

**J.J. PICKLE EARLY COLLEGE PREP  
STUDENT HANDBOOK  
2022 - 2023**



**PICKLE**  
**ELEMENTARY SCHOOL**  
**AUSTIN** Independent School District

1101 Wheatley Avenue

Austin, Texas, 78752

Main Office: (512) 841- 8400

Fax: (512) 841-8444

<https://www.austinisd.org/schools/pickle>

**School Hours: 7:40 a.m. - 3:10 p.m.**

Principal ..... Rosa Waters

Assistant Principal.....Clelia Parlange

Counselor.....Brenda Hernandez

Mascot.....Penguin



# **J.J. PICKLE EARLY COLLEGE PREP**

## **STUDENT HANDBOOK**

### **2022 - 2023**

Welcome to JJ Pickle Early College Prep for the 2022 - 2023 school year! We invite you to join in the support and education of our students. At Pickle, we are committed to the district vision of reinventing the urban school experience, and to the district mission: to provide a comprehensive educational experience that is high-quality, challenging and inspires all students to make a positive contribution to society. We are proud to have your family as part of the Pickle tradition and we look forward to working with you! Families can help us with this commitment in the following ways: 1 - show excitement about what your child is learning, 2 - communicate and partner with your child(ren)'s teacher, 3 - ask questions about what your child(ren) is learning, 4 - ensure your child(ren)'s timely attendance, and 5 - encourage your child to show love and respect for themselves and to others.

#### **PICKLE MISSION STATEMENT**

A stellar environment promoting safety, empathy, and collaboration which leads to academic discipline and success.

#### **AUSTIN ISD'S WHOLE CHILD, WHOLE SCHOOL MODEL**

The model is student-centered and emphasizes the role of the community in supporting the school, the connections between health and academic achievement and the importance of evidence-based school policies and practices. Below are the 10 tenets.

- Health Education
- Physical Education & Physical Wellness
- Nutrition & Food Services
- Health Services
- Counseling Mental Health & Social Services
- Social & Emotional Learning
- Physical Environment
- Employee Wellness
- Family Engagement
- Community Engagement

Please visit <https://www.austinisd.org/pe-health/coordinated-school-health> to learn more about this model.

#### **PICKLE SCHOOL SONG**

X = clap

Clap your hands! X Shout! X X

Cheer for Pickle!

Together we will stand, the best in the land!

Clap your hands! X Shout! X X

We're from Pickle!

Pickle pride is deep inside each one of us!

We sing that twice, then repeat the last line.



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**P** – Is for Personal Determination  
**I** – Is for Integrity  
**C** – Is for Collaboration  
**K** – Is for Kindness  
**L** – Is for Love to Learn  
**E** – Is for Everyone is responsible

#### **SCHOOL DAY**

4 yr. old PPCD & Pre-K students	7:40 am – 3:10 pm
All other students	7:40 am – 3:10 pm
Teachers	7:30 am – 3:30 pm
Office Hours (by phone)	7:15 am – 4:00 pm

#### **DAILY SCHEDULE**

***7:15 a.m. Gates open. Students allowed on campus.***

***7:30 a.m. FIRST BELL – All students are picked up by teachers .Morning Breakfast in the classroom***

***7:55 a.m. HOMEROOM – Pledge of Allegiance – Moment of Silence Announcements and attendance.***

***10:00 a.m. Attendance***

***10:30-12:30 LUNCH***

***3:00 p.m. Grades PreK dismissal in cafeteria***

***3:05 pm. Walkers are dismissed***

***3:10 pm Car Riders are dismissal***

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## **Instructional Expectations**

- The school day for students is 7:40 a.m.-3:10 p.m.
- PK-5th grade schedules will reflect a blended instructional model. Technology will continue to be part of instruction. Interventions and small group instruction will be provided during and after school.
- All subjects will be taught - Language Arts, Math, Science, Social Studies, Art, Music, Physical Education.
- There will be daily teacher-student touchpoints, which can include direct instruction, group work, independent practice, feedback, progress monitoring, and assessment.



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- Grades will be taken in every subject area according to AISD Board Policy. TEAMS will continue to be the gradebook of record.
- A complete AISD report card will be generated each 9 weeks.
- Students will receive 45 minutes of daily PE and Music and Art one hour each a week.

#### ATTENDANCE

If it becomes necessary for a child to miss any part or all of the school day for any reason, you must send a written excuse when (s)he returns to school. Students will be expected to make up missed work. Students should be in class every day, except when illness requires absence. Consistent unexcused absences or tardies will prompt a letter to be mailed to parents/guardians regarding the absences. Excessive absences can result in a mandatory court appearance and even the retention of your child.

