension, Detention, Saturday School, Out of School Suspension, and Alternative School- all at the discretion of the principal. Students involved in a fight will be suspended Out of School for a minimum of 3 days and 2 days of In-School Suspension.

## Parent and Visitor Information

1. All visitors are asked to stop by the office and sign in. Parents are encouraged to visit their child's classroom for a maximum of 15 minutes. However, we do ask that you do not disrupt the learning



environment. If you wish to eat lunch with your child, you must notify the lunchroom at least a day in advance. We ask you to stop by the office, sign in and receive a visitor's badge.

2. Due to student privacy requirements, neither teachers nor administrators will discuss a student with anyone (including other family members) unless a parent or legal guardian is present. Please do not ask teachers for information they are not permitted to disclose.

3. **Parents or visitors using profane language or harassing school personnel will be asked to leave the campus and the Lanett Police department will be notified.**

### **Scheduling a Conference**

1. Please call the office (644-5915) to schedule a conference.

2. If your child has more than one academic teacher, it is best to have both/all teachers involved in the conference.

3. Conferences may be scheduled on Monday, Tuesday, Wednesday, and Thursday afternoons at 3:15 p.m., during the teacher's planning period or a time that is agreed upon. Some teachers have specified conference times, so please schedule all conferences through the office.

4. If you would like a teacher to call you, please send a note by your child, call the office and leave a message, or e-mail the teacher.

5. Please refrain from conferencing with teachers during lunch, immediately before and after school or on field trips.

### **Transportation**

#### **Bus transportation**

Students shall conduct themselves in an orderly and respectful manner. The driver is in charge of the school bus in the same manner as the teacher is in charge of a classroom. The bus drivers' instructions are to be followed. Failure to do so endangers the driver and students.

Bus students are dropped off in the morning and picked up in the afternoon at the back of the school. Teachers are on duty to supervise arrival and dismissal of students.

Bus referrals will be written if rules are not followed and bus privileges may be suspended.

#### **Car Riders**

Car riders are dropped off in the front of the school and picked up on South 3<sup>rd</sup> Street. **Students may not be dropped off before 7:00 a.m.** All students arriving prior to 7:35 will wait in the gym. Car riders are picked up on South 3<sup>rd</sup> Street at 2:40 p.m. **Hang tags must be visible in the car displaying the child's name.**

### **IMPORTANT!!!!!!!!!!**

**IF A CHANGE IN TRANSPORTATION IS TO OCCUR FOR ANY GIVEN DAY, A WRITTEN NOTE MUST BE SENT TO THE TEACHER. IF THE CHILD IS RIDING A DIFFERENT BUS, THE NOTE MUST HAVE THE ADDRESS, THE DATES THE STUDENT WILL RIDE A DIFFERENT BUS, AND THE DATE THE STUDENT WILL START BACK RIDING THEIR REGULAR BUS, ALONG WITH A PARENT/GUARDIAN SIGNATURE. PLEASE DO NOT CALL THE OFFICE FOR A CHANGE IN TRANSPORTATION UNLESS IT IS AN EMERGENCY. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE DURING THE DAY TO FIND OUT HOW THEY WILL BE TRANSPORTED HOME; THIS NEEDS TO BE DECIDED BEFORE YOUR CHILD COMES TO SCHOOL.**

### Field Trip Guidelines

Teachers at W. O. Lance Elementary believe that students benefit greatly from experiences on field trips. School bus transportation will be used for all local field trips. Students are required to have written permission on a W.O. Lance field trip form in order to participate. No phone permission or faxed forms are acceptable. Payment is communicated to parents well in advance and deadlines must be followed. Most of the time, teachers must pay for trips in advance which requires early payments from students. Depending on the trip, some money may **NOT** be refundable.

Parent volunteers are necessary for field trips. Parents must follow the bus in personal cars if space is not available on the bus. Additional information will be supplied by individual teachers. **No siblings are allowed on field trips.** It is important for parent volunteers to monitor W. O. Lance students and not be distracted by other children.

