



Pease Elementary

*Parent and Student
Handbook
2009-2010*

1106 Rio Grande Street
Austin, Texas 78701
(512) 414-4428
www.austinschools.org/pease

INTRODUCTION & WELCOME

Welcome to the 2009-2010 school year at Pease Elementary! This student/parent handbook will serve as a guide to help you understand the AISD and Pease Elementary policies and procedures. This handbook contains basic information about our campus. More specific and timely information can be found in The Bobcat Brief, which comes home the first Tuesday of the month in your child's folder or by e-mail.

At Pease, we expect all students to excel and be provided with academic and personal growth opportunities necessary to achieve lifelong success. This is done through the collaborative efforts of students, staff, parents and the community. This year, we hope to continue to have outstanding parent involvement, and we invite every parent to become actively involved in your child's learning. We know that your involvement, combined with our excellent faculty, will make this school year a rewarding experience for all students.

A Letter from our Principal

Dear Members of the Pease Community,

For thirty years, my mother worked shift work in a job she despised to afford the best life she could for me. As a child, I remember her leaving for work with tears in her eyes and words of advice for me. She would say, "Sweetheart, get an education so that you can have choices in life." Her dream for me was to find a profession that would provide for me financially and fulfill me as a person. Well, I found that profession! I became an educator. There are very few professions, where one goes to work and finds joy on a daily basis. Looking into the eyes of children as they learn something new brings me joy!

After obtaining my Bachelors Degree from The University of Texas at Austin in 1983, I began my career teaching first graders in Waco, Texas, my hometown. In 1987, with burnt orange flowing through my veins, I persuaded my husband to relocate our family to Austin, and I have been an employee of the Austin Independent School District ever since.

As a classroom teacher in AISD, I taught first through third grades at Oak Springs, Williams, and Cowan Elementary School. In 2004, after twenty-one years as a classroom teacher, I was nominated and accepted into the University of Texas Educational Administration Program. Leaving the classroom was a very difficult choice for me, but I knew that as an administrator I could impact the lives of educators and even more students. So, I left the classroom to pursue my master's degree and work in a leadership role as a Reading Coach and then Assistant Principal at Pleasant Hill Elementary School. In 2007, I returned to Cowan Elementary as Assistant Principal.

I am thrilled to now fulfill my ultimate dream of being a Principal. I feel extremely lucky to join the family at Pease Elementary where it is so clear that the Pease community and staff are dedicated to student success, not only academically, but socially and emotionally as well. My goals this year are to work on building long lasting relationships with the students, staff, parents, and community members of this campus and to work collaboratively with this community to continue providing an “Exemplary” education for each and every student at Pease.

On the first Thursday of each month, please join me for a Principal Coffee in the library from 7:50 -8:30 a.m. During these monthly get-togethers we will talk about our school, have guest speakers, or hear from parent/community members’ questions or concerns. I look forward to getting to know each of you more throughout the coming school year.

Sincerely,

Donna Martinez

ABOUT OUR SCHOOL

History

Pease Elementary has the distinction of being the oldest continually operating public school in Texas. The school was dedicated as a "public free school" on October 28, 1876. It was originally named The Austin Graded School from 1876 -1881, then the West Austin Ward School from 1881 -1902. The Pease building, on Rio Grande Street between 11th and 12th Streets, was originally built in 1875. It was extensively remodeled in 1916, with an addition and substantial alterations to its external appearance. Various upgrades have occurred since then in 1926 with another addition and again in 1976, but externally the building looks very much as it did in the 1920's. It is three stories tall. Pease Elementary is registered as a Texas Historic Landmark. Pease had its first Kindergarten class in 1923 and T.A. Brown was the principal of the school from 1892 -1933. The school was eventually named after Governor Elisha M. Pease. The school mascot is the bobcat, and the school colors are purple and gold.

Our Student Body

Pease serves a diverse population of approximately 250 students. It is an all-transfer school. Our mission statement is *Pease Expects All Students to Excel...Personally, Emotionally, Academically, Socially, Everyday*. At Pease we believe that: diversity is strength, intelligence is built through effort, a respectful environment is essential to learning and education is a collaborative effort. Our student body is composed of 22.4% African-American, 49.2% Hispanic, and 26.4% Anglo. Currently, we are at 3.1% Limited English Proficiency (LEP) students at Pease, 26% of the students are

Economically Disadvantaged, about 5.9% are classified as Gifted and Talented, and 3.5% receive special education services.

School Goals

All teachers will utilize the district's IPG's to provide TEKS based instruction in all subject areas. The AISD Principles of Learning initiative will continue to be implemented and monitored through districtwide assessments to help close the achievement gap. These districtwide assessments will be used as data analysis tools to guide planning and instruction. Staff will implement the TRIBES positive behavior initiative and PBS on campus to promote character education in all students. Pease will promote school-wide science and math focused activities and enrichment. There will be an emphasis on current reading and language arts practices and teaching strategies. Each nine weeks Pease will have a Curriculum Night for families to support student learning.

FACULTY AND STAFF

Each grade level has two teachers. K-1st grade teachers are organized into grade level teams and meet formally once a week. 2nd through 6th grade teachers are organized into academic professional learning communities. These intermediate grades have one science/math teacher and one language arts/social studies teacher at each level. In 6th grade, one teacher teaches math/reading/writing and the other teacher teaches science/social studies/writing. They also meet regularly in vertical academic teams, and also as grade levels to plan for the common group of students that they share. Our Physical Education, Art, and Music teachers make up our fine arts team and teach according to an A-day, B-day, C-day rotation schedule. Our inclusion/resource teacher works with teachers, parents, and students of all grade levels to deliver instruction for students with special needs. Our campus is also fortunate to have a part-time reading specialist, who works with struggling readers. The librarian not only maintains the vast array of literacy resources that we possess, but also teaches lessons and consults with teachers to promote school-wide excellence in literacy. It is an expectation that all teachers will be or be working towards Gifted and Talented and ESL certification. We are fortunate to boast a high teacher retention rate and a staff comprised of highly dedicated teachers.

