

Lane Elementary School

Student Name _____



McKibben Lane Elementary School
990 Newport Road
Macon, GA 31210

Mrs. Georglyn S. Stephens, Principal
Mrs. Keisha Dawson, Assistant Principal
Ms. Ingrid Woolfolk, Counselor

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McKibben Lane Elementary Title I Agenda Summary

McKibben Lane Elementary is a school-wide Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title I school, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At **McKibben Lane Elementary**, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and School Improvement Plan is important.

As a parent of a child at **McKibben Lane Elementary**, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Georglyn Stephens at McKibben Lane Elementary at 478-779-3150 or email me at georglyn.stephens@bcsdk12.net.

We encourage you to get to know your child's teachers, class routines, and expectations.

MCKIBBEN LANE ELEMENTARY SCHOOL

Empowering Students to Excel



Welcome students and parents to McKibben Lane Elementary School. The common goal is to provide a quality education for each and every child within our school. The teachers and staff are professional, dedicated individuals, committed to providing each student with multiple opportunities to learn and experience success. We strive to provide an atmosphere of effective teaching, learning and growth.

At McKibben Lane Elementary School, we realize the importance of a parent's involvement in the child's education. We are willing to work with you in offering the best education possible for your child. We welcome your interest and participation. With all of us working together, McKibben Lane Elementary School will continue to be the best school ever.

Our staff is committed to providing an excellent program that addresses the needs of each child. The goal is to empower all students to excel. The entire staff of McKibben Lane Elementary School pledges to provide a quality education for all students.

This handbook is designed to provide valuable information that will answer many of your questions. Please keep it as a reference throughout the year.



Welcome to McKibben Lane Elementary School Empowering Students to Excel

Vision

Each student will demonstrate strength of character and will be college or career ready.

Mission

The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21st Century Global Society.

Bibb Values

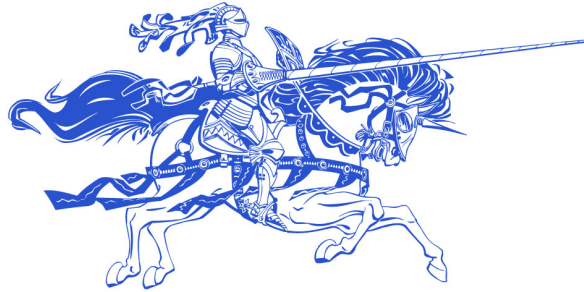
Competency

Loyalty

Open Communication

Defined Autonomy

Honor



ACCELERATED READER PROGRAM

The Accelerated Reader Program is a computer program that correlates with library books. The purpose of this program is to encourage students in grades 1- 5 to read, thus increasing reading skills. After reading an approved book from the Accelerated Reader List, students take a computer comprehension test. Students earn points which are "cashed in" for prizes, parties and other rewards. The public library also has numerous books that are on our Accelerated Reader List.

PTA, school sponsors and our Media Committee will recognize AR readers throughout the year. Encourage your children to read and be on the lookout for upcoming AR events!

Accelerated Reader Parties will also be held at the end of each grading period. Students who meet their individual AR goal and maintain 85% passing rate on the quizzes will be invited to the AR celebration.

All points will accumulate throughout the year for end of the year recognition. End-of-the-year awards will be given following these guidelines:



First Grade.....	24 Points
Second Grade.....	50 Points
Third Grade.....	75 Points
Fourth Grade.....	100 Points
Fifth Grade.....	100 Points

AFTER-SCHOOL ENRICHMENT PROGRAM

The purpose of the After-School Program is to provide a safe environment that promotes additional instructional assistance and enrichment activities for participants. This program is offered each school day from 4:00-6:00 p.m. (after-school). After-school care is not provided if there are $\frac{1}{2}$ days designated for Professional Development. Planned activities foster academic growth, encourage creativity, build good social relationships, reinforce appropriate behavior, and promote a positive self image. Activities include fine arts, tutoring, homework time, recreation, and computer enrichment.

Participation in the After-School Program is available to all Lane students, Pre-K through fifth grade. Each student participating pays a **\$25.00 registration fee** once a year and **weekly rates** are **\$50.00**. After paying the **\$25.00 pre-registration fee**, drop-ins will also be accepted at a rate of \$15.00 a day.



ARRIVAL AND DISMISSAL OF STUDENTS

Official school hours for students are 8:20 a.m. - 3:20 p.m. Students may arrive on the school grounds **after** 7:50 a.m. When students arrive between 7:50 and 8:10 a.m., students may eat breakfast or go to the gym where they will be supervised. Students will be allowed to enter classrooms at 8:10 a.m. and begin "morning work". Pre-kindergarten students should report directly to their classrooms each morning for the first nine weeks.

Parents should check-in and receive a visitor's badge if they want to walk their child(ren) to class prior to 8:20 a.m. After 8:20 a.m., parents should report to the office to check-in and receive a visitor's badge. If your child arrives after 8:20 a.m., he or she will be considered tardy and a parent or adult guardian must come into the office and sign the child in.

Students are encouraged to arrive each day by 8:20 a.m.; however, students are not allowed to enter the building prior to 7:50 a.m. Please abide by this ruling. Students may not be left at school unsupervised. Staff members are not on duty until 7:50 a.m.

The instructional day ends at 3:20 p.m. for students. Please do not pick children up before 2:45 p.m. unless it is an absolute necessity. In order to maintain an orderly school environment and safe dismissal, no student will be checked out of school after 2:50 p.m. Your cooperation is appreciated. We want our students to benefit from a full day of instruction. It is extremely important to try to schedule appointments after this time. If your child is signed out before 3:20 p.m., it is considered an unexcused tardy and will be added to his/her record.

Any students not picked up by 3:50 will re-enter the building and will be taken to the office. Parents will be notified immediately. Parents will be required to sign their children out for the purpose of documentation. Repeated failure to comply with this request will result in a report being made to Social Services.



If a child is tardy more than three times (arrives at school prior to 7:50 a.m., or is picked up later than 3:50 p.m.); the parent will receive notification from the office. Repeated failure to comply with this request will result in a report being made to Social Services. These rules are for the safety and well-being of your child as no one is on duty prior to 7:50 a.m. or after 3:50 p.m.

Car and Bus Traffic

Please help us keep your child safe by staying in the carpool line during dismissal. If you have an emergency and need to pick your child up before the bell rings, they must be signed out before 2:50 p.m.