#### TARDINESS

Students are counted tardy if they are not in the class when the 7:40 am bell rings. Students arriving late begin with a disadvantage. Their late entry interrupts the class, and they miss hearing the instructions for the day. Also, students who qualify for special services, including (but not limited to) special education programming, 504 programs, and GATE (gifted and talented) programs may miss their program offerings if they arrive late, and the school is not required to “make up” programming that is missed for tardies and absences. Students arriving after 8 am will need to be escorted by a parent to the office.

#### RELEASE OF STUDENTS

During in person instruction, every minute of instructional time is valuable, you are discouraged from picking up students early. If a student must leave school before 3:00 pm for any reason, please come to the school office to sign them out. Teachers are instructed to release children only with a completed release note. Only persons listed on the student’s registration will be allowed to pick-up children. You may come to the office to add “permission for pick-up” for additional adults at any time during our office hours. We try to take all possible precautions for the safety of our children! **Also, students released before 3:00 pm will be counted as tardy** unless they have a written doctor excuse, because they are missing part of a day.



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#### ARRIVAL/DISMISSAL

##### Arrival -

\*School doors will open at 7:15 am.

\*Car riders will proceed to the front door while walkers should enter through the courtyard.

\*Students will directly to their grade level hallway and sit outside the door until 7:30

**Parents/visitors will not be allowed to enter the building to keep students safe.**

##### Arrival Process:



In every entry point, there will be a team of staff members to ensure safe access to the building:

We will have greeters at the doors

We will have a Crowd Monitor at each entry point who will:

- ensure individuals waiting in line to enter the building in an orderly fashion.

Escort/Guide will:

- ensure students entering the building are guided to the classroom or individually escorted as needed.

Car Rider Greeter will:

- be at the main entrance and approach each vehicle. Students may exit the vehicle safely and walk towards the building.



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#### Dismissal -



Our policy is to follow parent/guardian's directions on how a child is to go home. If there is a change in transportation arrangements, **please notify your child's teacher in advance in writing.** Teachers escort students to both front and car/bus pick-up areas. **Please do not plan to come into the school to pick-up your child at dismissal time.**

**The following procedure will be in place:**

- Dismissal will be staggered
  - 3:00 p.m. --Buses
  - 3:05 pm --Walkers & Students who need to pick up/meet a younger sibling
  - 3:10 pm - Car Riders
- Students should exit their class and form 2 lines in their grade level hallway. One line formed on one side of the hallway will be designated for the walkers and the other will be for the car/bus riders.
- Grade level teachers will work together to have one or two teachers escort and monitor the walkers while the other one or two escort and monitor the car/bus riders.
- Walking students will be dismissed through the nearest exit in their hallway (see image above).
  - PK will leave at 3:00 and be escorted to the cafeteria and dismissed by teachers one at a time.



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- 3rd grade walkers will be dismissed through the exit door in the green hallway
- K-5th car riders will exit through the front doors.
- K-5th WALKERS will exit through the courtyard.
- Students who walk home unescorted will leave at 3:05
- Students who walk, but will be picked up by older siblings or adults, will meet their family members by the courtyard. One staff member should stand at the door to get the name(s) of the student(s) while the other staff members will help locate the students to send out to their parents. There will be available walkie talkies for better communication. Different channels will be used for each access point.
- Students who are Car Riders, will be seated outside under the porch-weather permitted and wait to be called. Staff will use walkie talkies to get the names of the students at the entrance to the circle drive so the students can be located and start walking by the time their parents pull up. Student names will be displayed in color-coded cards given to parents at the beginning of the school year.

## LUNCH AND RECESS SCHEDULE

Grade	Lunch	Recess	Note
Pre-K	10:30 – 11:00	10:00-10:30	Small Playground
K	10:40 – 11:10	10:00-10:30	Large Playground
1 <sup>st</sup>	11:00 – 11:30	10:30 – 11:00	
2 <sup>nd</sup>	11:10 – 11:40	11:40 – 12:10	***
3 <sup>rd</sup>	11:40 – 12:10	12:10-12:40	
4 <sup>th</sup>	11:30 – 12:00	11:00-11:30	***
5 <sup>th</sup>	12:00 – 12:30	12:40 – 1:10	



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#### **COMMUNICATIONS**

Communication between parents/guardians and the school is essential for each student's progress. In addition to monthly newsletters or school messengers from the principal, classroom teachers will keep you informed about school activities through class newsletters and about student progress through BLEND announcements, emails, phone calls. You are always welcome to contact the teacher through notes, emails, phone calls, or conferences. Classroom teachers are directly supervising students at all times during the day except for lunch and their planning period, so we ask for patience in waiting for return phone calls. In addition, the school will send important information by phone or email through our MESSENGER system. The system sends a recorded message and/or an email to the phone number and email address(es) you list for online enrollment. When you receive a call from a 414 or 841 number, please answer the call if at all possible. If not, PLEASE listen to the message first before calling the school. Your call to our office to see who called you ties up our phone lines and prevents us from taking or making emergency calls. If you have questions AFTER hearing our message, feel free to call us. Below is additional important information about school communication.