COUNSELOR

Austin Independent School District counselors have developed a comprehensive developmental guidance program to provide all students with knowledge, skills, and experiences that enhance learning. All students receive guidance lessons in the classroom during the school day. The counselor, Ms. Greeley, visits the classrooms throughout the year to deliver these lessons. The guidance materials are available in the counselor's office for review.

The counselor is also available to work with students in small groups or individually for concerns that need more intervention. Some of the areas the counselor may address with children are conflict resolution, managing emotions, dealing with difficult transitions, etc. The Pease counselor also serves as the campus 504 coordinator, on IMPACT committee, as the Leadership Team coordinator, and she works with 6th

grade students as they transition to middle school. The counselor also manages the Pease Clothes Closet which is always in need of donations of regular t-shirts and jeans or pants of all sizes, but mainly K-2nd sizes. Additionally, donations of new underwear are welcomed to assist students who may need a change of clothes during the school day.

Parents are encouraged to call the counselor if you have any questions about our program. She is available to consult and problem solve with you about any concerns you may have about your child and she may provide a number of agency referrals that may be helpful in meeting your child's needs. Her office hours are all day Monday and Wednesday and Friday mornings. She will be available at Back to School Night to answer any questions you might have about the counseling program at Pease.

ACADEMICS/CURRICULUM

Pease provides a curriculum that is aligned with the district's curriculum frameworks and the state standards, or Texas Essential Knowledge and Skills (TEKS). Our teachers utilize the AISD Instructional Planning Guides (IPG's) for each academic discipline area to ensure focus and alignment with state standards. IPG's include suggested activities for integrated lessons, enrichment activities, and helpful modifications for students experiencing difficulty with a particular lesson. Parents may view any grade level IPG for each academic core area by going to the AISD website and clicking on the curriculum link.

GRADING/ASSESSMENT

Assessment occurs at the beginning, in the middle, and at the end of learning opportunities. Teachers use information gathered from student benchmark tests, TAKS, reading assessments, reading inventories, and quarterly subject area tests to design learning programs that address individual academic needs and learning styles. Technology and community resources are used to enhance learning units. Parents in grades 3 – 5 are able to view student grades online through AISD's new Gradespeed program.

Report Cards

Students contribute to performance and work portfolios in the course of their classes. Electronic report cards are issued every nine weeks to notify parents of the ongoing progress of their children. Grades on the report card are based on a variety of assessments throughout the nine weeks, including but not limited to, teacher observations, anecdotal records, running records, samples of student products, writing journals, assessment rubrics, checklists, portfolios, numerical/letter scales, etc. Elementary grades shall be based on mastery of the District curriculum for the student's instructional level. If a student is functioning consistently above or below grade level in a subject area, this will be indicated on the report card. Grades are also given for personal development, work and study habits, and conduct. Grades K-2 use the 1-4 rating scale. Grades 3-6 use a letter grade system (A, B, C, and F) for academic areas and the developmental scale 1-4 for personal development areas.

Look for your child's report card on these dates: October 20, January 5, March 23, and June 2. For additional information on grading and reporting, please refer to AISD Policy Code EIA.

Progress Reports

Teachers send home progress reports at the midpoint of the nine-week period for all students who are performing at the borderline level. This progress report is a signal to parents to contact the teacher and discuss what should be done to help the child to improve his/her performance. In many cases, teachers may send home progress reports to all students, regardless of their performance, simply to give parents a written update of students' progress.

TESTING

K-1: TPRI and DRA assessments test students' reading ability

2nd: TPRI and DRA to test reading ability; TAKS Benchmarks to assess strengths/weaknesses in math, reading, and writing, as well as teacher made tests.

3rd-6th TAKS Benchmarks, TAKS math (5th must pass math in order to be promoted), TAKS reading (5th must pass reading in order to be promoted), writing (4th), science (5th); Flynt-Cooter Reading Test, and teacher made tests.

GIFTED AND TALENTED

Students can be nominated by their parent or a teacher to be screened for the GT program in the Fall and Spring semester. Students meeting the stringent criteria make up a small percentage of the district's total enrollment. There are many students who perform academically above grade level, but do not meet assessment and/or the work sample criteria for G/T. For more information about our G/T program, or to inquire about whether your child may be nominated, please contact your child's teacher. G/T students are serviced within the regular classroom setting with activities that extend concepts beyond the normal level. There are also activities held after school that satisfy G/T enrichment guidelines.

ACADEMIC RECOGNITION & AWARDS

Each quarter, Pease holds an honor roll assembly for 5th and 6th grade students who have earned all A's or B's, and all 3's and 4's in the areas of personal development. In addition, students can earn recognition for perfect attendance for the quarter. Parents are welcome to attend the brief award ceremonies.

ENRICHMENT OPPORTUNITIES

Orchestra or band is available for sixth grade students. Other opportunities include the Science Fair, Gardening, Marathon Kids, UT Athlete Mentors, UT Mentors/Tutors, ACC Tutors, School Buddy Program, Book Fair, Pease Afterschool Enrichment Program, Chess Club, Spanish Class, UIL Competition, Accelerated Reader Program, Talent Show,

Bobcat Singers, Volleyball Team, Boy Scouts, Fine Arts Night, Jump Rope for Heart, Music Memory, PALS, and an African American Writing Competition.

