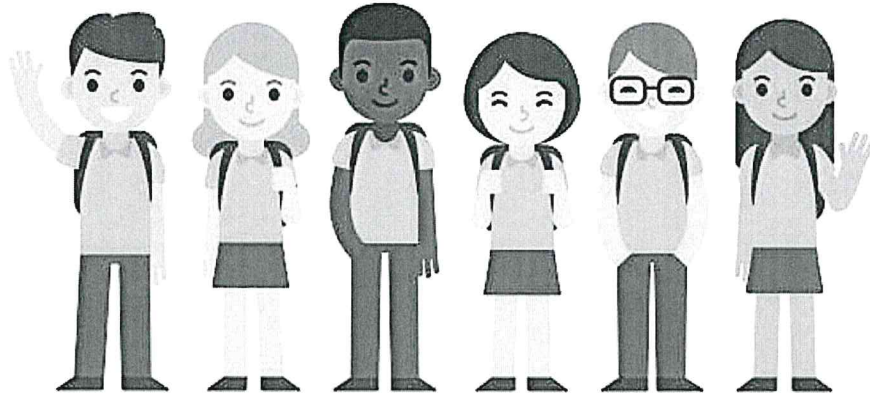


# **W. O. LANCE ELEMENTARY SCHOOL**

## **Lanett, Alabama**



### **2021-2022**

#### **Parents and Students Handbook**

**Jennifer Boyd, Superintendent of Schools**  
**Donna Bell, Principal**  
**Reagan Gilbert, Assistant Principal**

## 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 BELL

Parents and Students,

It is an honor to serve as your principal this year. We will work as a team to ensure that we have a successful school year. I envision a school year that is filled with hands-on learning activities to ensure students are excited about attending school. I look forward to working with each student and parent to provide a positive learning environment for everyone. Students are expected to be respectful at all times and students should expect to be respected at all times. If you should ever need me, then please contact me at 334-644- 5921 or via email at [dbell@lanettcityschools.org](mailto:dbell@lanettcityschools.org).

Sincerely,  
Mrs. Bell

## 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 Department	(334) 644-5994
Central Office	(334) 644-5900

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

### **DAILY SCHEDULE:**

- 7:15 The school will be open for students to enter and breakfast will begin  
7:45 Tardy bell rings and students **MUST** be signed in at the office  
2:35 Dismissal begins and all students must be picked up by 2:55  
NOTE: Walkers will be dismissed at the front of the school, car riders will be dismissed on 3rd Street, bus riders will be dismissed in the bus parking lot.

### **Attendance Policy**

The entire attendance policy can be found in the District Handbook.

### **Notes for Absences**

Students should bring an appropriate written excuse from their parent or legal guardian within three days of the student's return to school. The note should state the specific reason for the absence and be signed by the parent or legal guardian. Absences are marked as unexcused unless an appropriate excuse is received.

### **Make-Up Work**

The day a student returns to school after an absence, he/she should get any work that was missed. The make-up work should be completed within three school days upon the student's return to school.

### **Examples of Excused absences are defined as follows:**

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

### **Unexcused Absences**

- First Truancy (Parent will be notified and provided with a copy of Alabama's compulsory school attendance laws).
- Third Truancy (Parent will be notified).
- Fifth Truancy (Parent/legal guardian will attend a conference with the principal, attendance officer or participate in the early warning program provided by the juvenile court).
- Seventh Truancy (A petition/complaint will be filed against the parent/legal guardian).

### **Check-Ins/Check-Outs**

Parents or guardians must sign their child in and out. Please provide the school with the names and telephone numbers of two local emergency contacts. No checkouts will be allowed by telephone or note. Only those listed on the registration form will be allowed to check out students. **Students will not be allowed to check out of school after 2:00 P.M.**



### **Check-Outs**

Students are allowed three checkouts per semester without penalty. Professional notes are required for the fourth and additional checkouts.

Fourth Check-out = Parent Conference

Fifth Check-out = 1 day of detention

Sixth Check-Out = 2 days of detention

Seventh or additional check-outs = Saturday, School, ISS, or other consequence as assigned by administration

### **Tardies**

Tardies to school will be excused only with a professional excuse from a doctor, court, or other verifiable means. Parent notes are not accepted for tardies.

### **Unexcused Tardies**

First & Second Tardy = no consequences

Third Tardy = 1 day of detention

Fourth Tardy = 2 days of detention

Fifth Tardy = Saturday School

Sixth Tardy = ISS

Seventh or additional tardies = Saturday, School, ISS, or other consequence as assigned by administration

### **Attendance Requirement for Promotion**

Elementary students shall be candidates for retention if they have accumulated more than 20 unexcused absences per year. On the eleventh absence and beyond, a professional note will be the only documentation accepted.

### **Attendance 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 is successful. 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 having a difficult time getting your child to school. We will do our best to help connect you to the appropriate needed resource.