- Find important information on the school website at <https://pickle.austinschools.org/our-school/principal-message>
- Like and follow the Pickle Elementary facebook page!
- Register for SeeSaw when your teacher sends you the access codes!

#### **COFFEE WITH THE PRINCIPAL**

Parent/guardian involvement has a powerful impact on the academic success of each child. It is also important for the future of Pickle that we hear the thoughts and ideas of our parents/guardians. Principal's Coffee Chats are held to give parents/guardians the opportunity to learn more about education at Pickle and to share their ideas and concerns. Please check Parent Messengers for the schedule.

#### **DRESS CODE**

The purpose of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent/guardian share the responsibility for age appropriate dress and grooming because the selection of clothing often sets the pattern for behavior. The student's dress and grooming shall not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.



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We highly encourage uniforms during the upcoming school year. Our school has traditionally required a specific **dress code, which, because of continued economic hardship, will be encouraged but not required this year. If you choose to purchase the uniform, it is as follows:** dark blue pants, khakis, jeans or shorts. Dark or royal blue polo shirts; girls will wear pants, shorts or dark blue jumper dress. It is recommended to wear tennis shoes daily for recess.

**General Guidelines**

**1. Basic Principle:** Certain body parts must be covered for all students at all times.

- Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts and nipples are fully covered with opaque fabric.
- All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above:

- A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- Religious headwear
- Hats facing straight forward or straight back and must allow the face and ears to be visible to staff and not interfere with the line of sight
- Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Halter tops
- Athletic attire

**4. Students Cannot Wear:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCFL(LEGAL)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (waistbands and straps excluded)



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- Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)

**ELECTRONICS**

In order to allow students to better communicate with their families, all students may now possess cell phones on school property. All cell phones MUST remain turned off and “out of sight” during the school day on school property. This includes lunch periods, hallways, cafeteria, gymnasium, etc. “Out of sight” means in a backpack, NOT in a student’s hand under a desk. The same also applies to electronic devices, which include portable music players and handheld gaming devices that store, record, or play auditory and or visual information. There will be one opportunity for the student to correct his/her behavior regarding the electronic device. After one chance, violation of this expectation will result in confiscation of the device. Parents/guardians will need to pay a \$15 fee in order for the device to be returned. Student possession of telecommunication devices is a privilege rather than a right, and is subject to cancellation for misbehavior or other reasonable cause.

**EMERGENT BILINGUAL (ESL/DUAL LANGUAGE)**

For Dual Language, instruction will be provided in both program languages according to the language allocation plan in support of the goals of biliteracy and bilingualism, high academic achievement, and positive cross-cultural competence.

**FREE & REDUCED LUNCH PROGRAM**

Pickle participates in the Community Eligibility Provision (CEP) Program. This means that parents are not required to apply for free or reduced lunch. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation’s highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. To learn more about this program, please visit, <https://www.fns.usda.gov/school-meals/community-eligibility-provision>.



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**FUNDRAISING**

We will hold several small fundraisers; however, PTA will organize several large scale fundraising opportunities. Funds will be used to purchase materials, to fund our technology specialist, and to fund special field trips. In addition, there are library book fairs, class, and PTA fundraisers during the school year. Parents/guardians are invited to pick and choose fundraisers with which they want their children involved.

**HEALTH SERVICES - EMERGENCY CARE**

It is very important that we have an emergency care card on file for each child. All telephone numbers and addresses where parents/guardians, relatives, or friends may be reached should be recorded and kept up-to-date so that contact can be made as soon as possible in the event of an emergency. Parents/guardians are requested to submit to the office any change of address or telephone number. **\*\*ALL PARENTS/GUARDIANS SHOULD HAVE AT LEAST ONE TELEPHONE NUMBER WHERE THEY CAN BE REACHED DURING THE SCHOOL DAY! \*\*** If your child needs emergency care and we cannot reach you or others you have named, we will call EMS. Parents/guardians are responsible for paying any fees to EMS and the hospital.

**IMMUNIZATIONS**

Up-to-date immunization records must be on file for all students enrolled in the school. According to district policy, a student may be excluded from school if (s)he does not have the necessary immunizations on file or have an exemption on file in the nurse's office.

