

Kiker Elementary School

2018-2019 PARENT-STUDENT HANDBOOK

Administrative Team

David Crissey - Principal
Artie Arce - Assistant Principal (3rd – 5th Grade)
Alma Chapa Moore - Assistant Principal (3rd – 5th Grade)
Kelly Meyer - Assistant Principal (Pre-K – 2nd Grade)
Kathryn Bankston – Counselor (3rd – 5th Grade)
Randie Fraser – Counselor (Pre-K – 2nd Grade)

Front Office

Esther Bull - Administrative Assistant/Bookkeeper
Penny Considine - Administrative Assistant
Amy McGovern - Attendance Specialist and Registrar
Robin Mealey - Administrative Assistant
Kristi Samon - Administrative Assistant/Secretary

**5913 La Crosse Avenue
Austin, Texas 78739
Phone: 414-2584 Fax: 288-5779
www.kikerelementary.org**

Kiker's Philosophy

We believe that ALL Kiker Comets can learn and become successful academically, physically, socially, emotionally, and behaviorally. These various strengths, differences, and talents will be used to help students learn and grow. All students have struggles, weaknesses, and learning needs. Therefore, we strive every day to reach new academic, physical, social, emotional, and behavioral goals, working to ensure that every child is prepared to meet the challenges they encounter in college, career, and life.

At Kiker Elementary we ask a simple question which summarizes our philosophy of celebrating every child every day. The question is "what's right with Kiker Elementary?" and the answer we expect from our children, staff members, and parents is "I AM."

Kiker's Mission Statement

- To ensure all students have access to a quality and personalized education which enables them to achieve their full potential.
- To encourage and prepare all students to be life-long learners, ready for success in college, career and life.
- To engage and motivate all students to be clear communicators, risk-takers, resourceful, and creative innovators able to work collaboratively with others.
- To promote vibrant relationships and ensure students, staff, parents and community members treat each other with care and respect.

Kiker's Values & Belief Statements

- Our school and community's NUMBER ONE JOB is to work together to ensure the safety of each student. We believe that a safe and comfortable environment is crucial to learning and can be a place in which students are empowered to become well-rounded, confident individuals.
- By building on each student's strengths and talents, promoting diversity, and ensuring that students respect mistakes, weaknesses, and differences in others, we reduce and eliminate exclusion and bullying and bias of/towards others: while, encouraging, modeling and providing opportunities for students to create and sustain strong, authentic relationships.
- Students come to school to learn and grow academically, socially, emotionally, and physically; At Kiker, students will move from dependent to independent, each responsible for his/her own learning! Students will be able to show their work and explain their thinking.
- Teachers will utilize blended learning, transformative technology, project based learning methodologies, and other methodologies to stimulate critical thinking.
- At Kiker, we know that with determination, resilience, effort and grit, our failure can turn into success.
- Students will achieve excellence and be taught using a variety of methods, strategies and tools. Repetitive behavior leads to habits; effort creates ability and leads to greater intelligence.

School Hours

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| 7:15 a.m. | Doors open for student arrival |
| 7:40 a.m. | Pledges and moment of silence |
| 7:45 a.m. | Students dismissed from pledges to class |
| 2:50 p.m. | Kindergarten classes dismissed |
| 2:55 p.m. | First grade dismissed |
| 3:00 p.m. | All other classes dismissed |

Allergies

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 offering of food. In order to provide a safe environment for all children, particular classes will be designated as NUT AWARE. In NUT AWARE classrooms, we request that you voluntarily consider finding alternatives when providing lunches and snacks for your child.

For more information, please call Mr. 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.

Arrival and Dismissal

The school day begins at 7:40 a.m. for our pledges and a moment of silence. At approximately 7:45 a.m. when classes begin to head to their classrooms 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 7:40 a.m. Formal assembly will occur on the first and third Friday of the month and will be divided by grade levels. K-2 assembly will occur immediately after the pledge and announcements and 3-5 assembly will occur at the end of the day.

The circle drive in front of the school is for student pick-up and drop-off. 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 cross between cars.

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.

- Morning Drop-Off - Children exit car quickly so this line moves at an appropriate pace. At the crosswalk, stay in a single-file line until you have passed the crosswalk.
- Afternoon Pick-Up - Parents waiting in vehicles for a student may pull into a parking space, park on the street, or circle through the line of traffic again while waiting for your child to come out of the building. (Encourage your child to watch for your vehicle and quickly enter it). 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.

Please remember these general guidelines:

- Model safety

- Follow traffic signs
- Stay off 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

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.

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. Parents, a fever is “a temperature of 100 or higher.” If children have a fever, they only return to school once 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.

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. Attendance is taken daily at 10:00 a.m. If your child arrives after 7:40 a.m., he/she will be marked tardy.

Early Checkouts - When it is necessary to check your child out of school prior to 3:00 p.m. 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 each time you pick up your child. Students must remain in the classroom until they are checked out in the office. Please remember, it is very difficult to check a student out after 2:30 p.m.

Extenuating circumstances - Please contact Amy McGovern, attendance specialist, in the front office at 414-2584.

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.

Trips/Vacations - 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.

Behavior Expectations

- Manage impulsivity. Ask yourself some questions prior to acting:
 - 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?
- Encourage others, and treat them with care.
- When you make a mistake or a poor choice, 1) Own it; 2) Take care of it; and 3) Change your behavior.
- Manage waiting, disappointment, and other strong feelings, by taking two deep breaths to calm down and using other strategies you learn at school.
- Use your problem-solving strategies.

