

# Kiker Elementary School

## PARENT-STUDENT HANDBOOK 2016-2017

5913 La Crosse Avenue  
Austin, Texas 78739

Phone: 414-2584 Fax: 288-5779

[www.kikerelementary.com](http://www.kikerelementary.com)

### *Administrative Team*

Dr. Lori Schneider, Principal  
Artie Arce, Assistant Principal  
Alma Chapa Moore, Assistant Principal  
Lisa Ward, Assistant Principal  
Randie Fraser, Counselor  
Kathryn Bankston, Counselor

### *Office Team*

Kristi Samon, Executive Administrative Assistant/Secretary  
Amy McGovern, Attendance Specialist and Registrar  
Robin Mealey, Administrative Assistant  
Esther Bull, Chief Financial Officer



Dear Parents and Guardians,

Much of this handbook is written to and for children and will be referred to or talked about at school. You may wish to ask your child(ren) to come and join you as you read and learn.

Dear Kiker Comets,

This book has a great deal of information that will help you learn about Kiker. It will tell you when to arrive and leave school, what the expectations are for academics and behavior and how your parents can participate in and help you with your learning.

Let's get started as we...

# SOAR TO SUCCESS!!

## Kiker's Philosophy, Mission & Values

Kiker Elementary is student-focused & student-committed. Students come to school ready to learn & grow, share their talents & strengths, & include others in their daily activities. In class, students ask questions, show their work, & explain their thinking. We are staffed by passionate, determined experts that do their jobs with pride & joy, dedicated to the learning & success of each student, they go the extra mile to ensure personalized learning for every child. The office & custodial staff work all hard to create an environment that helps students feel safe & comfortable. Committed parents & community members support students & teachers with their time, talent & treasure. Kiker has strong ties to the community with partners in education supporting our efforts. We are proud of our "no excuses", "do whatever it takes," attitude.



**Kiker's philosophy:** We believe that ALL Kiker Comets can learn & become successful academically, physically, socially, emotionally, & behaviorally & it is our job as educators to ensure that happens. As experts in the field of education, we believe that all students have strengths, differences & talents. These various strengths, differences & talents will be used to help us learn & grow. They deserve our respect & add richness to the lives of others.

All students (& adults) have struggles, weaknesses, & learning needs. Therefore, we strive every day to reach new academic, physical, social, emotional, & behavioral goals, working to ensure that every child is resilient & prepared to learn, grow, & meet the challenges they encounter in college, career & life.

### Kiker's mission(s):

1. To ensure all students have access to a quality & personalized education that enables them to achieve their full potential.
2. To encourage & prepare all students to be life-long learners, ready for success in college, career & life.
3. To engage & motivate all students to be communicators, risk-takers, resourceful, & creative innovators able to work collaboratively with others.
4. To promote vibrant relationships & ensure students, staff, parents & community members treat each other with kindness, dignity & respect (KDR).

### Kiker's Values & Belief Statements:

- Our school & community's NUMBER ONE JOB is to work together to ensure the safety of each student. Additionally, each child will feel safe, comfortable & included EVERY day. We believe that a safe & comfortable environment is crucial to learning, & can be a place in which students are empowered to become well-rounded, confident individuals.
- By building on each student's strengths & talents, promoting diversity, & ensuring that students respect mistakes, weaknesses & differences in others, we reduce & eliminate exclusion, purposeful annoying, bullying & bias of/towards others, all the while, encouraging, modeling & providing opportunities for students to create and sustain strong, authentic relationships.

- Students come to school to learn & grow academically, socially, emotionally, and physically; Educators are here to help them succeed. However, in order to move students from being dependent to independent each learner must be responsible for his/her own learning! (A teacher or parent cannot learn "for" the student.) Students have to be able to show their work & explain their thinking, if they can't; they don't yet understand the idea, problem or concept.
- Igniting student curiosity will occur as we utilize blended learning, transformative technology or project based learning methodologies, prepare & ask students questions or pose problems that stimulate critical thinking and problem solving and providing immediate, specific, frequent and purposeful feedback from formative assessment gathered throughout the day, we hold the belief that students will be motivated, intrigued, and ignited with curiosity to ensure they engage in questioning and discussing with others, pursuing answers and more knowledge, and participate in high level tasks, in order to solve problems and learn.
- We were born with the ability to learn, grow & change. Every student (& adult) WILL make mistakes & poor choices behaviorally, & socially from time to time: that is how we learn. (When we do: *We own it, Take care of it & Change our behavior.*)
- Academically speaking, if we have the wrong answer in class, a poor outcome on a task, or our project didn't work the way we wanted it to, we know that with determination, resilience, effort & grit, our failure can turn into success.
- Students will achieve excellence & be taught using a variety of methods, strategies & tools. Repetitive behavior leads to habits; effort creates ability & leads to greater intelligence.