**INSURANCE**

Many families can get health coverage for all their children for \$18 per month or less depending on eligibility and income. Coverage is offered through the TexCare Partnership. For more information, call (800) 647-6558.



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**LEARNING MANAGEMENT SYSTEM & TEACHER COMMUNICATION SYSTEM**

**Grades PK-2** will use Seesaw as the main system for both online learners and in the classroom to allow parents/caregivers, students, and teachers to communicate regarding lessons, assignments, and other learning expectations.

**Grades 3rd - 5th** will use BLEND (Canvas) as the main system for both online learners and in the classroom to allow parents/caregivers, students, and teachers to communicate regarding lessons, assignments, and other learning expectations.

All students will have a device provided by the district:

K-2 Ipad

3-5 Chromebook

**MORNING ANNOUNCEMENTS**

Students announcements will be made every morning and through the campus intercom system. The morning announcements begin at 7:55 am and include messages and the pledges.

**LICE AND NITS**

Any child found to have live lice or live nits should have their hair treated and the nits manually removed. Lice do not hop, jump, or fly. They crawl from one person to another by direct contact and by use of infested articles. To avoid lice and control the spread of lice, do not share hats, coats, headgear, combs, or brushes. Inspect hair weekly for presence of lice and nits. Treat promptly if you find either. Notify your child's teacher and our school nurse if you find lice or nits. The Austin ISD does not condone removing students from the school when they have lice, nor are we allowed to check an entire classroom for lice. However, we will ensure that we communicate any knowledge we have about your own child(ren)'s lice or substantial lice exposure as we are able.

**MEDICATIONS**

**PLEASE DO NOT SEND MEDICATION OF ANY KIND TO SCHOOL FOR YOUR CHILD TO TAKE ON THEIR OWN.** District policy requires all medication be kept locked up by school personnel. Parents/guardians must sign a form authorizing school personnel to administer necessary medication. All medication must be in the original container, labeled with name, date, and dosage and be age appropriate. (Most pharmacies will issue a second container



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for home use upon request.) All medications (prescription and over-the-counter) must be dispensed from the office.

**NURSING SERVICE**

The school nurse will be available to attend the health needs of every student. The office staff attends to health needs when the nursing staff is not here. Children must receive a pass from their teacher before coming to the nurse's office. In most cases, the child's temperature is taken and the child is observed to determine the seriousness of the complaint. We try to encourage staying at school; however, we will contact the parent/guardians if the situation warrants. It is our policy to always notify parents/guardians whenever an injury to the head occurs. A current telephone number where you can be reached is extremely important!

Reasons to keep a child at home include:

- Fever (100° +) – Stay home until fever free **without medication** for 24 hours.
- Vomiting or diarrhea – Stay home for 24 hours after ceasing.
- Irritating, frequent cough
- Chickenpox – Stay home until blisters have crusted over and no new blisters erupt.

**COVID**

Please be advised that if a student has high fever, guidelines for returning are different. Please consult the school nurse for guidance.

**PARENT PORTAL**

Parents/guardians are encouraged to register for the AISD Parent Portal at <https://austinisd.us001-rapididentity.com/>. This web portal provides access to many important student resources in one place, including:

- Student registration
- Attendance
- Bus stop locations
- Lunch money balance



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**PARENT – TEACHER ASSOCIATION**

The Pickle PTA invites parents and staff to join.

You can also learn about upcoming PTA events, how to get involved, and become a member of the PTA. PTA membership is \$8 per person. These dues go to support technology, curriculum, teacher grants, and school events.

PTA general meetings will be announced. **For more information please contact Norma Garcia @ (512) 841-8400**

**CAMPUS ADVISORY COUNCIL**

Austin ISD has organized campus and area advisory councils to address the concerns of the school communities. The purpose of these councils is to ensure that the goals and the plans of the district and campuses are focused on student learning; have been established with the involvement of parents/guardians, community and staff; and are reviewed and evaluated annually to improve the performance of students. The Pickle Campus Advisory Council (CAC) involves teachers, staff members, parents/guardians and community members in establishing and reviewing educational plans, goals, performance objectives and major classroom instructional programs. The CAC is eager to hear your concerns and ideas for improving Pickle. We meet @ 3:30 pm on the 2nd Thursday of each month. You may sign-up for public comments **72 hours** before the meeting. The sign-up will be posted by the agenda (on the wall next to the office). CAC Contact: Ms. Sigler

**AWARDS**

Believing that success and positive reinforcement are important to all students, we attempt to give recognition through school-wide activities, as well as grade-level and individual classroom activities.