SPANISH PROGRAM

Senora Ann Martin has been with Pease since 1998. She provides Spanish Language classes to grades K-2 once a week for 30 minutes. Mrs. Esquivel provides Spanish instruction for our 3rd – 5th graders. The instruction emphasizes conversation skills, familiarity with the language, and vocabulary.

LIBRARY

All classes have regularly scheduled library times during which they are able to check out books and magazines, learn library/research skills and participate in lessons guided by a librarian. Teachers bring their classes to the library at other times for research projects. Kindergarten through second grade classes also have story times. Events during the year include the Pease Book Fair the Thursday before Thanksgiving and the Used Book Sale before Spring Break. Fourth and fifth graders participate in the statewide Bluebonnet Books program and interested sixth graders can join the Newbery Book Club and discussion group. Parents interested in volunteering in the library or for special library events should call the librarian, Mrs. Slocum, at 841-2569.

SPECIAL AREAS (ART, MUSIC, PE)

Art-Fine Arts Night in the Spring, City Art Contest, and AISD Art Contest
Music –Bobcat Singers, Music Memory Team, Winter Musical, May Fete performances
Physical Education (PE) -The Physical Education program at Pease encourages an active lifestyle of healthy fitness choices and good nutritional choices through a variety of skills, activities, lead up games and lifetime sports. Students follow TEKS standards in daily physical activity in PE and with their classrooms. The students also participate in Marathon Kids and Jump Rope for Heart. We will be having our Track and Field Day in March and will end the year with our traditional May Fete dance performance.

TECHNOLOGY

Funding from the 2008 AIDS Technology Bond will support the installation of a computer lab and several multimedia presentation systems during the 2009-2010 school year at Pease. The bond funds have also provided laptops for all campus teachers. Teachers use the laptops for taking attendance, recording grades, completing report cards, and delivering instruction to students. All Pease teachers have web pages which are linked to the Pease website (www.austinisd.org/pease). The staff have developed annual technology plans to help deliver technology instruction which is integrated into the core curriculum. In addition, learning.com is the online technology curriculum which is used with all students in kindergarten through sixth grade. Parents who wish to check out learning.com at home may log on with the user id and password: pease. Access will be granted to lessons on all grade levels. Parents also have access to student attendance in grades K - 6 and grades and assignments in 3 - 6 through the web-based program Parent

Connection. Parents must have a PIN (personal identification number) to set up a Parent Connection account.

REGISTRATION/TRANSFERS

To attend Pease Elementary, you will need to request a transfer at the AISD Student Services office. The transfer, once approved, is good until your child completes 6th grade or unless revoked. There is no need to request additional transfers every school year. Transfers may be revoked due to poor attendance, student behavior, and/or uncooperative parent behavior. **A sibling transfer must be requested by the February deadline to be considered priority.**

SCHOOL DAY SCHEDULE

7:10 a.m.:

- Cafeteria hallway doors open and students report to the cafeteria to be supervised by Pease staff. ***Please note that appropriate supervision for "early arrivers" is not available before 7:10.***
- Breakfast is available from 7:10 – 7:30.
- Kindergarteners and first graders stay in the cafeteria after eating breakfast until their teachers take them to their classes.

7:20:

- All Pease students in 2nd - 6th grades who have finished eating go with a staff member to the gym.
- On Mondays, students will participate in morning assembly, where they will receive announcements and participate in school wide activities. Students will also recite the U.S. and Texas Pledges and observe a moment of silence.
- On Tuesdays through Fridays, teachers will take students to their classrooms at 7:35.

7:45:

- The bell rings signaling the start of the academic day.
- Teachers are expected to close their doors and be ready for announcements.
- Students arriving after 7:45 are tardy.

10:50 -12:30:

- Staggered 30 minute lunch times are held for each grade level beginning with Kindergarten.

2:45:

- End of school day
- All students are dismissed at 2:45 p.m. daily.
- Students who have not been picked up by 2:55 will be escorted to the office where their parents will be contacted by phone.

2:45-5:45

- Pease Enrichment Program (PEP) – Our Tuition-based Enrichment Program

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Senate Bill 83 of the 78th regular session of the Texas Legislature (2003) requires AISD students to recite once every school day The Pledge of Allegiance to the United States flag and the Texas Pledge of Allegiance, followed by a moment of silence. The pledge takes place during morning assembly on Mondays and during morning announcements over the intercom the remainder of the week.

The Pledge of Allegiance to the United States flag is as follows: *"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."* The Pledge of Honor to the Texas flag is as follows: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."* During this moment of silence, students may reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. This moment of silence occurs after the pledges.

If you do not want your child to participate in one or both of these pledges, please let us know in writing and we will honor your wishes. Under these circumstances, your child may refrain from participation, but should not, of course, interfere in any way with others. Should a student refuse to recite the pledges absent a written note from a parent, the school will notify you so that you may address this issue with your child. The school will not discipline your child for failure to participate, as long as he/she is not disruptive.