Our goal is to provide for your child's safety at all times. To accomplish this goal, we must have the cooperation of all parents and students. Adults assigned to morning duty, assisted by members of the School Safety Patrol, are on duty each morning from 7:50-8:20 a.m. and in the afternoons from 3:20-3:50 p.m. There are two drop off/pick up points for students. The drive through at the parking lot near the gym is ***only for delivery and pick-up by buses and day care vans***, although parents may park in the adjacent parking lot and escort students into the building. Cars are to drop off and pick up students next to the curb in the driveway in front of the main entrance of the school. In the mornings, students should be dropped off at the door near the handicap ramp. Students may not be dropped off in the lower parking lot. This is a single traffic line; therefore, parents should never pass another car or drop off students anywhere except on the curb. Our safety patrol helpers or a teacher assistant will escort new students, kindergarten students, and pre-k students to their classrooms or to the appropriate area. Students who walk are expected to cross at the crosswalks where safety patrol or safety patrol students are on duty. **Parents should not drop off children behind the lunchroom.** If you would like to walk your child to class during the first few weeks of school, please park in a designated parking area. Since we now have plenty of parking spaces, please refrain from parking on the grass in front of the school. For their safety, children may not wait for parents on the playground or front lawn in the afternoons. Car riders are supervised only on the front porch of the school.



Date: August 1, 2019
To: Parents and Guardians
Bibb County School District
From: Central Administration
RE: Dismissal/Check-Out of Students

The School District strives to provide all of its students with a safe and healthy learning environment. As one means of maintaining this goal, the School District has an emergency contact card for each student that is completed by the parent or guardian and specifically lists the individuals who are authorized to check out their student from school.

The purpose of this process is to ensure that unauthorized individuals are not allowed to enter our schools and check out your student. In an effort to make certain parents are aware of the importance of the emergency contact card, please take a moment to review the emergency contact card procedure found below.

The schools will only release a student to an individual who is listed on the student's emergency contact card. Only the individuals who are listed on your student's emergency contact card will be permitted to check out your student from school. Student emergency contact cards are housed at the student's school so that the school officials can easily determine if the person requesting to check out your student is listed on the student's emergency contact card as an authorized individual.

In addition, schools will only change the student's regular dismissal routine with prior written authorization from the parent or guardian listed on the emergency card. **A telephone call or email to your student's school requesting a change from the regular dismissal routine will not result in a change to the regular dismissal routine.**

If you need to update the authorized persons listed on your student's emergency contact card, please contact your student's school to request a new emergency card, then complete the new emergency contact card and return it to your student's school immediately. **A telephone call or email to the student's school requesting a change to the emergency contact card will not result in a change to the emergency contact card. You must come to the school to make the change or request/return an entirely new card. Only the parent who signed the emergency card can make changes.**

Thank you for your cooperation with the School District as we continue to maintain a safe and orderly school environment for every child. Should you have any additional questions, please contact your school's principal.

GUIDELINES FOR CLASSROOM OBSERVATIONS

Parent participation and involvement are very important and encouraged. In order to maintain an optimal learning environment, the following rules and regulations must be followed:

- ☺ Extended classroom visits are to be arranged by calling the principal or assistant principal twenty-four hours in advance to request classroom access.
- ☺ While visiting the classroom, parents should avoid activities which distract the students or teacher. The rights of students to privacy and to a proper learning environment must be strictly observed at all times. Parents should be a silent observer and instruction must not be interrupted at any time.
- ☺ The principal or principal designee may end an observation which is considered detrimental to the students, teacher or school. **Classroom observations are not to exceed twenty minutes per day.**

Thanks for your understanding and cooperation as we work together to ensure that our students are in a safe learning environment.

Please contact the Office Clerk to complete a Volunteer Background Check form if you wish to volunteer, visit, or attend any school-sponsored field trips.

ATTENDANCE

The Official Code of Georgia Annotated (O.C.G.A) statute section 20-2-690.1, entitled Compulsory School Attendance Law," mandates, under the penalty of criminal punishment, that all children ages 6th through their 16th birthday attend school daily. School success is defined as the ability of all students to perform at high levels of proficiency, graduate from high school and obtain post-secondary education and training. The amount of time spent in the classroom is a good indicator of ultimate student success. Every time a student is tardy or absent, the student loses an opportunity to learn. The BCSD expects students to be in school and on time every day, except when illness, injury or some serious situation beyond their control prevents attendance. Student absences are categorized into excused and unexcused absences. Unexcused absences will result in the following consequences:

1. K -8 students with ten-plus (10+) unexcused absences per school year will not be promoted to the next grade level.
2. 9-12 students with five-plus (5+) unexcused absences in any semester-long class will not receive credit for the course. 9-12 students who take year-long classes w/ ten (10+) unexcused absences will not receive credit for the course.

3. A student with three (3) unexcused absences, results in the BCSD notifying the student's parent(s) or guardian explaining the penalties and consequences of additional absences.
4. A student with seven (7) unexcused absences, results in the BCSD's Office of School Social Services sending a certified letter informing the student and parents that three (3) days remain before the BCSD will take action.
5. Students who demonstrate a pattern of unexcused absences and tardiness will be referred to the Office of Student Support Services for appropriate intervention that may include a charge of truancy being filed against a parent and/or student.
6. Court-related Consequences: Court-related penalties for excessive unexcused absences may include subjecting the parent(s), guardian(s), or other person(s) to criminal misdemeanor charges. Upon conviction thereof, parent(s), guardian(s), or other person(s) may be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction.
7. The BCSD will withdraw students who have missed more than ten (10) consecutive days due to unexcused absences and who are not subject to compulsory attendance laws, who have not responded to efforts to get them to return to school, and who are not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Act (i.e., IDEA).

TARDINESS

Students will be marked tardy if:

1. They arrive in their classroom after the 8:20 a.m. bell.
2. They leave during the day and then return.
3. They leave school before the 3:20 p. m. dismissal bell.

After the third tardy, the principal or designee shall hold a parent conference, either in person or by telephone. Please have your child at school promptly. While most parents are very dependable about getting their children to school promptly, a few are habitually late. This causes an unnecessary burden for the office staff that must sign the children in, change the teacher's attendance report and enter *the transactions in the computer*. More importantly, your child should begin the school day with his/her classmates working together as a learning team. If your child comes to school late, he or she may perceive that you do not value their education and may also be establishing a personal habit of tardiness. School is their job and they must view it as a job. Please help us establish a good work ethic for your child.