We will hold End of the Year Awards Ceremonies for Kindergarten and 5th grade.

**REPORT CARDS**

Report cards are issued every nine weeks. Teachers will also provide regular communication to parents/guardians, indicating satisfactory or unsatisfactory progress in academics, homework, and behavior. Conferences for every child are held at the end of the first and third nine-week periods. During the conferences, teachers will discuss the written report card and work in the student's portfolio. Conferences may be scheduled with a parent to discuss student progress as they are another way for you to give your input.

Official Parent-Teacher Conferences are scheduled after school in September and February.



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**SAFETY WHILE VISITING SCHOOL**

All school visitors (defined as anyone who is not staff or a student of Pickle Elementary) must enter the school through the front door so we may properly check our security cameras before allowing entrance. Upon entering, visitors must report to the office to present their ID and sign-in to our RAPTOR security system. This system generates a temporary identification badge that must be worn at all times while on campus. Visitors without a badge will be escorted to the office by Pickle staff so they may get one. Volunteers must be screened through the Austin Partners in Education (APIE) website: <http://austinparkers.org>. Completing this background check at least one week before any volunteer opportunity is highly encouraged so that volunteers do not have to complete this task last minute on the day of the event. Ongoing volunteer opportunities may only require one background check. We log volunteer hours into the RAPTOR system, so please let us know when you are here to volunteer so we may log those hours!

**STUDENT USE OF THE TELEPHONE**

Students need permission from their teacher to use the telephone. Please make arrangements about going home with friends, etc. at home the day before. Students are not allowed to make transportation plans from school.

- Please make sure your child brings their electronic devices (iPad or Chromebook) and a set of headphones/earbuds every day for independent work.

**STUDY TRIPS**

Parents/guardians will be notified in advance whenever children are to leave campus on study trips. Permission forms will require parent/guardian signature if the children will be transported in ways other than an AISD bus. Sometimes parents/guardians will be asked to drive students for a field trip. A Driver Information Sheet will be given to each person volunteering to drive. This form is kept on file in the office so a person should only have to submit one the first time they drive, unless their driver's license or auto insurance expires.

**TEXTBOOKS & LIBRARY BOOKS**

It is the responsibility of the school to issue, collect, care, and account for all state adopted textbooks. The school furnishes book covers as required by law. Textbooks that are lost, damaged, or destroyed by a student must be paid for at the state-established price. The same applies to library books. All library books must be checked out through the library



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system. Any library books that are lost, damaged, or destroyed by a student must be paid for at the listed purchase price.

**TOYS AT SCHOOL**

Although toys may be instructional, they often are disruptive to classroom instruction. For this reason, toys of any kind are only to be brought to school upon teacher request. If students bring toys or personal items that disrupt instruction in any way, the teacher will take them up. The teacher may decide to return the object at the end of the day, or they may choose to bring the objects to the office for safe storage. In this case, the student will be given a notice to inform parents/guardians that the object will remain in the office until a parent/guardian comes to claim them. We believe it is important for children to know that the school and parents/guardians are working together, and that we both value the instructional time at school, so please discuss this policy with your child.

**SPECIAL NOTE:** Nintendo, PSP, and all other handheld players, including MP3 players, and collector cards (i.e. baseball and Pokemon) are usually small and expensive, and very easy to steal. They are not allowed at school for any reason.

**VOLUNTEERS**

You are an important part of Pickle Elementary. The school makes available a room for parent/guardian use (pending student population). It may be used for volunteers, training, PTA Executive Board meetings, or just to visit. **ALL PARENTS/GUARDIANS ARE WELCOME! To volunteer, contact the PTA contact at the school office. ALL VOLUNTEERS MUST BE REGISTERED THROUGH THE DISTRICT (This is for the safety of the students).**

**PTA** = Contact Norma Garcia if you would like to volunteer.

**Cafeteria Duty**

This new program will require parents to help monitor students during lunch. Parents on duty may not sit with his/her child and socialize.

AUSTIN PARTNERS IN EDUCATION (APIE) =

<https://austinpartners.secure.force.com/findOpportunities>

**Side by Side**

This after school Program will recruit 60 students and provide meals and tutoring from 3:30-5:30. More information will be sent.



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#### Academy 4

All 4th grade students will be assigned a mentor who will meet with them once a month every month during the school year.

### STUDENT CONDUCT AND CAMPUS/DISTRICT BEHAVIOR EXPECTATIONS

#### ASSEMBLY EXPECTATIONS

We encourage our students to live by the PICKLE Expectations. The acronym highlights the qualities that we model and hope to see within everyone on our campus.