ATTENDANCE/TARDIES

Tardiness

Students are considered tardy (partial days absence) if they are not with their teacher at 7:45 a.m. Our goal is for students to miss as little instructional time as possible. Therefore, students should go straight to class where teachers will report the tardy in Gradespeed. Tardies are considered partial absences by AISD. Excused tardies consist of one traffic related tardy per school year, doctor's appointments with documentation, sick with a note from parent, and funeral attendance

Absences

Students who arrive after 10:00 a.m. are considered absent for the day by the school district. The State's attendance policy places a limit on the number of absences (days or parts of days) a student may have. If a student is absent from school on ten or more days within a six month period in the same school year or on three or more days within a four week period, the district will inform the parent by letter that it is the parent's duty to monitor the student's school attendance and require the student to attend school, and that the parent may be subject to prosecution under Education Code 25.0903. It is the responsibility of the parent to notify the office no later than 10 a.m. on the morning of the absence. If the office is not notified, AISD policy states that a constable may be sent to the student's home to check for truancy. AISD requires that when your child returns to school, parents send a note within 3 school days stating the reason for the absence. An excused absence includes sickness, sickness for greater than

three days with a doctor's note, funeral attendance, holy day observance, field trip study. Please note all absences/tardies must include a note. Excessive tardiness or absenteeism may affect a student's transfer status at Pease.

Leaving School Early

When a student leaves school early, it is considered a partial day's absence just like a tardy in the morning. As a courtesy to the teacher, please send a note to school in the morning when it is necessary to check your child out later in the day. Only those listed on the office copy of the Student Information Card are permitted to check out a child with a valid Photo ID. Students will remain in their classroom until a listed adult arrives at school to pick up the student. Each time a child is checked out, the adult must sign with the date and time in the Student Checkout Binder on the front counter. Please check with your child's classroom teacher for the individual instructional schedule.

Physical Activity Time

Each student is required by law to participate in 135 minutes of physical activity time each week. This time includes the time with the physical education teacher. At Pease, classroom teachers are allowed to take 20 minutes each day to allow students time for exercise and to play together. K-2nd graders use the South Playground (Little Playground), while 3rd-6th graders enjoy recess on the North Playground (Big Playground). It is paramount that students take care of their classroom and homework responsibilities first before being guaranteed optional recess time.

Planning Time

All teachers at Pease have a 45 minute planning/conference time each day. Along with preparing lessons and materials for instruction, teachers will check phone messages and e-mail during this time. This time may also be used for parent teacher conferences.

Pease planning times are:

Kindergarten	1:45-2:30	4th Grade	9:30-10:15
1 st Grade	1:00-1:45	5 th Grade	7:55-8:40
2 nd Grade	12:15-1:00	6th Grade	8:40-9:25
3 rd Grade	10:15-11:00	Inclusion/Resource	11:30-12:15
Special Areas	11:00-11:45		

PARENT VISITATION/PARENTAL INVOLVEMENT

Our Pease Staff welcomes parent visitors and volunteers. There are six visitor parking spaces in the center of the parking lot. All parents and visitors must present their driver's license to sign in and out at the main office on the 2nd floor. The office will issue a visitor's sticker that indicates that the parent or visitor has checked in. Please do not pick up students directly from the classrooms. Parents must check out students at the

office if they are leaving early for the day. This will be coded as a partial day absence, tardy.

Parents are encouraged to attend lunch and recess times with their children. Many times the school could use additional adults to help monitor the children during these times. Parents may not discipline another student, but they may report to the staff and teachers any behaviors they witness that are a cause for concern. Often times the children need gentle verbal redirection from inappropriate topics or assistance in how to handle a conflict with another peer.

The classroom teachers welcome assistance from parents. Check with them to see how you can help out in or outside the classroom. The office has established a school wide e-mail list to communicate with parents. A form will be sent home for you to add your e-mail to the list.

CLASSROOM OBSERVATION

You may observe your child's classroom by making an appointment at least a day in advance with the classroom teacher. Teachers cannot stop teaching to visit with parents who "pop in." Please limit your visit to 30 minutes or less. Teachers will be happy to discuss what you observed during your visit at a mutually convenient time. In order to provide us with information that will help us to select a classroom placement for your child, you may write a letter to the principal with the characteristics of an educator that you think would best match your child and his/her learning needs. You are always welcome to visit the cafeteria and eat with your child. This is a good time for younger siblings or guests to visit as well. Advance notice is not necessary. Remember, for all visits, please check in at the office on the 2nd floor and get a visitor's sticker.

PARKING, ARRIVAL & DEPARTURE OF STUDENTS

Parking is an ongoing safety concern at Pease. Ideally, the best place to park is at an area meter or within the 15 minute parking zones on Rio Grande and on 11th Street during the school day.

In order to provide a safe place for students to enter and exit their cars and to facilitate traffic flow from 7:00 a.m. – 8:00 a.m. and from 2:30 p.m. – 3:00 p.m., the areas along the school side of Rio Grande and 11th Street will be used solely for loading and unloading cars.

Arrival Procedures:

Our building will open at 7:10 a.m.

For student safety, we ask that boys and girls are dropped off only on the school side of the street. If you choose to park and walk your child into the building, please use designated crosswalks. *Currently there are no crossing guards provided by the City of Austin, so please walk your child across the street only at clearly marked crosswalks. At*

the beginning of the school year, the City of Austin will be conducting pedestrian counts around the crosswalks near Pease to see if a crossing guard is warranted.

Due to limited parking, the staff parking lot will be closed to visitors between 7:00 – 8:00 a.m.

Student entry access points:

- Gates located on 12th Street leading to the cafeteria hallway entrance
- Gates located on 11th Street near the South Playground leading to the cafeteria hallway entrance
- Main Rio Grande entrance

Dismissal Procedures:

Dismissal begins at 2:45.

To assist with dismissal, each student will be provided a color coded car sign to be displayed in their car on the passenger side dashboard.

Pick up Areas:

Kinder – 2nd Grades students dismiss from the parking lot on the 11th Street side of the building.

3rd – 6th Grades dismiss on Rio Grande.