#### **Emphases for 2016-2017**

- Authentic, positive relationships
- High expectations
- Needs of the whole child
- Meaningful experiences and challenges in the areas of Literacy, Science & Math
- Individualized learning plans for every student that includes: expectations for engagement, differentiation, problem-solving, critical thinking, assessment and feedback
- Professional Development for Educators
- Teacher Leadership

#### **Teaching will incorporate:**

- Explicit, direct instruction that is systematic, sequential, cumulative and connected
- Building on the strengths of the learner
- Goal Setting & Inspiration toward Excellence
- Literacy across the Curriculum
- Authentic engagement in tasks that involve innovation & risk-taking as well as methodologies such as: Blended Learning, Project-Based Learning, Problem-Based Learning and use of Transformative Technology
- Use of mistakes and failure to promote grit, resilience & determination to overcome adversity and failure

**Students will be taught explicitly**, coached & offered opportunities to practice, demonstrate & learn to:

- Identify emotions, and talk about how he/she feels & what he/she wants/needs.
- Manage impulsivity and exhibit intrinsic motivation, & a positive attitude.
- Use respectful, non-verbal communication if others are distracting him/her from following expected behavior or learning.

- Exercise empathy, integrity, & collaboratively work with others despite the struggles, differences, motivation to learn or variance of the other's work style.
- Demonstrate respect & responsibility to: him/herself, as a member of a family, member of a community in the classroom & at school, & as a learner.
- Practice self-awareness, self-management, social awareness, relationship building & responsible decision-making.
- Think about all factors in a situation before making a decision, then make the choice he/she believes to best for him/her: (Listen to your gut check & stand up for what you know is right!) (Students are taught to say: "I am not comfortable with that/this!" or "We don't do that at Kiker," spin & walk away.)

**No Tolerance/Non-negotiables:**

All Adults (visitors, parents & teachers) & Students at Kiker WILL NOT:

- Intentionally & repeatedly annoy, bother, or harass another
- Deliberately embarrass another or publically humiliates or shames another
- Is part of a group that together intentionally participates in trying to make someone feel unwelcomed, embarrassed, or excluded
- Spread rumor or gossip in person, on the phone or on the internet
- Engage in behavior toward another that is bullying in nature

**You may not know what all of this means now, but if you read this handbook and come to morning assembly and/or class each day you will.**

**Our day looks like this...**

- 7:20 Doors open for student arrival.
- 7:35 First class of the day - Morning assembly for **all students** is held in the cafeteria  
Parents are welcome to attend; please stand in the back.
- 7:45 Students dismissed from morning assembly~ Parents: please refrain from walking your child(ren) to class.
- 2:52 Kindergarten classes dismissed
- 2:57 Classes dismissed ~ you either walk or ride your bike home, ride the bus, go to day care or an afterschool program, or get picked up.

Comets, remember that each afternoon it is **your job** to complete **your homework** and **pack your bag** for the following school day. You need AT LEAST 10 hours of sleep EVERY night! This will help you feel and perform better at school.

Scholars... just as some adults go to work each day; school is YOUR job. It is your responsibility to show up...EVERY DAY... unless you are sick. If you arrive after 7:45 a.m., check in at the office. You will be marked tardy if you are not at assembly.

**First Class of the Day/ Morning Assembly-** Students, when you arrive to school, please go directly to the cafeteria, find your class row, and sit down. **Get something out to read, write, study or draw** until it's time for the school-wide assembly to begin.



At 7:35, we begin our first class of the day. This is an opportunity for us to build our school community through our morning message, important announcements and celebrations. Our morning assemblies are filled with life lessons, and strategies that will reach children and adults. In these meetings, we take time to discuss subjects such as character traits, processes and strategies to be used while learning, how to be responsible at home, and treating others with kindness, dignity and respect. **Waiting outside the classroom while morning assembly is occurring is strictly prohibited.** This is an unsafe practice. If your child is not in his/her seat, on the gym/cafeteria floor by 7:45, he/she will be marked tardy.