### Gifts, Birthdays and School Parties

There will be 3 parties during the school year-Christmas, Valentine and Easter. Parties will be from 1:00-2:00 p.m. **Parents may bring cake, cupcakes, etc. for their child's birthday; however, this must be approved by the principal and the homeroom teacher. The goodies will be eaten during snack time.** No gifts may be delivered to classrooms.

### School Pictures

Individual school pictures are taken twice each year (fall and spring.) Payments for pictures are made directly to the photographer in a supplied envelope. These dates will be communicated to you as soon as they are scheduled.

### Breakfast/Lunch/Snack

The lunchroom staff provides a nutritious and tasty school breakfast and lunch each day. Money for breakfast/lunch may be paid daily, weekly, or monthly. Remember to pay with cash, money order or cashier check. Personal checks are not accepted.

#### Breakfast Prices

Student	\$1.10
Student Reduced	\$0.30
Staff	\$1.75
Visitor Child	\$1.75
Visitor Adult	\$2.00

After school snack for adults \$1.50

#### Lunch Prices

Student	\$2.10
Student Reduced	\$0.40
Staff	\$2.75
Visitor Child	\$2.75
Visitor Adult	\$3.00

**NOTE: The child Nutrition Program is not allowed to charge meals.**

**Students are required to pay for all meals until lunch applications have been approved and a notification letter sent to parent/guardian informing them of approval or denial.**

Snacks will be sold in the gym before 7:35      Snacks are \$0.65. Juice is \$0.35  
Ice Cream \$1.00 will be sold every Friday.



## Lost and Found

Items found without owners are taken to an area and are kept until the end of the current semester. All items left unclaimed after the current semester ends will be donated to a local clothing closet. Please be sure names are on all jackets, sweaters and lunchboxes. Parents are encouraged to check the Lost and Found area for missing items.

## Textbooks

Textbooks are issued by the classroom teacher. Parents will pay for any lost, abused or damaged textbooks issued to their child.

## Hallway

All students in the hallways must have a pass when not with his/her class.

## School Rules

Students are expected to use appropriate behavior throughout the school day in and out of the classroom. Students are not to disrupt the educational process in the classroom or other areas of the school.

Rules, procedures, and consequences are listed in all grades level handbooks and approved by the administrator.

Teacher will manage classroom discipline and will keep logs of behavior. Parents will be contacted by note, phone, e-mail when necessary. Conferences will also be used to address behavior.

Students who continue to disrupt the educational process will be referred to the administrator.

## Classroom

Teachers will maintain positive learning environments with the implementation of class rules. The rules are made available to parents and will be sent home at the beginning of the school year.

Teachers will exhaust every option within the classroom before sending a child to the office unless immediate attention is needed from the administrator.

## In-School Suspension Program

Students assigned to ISS will not be allowed to associate with the student body during the period of time they are assigned to the program. Bathroom breaks and lunchroom breaks will be scheduled at a time that does not conflict with other breaks or lunch periods. Students will be under the supervision of the ISS program instructor. Additional days will be added for incomplete assignments or non-compliance.

Students will be required to complete all assignments from the regular classroom teachers during the time they are assigned to the program. All assignments, tests, reports, etc., will be graded by the regular classroom teacher. The In School Suspension Program for grades K-6 is housed at W. O. Lance Elementary School. **(EXAMPLE):** A student assigned to ISS for 5 days and he/she

is absent from school two days due to illness, he/she must serve the two days missed in ISS. Each student will be given a copy of the ISS rules to be signed and dated by the parent on the first day.

The time assigned to the ISS classroom may be changed to OSS if a student fails to adhere to established ISS rules. Students assigned to ISS or given OSS will not be allowed to attend extra-curricular activities that involve Lanett City Schools – at home or away.

Students assigned to ISS will check in at W. O. Lance in the foyer between **7:45 a.m.** and **8:00** only and will be dismissed promptly at 2:15 p.m.. Students assigned to the ISS classroom must complete all days assigned before being readmitted to the regular classroom. **Student will not be allowed to ride the bus while assigned to the program.**

### **Detention (Grades K-6)**

Students may be assigned detention after school as a consequence of their behavior. Parents will be informed one day in advance if the child is to stay after school. Detention ends at 3:30 and a parent or guardian is responsible for picking up their child. No student will be allowed to walk home. If a student misses a total of 3 detention days, ISS will be assigned.