For the safety of our students, teachers and staff are not allowed to send a student across the street to meet their parents. Parents must cross the street to pick up their child. For safety reasons, please use designated crosswalks.

BICYCLES

Pease Elementary encourages and supports bicycle transportation to and from school. There are bike racks available behind the school next to the cafeteria for your convenience. Be sure and lock your bicycle for safety.

MEDICAL INFORMATION

Nurse

The Austin Independent School District has contracted with Seton Health Care to provide part-time registered nurses and part-time health assistants. The school office can provide parents with the nurse's schedule.

Emergency Care Information

It is very important that we have up-to-date information on both the main office copy and the health office copy of the Student Information Card. All telephone numbers and addresses of family members, friends, and physicians who can be reached in case of

an emergency should be listed on those cards. Likewise, special health information should be included on both cards so that your child's teachers and nurse are well-informed. In case of a change of address, phone number, or health condition, please notify the school immediately. A student must have a note from a physician in order to be excused from school activities such as Physical Education.

Medication

All medicine should be brought to the office by a parent with a note giving complete instructions. In addition, parents must sign a form authorizing the school to administer medications. Medicine must be in its original container and prescribed to the child taking it. The school nurse and the office staff are the only school personnel authorized to administer medications; teachers may not administer medication. Please provide a note to the teacher regarding the times medication is due.

Illnesses/Infections/Communicable Diseases

Parents are asked to pick up students running a fever or vomiting. Students with communicable diseases such as chicken pox or pink eye are not allowed to attend school until their disease is no longer a threat to other students. Students with lice or other parasites will be sent home with instructions on how best to ensure disinfection. Minor injuries, stomachaches, and other temporary conditions will be handled on an individual basis.

Immunizations

Each year, according to state law, children are required to have certain immunizations in order to attend a Texas public school. Before a child may register, his or her immunizations must be current and a copy of the child's shot record must be presented to the office staff at the time of registration. Any child who is not current on their immunizations will be notified by the office staff before school starts, so that the child may go to a designated clinic and receive their immunizations.

CAFETERIA

Pease serves both breakfast and lunch. Please ask in the office about how to qualify for free or reduced prices for both breakfast and lunch. Even if you do not wish to receive free or reduced prices for breakfast or lunch, your qualification may bring additional money to our school. You may pay for school lunch by the week or by the month with cash only. Please send money in an envelope labeled "Lunch" with your child's name, cafeteria number if it is known, grade and homeroom teacher. Our district also provides a website, www.myLunchMoney.com, where you can pay for your child's lunch on-line. Students without a lunch or money are provided with a peanut butter sandwich and milk until the parent makes other arrangements. When children bring lunch from home, they may purchase milk, juice, and snacks in the cafeteria. Parents and other guests always are invited to have lunch at school with their children. You may also let the

cafeteria know if you do not want your child to be able to purchase snacks with their account.

Student breakfast \$1.25 (reduced) \$.30

Adult breakfast a la carte

Student lunch \$ 2.10 (includes milk) \$.40 (reduced)

Adult lunch \$3.00

Milk \$.65

Juice \$.55

Snacks \$.50 and up

If you send a lunch from home, please label the lunch box on the outside with your child's full name and the teacher's name. The cafeteria phone number is 841-2571.

NUTRITION

Campuses may not serve or provide access for students to **FMNV (Foods of Minimal Nutritional Value) and all other forms of candy** at any time anywhere on school premises until the end of the last scheduled class.

Such foods and beverages may not be sold or given away to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers or any other person, company or organization. For exemptions and a listing of foods and beverages restricted by the FMNV policy, see section VI of the Texas Public

Restrictions on Competitive Foods

Campuses may choose **3 campus events** in which students may participate in a pizza party, popcorn party, food fundraiser, track and field, etc. where food/beverages are provided. Individual teachers may not have pizza parties, food-fundraisers, etc. FMNV's may not be served or made available at any time.

These three exempted events may not be held in the cafeteria or areas where meals are consumed during meal times and may not prohibit students' access to school meals.

Students may consume any food or beverage item that is provided by his/her parent/guardian.

PERSONAL ITEMS & MONEY AT SCHOOL

Pease Elementary strongly discourages students from bringing personal items to school, such as toys, stuffed animals, cards, or other personal possessions. Although students are allowed to bring GameBoys, Ipods, personal CD players, and/or cellular phones to school, they must remain turned off and in the students' backpack during the school day. Pease Elementary is not responsible for these electronic devices should they get lost or stolen. We highly discourage students from bringing these items to school.

When it is necessary to send money to school, please place it in a sealed envelope or other container with the child's name and the classroom teacher's name on the outside. Have your child give the money to the teacher at the beginning of the school day.

LOST AND FOUND

Lost clothing is stored on the 1st floor beside the cafeteria or in the office on the 2nd floor. Lost items are placed in the office. Please visit the lost and found periodically to see if your child has left items at school.

DRESS CODE

AISD's Student Dress Code was implemented in Fall 2004 to maintain a safe, respectful and positive learning environment and to model good citizenship. All clothing should be appropriate to the student's age, the school setting, and weather conditions. Both students and parents share the responsibility for the student's attire because clothing often sets the pattern for behavior. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire.

Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, or drugs; also prohibited is clothing with vulgar or obscene language, or with images or writings that promote disruption of the educational setting. The AISD policy forbids Backless Tops, Baggy Pants, Bare Midriffs, Elongated Armholes, Fake Nails & Makeup, Gang-Associated Clothing or Colors, Halter Tops, Low Cut Necklines, Oversize Shirts, Shorts That Distract, Skirts That Distract, Spaghetti Straps, Strapless Tops, or Slippers.