BUS REGULATIONS

It is very important to communicate transportation plans with your child's teacher. Do not depend on your child to relay messages, as this can sometimes be confusing. **Unless we receive, in writing, a change of transportation plans, we will adhere to what you have directed us to do at the beginning of the year. Only regularly scheduled bus students may ride the school buses.** Please make other arrangements if a friend is going home with your child. Bus drivers have a very difficult job. Disobedience, loud talking, playing, or other inappropriate behavior will not be tolerated. Riding the bus is a privilege and improper conduct on the buses will result in that privilege being denied. Your child's safety (as well as that of others) is jeopardized when students choose to misbehave on the bus. In an effort to consistently and fairly enforce bus safety rules and rules of conduct, the Bibb County Public School System has established procedures which serve as guidelines when infractions occur. All bus students will receive a copy of these procedures. Lane School administrators will strictly adhere to these guidelines.

CELEBRATIONS/PARTIES

Approved classroom parties are planned by the "Room Parents" for Christmas, Valentine's Day, and the last day of school. Additionally, individual classrooms and grade levels often plan curriculum related activities which are fun for students, yet have a positive impact on units of study. Birthday cakes may be sent *only for pre-kindergarten, kindergarten and first grade students*. If parents of students in grades 2-5 wish to provide a birthday treat for their child's class, cupcakes or cookies may be brought in by the parent to be given out in the classroom after their lunches are eaten. Parents may also choose to purchase ice creams for the entire class from the school ice cream shop (\$1.00 each).

CONFERENCES

Parents are our most valuable resource in developing appropriate educational plans for students. After all, you know your child better than anyone else. It is most important for the home and school to work as a team. ALL parents should schedule conferences as needed to discuss areas of strength as well as areas requiring remediation. The first conference should be scheduled by the end of September. Parents are encouraged to maintain contact with teachers **throughout** the year. Parents may request a conference by sending a note to the teacher or phoning the office. This planner is a valuable communication tool for teachers. Teachers are available before and after school. It is best to have an appointment to be sure that the teacher is available. A good rule of thumb is that if you have a question or concern, contact your child's teacher immediately. The classroom teacher, or adult directly involved in a specific incidence, should be your first point of contact. If after meeting with this individual you do not feel the issue is properly resolved, please contact the school office and we will gladly assist in resolving any concerns you may have. Often, problems occur simply from a lack of clear communication. If a teacher calls your home, for whatever reason, you may be sure it's because this teacher cares about your child.



DISCIPLINE

McKibben Lane Elementary School-Wide Behavior Management Plan

Empowering Students to Excel!!

Vision: Each student demonstrates strength of character and is college or career ready.

Mission: Develop a highly trained staff and engaged community dedicated to educating each student for a 21st century global society.

I. School Expectations

Expectations of Students

1. **A = Always safe**
2. **R= Respectful**
3. **M = Make good choices**
4. **O=Orderly**
5. **R = Responsible**

Students are expected to wear their A.R.M.O.R. each and every day!

III. Instructional behavior supports: To reinforce behavior, expectations must be explicitly taught and discussed.

- The first few weeks of school, all staff members will explain and demonstrate Lane's expectations. Throughout the year, teachers & staff members will continue to remind students of these expectations.
- Teachers will discuss the expectations with students throughout the day.
- Teachers will serve as role models by displaying appropriate behavior with co-workers, students, and parents.
- Counselors will conduct character education sessions which focus on character traits, behaving appropriately, and acting responsibly.
- The Lane News Team will reinforce character traits and procedures on a daily basis.
- Administrators will continuously stress the importance of behaving appropriately via the intercom, news broadcast, morning "shout-outs", classroom discussions, Student of the Month, special events and assemblies, and by being visible throughout the school.

IV. Positive Behavioral Interventions and Supports (PBIS)

Lane Elementary School's faculty and staff will implement the A.R.M.O.R. Wall of Fame as part of its PBIS plan. The goal is to promote positive behavior and foster an environment conducive to learning. The Wall of Fame will recognize students who remain on white every 5, 10 and 15 days by displaying their names.

Teachers will use colored cards, Class DOJO, checklists or other classroom management procedures to identify students who will earn "white" status and provide feedback for students as to how to achieve that recognition. We want everyone to meet these goals.

- Students who meet the assigned target for "days on white" each month are allowed to participate in the "PBIS Celebration" which is aligned to our Positive Behavioral Interventions and Supports (PBIS) plan.
- Lancer Celebrations may include: Movie party, game day, pizza parties, social time, school dances, etc.
- Students will also receive incentives every five days. Grade levels decide appropriate incentives. Incentives may include: Stickers, free ice cream, homework pass, pencils, lunch with the teacher, etc.
- Students who have served ISS or OSS prior to Lancer Celebrations will not be allowed to participate in the celebration for that month.
- Students who have served ISS or OSS within four weeks of a school sponsored activity or trip will not be permitted to participate. The principal or other designee may withhold permission for a student to participate in any school activity or school sponsored trip as a consequence due to any behavior problems at the principal's or designee's discretion.

IV. Behavioral Corrections— The school has developed the following consequences to assist in consistency.

Cluster Consequences (Minor Behavior Problems)

Offenses	Disposition
<i>Academic dishonesty/ Forgery/Cheating</i>	Parent conference w/administration
<i>Bullying</i>	Counseling intervention; Parent conference; Administrative Conference, Possible ISS or OSS
<i>Minor classroom disturbances</i>	Classroom consequence; Parent Contact
<i>Violation of technology policy</i>	Loss of computer privileges; Parent Contact
<i>Disrespect</i>	Classroom Consequence
<i>Loud Talking in Halls</i>	Classroom Consequence
<i>Possession of electronic communication device (interrupting instruction)</i>	Electronic devices will be confiscated: Parent will be notified to retrieve the device.
<i>Dress Code Violations</i>	Corrected if possible 1 st offense Warning 2 nd offense Parent contact 3 rd offense Parent contact by Counselor 4 th offense Parent contact by Administrator

Administrative Consequences (Major Behavior Problems)

Offenses	Disposition
<i>Assault and threat toward staff member</i>	Law enforcement notified; Immediate suspension
<i>Abusive Language/Profanity or Vulgarity</i>	Counseling intervention, ISS dependent upon severity, OSS
<i>Harassment/ Taunting/ Bullying</i>	Counseling intervention; Parent Conference, ISS, or OSS
<i>Repeated Disrespect/ Direct Disobedience/ Refusal to carry out instruction of staff members/Classroom Disturbance (depending upon the severity of the offense)</i>	1 st Offense Conference with Teacher 2 nd Offense Time out in a Buddy Classroom 3 rd Offense ISS 4 th Offense 1-2 days OSS depending on the circumstances and at the discretion of the administrator
<i>Fighting/Aggressive Behavior/Assault</i>	1 st Offense up to 3 days OSS 2 nd Offense 3-5 days OSS 3 rd Offense 5-7 days OSS
<i>Inappropriate Physical Contact</i>	Counseling and/or law enforcement agency notified; punishment will be based on the severity of the event
<i>Weapons (real or fake)</i>	Law enforcement agency notified; immediate suspension See Bibb County School District Student Guidelines for Success

****NOTE:** Extenuating circumstances may affect the handling of certain violations by an Administrator.

V. Students Identified as Having Chronic Behavioral Issues

A. A student who has been to the office more than three times in one month or have accumulated 5 office referrals may be recommended to be monitored and helped through the RTI process (as stated in the Bibb County Code of Conduct).

