

W. O. LANCE ELEMENTARY SCHOOL
Lanett, Alabama



2020-2021
Handbook
For
Parents and Students

Jennifer Boyd, 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 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

IMPORTANT CONTACTS

W.O. Lance Elementary School Office	(334) 644 - 5915
W.O. Lance Elementary School Fax	(334) 644 - 5926
W.O. Lance Elementary School Cafeteria	(334) 644 - 5938
W.O. Lance School Counselor	(334) 644 - 5933
W. O Lance School Nurse	(334) 644 - 5961
Transportation (Buses)	(334) 644 - 5994
Administrative Office	(334) 644 - 5900

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.

ATTENDANCE

It is very important that your child arrive at school on time. Students arriving at school after the tardy bell will be counted as tardy. Students who are tardy to school must report to the office and be checked in by a parent or guardian.

We request that appointments for the dentist, doctor, etc., be made after school hours if possible. However, in the event a student needs to leave school before dismissal time, the parent must provide written notification and report to the office when it is time for the student to leave. The school will check out students to guardian, parent, or emergency contact only. The office must be provided with the names and telephone number of TWO local emergency contact persons for each student. Upon returning to school, bring your child to the office and he/she will be sent to class.

After an absence from school, the student must submit a note/excuse to the office within five (5) days of the student's return to school. Notes from the parent or guardian should state the specific reason for the absence and be signed by the parent or guardian. If the absence was due to a doctor's visit, court appearance, or other verifiable means deemed acceptable by administration, a professional excuse should be submitted to the office. Failure to bring a note/excuse results in an unexcused absence. If a student is present at school for half of the day or more, they will be counted as present for the day. If a student is to be absent from school for more than two consecutive days, we ask that the parents notify the school secretary. Following an absence, parents are encouraged to call the school to verify that their child has turned in an excuse for their absence.

Chronic Absenteeism is defined as missing 18 or more days of school for any reason - including excused or unexcused absences. Chronic absenteeism is factored into the school's overall report card that is issued by the state. Students are strongly encouraged to be in regular attendance.

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.

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.

Check-Ins/Check-Outs

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

In the event a child needs to be checked out of school, a parent, guardian, or authorized person, must first come to the office and sign him/her out. **Do not go directly to the classroom.** The child will be called from his/her classroom and will come to the office. Upon returning to school, please leave your child at the office and he/she will be sent back to class. **The office must be provided with the names and telephone number of TWO local emergency contact persons for each student.**

A student is allowed 3 checkouts per semester without penalty. A student who checks out 4 or more times will need an excuse from a professional (doctor's visit, court appearance, or other verifiable means deemed acceptable by administration). All students who check out after the 3rd time and do not have a professional excuse will be issued consequences. Individual schools will determine and outline consequences in their individual student handbooks. **At W.O. Lance a student cannot be checked out after 2:00pm.**

Excused Absences

- Illnesses that endangers the student's health or the health of others
- Students that are deemed ill by the school nurse on a given day
- Death in the immediate family
- Legal quarantine
- Students that are receiving healthcare, hospitalized, etc.
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
- Legal requirements for students
- Observance of any sacred day set aside by a recognized religious denomination of which the student is a member
- Military deployment date of a student's parent
- Emergency conditions as determined by the Superintendent

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.

Tips for Parents

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.

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
- 2:35 Dismissal of walkers and car riders on South 3rd Street
All car riders must be picked up by 2:50
- 2:35 Bus dismissal

DISCIPLINE & BEHAVIOR EXPECTATIONS

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's 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.

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.

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.

Gum

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

Hallway

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

In-School Suspension (ISS) 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 for 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 rules. Students assigned to ISS or given OSS will not be allowed to attend extracurricular 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. **Students will not be allowed to ride the bus while assigned to the program.**

School Rules

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.

ELECTRONIC DEVICES

At no time shall students be in use of electronic devices at school. These devices include, but not limited to cell phones, tablets, ipods, radios, smart watches, 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.

Student Use of Digital Device during the Administration of a Secure Test

According to the Alabama State Department of Education Testing Policy, possession of a digital device (including but not limited to cell phones, MP 3 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.

INSTRUCTIONAL PROGRAM

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, Digital Literacy, and Health.

Grading Scale

1st-6th Grade

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and Below

Kindergarten

S = Satisfactory 100-75 %

N = Need of Support 74-60 %

U = Unsatisfactory 59-0 %

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.

Honor Roll Award Criteria:

- **All A's Year** - Student has maintained all A's for the year.
- **All A/B Year** - Student has maintained all A's and B's for the year.
- **All A's Period** - Student has maintained all A's for the grading period
- **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.

Pupil Evaluation

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

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. Kindergarten students are issued a mastery progress report every nine weeks and a mid-quarter academic and behavior report every 4 ½ weeks of each reporting period.