Pease Elementary asks all parents to monitor their children's dress before they come to school. Tops must cover the stomach and no clothing can have holes or language that may distract other students. Pease reserves the right to ask students to change or cover their clothing in the event that it may be distracting to other students. Your child will be involved in Physical Education activities daily. They will need to wear shoes that are appropriate for running and playing sports. Please NO flip-flops, open toes, or platforms. Children who are not able to tie their own shoes should wear shoes with Velcro type fasteners. This is a safety issue. Children in inappropriate shoes cannot participate in P.E. activities, and their P.E. grade thus may be affected. Caps/ hats are not permitted indoors, but may be worn outside on the playground. Students are discouraged from wearing short, shorts or extremely tight fitting clothing.

E-MAIL

Each Tuesday, Pease sends home a group e-mail containing important school communications. At the beginning of the year you will receive a letter asking for your e-mail address so that it can be added to the campus and classroom group e-mails. If your family does not have access to e-mail, paper copies of all items will be sent home. Please just let your child's teacher know or contact the office for copies.

SCHOOL SUPPLIES

A list of supplies for each grade level is available from the classroom teacher, in the main office and on the school website. Please note the items that should and should not be labeled. Each student is responsible for bringing the necessary supplies each day. Please inquire in the office if you need assistance to acquire any supplies. Personal school supplies, especially backpacks and lunch boxes, should be clearly labeled with your child's name.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks, library books, or other school material (cassettes, CDs, etc.) that are checked out to a student become that student's responsibility. Books or other school materials that are lost, damaged, or destroyed must be paid for by that student at the state-established price.

TUESDAY FOLDERS

At Pease, we feel it is essential to keep parents informed about their child's academic progress. It is imperative that there are no surprises on the report card. One tool we use to ensure communication is the Tuesday folder. This folder, containing your child's class work, will be sent home on Tuesday afternoons. Please sit down with your child and review the contents of the folder that evening. Ask your child to explain what they are learning and discuss concerns as needed. Feel free to write a comment or question for the teacher on the signature page. This way the teacher can clarify any issues immediately. We ask that the folder be emptied and returned to the school the following day with your signature. Your signature indicates to us that you have seen your child's work.

SCHOOL/HOME COMMUNICATION

The Pease Bobcat Brief is e-mailed to parents or sent home on the first Tuesday of each month in your child's Tuesday folder. This newsletter will inform you monthly of special programs, upcoming events, and initiatives at Pease.

*2nd-6th: Student agendas are \$5.00 to purchase. The student agenda planners are to be checked by parents each night. Students will write their daily homework assignments in their planners and use them as an organizational tool.

*All of our teachers utilize AISD e-mail to communicate to parents. Please remember that teachers are unable to check their e-mail while they are teaching. Teachers will respond to all e-mails within 24 hrs.

*Classroom telephones: Each teacher has a telephone in his/her classroom. Incoming phone calls during instructional time will go directly to the teacher's voicemail, so please do not expect teachers to answer their phones when classes are in session. Teachers will

check voice mail messages during their planning time and at the end of the school day. For emergency messages, contact the Pease office at 414-4428.

***Parent/Teacher Conferences:** Parent/teacher conference days are held on October 19 and February 15 this school year. Your child's teacher will prearrange conferences on the set day or sometime within two weeks before or after that day. At the conference, teachers and parents discuss a child's strengths and areas of need, review student work, school-based assessments, and teacher observations. In the event that a parent is unable to attend a conference with the teacher, the parent may request a telephone conference. If a child has learning or behavioral difficulties, additional conferences can be scheduled at a mutually agreed upon times. Teachers have a planning and preparation period each day, and they may have time available at 3 p.m. At a parent or teacher's request, a conference may be held at such times.

TELEPHONE USE/MESSAGES & DELIVERIES TO STUDENTS

Students must ask permission from an adult to use a school phone. Permission will be granted only when the call is a necessity. Arrangements for students to go home with a friend or to another home must be made before the school day and not during or after school. Students will not be allowed to make their own arrangements to go home with a friend. Please send a note to school with your child if there are different arrangements on a particular day.

Students are not allowed to use cell phones during the school day. If a student is using a cell phone during the school day, the teacher will confiscate the phone from the student and give it to the Principal. The Principal will contact the parent to come up to school to get the cell phone back.

If a student forgets something that is needed for the school day, parents can drop the item off in the office. The office staff will notify the student to pick up the item during a transition as every minute of instructional time is honored at Pease.

FIELD TRIPS

Each year, students leave the Pease campus for special performances, visits to historic sites, or other special occasions. On the back of the Student Information Card, parents give permission for students to make these trips on foot or in an AISD bus. In the event that private transportation is used, students will receive a special permission slip. Students must wear seat belts if traveling in a privately owned vehicle. All parents are informed in advance of study trips through announcements sent home with students. Some study trips are free of charge; for others, we may ask for money to pay for admission and/or transportation. No child will be denied the opportunity to go on a study trip because of financial hardship. Please notify the office if you are having difficulty obtaining money for a study trip.

CLASS, BIRTHDAY, & HOLIDAY PARTIES

Class parties are held at most twice a year, on dates decided by the campus. Parents are welcome to help with parties and to provide necessary supplies.

Parents can bring a treat (cupcakes, cookies) on their child's birthday. However, they **cannot** distribute the treat in the cafeteria. The federal government (USDA) does not allow competitive foods during meal serving times. In order to respect instructional time, please schedule an appropriate time to distribute your child's treats with the teacher. Please know that this time will be limited to only 5 to 10 minutes.