1. The Classroom Teacher will develop an individual plan to address behavioral issues.
2. The team will meet on a regular basis to discuss the effectiveness of changes in the program for each child.

B. A student who has over five office referrals will be considered to have chronic behavioral issues.

1. The student, parents, and teachers will meet to complete a contract for behavioral improvement.
2. Students with continuous behavior problems will be referred to community agencies or The Academy of Excellence at Barden (Alternative School) or other more supportive settings.

C. Student serving ISS or OSS:

1. Students who have served ISS or OSS prior to Lancer Celebrations will not be allowed to participate in the celebration for that month.
2. Students who have served ISS or OSS within four weeks of a school sponsored activity or trip will not be permitted to participate. The principal or other designee may withhold permission for a student to participate in any school activity or school sponsored trip as a consequence due to any behavior problems at the principal's or designee's discretion.

VII. Data Analysis

* Discipline records will be evaluated on a monthly basis. School personnel will look for patterns and trends. The Better Seeking Team will analyze discipline data on an ongoing basis to determine needs in the overall instructional program.

- After reviewing the data, decisions will be made on how to revise the plan as needed.
- Any revisions to the plan will be discussed during staff members' planning period and leadership team meetings.

VIII. Professional Learning

McKibben Lane Elementary School personnel will engage in any professional learning opportunities directed by the Bibb County Board of Education.

"Thou Shalt Not Interfere With Teaching and Learning at Lane"

At Lane, we believe that in order to provide a quality education, a positive climate of order and exceptional behavior is imperative. Students are deprived of instructional time when teachers are forced to spend an inordinate amount of time disciplining students; therefore, *inappropriate behavior is not tolerated*. Parents *will be* notified when students consistently disrupt the learning environment and appropriate plans developed to ensure appropriate behavior. As stated in the *Bibb County School District Student Guidelines for Success* have been developed in order to provide a safe and orderly school climate.

Misconduct is conduct which interferes with the maintenance of good order and discipline in the schools and negatively affects the morale, educational opportunities, personal rights, or safety of oneself or other students.

Acts of Misconduct include but are not limited to:

1. Violation of the Student Code of Conduct.
2. Bringing a weapon to school (including toy guns or knives).
3. Violation of the criminal laws of this State regarding drugs and alcohol or coming to school or a school-sponsored or school related activity under the influence of drugs or alcohol.
4. Verbal and physical Misconduct, including but not limited to, causing bodily harm, threatening bodily harm, extortion, insubordination, coercion, fighting, sexual harassment or abuse, obscene language or gestures either oral or written, theft, deceit, disrespect for the rights and property of others, vandalism, and acts which are punishable as a felony under the laws of Georgia or the United States if committed by an adult.
5. Bullying or intimidation of others, whether overtly or covertly, will not be tolerated!

Each student should also receive a Bibb County School District Student Guidelines for Success which further explains expected behavior and consequences for inappropriate behavior. Please read this handbook carefully with your child.

McKibben Lane School - Specific expectations for discipline:

Lane School has extremely high expectations for the behavior of all students. We feel that effective instruction occurs best in a climate that is safe and orderly. Upon entering the building, students should immediately show respect for their opportunity to get an education. Students and guests are expected to enter our building in a quiet, orderly manner and maintain that demeanor anytime they are in the building. The following expectations are applicable to all students and will be enforced firmly, fairly and consistently.

Administering Discipline:

Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstance of each case. Factors to be considered shall include but not be limited to:

The seriousness of the offense

- The student's age
- The frequency of misconduct
- The student's attitude
- The requirements of the student's Individualized Education Plan
- The effect or potential effect of misconduct on the school environment
- The requirements of Title 20, Official Code of Georgia Annotated
- The requirements of the Bibb Code of Conduct

The Lane Lancer A.R.M.O.R will be posted throughout the school. These are the expectations for student behavior. An assembly will be scheduled during the first week of school to review and teach these expectations. Also during the first week, teachers will escort their students as they participate in a behavior expectation walk. This walk will clearly define the behaviors expected by all students at the various locations throughout the school.

	A Always safe	R Respectful	M Make Good Choices	O Orderly	R Responsible
Hallway	<ul style="list-style-type: none"> Walk on the right side of the hall Keep hands and feet to yourself 	<ul style="list-style-type: none"> Follow directions given by any adult Stand quietly 	<ul style="list-style-type: none"> Keep hands and feet to yourself Follow directions immediately 	<ul style="list-style-type: none"> Silent, single file line Pay attention to the line Shirts tucked in 	<ul style="list-style-type: none"> Walk on the right side of the hall Keep hands away from the wall
Restroom	<ul style="list-style-type: none"> Walk to an open stall 	<ul style="list-style-type: none"> Clean hands afterward Respect the privacy of others 	<ul style="list-style-type: none"> Keep writing tools in the classroom Flush toilet Report problems immediately 	<ul style="list-style-type: none"> Wait your turn Enter and exit the restroom silently 	<ul style="list-style-type: none"> Use bathroom equipment correctly Keep floors clean Report problems immediately
Lunchroom	<ul style="list-style-type: none"> Keep hands and feet to self Walk carefully with lunch tray 	<ul style="list-style-type: none"> Respond appropriately to lunch staff Chew your food with your mouth closed 	<ul style="list-style-type: none"> Talk only when interacted Stay seated Use good manners Get all your utensils before sitting down 	<ul style="list-style-type: none"> Silent, single file line Wait patiently to return tray 	<ul style="list-style-type: none"> Keep your area clean Pick up all your trash
Media Center	<ul style="list-style-type: none"> Quiet walking feet 	<ul style="list-style-type: none"> Single file line when waiting at the corner 	<ul style="list-style-type: none"> Treat books with care 	<ul style="list-style-type: none"> Wait patiently to check-out your book in a single file line Silent shelf markers 	<ul style="list-style-type: none"> Return books when due
Playground	<ul style="list-style-type: none"> Use playground equipment correctly 	<ul style="list-style-type: none"> Exhibit good sportsmanship Keep hands and feet to self 	<ul style="list-style-type: none"> Use playground equipment correctly Take turns Play with friends 	<ul style="list-style-type: none"> Line up quickly in a single file line when called 	<ul style="list-style-type: none"> Share playground equipment Stay in designated area
Assemblies	<ul style="list-style-type: none"> Sit on your bottom with your legs crisscross Keep hands and feet to your self 	<ul style="list-style-type: none"> Listen attentively to speaker 	<ul style="list-style-type: none"> Listen attentively Maintain personal space 	<ul style="list-style-type: none"> Single file line Enter/exit quietly 	<ul style="list-style-type: none"> Listen attentively to speaker