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.

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.

LUNCHROOM & SNACK

Meals

The lunchroom staff provides a nutritious and tasty school breakfast and lunch each day.

Breakfast Prices

Staff	\$2.50
Visitor Adult	\$2.75
Visitor Child	\$2.75

Lunch Prices

Staff	\$3.75
Visitor Child	\$3.75
Visitor Adult	\$4.00

Snacks

Snacks will be sold in the gym daily before 7:35. Snacks will be sold for \$0.65 and juice for \$0.35. Ice Cream will be sold on Fridays for \$1.00.

MISCELLANEOUS

Tips 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 tips 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.

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.

MONEY

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's Checks are welcomed.

PARENT & VISITOR INFORMATION

All visitors are asked to stop by the office and sign in and receive a visitor's badge. We strive to protect the learning environment and prevent any disruptions. We ask for parents to limit classroom visitations to 15 minutes at maximum. Please notify the lunchroom at least one day in advance if you wish to eat lunch with your child.

Teachers and administrators cannot discuss a student with anyone unless a parent or legal guardian is present due to student privacy requirements. Please do not ask teachers for information they are not permitted to disclose.

Individuals using profane language or harassing school personnel will be asked to leave the campus. The Lanett Police department will be notified.

Scheduling a Conference

Please call the office (334 644-5915) to schedule a conference. If your child has more than one academic teacher, it is best to have both/all teachers involved in the conference. Conferences may be scheduled on Monday through Thursday afternoons starting at 3:15p.m., during the teacher's planning period or a time that is agreed upon. Some teachers have scheduled conference times, so please schedule all conferences through the office. You may request a teacher to set up a conference by sending a note with your child, call the office to leave a message, and/or e-mail the teacher. We ask you to please refrain from conferencing with teachers during lunch, immediately before and after school or on field trips.

Telephone

To further protect the classroom instructional time, we kindly ask parents to refrain from calling to speak with students during the school day. This will help us prevent classroom disruptions and impede student learning.

RETENTION & PROMOTION 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 obtain 75% mastery of the Alabama Course of Study standards in English Language Arts and Mathematics.

1st-6th Grade

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.

The parent or legal guardian of any K-3 student who exhibits a consistent deficiency in reading or characteristics of dyslexia at any time during the school year shall be notified in writing.

All third graders, per The Alabama Literacy Act, shall demonstrate sufficient reading skills for promotion to fourth grade. There are "good cause" exemptions such as but not limited to students with Individual Learning Plans (IEP, IELP, 504) and students that have previously been retained 2 times.

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 15th of that year because of the need to plan for class size for the following school year.

SCHOOL & 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.

SCHOOL PROGRAM & 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
- Parent's Day
- Art
- Music
- 5th & 6th Grade Band
- Summer Enrichment Program
- "STARS"- After School Program
- Grandparent's Day
- Pre-K
- 4H
- EL Program

SPECIAL EDUCATION AND SERVICES

Special education students, who are receiving all instruction in a regular classroom for a particular subject 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.

SPECIAL EVENTS

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 - 2:00p.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.

Scheduled 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

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 .

TRANSPORTATION

Lanett City Schools strives to provide safe, timely, and efficient transportation that contributes to the educational success of all students. Please note and adhere to the following procedures that are in place to help us maximize our efficiency in congruence with state law. Bus stops have been planned and established according to state guidelines.

Lanett City Schools will only provide transportation to and from a student’s permanent residence.

Students will not be allowed to change routes in the am or pm during the school year unless their permanent residence changes and constitutes a new bus route. If your residence changes, all paperwork must be filed in the school office three days in advance to ride your new bus home. Students will be dropped off at their permanent residence only. It is the parent’s responsibility to make sure someone is at the designated pick up and drop off location for the bus their student rides. It is our goal to make sure our children get home safely without any miscommunication. The established procedures apply to both elementary and secondary students.

See District Handbook for more information on transportation.

Car Riders

Car riders are dropped off in the front of the school and picked up on South 3rd Street. Students may not be dropped off before 7:00a.m. All students arriving prior to 7:35 will wait in the gym. Car riders are picked up on South 3rd Street at 2:40p.m.

For additional transportation expectations and guidelines, please refer to the district handbook.

UNIFORM AND APPEARANCE POLICY

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 what they are wearing.

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 .

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.

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, nave 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

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 oar 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.

Coats

Individual schools may make requirements for coats and coat storage .

Belts

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

Shoes / Footwear / Socks

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 (not shiny silver) or brown (or a combination) in color. All visible parts of the shoe, including the logo, must be a board approved color.
3. Socks can be black, white, navy, brown or gray (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***).

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.

