

# Kiker Elementary School



## Parents as Partners Handbook 2017 - 2018

Principal  
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# Assemblies

Assemblies are designed to teach students about correct audience etiquette, public speaking, public performance, and fine arts.

Special Presentations: School-wide and classroom expectations should be modeled and practiced during presentations given at assemblies.

# Board Policies

Austin School Board Policies Manuals are on-line at the AISD website and available for your information.

# Cafeteria



Lunchtime should be a time for students to relax and socialize with their peers. This should also be a time when good manners and courtesy are practiced. Adults are the best role model and will be instrumental in stressing appropriate cafeteria behavior. Expectations and procedures should be consistently reviewed to encourage an excellent environment for lunch.



Entering: Teachers/Partners should accompany their students to and from the cafeteria at their designated time. Staff and students are assigned a personal identification number (or PIN), which should be entered if you have money on an account.

# Cafeteria Behavior

## Procedures and Expectations for the Lunch Period

1. Students will walk in the cafeteria at all times.
2. Students will use quiet voices and good manners. (Only talk to the students beside you or across from you. Yelling across tables or to students that are entering or leaving is not permitted.)
3. Students will stay in their seats and raise hands to get help. (Extra items must be purchased prior to being seated.)
4. Students will keep hands, feet, and belongings to themselves. (Students will eat their own food-not trade food items).
5. Students will clean up after themselves. (table and floor area)
6. Students will remain seated until a cafeteria monitor asks you to line up.
7. Students sit quietly in line to wait for their teacher to pick them up.



## PARTNERS ARE ASKED TO ASSIST WITH THE FOLLOWING GUIDELINES:

- Arrive and leave the cafeteria on time.
- Allow students to get water and use the restroom before lunch to avoid them leaving the group in the cafeteria.
- Encourage good cafeteria behavior with positive reinforcement.

## Communications

Every action, from tone of voice and choice of words to body language will be consistent with a high degree of understanding of the unique characteristics of young learners and our belief that all children are worthy of our love and respect.



It is important that you make every effort to "balance" your communications regarding student behavior with both positive/reinforcing comments as well as criticism/corrections.

The parent as partner should give copies to teachers documenting any home/school communication.

There are thousands of opportunities for us to touch the students in our communications daily. Low quality communications, non-verbal or single word responses or responses that convey annoyance or anger; can be harmful to a person's self-esteem and counteract all efforts in effective relationships.

As we work to increase communication and community involvement and participation in our school, we must become more aware of comments that are made about students or parents. These comments can be overheard and misunderstood/misinterpreted or repeated. There is a time and place to voice concerns or frustrations and a high degree of privacy and confidentiality is not only necessary but **required by law**.

Telephone Communications: Telephones in teacher's classrooms will receive voice mail only, and will only ring if the call is coming from within the school. The purpose of this is to avoid disruptions to instructional time. **Please do not allow students to make calls from these telephones unless supervised by the teacher.** Students may use the office phone if accompanied with an office pass to use the phone. Use of school telephones by teachers for personal business should be kept to a minimum. Please do not allow students to call parents regarding forgotten items such as notebooks, assignments, and lunch money. Have them bring the missing items with them the next day. The purpose of this is to teach children to be responsible, self-reliant individuals, and to reduce the loss of instructional time.



## Discipline

### Atmosphere and Student Demeanor in the School

Students should exhibit a general sense of respect while at school. Certainly, there are times when a less structured, noisier atmosphere is acceptable and even appropriate. (i.e. recess, cooperative learning activities, etc.). Most often though, when the students pass in the halls, use the rest rooms, visit the library, or participate in more structured learning arrangements, they should act with dignity and a sense of responsibility.

A set of campus-wide rules and classroom rules are posted in each and every room on the Kiker campus. Students should be familiar with these expectations and reminded of them often. A consolidated, consistent effort on everyone's part should help to establish and maintain good behavior throughout the grade levels. **(The Responsibility Plan is included at the end of this handbook.)**

"Everyone at Kiker will be Respectful and Responsible."

- 1) Make good choices!
- 2) Always do your best!
- 3) Cooperate with others!