MCKIBBEN LANE ELEMENTARY SCHOOL

DRESS CODE

Students who are neatly and cleanly dressed generally demonstrate better behavior and display a more serious attitude toward the importance of teaching and learning; therefore all students enrolled at McKibben Lane Elementary School shall attend school dressed in the following uniform attire.

It is not the intent of this rule to cause undue hardship for any family. If you have questions or concerns, please contact our school counselor at 779-3143 for possible assistance.

The uniform dress code for our school will include the following attire:

PANTS & SLACKS

- **Khaki or navy ONLY** (unembellished) pants and slacks must be of appropriate size and have no openings that expose skin or undergarments.
- Holes, patches or fraying whether by design or wear, are not allowed.
- Oversized or baggy pants of any type are not acceptable.
- Pants which have belt loops **MUST** have a belt which is visible; pants with elastic waistbands are allowed.
- Pants must not touch the floor.
- Pants should not have elastic at the ankle

SHIRTS & BLOUSES

- Plain collared shirts (unembellished) in the following **solid colors ONLY**: white, light pink, burgundy or navy (Oxford or polo type) shirts may have long or short sleeves but should have no designs or logos.
- Solid navy or white turtlenecks (alone or under shirts).
- All clothing must be worn with appropriate undergarments.
- Must be worn tucked in and be appropriately sized
- Clothing must not show skin of the mid-section, bare shoulders, bare back or other parts of the torso during normal activities.
- Undershirts worn as undergarments may not be worn without shirts or blouses.

SWEATERS & JACKETS

- Solid navy or white pullover or cardigan sweaters that fit slightly below the waist
- Jackets must be school colors, if worn inside (navy, burgundy, white, pink) (no words or designs)

SKIRTS, DRESSES, JUMPERS

- Dress code colors only (khaki or navy)
- No shorter than top of the knee
- No longer than top of shoes
- Jumpers must be worn with shirts or blouses
- Skorts (khaki or navy)

SHORTS

- Must be of appropriate size and worn as designed and have no openings that expose skin or undergarments.
- Khaki or navy
- Holes, patches or fraying anywhere, whether by design or wear, are not allowed.
- Oversized or baggy shorts of any type are not acceptable.
- Shorts which have belt loops **MUST** have a belt which is visible; shorts with elastic waistbands are allowed

SHOES

- Shoes may either be tennis shoes or shoes that have enclosed toes and backs with low heels (no higher than one inch).
- Must wear socks or hose
- **Sandals and backless shoes are NOT permitted.**
- All shoes must be laced, tied and/or fastened appropriately.

HAIR

- Must be neat, clean, and well groomed
- Hair styles and dyed hair that call undue attention are prohibited.

HYGIENE

- Each student must maintain desirable personal hygiene so as not to be offensive to others.

NOT PERMITTED items also include the following:

- X Any article of clothing which advertises alcohol, drugs, sex or which contains inflammatory, vulgar, lewd or suggestive writing, pictures or emblems
- X Symbols which may be offensive or disrupt the orderly operation of the school and/or activities including swastikas and gang-related clothing
- X Any clothing that advertises or advocates the use of a product prohibited on school premises.

- X Any object or ornament that is distracting or that is capable of being used as a weapon or in the use of drugs or alcohol
- X Facial and/or body ornaments (i.e. tongue rings, nose rings, eye studs, etc) including face painting, glitter, body jewelry, temporary tattoos or other adornment that calls undue attention to the wearer may not be worn
- X Hats (except on Spirit Days), caps, hoods, bandanas, and scarves worn on the head inside the building. Combs, picks, pencils, pens, roach clips and curlers may not be worn in the hair. Possession of metal picks is prohibited on school property.
- X Jeans with words, rips, fraying, holes, designs, or emblems
- X Colored jeans (gray, black, red, etc.)
- X Pants with elastic at the ankle
- X Spandex, athletic style or cut off shorts
- X Layering of T-shirts
- X Jackets with hoods, words, designs, or pictures
- X Tank tops, muscle shirts, sleeveless shirts/blouses
- X See-through, low-cut or skin tight clothing
- X Shoes with wheels
- X Any camouflage - type clothing
- X Sunglasses (except on Spirit Days)
- X Pagers
- X Games, toys
- X Dice, playing cards
- X Sweat Pants, fleece pants, wind suit or jogging suit
- X Big shirts, jerseys (except on Spirit Days) or other oversized shirts that cannot be tucked in
- X Inappropriately sized clothing
- X Any clothing which disrupts the learning process
- X Purses are allowed in grades 3-5, but will be treated as book bags and hung in the room only to be used during restroom breaks.
- X Jackets and sweaters that are not uniform are only permitted during arrival and dismissal times. They can not be worn throughout the school day.

**** Fabulous Fridays - Blue Denim pants and school spirit wear—All uniform rules still apply!! (No colored jeans or jeans with fraying, jeans with designs or acid-washed jeans)**

COMPLIANCE MEASURES

If students come to school out of dress code, parents will be notified. If a child is asked to comply and refuses or repeatedly fails to comply (i.e. tucking in shirts, tying shoes, etc.), this will be viewed as blatant disobedience and will then be subject to immediate behavioral consequences. Parents, we need your help to enforce the dress code. We truly do not want to call you at work or home to bring more clothes, so please make sure your child is in compliance daily. Repeated dress code violations will result in punitive measures as outlined in the Bibb County School District Code of Conduct.