Parents are always welcome to stay for morning assembly; please stand against the back of the gym wall so students can calmly and safely get to their seats with their class. Following assembly, parents will exit the cafeteria. **Parents, please refrain from escorting your child to class.** We are a very large school and when we are trying to get 1000+ students to class; too many adults can cause blockage in hallways making it difficult for students to pass. After parents have exited the cafeteria, students will travel directly to class with teacher(s) and classmates. Students arriving AFTER 7:45 will wait at front/back door until hallways are cleared and will be escorted to class by an adult.

**Attendance/Absences-** Students, if you come to school EVERY DAY you will not miss any learning time or fun at school. However, if you are running a fever or are ill, it is important you stay home to rest until you are fully recovered. When you are absent for a day, sometimes it feels awkward...your classmates go on learning even when you're not here. It's bound to happen at some point because we all get sick, but we wouldn't want you to miss school for any other reason. It makes it much harder to catch up when you do get back. But don't worry, if you are sick, your teachers are going to take extra good care of you. Parents, a fever is "a temperature of 100 or higher." If children have a fever, they only return to school if they have been fever free for 24 hours after stopping medication. Please check your child's temperature the night before and the morning of the day he or she returns to school to be sure there is no fever. Please help your child's recovery and keep other students healthy by keeping your sick children at home.

**Absence-** Parents, if one of your children must be out for any reason, please **send a note to the office** stating the reason for the absence the day your child returns or the absence will be considered unexcused. **Notes are only accepted up to 48 hours after an absence.** In case of illness, work missed will be provided to the student upon returning to school. Teachers need at least 24 hours' notice to prepare assignments for these students. Please note that leaving early constitutes a partial absence. Attendance is taken daily at 9:30 AM. If your child arrives after 7:45 AM or leaves for any part of the day, he/she will be marked tardy.

- **Religious Holy Days-**The State Board of Education has specified that students shall receive an excused absence for the purpose of observing religious holy days, when it is a tenet of their faith that they must be absent from school during such time, provided a written request is sent in advance by the parent or guardian.

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- Trips/Vacations-This is one of the biggest offenders of absences. **PLEASE** plan trips around the school and AISD calendar. **Many families take vacations throughout the school year without realizing the impact the missed school days have on a child's education.** These absences are unexcused and **will not** be "excused" by the Principal.
- Extenuating circumstances-Please contact Amy McGovern, attendance specialist, in the front office at 414-2584.

### **RULES and PROCEDURES for SAFETY, LEARNING and HOW TO TREAT OTHERS**

All throughout life, in multitudes of settings and environments, there are rules, procedures and expectations that help us stay safe and learn and manage our behavior. (Parents, you may get a sense of our philosophy as you read through the following.) This guide outlines in detail the expected behaviors at Kiker.

#### **Safety Expectations**

It is difficult to concentrate on learning if you are hurt or do not feel safe. Therefore, the safety and security of you and every other student and adult in the Kiker School Community is of paramount importance to each Kiker staff member.

1. Students, only bring items from home that your teacher specifically asks you to bring. Toys and other items may distract you, your classmates and/or your teacher. Some items are against the law to bring to school. Please note that depending on what the item is, **if we see it** (which means it is not in your backpack) there is a strong chance **we will pick up the item and keep in our desk or in the office.** When in doubt, pay attention to your gut check and ask your parent or guardian. (Kiker follows the AISD Code of Conduct. Some "toys" may also be considered "weapons.")
2. "Treat others with Kindness, Dignity and Respect." When others are mistreated, he/she may not feel valued, safe or able to learn.
3. When your parents or teacher expect(s) you to be somewhere, be there! Never go somewhere unless your parent or teacher is aware of it first...not even your best friend's house; not even for just a moment.
4. Rocks and other objects that could hurt others stay where they belong (on the ground, on your desk, etc).
5. Bus Riders: You are responsible for your OWN behavior on the bus. **YOU MUST** remain in your seat while on the bus. All school rules apply on the bus as well. (Parents, in hazardous weather, listen to local radio and television stations for school closings and bus information.)



You will read more about safety in the lunchroom and on the playground on the next few pages.

#### **Learning Expectations**

We "expect" to see these "Learning Expectations" throughout the school.