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. 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:

- Celebrate friends’ success.
- Make responsible decisions. 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 who 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.

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.

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 adults 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 other students 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.

Note that Kiker Elementary follows the Austin Independent School District’s Code of Student Conduct which can be referenced here - <https://www.austinisd.org/parent-information/conduct-code>.

Birthday Celebrations

In accordance with the Austin Independent School District’s Wellness Policy as well as recommendations from the Kiker Elementary Campus Advisory Council, birthday treats (edible and non-edible) are not allowed. We have children with health concerns, severe food allergies, reactions to artificial colors and ingredients, and severe reactions to preservatives and other ingredients. By eliminating birthday treats, we will discontinue a practice that contributes to the complication of these allergies and conditions. We will continue to recognize our students’ birthdays on Friday morning during assembly and individual teachers will still celebrate our Comets on their special day.

Cafeteria

Providing good nutrition in a courteous atmosphere at school is one of our goals. Breakfast is available beginning at 7:15 a.m. at a cost of \$1.50. Student lunch is available for \$2.90 (\$3.50 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.schoolcafe.com. Monitor your child's account balance periodically.

Cafeteria Expectations

- Walk calmly and quietly into the cafeteria and find your seat.
- Stay in your seat.
- Raise your hand for help.
- Follow the route (arrows on floor) with hands and feet to yourself.

Table Expectations

- Remain seated and raise your hand to request permission to use the bathroom or get something
- Use your inside voice.
- Keep hands and feet to yourself.
- Eat your lunch and keep your area clean.

Dress Code

Austin Independent School District's Student Dress Code is in place to maintain a safe, respectful, positive learning environment, and to model good citizenship. The dress code can be viewed here:

<https://www.austinisd.org/parent-information/dress-code>

Kiker follows the Austin Independent School District's dress code with one exception: Kiker students **MUST WEAR** closed toe shoes daily to ensure their safety at recess and in PE.

In order to ensure sensitivity to all students please note students will be addressed individually and all staff members will keep in mind the student's age and maturity when having sensitive discussions with students.

Electronic Devices

If electronic devices (e.g. cellphones, tablets, smart watches) must be brought to school they should be in silent mode and put away at all times. If you need to reach your child please call the front office.

Emergency Contact Information

It is essential that the school office has current home, work, and emergency contact numbers for each child. 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.

Flexible Instruction Time (FIT)

We have a new school-wide time called Flexible Instruction Time (FIT) that is unique to each grade level. During this time students that need intervention services are being pulled from the classroom. In the past these services were often in conflict with core instruction. It is essential make sure that students keep up with what is happening in the classroom while they catch up on skills they are lacking. You cannot have one without the other. FIT provides the school with the opportunity to allow students to catch up AND keep up. Teachers are not introducing new material during their FIT times, but rather, are using this time for differentiating instruction through individual and small groups.

Kiker Grounds (Kiker Creek, Playground and Recess Safety Rules and Expectations)

Kiker Creek Rules and Expectations

- Enjoy the creek with your eyes and ears but not with your hands or feet – please do not enter the water.
- Please ensure you are using common safety sense by not touching the electrical outlets or the water valve
- Please refrain from putting any items in the creek or removing any items from the creek

Playground Rules

- Keep your hands and feet to yourself
- Leave whatever is on the ground, on the ground
- Treat others with Kindness, Dignity and Respect at ALL time
- Include others in your play by inviting them to join in
- Make responsible decisions

Playground Equipment

- When you use the Kiker Playscape, go up and down using the steps. Use only the stairs and firemen's pole to get off the Kiker Playscape. Climbing on the top of the Playscape not 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 Kiker 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 not jump out of the swings.
- 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.
- The Kiker Playscape is open to the community when school is not in session. Please do not use the Kiker Playscape after dark.

Medication

In order for the Austin Independent School District staff members 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.

Parent Involvement

Volunteer - There are many opportunities to volunteer at Kiker. During the first months of school, we will send a list home with volunteer opportunities. Kiker Comets depend upon your strengths, talents, and passions.

Join and Actively Participate in our CAC and PTA - 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 to learn more about these opportunities.

Visit the Campus - 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.

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. Always sign in at the office before going to the classroom.

Come Have Lunch - 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.

Read All 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. 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. Please join the Kiker Elementary Facebook Group to stay in the know and be sure you are getting the school's emails through School Messenger.

Pets on Campus

Pets are NOT ALLOWED on school grounds at any time to ensure safety of students.

Safety Expectations

- Only send items from home that the teacher specifically asks for. Toys and other items may distract your child, classmates, and/or 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 their backpack) there is a strong chance we will pick up the item and keep in our desk or in the office.
- Students are expected to stay in assigned areas.
- Rocks and other objects that could hurt others need to stay where they belong (on the ground, on your desk, etc).
- Bus Riders: Students must remain in their seat while on the bus. All school rules apply on the bus as well.
- In hazardous weather, listen to local radio and television stations for school closings and bus information. The school will also notify you of route changes or school closures.

Social Media Use and FERPA

Please do not include photos or videos of children from other families on social media.

Textbooks and Library Books

It is the responsibility of the school to issue, collect, care and account for all state adopted textbooks. 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.

Visitor Procedures

All visitors are required to bring a driver's license and sign-in at the office each time they arrive on campus after 7:40 a.m. and obtain a visitor sticker. Staff members have been trained to ask you to sign in if they do not see that you have a sticker.