APPROPRIATE DRESS FOR PARENTS AND VOLUNTEERS

We strongly urge parents and volunteers to appropriately wear clothing on the school premises, which helps us, perpetuate a climate that instills good character and a serious approach to education. Please refrain from wearing clothing which is tight fitting, overtly suggestive or has writing or pictures that advertise alcohol, drugs, sex or contains inflammatory, vulgar, lewd or suggestive comments.

ENROLLMENT OF NEW STUDENTS

A student entering a Bibb County Public School for the first time may enroll on site with the school the student is zoned to attend.

SUPPLIES

Students are expected to have basic school supplies on hand each day. Parents will receive a supply list prior to the beginning of school. Most parents are very good at supplying needs at the beginning of the year, but these supplies quickly run out. School supplies make excellent Halloween, Christmas, Valentine, or St. Patrick's Day gifts and most students really need replenishing by this time! Check with your child frequently as to their needs in this area.

TELEPHONE USE BY STUDENTS/ MESSAGES TO STUDENTS

Students will not be allowed to use the office phone for personal calls except in emergency situations. Additionally, students will not be called from class for telephone calls. In *emergency situations*, we will do our best to relay messages. Arrangements for afternoon pickup should be made with your child before leaving home in the mornings. **A change in the way a child normally goes home from school can only be changed in a signed or faxed note** with identification from the parent. No change will be taken over the phone, by email or text.

EMERGENCY PROCEDURE CARDS

Emergency Procedure Cards will be sent home with every student on the first day of school or upon enrollment. These must reflect current and accurate information, which will be kept on file in the classrooms as well as in the office. In the event your child becomes ill at school, a member of the office staff or your child's teacher will contact the primary care giver listed on the emergency procedure card. **ONLY THOSE PERSONS LISTED ON THE CARD (ACCOMPANIED WITH A PICTURE ID) MAY SIGN OUT YOUR CHILD UNLESS THE SCHOOL IS CONTACTED IN WRITING TO STATE OTHERWISE.** *If there is a change of address, telephone number, or work location of any listed caregiver, please send a note to the school so that our records are kept current.*

ESOL (English to Speakers of Other Languages)

Special classes are offered to students whose first language is not English. In the ESOL Program, students are taken out of their homeroom for a portion of the day and receive individualized or small group instruction that strengthens vocabulary and a general understanding of English. The ESOL teacher works cooperatively with the classroom teachers to determine how she may best assist the children to make this transition into the regular classroom. For more information, please see Lane's ESOL teacher.

FIELD TRIPS

Field trips are an extension of classroom learning and are planned by the teachers to support the instructional program. Limited field trips will be sponsored by the school system, however, additional field trips may be sponsored by the PTA. At times, parents may be asked to make voluntary contributions to defray the cost of field trip opportunities. No student will be denied the opportunity to participate in a field trip because of inability or unwillingness to contribute, however, if enough money is not secured to defray expenses, the trip may have to be canceled for all students. *Written* parent permission must be provided for each field trip taken. Any parent or guardian attending the field trip must have completed a background check AHEAD of time and attend chaperone training.

GIFTED EDUCATION PROGRAM (REACH)

In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products and/or exemplified in academic and artistic performance. Teachers, counselors, parents, peers, administrators, self, and others may recommend students for consideration in the gifted program.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap, or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes, and Behaviors (TABS) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABS shall be considered for referral by the school eligibility team. School principals, counselors, and teachers shall also review the results of the norm referenced testing. Any child with a score higher than the 90th percentile composite score, a 90th percentile total reading, including reading comprehension or 90th percentile total math shall be considered. This will constitute an automatic referral procedure.

The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students will proceed to further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the TABS and additionally demonstrates one of the following: grade-level performance, qualifying achievement test scores, documents outstanding products or performances, or a GPA at or above 3.5 on a 4.0

scale. Parental permission will be obtained before any formal evaluation is begun and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following completion of the evaluation. For further information, contact our REACH Teacher or the Director of Gifted Education, 484 Mulberry Street, Macon, GA 31208, and (478) 765-8596.

TEXTBOOKS and LIBRARY BOOKS

Students are assigned textbooks and have the opportunity to check out books from our media center. Students are responsible for the care of these books. All textbooks *must be covered* at all times. Brown grocery bags make good textbook covers. Students will be charged for lost or damaged books. If a student loses a book, a new book will not be issued until the book is paid for.

GRADING AND REPORT CARDS

The grading system for the Bibb County Public School System is as follows:

A	Outstanding	90-100
B	Good	80-89
C	Satisfactory	70-79
F	Failure	Below 70
S	Satisfactory	80-100
I	Needs Improvement	70-79
U	Unsatisfactory	Below 70

Report cards are sent home every nine weeks. These will be sent home in folders the Wednesday following the closing of grades except in cases where the Wednesday is a holiday.

GRADE LEVEL EXPECTATIONS

BIBB COUNTY SCHOOL DISTRICT GRADING PROCEDURES

"There are no *right* grades only *justifiable* grades." Ken O'Connor

The *primary purpose* for grading should be to communicate with students and parents about student's achievement of learning goals. *Secondary purposes* for grading include providing teachers with information for instructional planning and providing teachers, administrators, parents, and students with information for placement of students.

Brookhart, S., *Grading*, Pearson Merrill Prentice Hall, Columbus, OH, 2004

Research to consider when grading:

Grading on a Curve

"Grading on the curve makes learning a highly competitive activity in which students compete against one another for the few scarce rewards (high grades) distributed by the teacher. Under these conditions, students readily see that helping others become successful threatens their own chances for success. As a result, learning becomes a game of winners and losers; and because the number of rewards is kept arbitrarily small, most students are forced to be losers."

Guskey, Thomas R. (Editor), *Communicating Student Learning: The 1996 ASCD Yearbook*, ASCD, Alexandria, VA, 1996, 18-19

Group Grades

Kagan's 7 reasons for opposing group grades

1. Not fair
2. Debase report cards
3. Undermine motivation
4. Convey the wrong message
5. Violate individual accountability
6. Are responsible for resistance to cooperative learning
7. May be challenged in court.

Kagan, S. "Group Grades Miss the Mark," *Educational Leadership*, May, 1995, 68-71.

"No student's grade should depend on the achievement (or behavior) of other students."
William Glasser

Use of I or Incomplete

"The use of an "I" or "Incomplete" grade is an alternative to assigning zeros that is both educationally sound and potentially quite effective."

Guskey and Bailey, *Developing Grading and Reporting Systems for Student Learning*, Corwin Press, 2001, 144.

Types of Assessment

Diagnostic - Assessment that takes place prior to instruction; designed to determine a student's attitude, skills or knowledge in order to identify student needs.