1. Actively listen to the speaker and focus your attention on where the learning is occurring.
2. Follow all directions (Use self-talk to help you).
3. Think about your thinking: Explain your thinking in pictures, words, and/or numbers and prove your answers.
4. Work with your classmates toward success. (Learn from each other and build upon each other's strengths.)
5. Always put forth your best effort.



If you choose to disrupt, hinder, or limit your own or another student's learning, your teacher will speak with you. Your teacher may have other consequences for this behavior as well. If this pattern of behavior continues, your teacher may give you an Academic Referral, and ask you to visit the office. Then one of our counselors or principals, can work together with you, your teacher and your parents to help provide the best learning experience for everyone.

### **Behavior Expectations**

We "expect" to see you demonstrating these "Behavior Expectations" throughout the school.

1. Manage your impulsivity. Think first, pay attention to your gut check, and then act. Many times you can make choices by asking yourself these questions: Is what I am doing safe? Am I choosing to disrupt or hinder my own or another person's learning? What is the expected behavior? Would I want to be treated this way?
2. Encourage others, and treat them with Kindness, Dignity and Respect. (You will read more about this on the next page.)
3. When you make a mistake or a poor choice, the expected behavior at Kiker involves three steps: 1) Own it; 2) Take care of it; and 3) Change your behavior. (You will read more about this on the next page too.)
4. Manage waiting, disappointment, and other strong feelings, by taking two deep breaths and calming down and using other strategies you learn at school.
5. Use your problem solving strategies.

You will read more about behavior expectations in the lunchroom and on the playground on the next few pages. These behaviors will help you develop responsibility and character.

### **Give Me Five**

Sometimes your teacher or principals will need to get your attention. When an adult at Kiker says "Give me 5!," we say: 1. "Eyes Watching"; 2. "Ears Listening"; 3. "Body Still"; 4. "Voices Quiet"; 5. "Ready to Learn". (Soon we will be able to say "Eyes, Ears, Body, Voices, Ready" and one day we won't have to say anything at all - we'll just be ready!)

### **Cafeteria Expectations**

We "expect" to see these "Cafeteria Expectations" in the cafeteria or any time you are eating together as a group. **Lunch is time for you to practice self-awareness, self-management, social awareness, relationship skills and responsible decision making.** (It gives you a chance to practice expected behavior when you go to a restaurant or to someone's home for dinner.) While you are quietly visiting with your friends or guests, we expect you to do the following.



### **Say/Read it with me....**

- I use a quiet voice and talk only to the person in front or beside me.
- I stay in my seat and raise my hand to ask for help.
- I manage my impulsivity and keep my hands, feet, food and belongings to myself. At Kiker, we do not share food. This is a safety issue. Some of our friends and classmates are allergic to certain foods I am able to enjoy.
- I clean up after myself. Nothing will be left on or under my table when my class leaves the cafeteria.

**Big Kids...We expect you to be a shining example  
for younger students throughout the entire day.**

## Recess and Playground Safety Rules and Expectations



We "expect" to see these "Recess and Playground Safety Rules and Expectations" any time you are at recess, on the playground, or with friends. Each day there will be structured and unstructured time for activity. It is important you follow these procedures so that you and your friends stay safe.

### **These are the five main rules:**

1. Keep your hands and feet to yourself.
2. Leave whatever is on the ground, on the ground.
3. Treat others with Kindness, Dignity and Respect at ALL times.
4. Include others in your play by inviting them to join in.
5. Make responsible decisions.

### **Playground Equipment**

- When you use the playscape, go up and down using the steps. Use only the stairs and firemen's pole to get off the playscape. At NO TIME is climbing on the top of the playscape permissible.
- When you play on the parallel bars, use your hands only (to build upper body strength) with feet pointing to the ground. We never pull on someone else who is playing in an attempt to get them off the equipment.
- When you use the monkey bars, start at one end and finish at the other end using only hands (no feet on bars). We never pull on anyone when he or she is on the playscape structure or the monkey bars.
- When you decide to use the swings, sit on your bottom. Completely stop swinging when you are ready to get off the swings. Do we ever jump out of the swings? NO!
- Slide down the slide and use the stairs to go up. Do not use the slide as a stairway or the stairs as a slide.