Use positive reinforcement as much as possible to emphasize, praise, and encourage appropriate behavior.

### Handling Behavior Problems:

Students are expected to conduct themselves in an appropriate manner at all times. **It is the responsibility of every Kiker staff member and parent as partners to correct a student at any time she/he is observed doing something improper or unsafe.**

**An in-class, time-out area is preferable to placing students in the hallway -- again, so that students will not miss instructional time and information important to their learning, and so that they can be supervised at all times. If difficulties persist call the office for an administrator.**

Corporal Punishment: The Austin ISD Discipline Policies state that no corporal punishment shall be administered to any student. **"Corporal**

punishment" includes any form of disciplinary action that results in physical discomfort by the student, and might include such things as extreme repetitions of sit-ups, or other exercise, which causes such discomfort.

## Dress Code

### Students

The Parent/Student Handbook informs parents and children of AISD expectations for acceptable dress for school.

### Staff -As stated in district guidelines



### DRESS AND GROOMING

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The dress and grooming of District employees shall be clean, neat in a manner appropriate for their assignments and in accordance with the following standards:

### STAFF - GENERAL GUIDELINES

1. Dresses and all outer garments shall fit properly and be of an acceptable length.
2. Halters, tank tops, see-through garments, or clothing with revealing/ provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
3. If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.
4. No hats, caps or other head coverings shall be worn inside the building.

5. Hair shall be clean, neatly trimmed and well-groomed.
6. Beards and mustaches shall be allowed if they are neatly trimmed.
7. Footwear shall exclude flip flops and slippers.
8. Clothing that reveals undergarments shall not be worn.
9. Hemlines for skirts and dresses should be long enough not to be distracting.
10. Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
11. Jeans may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.
12. All administrative staff are expected to dress in a professional manner. Male administrative staff are encouraged to wear shirts and ties.
13. Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are encouraged and may be required by the principal. Acceptable alternatives for shirt and tie are shirt and pullover sweater or turtleneck sweater and sport coat.

Spirit day is each Friday when jeans, school colors and spirit wear are appropriate.



### Signals:

Evacuation Drill held once per month, find evacuation map located by door, take grade book and red/green response Cards to your designated evacuation area.

\*Students evacuate quietly and in a line

Shelter-in-Place Refer to evacuation map for your designated relocation area (typically in the hall directly in front of classroom).

Lockdown Remain in the classroom with windows covered, cell phone set to vibrate mode, doors locked and children quiet. Do not use red/green response cards

## Medicines

Policy: Austin ISD policies specify that all medicines **must be administered to student by the school nurse or clinic staff.** It is against district policy for students to self-administer medications or for teachers to administer medications to students (except for field trips or unusual circumstances).

## Nursing Services/Injuries

Kiker is fortunate to have excellent nursing services available for students. Nursing responsibilities are share by a registered nurse and a student health assistant who coordinate their services and schedules to best meet the needs of students on the campuses to which they are assigned.

## Parking

Visitor Parking: Limited visitor parking is available in front of the school in marked spaces.

## Protection of Student Rights/Privacy

FERPA (Federal Education Rights and Privacy Act): State and federal law provide policies for the protection of student and family rights.

Student Privacy and Confidentiality: Students at Kiker range from gifted, to academically talented, to regular or average, to special needs students. It is imperative that Parents as Partners make every effort to guard the privacy and individual needs of students. Please do not discuss students or communicate confidential information about students to others.

## Release of Students

Early Release: Please DO NOT send children to the office to wait for someone to pick them up. Wait until the office calls for the child before sending the child to the office. NEVER RELEASE A CHILD FROM THE CLASSROOM TO AN ADULT OR PARENT unless the parents have a red slip from the office. If someone comes to your classroom for a child, please send that person to the office.

## Safety/Accident Prevention

Students are never allowed to walk to or from the school to a portable without an adult. Call the office for an escort. Whenever a child is injured it should be reported to the teacher in writing.

## Visitors

Campus/classroom: Parents are always welcome to visit our campus, but are encouraged to make an appointment to see a teacher, the principal, the assistant principals, or to visit their child's classroom. Do not admit a parent who has not checked in at the office and received a "Guest" sticker.