P – Is for Personal Determination

I – Is for Integrity

C – Is for Collaboration

K – Is for Kindness

L – Is for Love to Learn

E – Is for Everyone is responsible

- Be seated and ready to begin on time.
- Sit on your bottom, cross-legged, hands to yourself.
- Listen to the speaker using level 0 voices.
- “Pickle Pride Gimme 5” rule.
- Only clapping and cheering is allowed. Booing is not permitted.

#### DROP OFF (BEFORE) & PICK UP (AFTER) SCHOOL EXPECTATIONS

##### DROP OFF

School officially begins at **7:40 A.M.**, please make sure that our students are on time every day.

- o They can arrive at school at 7:15 A.M. and walk directly to the hallway where their class is located; they will be supervised until 7:30 a.m while they sit outside class.
- o They will enter their class at 7:30 for Breakfast in the Classroom.
- o Students may enter the building through the front door or through the courtyard.
- o If you are driving a car to bring your kids to school, you may drive through the front driveway in a SINGLE file where your child can safely exit from the passenger side (staff will be available to help). In order to keep the traffic moving, **PLEASE follow guidance from staff and do not park your car in the circle drive in front of the school or leave/exit your vehicle** to avoid traffic



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congestion. The parking lot in the City side will be closed to keep students and families safe who will **WALK** towards the courtyard entrance.

#### **PICKUP**

Dismissal will happen in the front part of the building for CAR RIDERS and through the courtyard for WALKERS.

- Students in PreK will be dismissed in the cafeteria at 3:05 pm through the courtyard.
- Students in grades 1st-5th who are picked up by a parent on foot will be dismissed in the courtyard at 3:10.
- Students who are authorized to walk home, will be dismissed at 3:10 to start walking and/or pick up a sibling of a younger age. They will use the courtyard or nearest exit after picking up their sibling(s)
- Students in Kinder- 5th who are car riders, will be dismissed at 3:10 through the main entrance. They will be seated under the cover area waiting for their name to be called.
- Students in upper grades (mostly 3rd-5th) who have siblings in lower grade levels (PK-2nd), will be dismissed at 3:05 to pick up their siblings and wait with them in that area where their siblings are picked up.
- Students are to walk to their assigned exit door with a teacher.
- Students riding a bus will be escorted by an adult.
- In front, students are to stay seated and watch for the car that is to pick them up OR begin walking home.
- Students are not to go back to their classroom after dismissal.

#### **PLAYGROUND RULES**

Stay away from buildings, windows, and P.E. classes.

Avoid muddy areas.

- Sit down to eat snacks, then play.
- Do not bring toys from home.
- Do not pet stray animals. Tell an adult.
- Do not throw or kick sand, rocks, or sticks.
- One person at a time on play equipment.
- Do not run or play tag on the playscape, run only on the track.
- Play with sports balls inside the track area or on the blacktop.
- Get a teacher if the ball goes over the fence.
- No pushing, tugging, or shoving.
- Keep equipment away from swings, bars, and slides.
- Sit upright on the swings, holding on with both hands.



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- Keep a safe distance from the swings.
- Do not jump from bars or swings or get on top of them.
- Hold on to bars with both hands and travel in one direction.
- Go down only on slides, one at a time, feet first, sitting on your bottom.

***SEE BELOW FOR SPECIFIC “PICKLE PRIDE-GIVE ME FIVE RULES”***

**SCHOOL WIDE STUDENT EXPECTATIONS**

Our school-wide expectations are called High Five and they are customized for each area of the building.

**School wide procedure for quieting a group** = Hand Up (open hand)

Teachers may have their own call out to class. Then students must show the following behavior:

1. Eyes on speaker
2. Mouth closed and quiet
3. Body still
4. Hands empty
5. Ears listening



**Final Note:** “Pickle Pride- Give me 5” is the school-wide call signal for quieting a group.

**MORNING ARRIVAL**

- Stay in your designated area
- Sit in a straight line
- Always be attentive
- Keep everything in your backpacks and be ready for your teacher to bring you in the classroom
- Sit quietly and read while waiting





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#### SCHOOL WIDE STUDENT EXPECTATIONS

##### HALLWAY

- Keep your hands and body to yourself (no leaning or touching the walls)
- Walk in a straight, orderly line
- Eyes and body facing forward
- Be respectful of the learning going on in the classrooms
- Always be silent and ready to hear **"Pickle Pride - Give me 5"**



##### CAFETERIA

- Walk in a straight, orderly line, facing forward.
- Drop off your items at your assigned spot and return to the end of your class line
- Be polite and respectful in all interactions.
- Raise your hand if you need anything (water, spoons, napkins)
- Use inside voices so you can be ready to hear **"Pickle Pride-Give me 5!"**



##### HALLWAY RESTROOMS

- Get permission from staff to go
- Flush after use
- Clean any mess you make
- Wash your hands with soap and water
- Go back to class immediately



##### RECESS

- Stay where you are visible to a monitor at all times.
- Use the equipment as it is meant to be used:
  - a. Sit on the swings
  - b. Go down the slide
  - c. Climb on the steps
  - d. Do not climb on top of the tunnels/equipment
- Treat others the way you want to be treated, play fair with everyone
- Keep rocks, mulch, and sticks on the ground.