### Treating others with Kindness, Dignity and Respect

Always treat other children the way you want to be treated, **in class, during lunch, on the playground, in the library, on the bus, on the phone, and on the computer.** You will meet many new friends at Kiker. It is okay to have more than one friend. If someone asks you to play with them, consider the request and answer respectfully. We expect all students to be respectful, kind to others and encouraging. This means you will be respectful to others, and others should be respectful to you.

You can model expected behavior and help our school put a stop to the mistreatment of others and bullying by engaging in the following:

- Help others find success in their areas of weakness. Do not try to make activities harder or more confusing for others. Do not try to make others feel embarrassed or bad. For example, lend a hand or share encouraging words such as "Good try!" or "Good job!", when others need help with a project, completing a math assignment, or learning and participating in appropriate behaviors.

- Make responsible decisions. Use your gut check, and if the action is wrong...don't do it! NEVER compromise yourself just because someone else wants you to do so. If someone asks you to do something you know is wrong you can say, "I'm not comfortable with that."
- If you hear someone discussing someone that is not present, unless it is positive, say, "We don't talk about others in a negative way at Kiker," and stand up straight.
- Talk about others in positive ways and give compliments. These are two great ways to demonstrate kindness.

If you feel **someone is not being** respectful to you, bothering or harassing you, kindly ask him or her to stop. If the behavior continues, ask him or her one more time. If the behavior still continues, find an adult immediately. Practicing setting appropriate boundaries with others and managing how you allow others to treat you is a valuable habit for life.

**If you repeatedly** continue a behavior after another child has said, "Please stop," this can be considered harassment. In addition, if you continually exclude another child or request or encourage other kids to do so, this may be considered bullying. Other examples of harassment and bullying include, but are not limited to, the following:

- Treating, speaking, or writing about classmates, teachers, and his or her own parents with disregard and disrespect.
- Encouraging students who may not understand the consequences of their actions to say a particular statement or take a particular action.
- Encouraging other students to do things they know are wrong.
- Promising students candy, snacks or money to follow your command.



Harassment, bullying, or hurting another student with your body or an object is strictly prohibited at Kiker. If you observe this behavior happening to someone on campus, you have a significant amount of power as a bystander. Help the other student out of the situation by standing up for them, modeling expected behavior, encouraging the behavior to stop and/or finding an adult. You cannot control others' actions -- you can control your words and your actions.

Parents: KIKER has ZERO TOLERANCE for DISRESPECTFUL, BULLYING, OR HARRASING BEHAVIORS towards others:

What does zero tolerance mean at Kiker?

1. If there is a problem, it will be addressed.
2. Each misbehaving student will be dealt with in a manner that seems appropriate, given the unique aspects of the situation.
3. The following considerations will be evaluated:
  - What happened prior to the incident
  - The child's intentions
  - What actually happened
  - The damage or hurt caused by the misbehavior or rule violation

If a student has engaged in these behaviors, he or she will be asked to take the following three steps: 1) Own it; 2) Take care of it; and 3) Change behavior.

1. When a student is asked to "Own it," this may involve speaking with honesty to a teacher, parent or administrator about the situation, and when reporting incidents, telling the entire story. It is expected that students do not omit his or her actions and responsibility in the situation when telling a teacher or parent about a situation. When your child is sharing a mistake or poor choice he or she has made, I encourage you as you speak with him or her to refrain from allowing your child to blame his/her choices or actions on someone else. We will hold our children accountable and help them work through the situation.
2. "Taking care of it" may involve becoming willing to and then making reparations. Some examples include, but are not limited to, the following: apologies, letters, signs, or recommendations for others which include a learning opportunity.
3. "Changing behaviors"...All words, actions, behaviors, and choices can shape future behavior. We know children are learning from their mistakes or poor choices when their behavior changes.

Our philosophy and approach comes from a place of...we all make mistakes and we learn from our mistakes. As the children grow, we will work with you to intervene, model appropriate behavior, and hold our children accountable. We want to provide our children with guidance, and not by proxy condone or enable their behavior. If/when practiced; treating others with Kindness, Dignity and Respect will become a habit for life.

If you believe your child is being mistreated: report the incident to your child's teacher or our counselor, Randie Fraser. If the problem continues, contact an administrator and a full investigation will be conducted and a plan of action will be created.