## **SCHOOL UNIFORM AND APPEARANCE POLICY**

### **I. Purpose**

The Lanett City Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The board also feels that the wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for immediate identification of intruders on campus and encourages students to concentrate on learning rather than on what they are wearing.

### **II. Appearance**

In addition to being required to wear school uniforms, all students are to be well-groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

1. Support, not disrupt, the learning environment
2. Constitute no threat to health or safety
3. Be tasteful and unable to be construed as provocative or obscene
4. Reflect practices of good hygiene and cleanliness

Reasonable consideration shall be made for those students, who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal, principal's designee or a committee selected by the principal, on an annual basis. In considering a waiver request, the principal, principal's designee or committee members have the right to request additional documentation from medical officials and/or religious leaders.



Reasonable accommodation shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This would include but not be limited to athletics, P.E. classes, special events and other activities that require non-conforming dress on a school campus during a school-sponsored event.

### III School Uniform

The principal and/or principal's designee will implement the school uniform and appearance policy in a manner that is age and developmentally appropriate.

Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. School uniforms must be kept neat, clean and properly fitted.

#### A. Shirts

1. Solid white, black, navy or ecru (light tan) button front oxford, polo, turtleneck, blouse-type shirts with sleeves (long sleeves or short sleeves)
2. A small, unobtrusive logo that can be covered with a quarter is acceptable
3. All tops must be long enough to remain tucked in as part of the uniform
4. Undershirts must be solid black or white with no wording or pictures (t-shirts are considered undershirts)
5. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed
6. Clothing shall be worn as it was designed to be worn (not inside-out or backwards, etc.)
7. A solid white, black, navy or ecru crew-neck or v-neck (with appropriate shirt underneath) sweater or sweater vest is permissible in cold weather.
8. No sleeveless, spaghetti straps or tank top shirts are permitted

#### B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, Shorts

1. Colors: solid khaki, black, or navy
2. No blue jeans (denim material) are allowed (**see exception in *Other Uniform Requirements***).
3. Must be free of graphics and embroidery. With the exception of small labels, they may not have insignias, logos, words, or pictures.
4. Shorts, skirts, skorts and jumpers shall be modest and of sufficient length.  
(The length of these articles of clothing shall preferably be knee-length, but absolutely not shorter than the width of a \$1.00 bill from the knee when standing).
5. No pants or shorts with pockets halfway down the legs will be allowed.
6. Clothing must be appropriately sized. No baggy or sagging pants or shorts are allowed. No "low rise" clothing is allowed. Pants may not be worn with the waistband below the hipbone.
7. Clothing shall be worn appropriately (not inside-out or backwards, no rolled up pants legs, etc).
8. Appropriate uniform shirts must be worn under all jumpers and sweaters.
9. No see-through or mesh clothing that will reveal the body or will reveal undergarments shall be allowed.
10. Pants, etc. with belt loops will require a belt. Belts must be a plain black or brown belt with a plain belt buckle that is not oversized. All belts must be buckled.

#### C. Coats

Individual schools may make requirements for coats and coat storage.

#### D. Belts

Solid black, navy, brown or clear. (No studs, decoration, etc.)

#### **E. Shoes/Footwear**

1. Shoes/Footwear: All students shall wear shoes/footwear at all times. Students may wear sandals, provided they do not interfere with the safety and welfare of the student and meet the color requirement for shoes.
2. Shoes can be black, white, navy, gray or brown (or a combination) in color.
3. Socks can be black, white, navy, or brown (or a combination) in color.
4. Shoes shall be worn at all times, and, as needed, shoes shall conform to special requirements (such as P.E. classes, JROTC, science labs, etc).
5. Shoes that have laces shall be laced and tied as designed.
6. No bedroom shoes shall be allowed.
7. No flip flops (or flip flop-type sandals shall be allowed (**see exception in *Other Uniform Requirements***).

#### **F. Other Clothing Items or Accessories**

1. No gang-related clothing, accessories, symbols or intimidating manner of dress, as identified by local law enforcement agencies, are allowed.
2. No headwear and no sunglasses shall be worn inside school buildings.
3. No bandanas or du-rags shall be allowed.