## **DISCIPLINE & BEHAVIORAL EXPECTATIONS**

Students are expected to demonstrate appropriate behavior while on school property. Our students are encouraged to Be Respectful, Be Responsible, and Be Supportive.

The Code of Conduct will be enforced at all times. Bullying, fighting, encouraging a fight, battery, or creating fear in another person that reveals violence is imminent will not be tolerated. Punishment can include: In-School Suspension, Detention, Saturday School, or Out of School Suspension, at the discretion of the principal. Students involved in a fight will be suspended for 5 days.

## **Behavioral Expectations**

### **Be Respectful**

- Speak to adults and peers respectfully.
- Listen to adults and peers when they are speaking.
- Wait your turn.

### **Be Responsible**

- Bring all learning materials to class.
- Do your best every day.
- Follow school and classroom procedures.
- Walk on the right side of the hallway.

### **Be Supportive**

- Support your peers with positive comments and encouragement.
- Help adults and peers.
- Work cooperatively with peers.

### **Rewards** for demonstrating good behavior can include:

- Being recognized as student of the month.
- Invitation to special celebrations.
- Special rewards.

### **Consequences** for not demonstrating good behavior can include:

- Parent contact/conferences.
- Silent lunch.
- After-school detention.
- Disciplinary referral to the principal.

## **Classroom**

Teachers will maintain positive learning environments with the implementation of class rules. The classroom rules and procedures will be 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. Teachers will contact parents and schedule parent conferences as needed to keep parents informed of their child's academics and behavior. Student planners will be used as a two-way communication between the school and parents.

## **After-School 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 students must be signed out from detention by someone listed on their contact list. No student will be allowed to walk home. If a student misses a total of 3 detention days, ISS will be assigned.

## **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. Students will be under the supervision of the ISS program instructor. Additional days will be added for incomplete assignments or non-compliance to the ISS rules.

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. Each student will be given a copy of the ISS rules to be signed by the parent on the first day. Students assigned to ISS will not be allowed to attend extracurricular activities that involve Lanett City Schools - at home or away.

Students assigned to ISS must be signed in by their parent or legal guardian between **7:45 a.m. and 8:00 a.m.** on their first day of ISS. Students must be signed out each day promptly at 2:15 p.m. by someone on their contact list. Students assigned to the ISS classroom must complete all days assigned before being readmitted to the regular classroom. **Students will not be allowed to walk home or ride the bus while assigned to the program.**

### **ELECTRONIC DEVICES**

At no time shall students be in use of electronic devices at school. These devices include, but are 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 until the end of the semester.

### **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 English Language Arts (ELA), Mathematics, Science, Social Studies, Art, Music, Physical Education, Digital Literacy, and Health.

#### **Textbooks**

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

#### **Grading Scale**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

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 grade, please contact your child's teacher. If a conference is needed, please call the office to schedule one. Report cards and progress reports are to be signed by the parents or guardians and returned to the school.

#### **Progress Reports**

September 10, 2021

November 19, 2021

February 10, 2022

April 22, 2022

#### **Report Cards**

October 22, 2021 - Parent Conferences/early dismissal

January 14, 2022

March 25, 2022 - Parent Conferences/early dismissal

May 24, 2022

## **PROMOTION & RETENTION POLICY**

### **K-6th Grade**

- Should a student fail reading for the year, promotion to the next grade will not be granted.
- Should a student fail two core academic subjects for the year, promotion to the next grade will not be granted.
- 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.
- A child with passing grades may be retained based on the teacher's and parents'/guardians' judgement 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.
- 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 sizes for the following school year.

### **Homework:**

Homework is assigned by the teacher to benefit the student. Students who are enrolled by the first day of school will receive a planner where homework can be communicated to parents.

## **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 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**

### **Meals**

The lunchroom staff provides a nutritious and tasty school breakfast and lunch each day. All students will receive free breakfast and lunch this school year.

#### **Breakfast Prices**

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

#### **Lunch Prices**

Employee	\$3.75
Visitor Child	\$3.75
Visitor Adult	\$4.00

## **PARENT & VISITOR INFORMATION**

**All visitors are asked to stop by the office and sign in to 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. NOTE: We are currently limiting visitors in our school.



Teachers and administrators will only discuss a student with the parents or legal guardian. Anyone on school property is expected to conduct themselves in a professional manner. Anyone using profane language or harassing school personnel will be asked to leave the campus and the Lanett Police department will be notified.

### **Interruptions/Telephone Calls/Messages**

Interruptions to classes will be held to a minimum. Please do not call the school with messages for students unless it is a true emergency. Likewise, children will not be allowed to use the school telephone except for a valid reason. Arrangements for a child to go home in the afternoon should be made before the child leaves for school in the morning. Children should not expect to use the telephone in the afternoon after school to make transportation arrangements. Calling home to ask for forgotten supplies is not a valid reason and will not be allowed.