*If we all abide by these rules, we can keep each other safe while enjoying each other's' talents and strengths. Remember, here at Kiker, we always demonstrate kindness and respect, and so remember to listen to your teachers, respect your peers and parents, and follow ALL of the rules so we can all be safe, learn and have fun!!!*

*\*\*\*All district rules related to safety and security are in effect at all times at Kiker.*

### **Break The FAST!!!**

**Comets**, it is important that you **eat breakfast, lunch and dinner EVERY DAY!** Providing good nutrition in a courteous atmosphere at school is one of our goals. Breakfast is available beginning at 7:20 a.m. at a cost of \$1.25. Student lunch is available for \$2.35 (\$3.25 for adults). Milk, juice and dessert or snack item may also be purchased. If students choose to buy a snack in the cafeteria, they will only be allowed one snack daily! Each student has a personal identification number (PIN) for his or her cafeteria account. Parents, please send cash in an envelope marked with your child's name, grade and teacher, and enclose the appropriate amount. The cafeteria cannot accept personal checks. You may purchase several meals in advance. To avoid sending money daily you may prepay using credit or debit cards through [www.mylunchmoney.com](http://www.mylunchmoney.com). Monitor your child's account balance periodically.

\*\*The cafeteria has added TWO "Build Your Own Salad " days per week. Hooray!

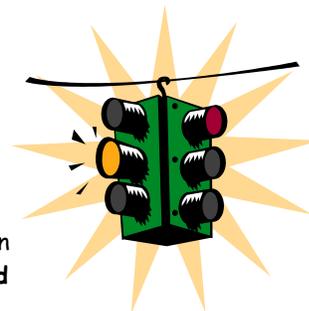
## **TRAFFIC PATTERNS AND STUDENT SAFETY**

ALWAYS . . .

- Model safety.
- Follow traffic signs.
- Stay off the cell phone when driving in the Kiker school zones.
- Stop at crosswalks.
- Park in spaces marked "visitor" in front of the school or on the street. (Fire Lanes are reserved for emergency vehicles only.)

Parents, in order to provide safe arrival and departure of Kiker students, the following traffic patterns have been established for the front drop-off and pick-up of students before and after school.

- ❑ During drop off in the morning, stay in a single-file line until you have passed the crosswalk. At pick up, you can pull around other cars in line. **Unless you have picked up your child, do not pull around other cars in line.** **Please do not block the flow of traffic by waiting in line for a late arriving child.** Parents waiting in vehicles for a student may pull into a parking space, park on the street, pull in front of crosswalk or circle through the line of traffic again while you wait for your child to come out of the building. **Encourage your child to watch for your vehicle and quickly enter it.**
- ❑ During pick up please do not pull out from the curb around the cars in front of you unless you have picked up your child.
- ❑ Safety Patrol members will be stationed along the right curb to open doors for students entering or exiting cars. Children must always exit from the right side of the car.
- ❑ Please put your child's name, grade level and teacher's name in the right front window of your vehicle to better assist with pick up and traffic flow.
- ❑ Please do not signal your child to come to you if they have to walk between cars and across the circle drive or any other street!!! Always instruct them to use the crosswalk.
- ❑ Do not leave vehicles unattended along the right-hand curb area. This is a fire lane and unattended cars parked here cause a safety hazard. **If you need to come into the school, please park in a visitor parking place or on the street.**



Safe transit for students and parents is critical to all of us. Kiker staff members and other parents appreciate your assistance in providing a safe environment for all children.

## KIKER PARENT POWER

Kids,

This is the part where your parents can learn about how they can participate and/or come to school too. Parents, guardians and other family members are a key ingredient in the success of Kiker students and can be a part of the Kiker school community in the following ways:

- 1) **VOLUNTEER.** Many parents who work inside and outside of the home find creative ways to share their time with children at Kiker. *Dads on Duty, Dinner/Dance Committee, Parents as Partners, Teacher Workroom* and room parenting are just a few opportunities available to you. During the first months of school, we will send a list home of volunteer opportunities. Kiker Comets depend upon your strengths, talents, and passions. You will empower not only your child, but other children at Kiker as well.
- 2) **JOIN AND ACTIVELY PARTICIPATE IN PTA or CAC.** Our Parent Teacher Association (PTA) and Campus Advisory Council (CAC) work to create unity, advise the leadership team, and plan for student success. Visit our website at [kikerpta.org](http://kikerpta.org) to learn more about these opportunities.
- 3) **VISIT THE CAMPUS OFTEN.** You are always WELCOME! Whenever possible, please let your child's teacher know at least one day in advance to avoid scheduling conflicts and disruptions to learning, particularly when extended visits are planned.
- 4) **CONFERENCE WITH YOUR CHILD'S TEACHER.** If you desire a conference with your child's teacher, please call or send a note in advance to schedule the conference. A planned conference with a teacher is a positive and productive experience. (Asking a teacher if they have a moment, during their lunch, or when responsible for a group of students will not produce a fulfilling exchange.) Always sign in at the office before going to the classroom.
- 5) **HAVE LUNCH WITH YOUR CHILD.** Adults are welcome in our cafeteria. Check your child's lunch schedule and sign in at the office before joining your child in the cafeteria for lunch. Please meet your child's class in the cafeteria not in the classroom. Due to the short lunch break, we recommend that you remain on campus during this time. You may wish to experience lunch on the deck by our Comet Creek. Please take ONLY your child to the deck if you choose to go outside. With the exception of your child, it is against school policy to take any child out of the lunchroom ...regardless of whether another parent gives you permission.
- 6) **READ ALL KIKER NEWSLETTERS** and other **MATERIALS** from **SCHOOL**. Watch for the "Kiker Comments" newsletter that we send out via email each week. It contains timely articles to keep you informed about routines, events, and fun at Kiker Elementary and usually links to other important information. You may sign up to receive the newsletter by joining our Yahoo! Group at <http://groups.yahoo.com/group/kiker/> Also, please look through your child's Kiker Folder each week to see class work, communication materials, classroom newsletters, notes from the principal or nurse and campus activity notices.  
Follow us on Twitter @KikerComets
- 7) **READ WITH YOUR CHILD EVERY DAY.**

**Parents and students**, in order to assist us in the daily safe operation of the school, please be aware of the following guidelines:

### HAT, DRESS and SHOE POLICIES

Kiker follows the AISD dress code set forth by the Board of Trustees with one exception: Kiker students **MUST WEAR** closed toe shoes daily to ensure their safety at recess and in PE.

Examples of inappropriate dress which have been problems in the past are:

- Tops that are strapless or backless, have spaghetti straps, or low cut necklines;
  - Shorts or skirts that are short enough to be distracting;
  - Hats or caps worn inside the building (except for religious requirements)
- Students violating the AISD dress code may be asked to call parents. The student may be given appropriate clothes to wear or parents may bring appropriate attire.



### ARRIVAL AND DISMISSAL

The school day begins at 7:35 AM for assembly in the cafeteria. Students/parents may enter through front or back doors until 7:45 AM. At 7:45 AM when classes begin to exit the cafeteria with their teachers, students will wait at front/back door until all classes have exited the hallways before being escorted to his/her classes by an adult. Because we want our students to travel to their classes safely without getting separated, we will limit the amount of traffic in the hallways after 7:45.

The circle drive in front of the school is for vehicle pick-up and drop-off. There are limited visitor parking spaces available. Please park in spaces designated "visitor" or on the street, not along the fire lane. Vehicles parked in fire lanes or no parking areas are subject to tickets and towing. The rear entrance to the main building is for PPCD, bus and daycare van pick-up and drop-off only. **Students should not be dropped off in the bus area or by the portable buildings. They are unsupervised and at risk of injury from traffic.** Students who walk, ride skateboards, scooters, or bikes should be aware of car and bus traffic. **Stay on sidewalks or in bike lanes at all times.** Please walk bikes when on campus. Skateboard, scooter, and bike riders should **wear helmets** at all times to protect themselves from injury. **Students should cross streets only in marked crosswalks. Please DO NOT let your child or loved ones cross between cars.**

### VISITORS/GUESTS and FOR THE SAFETY of our CHILDREN

All visitors are required to bring a form of identification and **sign-in at the office on our Safety Check Machine. You will obtain a "Guest" sticker.** This identifies you and keeps students safe. Students, teachers and/or parents, have been trained to ask you to sign in if they do not see that you have a sticker.

### EARLY DISMISSAL

Parents and guardians, when it is necessary to check your child out of school prior to 2:57 PM please sign the student out in the office. Office personnel will call the classroom and have the student sent to meet you in the office. Please be prepared to show your identification in the office. **Teachers will not dismiss students without a call from the office.** Students must remain in the classroom until they are checked out in the office.