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.). Students 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
- Oversized or ripped clothing

- Excessively tight clothing
- Overalls
- Bell Bottoms
- Sleeveless tops/overcoats
- Unhemmed clothing
- Hooded sweatshirts
- Trench coats
- Bicycle shorts
- Leggings/stretch knit
- Carpenter 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 Blue
 White
 Black

Shirt Type

Polo
 Button front (cloth) (boys)
 Turtle neck
 Girls button up blouse

Undershirts

Black
 White
 Solid Color (No Print)

Jumpers, Dresses, Skirts

Colors: Navy blue, Black, Khaki
 Knee length or no shorter than the width of a \$1.00 bill from the knee when standing

Pants

No Denim in any color (jean material)

No cargo pants (pockets on legs)
 No baggy pants
 Belts required if pants have belt loops

Pants Colors

Khaki
 Black
 Navy Blue

Belts

Solid colors
 No Studs
 No decorations

Belt Colors

Black
 Navy Blue
 Brown
 Clear

Shoe Colors

Colors: Black, Brown, White, Gray, Navy Blue
 Combination of these colors (sole, swoosh, logo, etc. must be in these colors as well)

Socks

Black, Navy Blue, White, Brown

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 a student's dress.

Casual Dress Days

- Hats, hoods, du-rags, stocking caps, sweatband, stretch bands, "beddies", or "wrap caps" are not allowed.
- Students may not wear shirts, patches, or decals with vulgar, provocative, or suggestive pictures, gang symbols, or words.
- Students must wear shoes at all times . Bedroom slippers , flip flops , or " slides " are not allowed
- 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.
- Halter tops or any apparel that will expose midriffs are not allowed. All straps must be at least two inches wide.
- No clothing shall be excessively low in the front or back. No excessively tight clothing is allowed.
- 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.
- The length of shorts, skirts, dresses, etc., must be no shorter than the width of a \$1.00 bill from the knee when standing.
- No leggings may be worn under skirts or shorts no matter the length.
- All pants with belt loops require a belt. All pants must be worn properly above the waist. Shirttails must be tucked in
- No clothing should be worn displaying drug or gang insignia, (ie. Snowman, Eastside, Westside. etc.)
- Jogging suits, wind suits, "warm-up" suits, or athletic shorts are not allowed.
- No clothing with holes should be worn.
- 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 a student's dress.

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 Violation: Warning

Second Violation: Detention

Third Violation: Saturday school

Fourth and additional violations: Saturday school, ISS or OSS

Any student found to be in violation of the uniform policy must change to meet the uniform requirements in a timely manner. If necessary, the parent will be contacted to pick up the student or to bring a change of clothes. Any absence from class is unexcused. If the student does not change to meet uniform requirements within a period of time deemed appropriate by the principal, an additional violation will be issued. Excessive absences due to dress code infractions will result in truancy hearings and juvenile court referrals.

W.O. LANCE ELEMENTARY FACULTY & STAFF 2020 - 2021

Principal	Jamie L. Heard
Assistant Principal	Allyson Matthews
Bookkeeper/Secretary	Crystal Autry
Secretary	Tamara Reyes
Counselor	Wilifred Dunn
Resource Officer	Lt. Brittani Reaves
Custodians	Charlie Woody & Deborah Driver
Lunchroom Manager	Charlie Williams

Pre-K
Casandra Griffin
Michelle Langley

Fourth Grade
Christina Davis
Chelsea House
Angela Robinson
Kindness Vines

Media Specialist
Candy Crance

ESL Teacher
Carly Dumas

Pre-K Auxiliary
Shadesious "Jade" Flournory
Ashley Holloway

Kindergarten
Annie Hooks
Cassie Jacobs
Brandi Burrows
Tammy Ledbetter

Fifth Grade
Michelle Lee
Alexis Ross
Danielle Thomas

Instructional Assistants
Paula Harlin
Barbara Mitchell
Tina Moman
LaFranco Williams
Violeta Haro Oropeza
Bella Mitchell

First Grade

Shana Arrington
Sarah Horton
Cherika Hudmon
Melissa Smith

Sixth Grade

Wanda Bonner
Alanita Edwards
Sonia Evans
Temesha Wilkerson

Learning Specialists

Chelcia Bridges
Tomoneisha Frederick
Elisabeth Gamble
Conni Somerlot

Second Grade

Ginny Adams
Angela Hargett
Rachel Loftin
Rebecca Poole

Reading Specialist

Reagan Gilbert

ISS

Johnnie Boyd

Enrichment

Mary Andrews
Becky Sands

Music/Band

Leslie Dyson

Third Grade

Lynn Clark
Sarah Hammock
Lorrie Ragsdale
Leigh Smith

Physical Education

Ryan Nelson

Wellness Clinic

Denise Kilgore, RN
Katrina Bentley, Mental Health
Meagan Potts, Psychometrist
Janice Storey, Speech