### **Parent - Teacher Organization**

We encourage you to join and attend programs and activities of the P.T.O. This organization is vital to our school. Meetings will be announced via Facebook and through our automated phone system.

### **Parent Portal**

Please stop by the office to get access to your child's grades. Teachers update grades each week. This is the best way for parents to stay informed about their child's academic progress.

### **Facebook**

Please "LIKE" the W. O. Lance Facebook page. This page is updated weekly with all of the wonderful activities that are happening in our school.

## **SCHOOL PROGRAM & SERVICES**

- STEM
- Enrichment/Gifted
- Guidance Counseling
- Media Center
- Child Nutrition - Breakfast and Lunch
- Physical Education
- Computer Labs
- Parent Teacher Organization (P.T.O.)
- Auburn University, Troy University, Alabama State University and Point University Pre-service Teachers
- Tutoring
- Honor Society
- Program for Students with Exceptional Needs
- Art
- Music
- 5th & 6th Grade Band
- Summer Enrichment Program
- Before/After School Program
- Pre-K
- ESL 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.

### **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.

## **TRANSPORTATION**

### **Bus Transportation**

Lanett City Schools will only provide transportation to and from a student's permanent residence. Students will not be allowed to change bus routes unless their address changes. In the event a student's address changes during the school year, proper documentation (proof of residency) must be provided to the school office three days in advance in order to ride the new bus home.

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 driver's instructions are to be followed. Failure to do so endangers the driver and 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 3rd Street. Students may not be dropped off before 7:15 a.m. PreK, Kindergarten, and First Grade Students will go directly to their classroom when they arrive at school. Second - Sixth Grade Students will go to get breakfast from the cafeteria and then go to their classroom. Car riders will be picked up on South 3rd Street beginning at 2:35 p.m. All students must be picked up by 2:55.

**Medication**

All prescription medication must be brought to the school by the parent or legal guardian and signed in with the school nurse. Over the counter medication must be in an unopened bottle. A signed medication authorization form is required.

**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.

**Monetary Payments**

Lanett City Schools accepts cash, money orders, or cashier checks made payable to the school.

**SCHOOL 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.

**W. O. Lance Jacket Policy**

Students may wear a solid black, waist length, hoodless jacket throughout the school day. Students may also wear a solid white, black, navy, or ecru sweater/cardigan without a hood. Jackets or sweaters may have a small unobtrusive logo that can be covered with a quarter. All other jackets/coats must be put in the student's backpack upon arriving at school or stored in the classroom closet until the end of the day.

## **School Uniform**

This section is a simplified version of the uniform policy. Please see the district handbook for the complete dress code policy.

### **Shirts**

(Must have sleeves, a collar, and be tucked in)  
Can have a small logo that can be covered with a quarter  
Navy Blue  
White  
Black

### **Undershirts**

(Solid - No Print)  
Black  
White

### **Pants**

(No denim, jegging, leggings, or cargo type)  
Khaki  
Black  
Navy Blue

### **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

### **Other Clothing Items or Accessories**

Hair accessories should be modest.  
No oversized or excessive jewelry or accessories.

### **Violations:**

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 uniform requirements in a timely manner. If necessary, parents will be contacted to pick up the student or to bring a change of clothes. Any absence for dress code violations will be marked as unexcused.

### **Belts**

(Belts required if pants have belt loops)  
Belt loops can not be cut off.  
Solid colors  
No Studs  
No decorations  
Black  
Navy Blue  
Brown  
Clear

### **Socks & Shoe Colors**

Black  
Brown  
White  
Gray  
Navy Blue  
Combination of these colors. A combination in color is defined as a solid colored shoe with a small amount of other board approved colors. Patterns; such as polka-dots, camouflage, checks, stripes, other prints, etc. are not permitted.

**Casual Dress Days (This guidance will be used on days deemed by the principal as casual days.)**

- Hats, hoods, du-rags, stocking caps, sweatbands, 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.
- Halter tops or any apparel that will expose midriffs are not allowed.
- 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.
- Shirts must be tucked in.
- 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.

Students new to Lanett City Schools will be given a two week (14 calendar days) grace period from enrollment, to obtain and wear the proper school uniforms. Students who have previously attended LCS do not qualify for this grace period unless a period of at least one year has passed.



# **W. O. Lance Elementary School**

## **Notice of Receipt of Handbook**

**Please detach this page, complete it, and return it to school.**

**This is to certify that I have received and reviewed W. O. Lance Elementary School's student handbook with my child. My child and I understand the information provided in the school's handbook. I understand that if I have any questions, I can contact my child's school.**

**Printed Name of Student**

---

**Printed Name of Parent**

---

**Signature of Parent**

---

**Date**

---