# **Kiker Responsibility Plan**

## **“Everyone at Kiker Elementary will be respectful and responsible.”**

- **Make good choices!**
- **Always do your best!**
- **Cooperate with others!**

### **CAFETERIA GUIDELINES:**

- Students will walk in the cafeteria at all times.
- Students will use quiet voices and good manners.
- Students will stay in their seats and raise hands to get help.
- Students will keep hands, feet, and belongings to themselves.
- Students will clean up after themselves.

\* Teachers will be responsible for teaching the expectations as outlined at the beginning of the year, and reviewing rules periodically.

\*\* Cafeteria monitors will be responsible for encouraging appropriate behavior, and intervening in a positive, teaching manner when disruptions occur. For example:

- Talk privately with the student about the disruptive or inappropriate behavior,
- Ask the student to try it again,
- Place the student in a time out area

\*\*\* Parents will be responsible for:

- Reinforcing the behavior guidelines when visiting and at home,
- Meeting their child at the cafeteria and leaving them at the cafeteria when visiting for lunch,
- Reinforcing the guidelines with your child’s peers and friends.

### **HALLWAY / SIDEWALK GUIDELINES:**

- Students will be silent when moving between areas so they do not disturb other classes.
- Students will walk and respect the space of others in line.
- Students will keep feet, hands, and belongings to themselves.
- Students will listen and follow directions from school staff.

\*\* Teachers will be responsible for consistently encouraging responsible behavior and respect for other teachers and classes through positive interactions. Teachers will be responsible for escorting their classes to and from morning assembly, special areas, lunch, recess, and to the dismissal area.

### **PLAYGROUND GUIDELINES:**

- Students will play fairly and safely.
  - Appropriate play only (no “play fighting” allowed.)
  - Rocks (and other objects) will remain on the ground.
- Students will listen and follow directions from school staff.
- Students will settle differences peacefully.

\*\* Teachers will walk students to the boundary of the playground. Teachers will be responsible for supervising students on the playground at all times. Students will stay with the school staff supervising them at all times and be able to see their teacher from wherever they play. Teachers will be responsible for intervening when physically dangerous or potentially harmful behaviors occur.

### **ASSEMBLY GUIDELINES:**

- Students will use quiet voices coming into the assembly area.
- Students will stay seated and raise their hands to get help.
- Students will bring something to read, write, study, or draw to morning assembly.
- Students will keep hands, feet, and belongings to themselves.

\*\* Teachers will be responsible for arriving at assemblies on time and attending with their class unless prior arrangements have been made. Teachers will model appropriate behavior for students and will use nonverbal signals to stop disruptive behaviors. The principal and assistant principal will provide positive feedback and encouragement to the staff and students on responsible and respectful behaviors.

\*\*\* Parents will encourage promptness and attention during assemblies. When visiting for assemblies, parents will model appropriate behaviors for students by refraining from talking, by clapping at appropriate times, and by standing/sitting behind the last row of students, against the gymnasium wall. When assembly is over, please proceed quickly out of the area, so as not to block the doorways, or prevent the PE teachers from preparing for their first class. Parents who walk their child to the classroom should say good-bye at the door quickly so that students may begin classroom instruction on time.

Although these are not part of the responsibility plan, please consider the following playground rules to establish consistency and safety.

1. Parallel Bars - Use hands only (to build upper body strength) with feet pointing to the ground
2. Playscape - Go up and down using the steps
3. Bridge - Go across from one end to the other (do not put feet on bridge bars)
4. House Attic - Stays empty at all times, no climbing or hanging from attic rafters
5. Monkey Bars - Start at one end and finish at the other end using only hands (no feet on bars)
6. Swings - sit on your bottom, stop swing completely to get off
7. Slide - Sit on bottom going down feet first-DO NOT walk up the slide.
8. Rocks, sticks, leaves, dirt, etc. always stay on the ground
9. Always keep your hands to yourself

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**Kiker Elementary School  
2017-2018**

**I have read and refreshed my memory on the contents of this Kiker Parents as Partners Handbook.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Email

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phone number

**Please turn this page in to front office. Thanks!**