If a student has prepared invitations for a birthday party outside of school time and would like to distribute the invitations in school, there must be an invitation for every student in the class. All classroom parties need to follow the AISD guidelines on nutrition and foods of minimal nutritional value (FMNV).

Holidays Not Observed By Students

Please notify your child's teacher in advance if there is a celebration scheduled which you do not wish for your child to participate in.

AFTER SCHOOL ACTIVITIES

Pease and the wider Austin community offer various options for students after the regular school day ends. These options include: the on-site Pease Enrichment Program, the Austin Recreation Center after-school program and the Eastside story after-school program which both provide transportation to other locations. If you would like more information about any of these programs, or wish to request use of Pease for an after-school activity, please contact the main office.

SPECIAL EDUCATION/INCLUSION/RESOURCE SERVICES

Pease is allocated one full time inclusion/resource teacher and a part time Teacher's Assistant by AISD. This teacher serves all special education students from all grade levels using the appropriate intervention models based on each child's Individual Education Plan. Annual Admission, Review and Dismissal (ARD) Committee meetings are held throughout the year to discuss student's needs and set goals. If a regular education student is experiencing any difficulties that may prevent him/her from reaching his full academic potential, an IMPACT meeting is called on behalf of that student. The IMPACT Team consists of the child's teacher, an administrator, parent and other needed support staff. The team engages in brainstorming to try to find strategies to assist the child. If the parent cannot attend a summary of the meeting is shared with the child's parent.

If it is determined at this point, or later, that the student may need additional resources, then the parent, teacher, or IMPACT Team may request a Local Support Team (LST) meeting for the purpose of exploring further support options. The LST may decide that testing for special education support is appropriate and will benefit the student. At this point, an ARD meeting is scheduled, and steps are taken to ensure that

the student receives all of the support that may be available to him/her if he/she qualifies for it. If you have concerns about your child, be sure to convey these to his/her teacher.

TUTORING/ACCELERATED INSTRUCTION

After school tutoring is provided for struggling students in all grade levels. Tutoring is dependent upon the availability of our volunteers, and those teachers who generously volunteer their time after school. Also, our Pease Enrichment Program teachers are able to provide tutoring during the school day to a limited number of students according to their academic need.

MENTORING

Mentors are available to meet with students once a week and provide positive leadership and encouragement to be successful in school. These mentors undergo a rigorous screening process by the district and parent permission is required before a child can receive a mentor. Please call Mrs. Martinez or Ms. Greeley at 414-4428 if you are interested in the tutoring or mentoring program at Pease.

HOMEWORK

Homework can be an effective way of involving parents and guardians in the educational process. Pease students receive homework at all grade levels to practice independently those skills and concepts previously introduced by the teacher during class. It is our goal to help our students to develop effective planning and time management skills and good study habits. We also ask that parent work daily with their children to practice concepts that are learning expectations for their particular grade level (example: practicing simple math while at the grocery store). Assignments turned in later than the due date are generally assessed a grade penalty per day. Please stay in communication with your child's teacher if you have any questions concerning homework.

BACK TO SCHOOL NIGHT

This event is sponsored to help parents learn more about AISD, Pease Elementary, and their child's individual classroom teacher. Back to School night will be September 3rd from 5:30-7:00. This night parents are able to learn more about the educational program offered at the particular child's grade level. It is a structured presentation of information in the classroom for parents only. There will be childcare offered and pizza at \$1.00 a slice. Every year the Pease community comes together for a Back to School Picnic prior to the start of school. This year the picnic was on Friday, August 21 from 5:30 -7:00 at Pease.

STUDENT CONDUCT

Pease Elementary has a healthy and safe school climate that fosters human development and resiliency in children and adults. This is a place where every child is honored, every parent respected and every teacher a facilitator of learning. Pease staff has

implemented PBS and the TRIBES community building and self-responsibility program to develop positive character education for all children. The basic agreements in TRIBES are that all community members will show each other mutual respect, not use put-downs, appreciate others, and have the right to pass during discussions.

AISD requires each school to teach the following aspects of character development monthly: responsibility, respect, tolerance, self-discipline, perseverance, caring, honesty, integrity, trustworthiness, courage, and fairness. Pease staff will integrate these 11 touchstones of character development into the TRIBES process and focus on one of these per month. The TRIBES process will be modeled and shared with parents and community members throughout the school year.

At Pease Elementary, we believe that every student has the right to be safe and learn at school. In the event that a student chooses to behave in a manner that could be harmful to himself or others and/or disrupts the classroom learning environment in some way, the child may receive a referral to the office. The Principal will determine the appropriate consequences for the student's action and contact the parent. To ensure a safe environment, some student behaviors can result in suspension, such as fighting/physical aggression, sexual harassment, or bringing drugs or weapons to school.

Pease prides itself on its community spirit and the school-home partnership in developing children that will be productive, responsible adults.

HARASSMENT/BULLYING

Pease Elementary is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, verbal, physical, and sexual harassment of students, teachers, and staff will not be tolerated at school or school-sponsored or school-related activities such as field trips or special events where the student is under the control of the school. Austin ISD encourages parent and student support in its efforts to address and prevent harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about this area with a teacher, counselor, or principal.

Bullying is...

- name calling, put downs, racial slurs
- threatening to hit someone
- pushing, hitting, cornering
- telling mean jokes, rumors
- excluding or isolating

These aggressive behaviors can interfere with learning, at which point the school must act to protect the rights of all students to a quality education. Students who are repeatedly bullied may become anxious, have difficulty concentrating, or lose interest in school.