Formative - Formative assessments are ongoing assessments, observation, summaries, and reviews that inform teacher instruction and provide students feedback on a daily basis (Fisher & Frey, 20017).

Formative assessment's purpose is to improve learning and instruction. Therefore, the information should not be used for assigning grades as the assessment often occurs before students have had full opportunities to learn content or develop skills. Firm evidence shows that formative assessment is an essential component of classroom work and that its development can raise standards of achievement.

Black, P. and D. Wiliam, "Inside the Black Box," *Kappan*, October 1998, 139

Summative - Assessment/evaluation that is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.

Students should be assessed or checked on everything (or almost everything) they do; however, everything that is assessed and/or checked does not need a score and every score should not be included in the grade.

The research indicates that improving learning through assessment depends on five key factors:

- The provision of effective feedback to students
- The active involvement of students in their own learning
- Adjusting teaching to take into account the results of assessment
- A recognition of the profound influence assessment has on the motivation and self-esteem of students, both of which are crucial influences on learning
- The need for students to be able to assess themselves and understand how to improve

Five Quality Standards for Assessment

- Appropriate and clear target
- Clear purpose
- Method(s) matched to target and purpose
- Appropriate sample of the learning domain
- Control for all sources of interference

Based on work of Rick Stiggins

Purpose of Homework

Homework should be used for the following purposes:

Practice - reinforce learning and help students master specific skills.

Preparation- introduces material presented in future lessons. These assignments aim to help students learn new material when it is covered in class.

Extension - asks students to apply skills they already have in new situations.

Integration - requires students to apply many different skills to a large task, such as book reports, projects, creative writing.

ELEMENTARY SCHOOLS (K-5)

A. Grading Practices

Kindergarten

1. Students receive report cards 4 times a year, which indicate student progress toward Georgia Performance Standards for Kindergarten.
2. Progress reports are also sent home every 4 $\frac{1}{2}$ weeks.
3. The final GKIDS report is sent home at the end of the year.

Grades 1- 5

1. Teachers are to provide parents with an overview of CCGPS standards, which will be taught in each unit or each 9 weeks and teacher expectations of performance.
2. Summative, not formative, scores should be used to determine a student's final grade.
3. It is allowable for teachers to include observations of student participation and involvement in classroom activities (e.g., discussion, science labs, group projects) as part of an academic grade when such activities demonstrate mastery of a standard.
4. A minimum of one assignment per week should be scored and entered into the Student Information System in each subject area.
5. Students who do not complete work or who earn a grade below a 50 should be provided academic support. Every effort will be made to assist the student to raise the grade. If a student falls below a 50, the teacher should have supporting evidence of what has been done to assist the student.
A grade of zero should only be recorded after a student has had multiple opportunities to complete an assignment and parents have been notified that student is not completing assignments.
6. Lowering academic grades **cannot** be used as a consequence for misconduct.
7. When a teacher reasonably determines that a student is in danger of failing a subject/course, the parent should be contacted and a parent-teacher conference held to discuss the options for academic support. A record of the conference should be maintained.

8. Teachers will provide documentation such as test scores, work samples, checklists and teacher notes to explain or justify a particular grade assigned when needed. Grading reflects student achievement and a sufficient number of grades must be recorded to support the grade assigned. Possible referral to the Response to Intervention (RTI) process may be recommended.
9. Grades should be recorded in the Student Information System within 5 school days after an assignment or test. In cases of lengthy assignments or projects, posting of grades may be extended to 7 school days. The longer feedback is delayed, the less effective it is in assisting student learning and providing students with feedback on how to improve.
10. Homework should be checked but not graded or used to penalize a student. Homework may be used for extra points when appropriate.

Homework will be given daily, Monday through Thursday. Special assigned projects will require additional time within a set long-range time frame, and additional study time may be needed for major tests.

11. No grade (NG) is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period.
12. Summer projects should not be required. However, summer reading should be strongly encouraged.

B. Provision for Improving Grades

1. Teachers should provide opportunities for each student to continue learning material that has not yet been mastered.
2. Extra credit must relate to the curriculum and demonstrate student achievement.
3. Extra credit may **not** be given for activities such as bringing in materials or supplies, participating in fundraising or community service projects e.g. canned food drives.
4. Possible referral to the RTI process may be recommended.

Grade level parent meetings will be held at the beginning of the year to explain grade level expectations and review the curriculum. **Your presence and support is vital in our mission to make sure our students demonstrate strength of character and are college and career ready.**

HOMEWORK

Homework is an integral part of a child's education. Parent interest in homework provides encouragement and motivation to the student. Set up a special place and time that will be specifically for homework. Nightly homework should ***usually*** be completed within the following time allotments; however, extra time will be necessary for study, drill, practice, and review.

Grade K.....10 - 20 minutes

Grade 1.....20 - 25 minutes

Grade 2..... 30 - 40 minutes

Grade 3.....45 - 55 minutes

Grade 4.....50 - 60 minutes

Grade 5.....55 - 65 minutes

If it *consistently* takes your child more time than the above, contact your child's teacher. Even if your child says he/she has no homework, have him/her read or practice math fact flash cards during the designated homework time. Also, check with the teacher if this occurs often. Homework is written in the student's daily planner. Planners should be reviewed and initialed by an adult on a nightly basis.

REQUIREMENTS FOR PROMOTION AND RETENTION

Refer to the Bibb County Webpage

SIGNED PAPERS/REGULAR CORRESPONDENCE WITH PARENTS

A folder with the week's graded work will come home *every Wednesday* to be signed. You will also receive important correspondence from the school and PTA in these folders. Please review signed papers with your child and encourage him/her to continue good work or discuss strategies for improvement. It is good for a child to go over mistakes made so that they are able to identify what they did not understand. Signed papers are to be returned the following day (Thursday). If a child fails to return signed papers two weeks in a row, the teacher may ask the parents to come to school to review the child's papers instead of sending papers home. If you would like to keep the papers for a few extra days to help your child, please send a note to the teacher letting her know your needs.

MEDICATION

Medications are dispensed following a very rigid and specific guidelines. There will be no exceptions or deviations to the following procedures. All medication is to be turned in to the school secretary or the school nurse and it will be administered exactly as prescribed by the physician.

Bibb County Board Policy JGCD states that:

1. All medication is to be brought to the office where it will be administered.
2. All prescription medication must be in the original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
3. If prescription medication is to be given more than 20 days, the parent shall file with the office a medication authorization, signed by the parents and the student's physician.