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**SCHOOL WIDE STUDENT EXPECTATIONS**

**DISMISSAL**

- Walk in a straight line, facing forward.
- Stay in your designated area.
- Always be attentive when waiting.
- Keep everything in your backpack and be ready.
- Do your dismissal signal to your teacher before you leave.



**CAMPUS SAFETY - BULLYING & CYBERBULLYING**

Pickle Elementary School is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equity among all students. School should be a fair place where people treat each other with respect. It is difficult to have fairness and respect when people are treated in ways that make them feel bad or uncomfortable. Many students experience some form of bullying during their school careers. These aggressive behaviors interfere with learning. Sexual harassment is a form of disrespect that consists of abusive, unwanted, or unwelcome conduct of a sexual nature. Bullying and sexual harassment deprive children of their right to be educated in a safe and secure environment. Without effective adult intervention, these behaviors progress into more serious forms of sexual harassment, sexual assault, and gender violence as students reach middle and high school. Austin ISD encourages parent/guardian and student support in its efforts to address and prevent bullying and sexual harassment. Students and parents/guardians are encouraged to discuss their questions or concerns about this area with a teacher, counselor, or principal.

**HARASSMENT & CONSEQUENCES**

Students must not participate in unwanted and unwelcome verbal, nonverbal, or physical conduct of a sexual nature directed toward another student, a teacher, or a staff member. All students are expected to treat other students and school district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A complaint against a student for breaking these rules that is found to be true will result in appropriate disciplinary action, according to the nature of the offense and the Austin ISD Student Code of Conduct. In some circumstances, the student may be reported to the police.



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**PROCEDURES**

- Students must report each incident to the classroom teacher.
- Parent/guardian will be notified; if the student reports the incident to a parent/guardian first, then that person will notify the classroom teacher.
- School officials will have an individual meeting with the student to determine the frequency and severity of the behavior, the impact on the student, and the need for safety and follow-up services.
- Anytime an incident results in physical or emotional harm, or is perceived as such, the principal will be notified, as will the parents/guardians of both parties. Action will be taken.

**REPORTING**

Sexual harassment will not be tolerated. Students who believe they have been the target of sexual harassment by a student, employee of the school district, or any third party on the campus should immediately contact a counselor, teacher, or school administrator. Anyone may report sexual harassment, and we encourage any person who has seen sexual harassment, has knowledge or belief of conduct which is considered inappropriate, or thinks another student may feel uncomfortable or unsafe to report the problem to school administrators, teachers, counselors, or staff members. Students are not required to talk about the problem in front of the person who hurt or offended them. There is no time limit on making a sexual harassment report, but reporting the problem as soon as possible helps us in investigating and finding correct information. Upon receiving any report of sexual harassment, a school administrator will investigate and make a written recommendation. The name of anyone who reports a problem will be kept secret to the greatest extent possible.

**RETALIATION & FALSE REPORTING**

Pickle Elementary School will not tolerate retaliation for reporting sexual harassment. School staff will discipline any student who acts against anyone who reports an incident or who testifies or helps in an investigation. Retaliation includes, but is not limited to any form of intimidation, revenge, or harassment, whether physical or verbal. False accusations of sexual harassment can hurt innocent people. Pickle Elementary School will not tolerate false reporting. If the school discovers someone made a false report on purpose, the person making the false report will be disciplined.



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**SCHOOL-WIDE BEHAVIOR PLAN**

It is our intent to establish and maintain discipline that is conducive to an orderly learning environment. It is our philosophy that each student deserves respect, and that each student should show respect to others. Every classroom will have rules that are compatible with and build upon the school-wide rules. Our goal is to produce students who are able to demonstrate self-discipline.

Students will receive many rewards for good behavior. Your child should share with you times when they receive praise, recognition, applause, special privileges, "good" notes, badges, etc. The consequences are intended to build student understanding of their actions and the consequences of these actions. WHEN ALL CLASSROOM BEHAVIORAL STEPS HAVE BEEN TAKEN, AN OFFICE DISCIPLINE REFERRAL WILL BE WRITTEN. Please note that the state of Texas does not allow for discretionary removal of students in grades PK-2nd grade.