#### **G. Other Uniform Requirements**

1. Students are expected to be dressed according to the uniform standards at all times when school is in session.
2. Students who are taking classes that require a special dress code (such as JROTC) may wear that uniform to other classes. Students with a documented physical disability may request a waiver.
3. Students will be allowed to "dress up" for the following activities; however, if they do not participate in the "dress up" activity, the approved school uniform dress will be required: Homecoming week, spirit week, other special occasions deemed appropriate by the principal.
4. Principals may allow exceptions to the uniform rule (not the dress code) one Friday each month for a specific grade level, class, or the entire student body, as a reward for good behavior, good grades, or other positive promotions (example: Flip Flop Friday, school-sponsored T-shirt Friday, blue-jean Friday etc.). Student must wear the school assigned badge to indicate permission has been granted from school officials to wear non-uniform clothing.

### **ITEMS NOT ALLOWED TO BE WORN BY STUDENTS**

- Wind pants/Sweatpants (allowed as part of PE uniform)
- Velour pants and tops
- Over-sized or ripped clothing
- Excessively tight clothing
- Overalls
- Bellbottoms
- Sleeveless tops/overcoats
- Un-hemmed clothing
- Hooded sweatshirts
- Trench coats
- Bicycle shorts
- Leggings/stretch knit
- Carpenter's pants



- Denim or jean fabric
- Clothing with slashes
- Flop Flops/Flip Flop type sandal
- Jeggings
- Other clothing deemed inappropriate by the principal

The next section is a simplified version of the uniform policy.

### Shirts

- ♦ No sleeveless
- ♦ Must have a collar
- ♦ Small logo (Covered by a quarter)
- ♦ Long enough to tuck in

### Shirt Colors

- ♦ Navy
- ♦ White
- ♦ Black

### Shirt Type

- ♦ Polo
- ♦ Button Front (cloth) (boys)
- ♦ Turtle neck
- ♦ Girls button up blouse

### Undershirts (No Print)

- ♦ Black
- ♦ White

### Jumpers, Dresses, Skirts

(Color)

(Length)

- ♦ Khaki Knee length or no shorter
- ♦ Black than the width of a \$1.00
- ♦ Navy bill from the knee when standing

### Pants

No denim (jean material any color)

No cargo pants (pockets on side)

No baggy pants

Belt is required if pants have belt loops

### Pant Color

Khaki

Black

Navy

### Belts

Solid

No studs

No decorations

### Belt Color

Black

Navy

Brown

Clear

## Shoe Colors

- ♦ Black      Brown
- ♦ White      Gray
- ♦ Navy      Combination of these colors

## Socks

- Black      Brown
- White      Navy

### **Note:**

\*Any student with a dress or personal appearance that the administration believes is disruptive or interferes with a safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of student's dress.

## **W. O. LANCE STUDENT DRESS FOR CASUAL DAYS**

### **Some specifics are:**

1. Hats, hoods, du-rags, stocking caps, sweat band, stretch bands, "beddies", or "wrap cap" are not allowed.
2. Students may not wear shirts, patches, or decals with vulgar, provocative, or suggestive pictures, gang symbols, or words.
3. Students must wear shoes at all times. Bedroom slippers, flip flops, or "slides" are not allowed
4. Tank tops and basketball jerseys are not allowed unless a shirt is worn underneath. No shirt that has the sleeves removed is allowed. Cold shoulder shirts are not allowed.
5. Halter-tops or any apparel that will expose midriffs are not allowed. All straps must be at least two inches wide.
6. No clothing shall be excessively low in the front or back. No excessively tight clothing is allowed.
7. No see-through blouses or trousers will be allowed. This includes see through apparel with other clothes underneath. Underpants should not be revealed at any time.
8. The length of shorts, skirts, dresses, etc. must be no shorter than the width of a \$1.00 bill from the knee when standing.
9. No leggings may be worn under skirts or shorts no matter the length.
10. All pants with belt loops require a belt. All pants must be worn properly above the waist. Shirtheads must be tucked in.
11. No clothing should be worn displaying drug or gang insignia, (ie. Snowman, Eastside, Westside, etc.)
12. Jogging suits, wind suits, "warm-up" suits, or athletic shorts are not allowed.
13. No clothing with holes should be worn.
14. Hooded sweatshirts are not allowed.