LUNCH PROGRAM

A nutritious, well-balanced meal is served daily. Free breakfast and lunches are available to all Bibb County students. Lunches brought from home may not contain carbonated drinks or drinks in cans or glass bottles. **Food from fast food restaurants may not be brought into the school lunchroom.** Parents are encouraged to have lunch with their children. Adult lunches may be paid as you go through the line. After eating lunch, teachers may elect to allow students to purchase ice cream for \$1.00. Individual grade levels and teachers will send information to parents informing them of days when ice cream can be purchased.

HEALTHY SNACK PROGRAM

Again this year, we have been awarded a federal grant, which provides our students with healthy afternoon snacks. Please discuss some of the fun and unusual fruits and vegetables we are able to serve through this grant. Our lunchroom personnel take pride in their efforts to provide our students with fresh and healthy foods throughout the day.

HEALTHY SNACK CART

A healthy snack cart will be available to students each day between 3:00 and 3:20. This cart will offer snacks such as baked chips, granola bars, fruit snacks, bottled water and juice boxes. Items are priced from \$.50 to \$1.00. Proceeds support the Lane PTA.

PARENT-COMMUNITY INVOLVEMENT

PTA (Parent Teacher Association)

Lane School is extremely fortunate to have an active PTA. Parent involvement has had a vital impact in offering our students programs, opportunities, and equipment which would otherwise be unavailable. Additionally, the support and assistance offered teachers and staff is invaluable. We hope that all parents, grandparents, uncles, aunts, and friends will join the PTA and get involved in this vital organization.

SCHOOL COUNCIL

House Bill 1187 - the A+ Reform Act of 2000 mandated that every Georgia school should have a school council in place by October 1, 2003. "School councils are created to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision making process. School councils provide advice, recommendations, and assistance and represent the community of parents and businesses." School councils include: two parents or guardians of students enrolled in the school, excluding employees who are parents or guardians of such students; two business persons, one of whom shall be selected by the school and one selected by the local board of education; two certified teachers; and the school principal. Members of the council serve for a two-year term and elections are held in May of each year for parent and teacher representatives, as needed.

RECOGNITION OF STUDENTS

Many students (and parents) work extremely hard throughout the year and serve in a variety of capacities. These students certainly deserve recognition at the end of the school year for their accomplishments.

Students will be honored on Awards Day each 9 weeks in the following categories:

Principal's All A Honor Roll - All A's all year (No B's at all!)

A/B Honor Roll - Students have all A's and B's (no C's at all!)

Chill Award (Lexile Levels) - Children Having Increased Lexile Levels

Outstanding Character - Recognizes the student in each class who epitomizes the character qualities in a consistent manner.

Students will be honored on the **end of the year Awards Day** in the following categories:

Principal's All A Honor Roll - All A's all year (No B's at all!)

A/B Honor Roll - Students have all A's and B's (no C's at all!)

Lancer Honor Roll- Students may have earned C's throughout the year but the final average is either an A or B.

Highest GPA - Recognizes the student in each class with the highest Grade Point Average

Superintendent's Perfect Attendance - Students have not been absent any days, have not been tardy, and have not been dismissed for any part of the school day.

Principal's Perfect Attendance - Students have not been absent any days but may have been tardy, dismissed early, or left for a short period of the day to go to an appointment. *(Can not exceed a total of 3 tardies or early dismissals).*

Outstanding Citizenship - Recognizes the students in each class who epitomizes the character qualities in a consistent manner. This person is a true role model for others.

Most Improved - Recognizes the student who has worked diligently to make progress in academics and/or behavior throughout the year.

Service Awards - Safety Patrols, Fire Marshals, Media Assistants, Flag Patrols, Beta Club, Study Buddies, Student Council, Future Teachers, School Pride

Production Assistants - Students must serve a significant amount of the school year on the news team.

Science Fair/Social Science Fair/ Media Festival Winners & Technology Fair Winners - county, district and state levels

Spelling Bee Winners - 1st and 2nd place school level winners and district winners.

Quiz Bowl/Math Team/Math 24 Participants - Fourth and fifth grade students who compete at district level competition throughout the year.

Accelerated Reader Awards - See requirements under section "Accelerated Reader"

Claire Cox Spirit Award - Awarded to a fifth grade student who has shown school spirit, academic excellence, love for Lane, exemplary character and dedication and support for the events which have taken place at Lane

Jan Jones Literacy Award - Awarded to the fifth grade student who has the most AR points

Young Georgia Author - Awarded to students who submitted writing pieces and placed in the Young Georgia Author's competition

Art of Reading- Students who submitted art work for the Art of Reading contest.

Quick Think - Awarded to a second graders who placed at the school level and the district level in the Quick Think competition where students are required to quickly think of answers to questions. Scores are based on accuracy of the answer, poise and clarity of speech.

Millionaire Club- Students who read a millionnaire words will receive a Barnes and Nobles gift card and a bag of treats. The student will be recognized during a special assembly. The student will be invited to attend a mystery field trip.

Lexile Level Awards

Pre- K - Knows all uppercase and lowercase letters in random order

K - Recognizes 75 words or more

1st - 300 L

2nd - 500 L

3rd - 650 L

4th - 750 L

5th - 850 L

TITLE I

Title I is a federally funded compensatory grant to offset the effects of poverty on the educational opportunities of low-performing children in high poverty schools. The purpose of the Title I program is to ensure that all children have the opportunity to obtain a high quality education and reach proficiency on challenging state academic standards and assessments.

McKibben Lane Elementary School is a Title I School and is committed to student excellence and achievement. The teachers strive to find new and inventive ways to improve instruction. Parental involvement is a strong component of the Title I program, and is focused toward the achievement of the goals of the school wide plan. The parental involvement policy communicates the school's responsibility to provide a high quality curriculum that enables students served under Title I to meet the state's standards through the school Promissory Note of Learning. The Title I School-wide Plan is available in the school office and in the learning and community center for review. Please consider being part of the Title I Parent Involvement Committee.

TRAFFIC GUIDELINES

The safety of our students is all of our responsibility; thank you for assisting us in this endeavor. The front circle driveway is for moving vehicles only. Please keep traffic moving in a single line at all times. **Do not park in this area.** It is clearly marked for "No Parking" at the front entrance. *Parents who ignore the "No Parking" zone may be subject to being ticketed.* Parents and/or visitors who exit their vehicles should park in the designated parking areas and pick up students in the assigned areas. Parking on curbs and double-parking is illegal and creates safety hazards.