**Also, it is against the Family Educational Rights and Privacy Act (FERPA) for any staff member to share information regarding the behavior of any student, or the consequences of that behavior, with anyone who is not the legal guardian of that student. The school may only speak to you about the behavior of your own child(ren).**



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**AUSTIN INDEPENDENT SCHOOL DISTRICT**

**J.J. Pickle Elementary School**

**1101 Wheatley ave., 78752**

September, 2022

As a parent of a student at J.J. Pickle Elementary School, you have the right to know the professional qualifications of the classroom teachers and teacher assistants who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teaching staff:

- Whether the State of Texas has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the State of Texas has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call Principal Rosa Waters at 841-8400.



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**J.J. Pickle Pledge of Honor**

**Parental Involvement Compact**

**2022 - 2023**

It is important that families and schools work together to help students achieve high academic standards. J.J. Pickle Elementary will share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical and social skills necessary for entering society as contributing members. Education is an important partnership among students, staff, parents, and community.

**Staff Pledge:**

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families that help each student achieve the school's high academic standards.
- Respect the school, property, students, staff, and families.

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Teacher

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Date



# **J.J. PICKLE EARLY COLLEGE PREP**

## **STUDENT HANDBOOK**

### **2022 - 2023**

#### **Student Pledge:**

I agree to carry out the following responsibilities to the best of my ability:

- Be ready to learn and work hard every day.
- Have all necessary materials, completed assignments and homework.
- Know and follow the class and school rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about my virtual learning experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school property, classmates, staff, and families.

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Student

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Date

#### **Family/Parent Pledge:**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for learning and monitor TV viewing.
- Read to my child or encourage my child to read every day 30 minutes.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends class every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in virtual school learning.
- Participate Parent meetings, school decision-making meetings, volunteering, attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, property, staff, students, and families.



# **J.J. PICKLE EARLY COLLEGE PREP STUDENT HANDBOOK 2022 - 2023**

Parent/Guardian

Date

## **2022-2023**

The J.J. Pickle Faculty, parents, staff and community members shall develop and agree upon a written policy for parental involvement during the development and review of the campus improvement plan.

J.J. Pickle recognizes that parental involvement is the key to academic achievement especially during this times with Covid-19. The term parent refers to any caregiver who assumes responsibility for the nurturing and caring and safety of the children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc.

### **To enhance parental involvement, nine essential elements will need to be promoted:**

1. The Parental Involvement Policy will be distributed during the first six weeks of the school year.
2. Communication between home and school is weekly, two-way, and meaningful: Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, it will be the responsibility of the school staff to communicate with parents through Zoom meetings, progress reports, report cards, telephone calls, notes, newsletters, etc.
3. The school will make every effort to effectively communicate, both parties must be aware of issues such as cultural diversity and language differences and appropriate steps must be taken to allow clear communication for all participants. Communication with parents will be in their own language and may include but not limited to homework, telephone, electronic mail, teacher newsletters, Remind app, Parent monthly newsletter and zoom meetings, etc.
4. J.J. Pickle will have two parent meetings during the first six weeks to discuss the Title 1 school-wide program through a PowerPoint Presentation. Virtual attendance optional



# **J.J. PICKLE EARLY COLLEGE PREP**

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### **2022 - 2023**

5. Bi-weekly meetings with parents will be held every first and second Monday of each month from 8:30am to 9:30am and a second parent meeting will be held in the evening on the second Thursday of every month at 6:00pm.

6. Parents play an integral role in assisting student learning: Parents will be given the opportunity to provide input and make recommendations regarding the Campus Improvement Plan, Title I program, and the Parent Involvement Policy through the Parent Advisory Council, the CAC representative, P.T.A. or at parent meetings.

7. Parents are full partners in the decisions that affect children and families: During the first six weeks of school, parents will be provided with information regarding the school's curriculum performance data and their child's individual assessments. Parents will receive responses to their suggestions at the next parent meeting and because of covid-19 and safety precautions a back to school night will not be held this year.

8. Capitalizing on the expertise and skills of the parents strengthens the family, school and community partnership. To meet the changing needs of our school, the Parent Involvement Policy Plan will be reviewed/updated during the virtual annual Campus Improvement Plan revision process.

9. Community resources will be made available to strengthen school programs, family practices, and student learning: Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. Together, parents, educators and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening the school, families, and student learning.

Providing all Pickle children with equal access to quality education is our primary goal. It is vital that all partners (parents, educators, communities, etc.) can provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as a quality school.