### **Note:**

Any student's dress or personal appearance that the administration believes is disruptive or interferes with the safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of student's dress.

## ENFORCEMENT

### Revocation of Shorts/Skirts/Skorts Privilege for Excessive Violations

If the principal determines that too many students have abused the shorts/skirts/skorts requirement the principal may revoke the shorts privilege at that particular school so that the entire student body will no longer be allowed to wear shorts/skirts, etc. to school for a specified period of time. The principal shall have sufficient documentation regarding uniform non-compliance. In such cases, the principal may elect to prohibit the wearing of shorts at that particular school during subsequent semesters or school years or reinstate the privilege of wearing shorts to school as the principal, in consultation with the faculty, may deem appropriate. Additionally, the principal may revoke the shorts privilege of any student who violates, twice in one semester, the provisions of the shorts requirements.

*Students new to Lanett City Schools will be given a two week (10 school days) grace period from enrollment, to obtain and wear the proper school uniforms.*

Appropriate disciplinary actions from violations shall include the following:

#### **First Offense:**

Call parent(s) to pick up student or to bring a change of clothes – (unexcused absence)  
Parent Conference with administrator or designee  
Isolation until the above happens

#### **Second Offense:**

Call parent(s) to bring a change of clothes  
Parent Conference with administrator or designee  
In-school suspension or  
Saturday school assignment

#### **Third (and additional) Offenses:**

Call parent(s)  
Saturday school assignment, ISS or  
Out of school suspension (truant)

**\*Excessive absences due to dress code infractions (including a trip home to change clothing) will result in truancy hearing and juvenile court referrals.**

**SCHOOL WORK MISSED FOR DRESS CODE VIOLATIONS CANNOT BE MADE UP. CLASSES MISSED WILL BE UNEXCUSED.** If wearing clothes that violates this code is done intentionally or repeatedly, further disciplinary action will be taken. Repeat offenders will be subject to suspension. **STUDENTS ASSIGNED TO ISS OR OSS FOR ANY REASON WILL NOT BE ALLOWED IN THE REGULAR CLASS ROOM UNTIL A PARENT CONFERENCE HAS BEEN HELD. STUDENTS ASSIGNED OSS WILL HAVE 5 DAYS TO COMPLETE AND TURN IN ANY WORK MISSED.**



### **Electronic Devices**

At no time shall students be in use of electronic devices at school. These devices include, but not limited to cell phones, CD players, ipods, beepers, radios, pagers, or any other electronic devices that may cause a disruption to the educational process. Neither the local administrator nor the school board assumes responsibility for loss, theft or destruction of any electronic devices including cell phones. The first time a device is taken up, it will be kept for 24 hours and turned over to a parent or guardian and the second time, the device will be kept to the end of the semester.

### **Alabama State Department of Education Policy Use of Digital Device during the Administration of a Secure Test**

#### **Student Policy**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing and the student's test will be invalidated.

### **Personal Checks**

W. O. Lance will not accept personal checks. This includes ANY fundraisers associated with W.O. Lance Elementary School. Cash, Money Orders and Cashier Checks are welcomed.

## **School and Community Relations**

### **Parent-Teacher Organization**

- We encourage you to join and attend programs and activities of the P.T.O., as this organization is vital to our home-school communications. Meetings are held on the first Tuesday of each designated month.
- At certain times during the year, the school has to obtain information from parents in regard to their child. When these questionnaires are sent home, they should be returned promptly and with accurate and concise information.
- Parents should inform the school of new telephone numbers or addresses. These are important at all times and especially in an emergency.
- Certain notices and announcements are sent home by the children when necessary to inform the parents of items of interest. Children should be encouraged to be responsible in delivering these announcements.



## **Gum**

There will be **no gum** in the building at any time. NO exceptions to this rule.

## **Telephone**

Parents disrupt classrooms when they ask the office staff to deliver telephone messages to their children. Please do not call and ask to speak with your child or have your child call you back.