### BIRTHDAY CELEBRATIONS

**Birthdays are acknowledged each Friday during our morning assembly.** If you choose to send a healthy birthday treat, please schedule with your child's teacher. The treat will be shared either at recess or after school. **Please do not send invitations, party favors or balloons for distribution at school. BALLOONS, flowers, or other items sent to the student will NOT be delivered to a child during the school day.**

### EMERGENCY CARE INFORMATION

It is essential that the school office has current home, work, and emergency contact numbers for each child. If a child is sick or hurt, we need to be able to contact a parent immediately. These numbers must be kept current. Please notify your child's teacher, as well as the school office, of any telephone or address changes as soon as possible.

### MEDICATION

In order for AISD staff to administer medication to a student, a parent must sign a "REQUEST FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL" form. These forms are available in the school office. All medication **MUST** be in the **ORIGINAL** container and clearly show the student's name and dosage to be given. Students should come to the office to take medication when needed. If your child needs to be reminded, please write a note to the teacher. Teachers may not administer medications except in the case of field trips.

### TEXT AND LIBRARY BOOKS

It is the responsibility of the school to issue, collect, care and account for all state adopted textbooks. All textbooks must be covered as required by law. 4<sup>th</sup> and 5<sup>th</sup> grade students use fabric covers. Text and library books that are damaged, destroyed, or lost by a student must be paid for at the cost established by the State Board of Education.

### PETS ON CAMPUS

There may be times when the principal approves a class activity in which pets are allowed on campus. If this occurs, your teacher will inform you of the activity and the principal's approval of the activity. Otherwise, pets are **NOT ALLOWED** on school grounds!!! Not even the cute, little, "fits in my purse," "she wouldn't hurt a fly," pets.

### SOCIAL NETWORK/POSTING PICS on the INTERNET

Please do not include photos or videos of children from other families on your Facebook or My Space pages. Kiker families who have elected not to share photos publicly have been extremely distressed and upset to learn that photos of their children have been posted on social network pages belonging to other families. As we navigate increasingly complicated and public times, as families and a school, here is our chance to honor diversity and practice the Kindness, Dignity and Respect held so highly by our community.

**Dear Comet Parents,**

There are children on our campus who have a severe food allergy to peanuts and/or tree nuts. Please instruct your child not to share food with other classmates unless a teacher gives approval to do so.

Food allergies can be very serious and potentially fatal. The only way to avoid a reaction is to avoid the offending food. In order to provide a safe environment for all children, particular classes will be designated as PEANUT AWARE. In PEANUT AWARE classrooms, we request that you voluntarily consider finding alternatives when providing lunches and snacks for your child or snacks for the class as a whole. In years past it has been heartwarming to see so many parents and families willing to readjust and explore other food options for the safety and well-being of other children.

For more information, please call Tarren Kingsley, our school nurse, at 512-414-2584. To learn more about food allergies, you may visit the Food Allergy & Anaphylaxis Network's website, [www.foodallergy.org](http://www.foodallergy.org).

**Attention: Are you looking for a cause to support? Join us for our Voluntary Peanut Butter Ban**

#### CLOSING REMARKS

Okay, this is the end of our handbook. I know there are many things to remember but do not worry. If you cannot remember it all, you can always use your gut-check. Your gut check is that funny feeling in your tummy that may be telling you something to think about. Another thing you can ALWAYS do is talk to your parents, teachers, or other adults whom you trust.

Please know we all make mistakes. When we make mistakes or poor choices, we learn. This is why we will be using this book all year long. Your parents will read it with you. Your teachers will review it with you. I will review parts of it at morning assembly as reminders. Older students may kindly remind you of our procedures to keep you safe. We will all work together to help you learn as you grow up. I look forward to a wonderful year with you at Kiker Elementary School.

Dr. Lori Schneider  
Your Proud Principal

Our school is named for Bernice Kiker, one of the first female principals in Austin Independent School District. She was born in Dublin, Texas, but lived in Austin for most of her life until she moved to Gloucester, Virginia in 1992. Bernice Kiker was a graduate of Southern Methodist University and received her M.A. degree from Colorado State College in Greeley, Colorado, currently the University of Northern Colorado. Following 21 years of teaching in 1943, she was appointed Assistant Principal of Travis Heights Elementary School in Austin; she served as Principal of the school from 1947 until her retirement in 1970. Bernice Kiker died at the age of 91 on May 28, 1995. Kiker was constructed in 1992 and dedicated on October 11, 1992.