## **Hints for Parents**

All parents want their children to find success in school and to be happy in the process. Fortunately, statistics tell us that the two goals are actually one and the same. Happy children do well and those who do well are happy. Statistics also tell us that parents play a major role in helping their children achieve these goals.

The following hints are ways to help your children succeed:

- Show a genuine interest in all your children's school experiences not just in his/her grades.
- Set realistic goals based on your children's interests, abilities and personality.
- Keep lines of communication open; take time to listen to your children.
- Help your children develop self-discipline by letting them make their own decisions and holding them responsible for the outcome.
- Expose your children to learning experiences-museums, nature, even family conversations.
- Be excited about what your children have done, no matter how small it seems.
- Check both sides of the story when a problem arises.
- Make sure your children attend school everyday and are on time.
- Accentuate the positive in your children instead of the negative.

## **SPECIAL EDUCATION AND SERVICES**

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP). If a student is receiving all academic instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion. Students with disabilities who engage in violation of the school's code of conduct, and the behavior is not a result of or related to the disability, are subjected to the school's disciplinary rules and procedures as any other non-disabled peer.

**Vision and Hearing Screening:** Any student may have his/her vision and/or hearing screened at any time upon referral and written permission from parent or guardian. A letter is sent home informing parents if the student fails either screening.

**Counseling Services:** A certified guidance counselor provides counseling services to all students. Services include individual and group counseling in such areas as developing a positive self-concept, decision-making and peer relations. Counseling is available upon request of student, teacher, or parent regarding personal, social, emotional and academic concerns of students.



## **CHILD FIND NOTICE**

The Lanett City and Chambers County School Systems are in the process of identifying and locating three groups of children: those in need of special education and related services, those in need of services under Section 504 of the Rehabilitation Act of 1973 and those in need of gifted services. Children in need of special education services are those between the ages of 3 and 21 who are known or suspected to have a disability that adversely affects educational performance and requires specially designed instruction. A child can need special education even if he/she is advancing from grade to grade. Services are offered for the following areas of disability: autism, deaf, blindness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech and language impairment, traumatic brain injury and visual impairment.

Students in need of services under Section 504 of the Rehabilitation Act of 1973 are those known or suspected to have a disability which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, speaking, seeing, hearing, breathing, learning, reading, concentrating, or thinking, but are not eligible for or receiving special education services.

Students in need of gifted services are those who perform or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment and require services not ordinarily provided by the regular school program.

Anyone knowing of a child within Chambers County, but outside the city limits of Lanett, in need of such services is asked to call the Special Education/504/Gifted Coordinator for Chambers County Schools, at 334-864-9343, or 706-586-2280 ext.203 between 8:00 a.m. and 4:30 p.m. CST. Anyone knowing of a child within the city limits of Lanett is asked to contact Christy Carpenter, Special Education/504/Gifted Coordinator for Lanett City Schools, at 334-644-5900 between 8:00 a.m. and 4:30 p.m. EST.

The Chambers County and Lanett City Schools are HIPAA compliant. For questions about the medical privacy rights of students residing within the Chambers County school district, please call 334-864-9343 ext. 217. For questions about the medical privacy rights of students residing within the Lanett City School district, please contact the Lanett City Schools Central Office at 334-644-5900.

## **GIFTED CHILD FIND NOTICE**

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self or any other individual with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be considered as potential gifted referrals through the use of teacher observations of classroom performance and gifted behaviors along with work samples obtained by the gifted education specialist.

For each referred student (whether from 2nd grade Child Find or standard referral), information is gathered in the areas of aptitude, characteristics and performance. Eligibility for gifted services may be automatic based on full scale scores on an approved aptitude test or on an approved creativity test. If automatic eligibility does not occur, then the student data is entered into a multiple criteria matrix where points are assigned in the areas of aptitude, characteristics and performance according

to established criteria. The total number of points earned using the matrix determines if the student is eligible for gifted services.

To make a referral, contact the principal, counselor or gifted education specialist at your child's school.

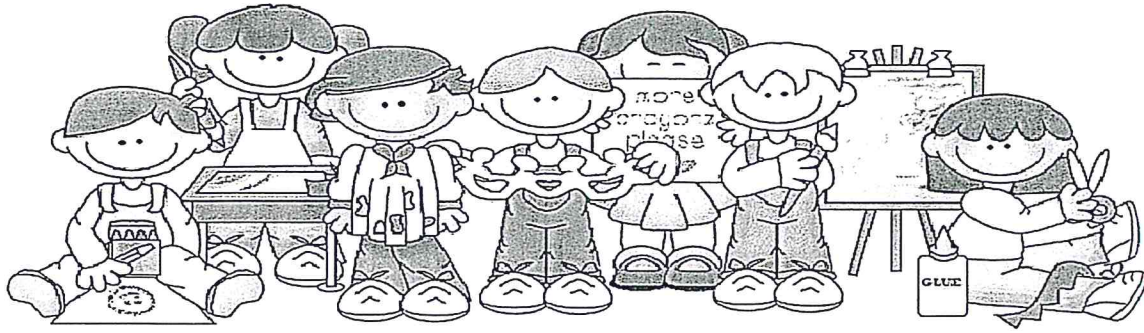
### **GIFTED/ENRICHMENT PROGRAM**

Gifted/Enrichment Program: The Gifted/Enrichment Program (directly or indirectly) serves students identified for gifted services from grades K-12. Consultative services are offered for identified students in grades K-2. Students eligible for gifted services in grades 3-6 are pulled out once a week for an entire day (3-5 hours) and served in a resource room with services provided by a gifted education specialist. These students are also served in the general education classroom through the use of curriculum compacting and other differentiation strategies. Junior high school students (grades 7-8) are served through curriculum compacting in the general education classroom and meet weekly with the gifted education specialist. Students in grades 9-12 are offered advanced classes, AP classes, talent area electives and counseling services for college and career preparation.



**W.O. Lance Elementary School  
Special Dates  
2019-2020**

DATES 2019	EVENTS
July 29 & 30	Meeting with mentors
July 31	Teacher Workday
August 1, 2, 5, 6, 7	Professional Development/Workdays
August 5	Meet The Teacher Day 1:00 – 5:30
August 5	Pre-K Orientation 2:00 – 3:00
August 7	Kindergarten orientation 9:00 a.m. & 6:00 p.m.
August 8	First Day of School (for students)
August 30	PTO Annual Fundraiser
September 2	Labor Day – No School
September 3	Open House/PTO/ 6:00 p.m.
September 10	Grandparents' Day Visitation
September 13	Progress Reports
October 7	Parents' Day 8:30-10:00
October 18	Professional Development
October 21,22,23	Fall Intercession – No School
October 17	Report Card day – Students dismissed at 11:30 a.m. – Parents report card pick-up 1:00 p.m. – 4:00 p.m.
November 1	Fall Festival – 9:00 am – 1:00 pm (outside)
November 11	Veterans Day Holiday
November 18	Progress Report
November 27-29	Thanksgiving Holiday
December 16	PTO Christmas Craft Night/Music Program
December 20 – Jan. 3	Christmas Holidays for Teachers
December 20– Jan. 6	Christmas Holidays for Students
DATES 2020	EVENTS
January 7	Students Return
January 7	Report Card
January 14	Honor Society Tapping/Beginner Band/Music Program 10:00 a.m.
January 20	Martin Luther King Holiday
February 5	Progress Report
February 14	Teacher Workday
February 17	Presidents' Day Holiday
March 2	Read Across America
March 13	Report Card Day - Students dismissed at 11:30 a.m. – Parents report card pick-up 1:00 p.m. – 4:00 p.m.
March 30- April 3	Spring Intersession/Good Friday
April 17	Progress Report
May 4-8	Teacher Appreciation Week
May 8	Field Day (May Day)
May 19	Kindergarten Graduation 7:00 p.m. LHS
May 20	Awards Day
May 21	Report Cards / Last Day for Students Students Dismissed at 11:30 A.M.
May 22	Post Planning



I, \_\_\_\_\_, the parent/guardian of  
\_\_\_\_\_ have received and  
reviewed/read a copy of the W.O. Lance Elementary Student/Parent Handbook for  
2019-2020.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return this page to your child's homeroom teacher. This page will be filed in your child's homeroom class.