Bullying can make school a hostile place for students who are targets and others around them who fear becoming the bully's next victim. Sexual Harassment is bullying about gender, body parts, or sexuality.

Sexual Harassment...

- is unwanted and unwelcome sexual behavior
- can be physical, verbal, gestures, displays
- can happen once, several times, or on a daily basis
- interferes with the target's academic and social life
- is prohibited in public schools by state and federal laws

The staff of Pease Elementary is committed to creating a climate where bullying and harassment are not welcome, and where no child's learning is impeded because of hostile actions of another student. You can help us by discussing bullying and harassment with your child, and by reviewing together the AISD Student Code of Conduct.

PARENT/TEACHER ASSOCIATION (PTA) 2009-2010

PTA representatives can be reached through the PTA mailbox in the main office. Bobbie Melder and Jennifer Regalado are the Co-Presidents for this school year. Pease historically has enjoyed a strong participation of parents in the PTA and hopes to see even greater turnout in meetings this year. Meetings are usually held the third Tuesday of every month at 5:45 in the cafeteria, but dates and times are subject to change. PTA meetings will be advertised in the Bobcat Bulletin, signs posted around the school, on the yellow PTA bulletin board outside the cafeteria and on the marquee sign in front of the school. A PTA brochure will also be sent home in your child's Tuesday folder and available at Back to School Night. Childcare for school age children is available for meetings and pizza is offered for \$1.00 a slice and a drink.

CAMPUS ADVISORY COUNCIL (CAC)

The CAC meets monthly on the 4th Thursday of every month at 4:00 p.m. in the library to discuss the ongoing affairs of the school related to curriculum and the Campus Improvement Plan (CIP). The Campus Improvement Plan is developed for long range planning and details current and future goals and strategies for Pease. All members of the Pease community are invited to attend these meetings. CAC Members' names, numbers, and emails; meeting times, agendas, minutes of past meetings, and the CIP are posted on the bulletin board across from the cafeteria.

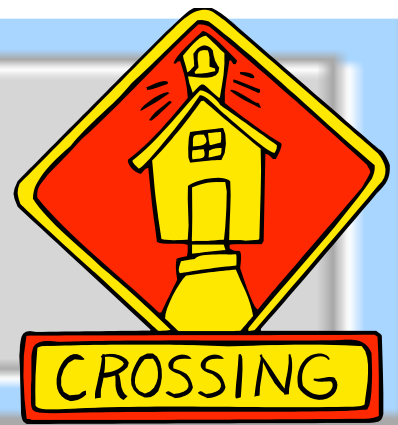
IMPORTANT EVENTS AND STUDENT HOLIDAYS

The 2009-2010 Pease PTA Calendar will be sent home soon in your child's Tuesday folder. Some events will include: Back to School Night, Hispanic Heritage Celebration, Pease Birthday Party (Halloween Hootenanny), Winter Holiday Program, Fine Arts Night, Book Fair, African American Heritage Program, Track and Field Day, and May Fete. The dates, times and events are subject to change -please check Tuesday folders for newsletters and calendars.

PARTNERS IN EDUCATION

To see how you, your employer, or someone you know can become a partner with donations, mentoring, tutoring, or volunteering in other ways, please call Mrs. Martinez at 414-2015 or Armando Ybarra, Pease Parent, at 444-5932. Partners in Education may provide ongoing support or a one-time donation to support our students. Our partners have included the Travis County Sheriff's Department, Doubletree Hotel, HEB and Seattle's Best Coffee.

Safety



Safety Reminders:

Pease Elementary Arrival and Dismissal Safety Plan

In order to provide a safe place for students to enter and exit their cars and to facilitate traffic flow from 7:00 a.m. - 8:00 a.m. and from 2:30 p.m. - 3:00 p.m., the areas along the school side of Rio Grande and 11th Street will be used solely for loading and unloading cars.

Arrival Procedures:

Our building will open at 7:10 a.m.

For student safety, we ask that boys and girls are dropped off only on the school side of the street. If you choose to park and walk your child into the building, please use designated crosswalks. *Currently there are no crossing guards provided by the City of Austin, so please walk your child across the street only at clearly marked crosswalks. At the beginning of the school year, the City of Austin will be conducting pedestrian counts around the crosswalks near Pease to see if a crossing guard is warranted.*

Due to limited parking, the staff parking lot will be closed to visitors between 7:00 - 8:00 a.m.

Student entry access points:

Gates located on 12th Street leading to the cafeteria hallway entrance

Gates located on 11th Street near the South Playground leading to the cafeteria hallway entrance

Main Rio Grande entrance

Dismissal Procedures:

Dismissal begins at 2:45.

To assist with dismissal, each student will be provided a color coded car sign to be displayed in their car on the passenger side dashboard.

Pick up Areas:

Kinder - 2nd Grades students dismiss from the parking lot on the 11th Street side of the building.

3rd - 6th Grades dismiss on Rio Grande.

For the safety of our students, teachers and staff are not allowed to send a student across the street to meet their parents. Parents must cross the street to pick up their child. For safety reasons, please use designated crosswalks.

PEASE ELEMENTARY

STAFF ROSTER

2009-2010

OFFICE STAFF

PRINCIPAL

Donna Martinez

SECRETARY/BOOKKEEPER

Betty Rodriguez

ATTENDANCE SPECIALIST

Debbie Jones

CHILDCARE SEC./BOOKKEEPER

Samantha Sustaita

OTHER PROFESSIONALS

Christie Greeley, Counselor *

Maureen Slocum, Librarian

_____, Reading Specialist*

Bonnie Orr, Speech Therapist *

Senora Ann Martin, Spanish*

TEACHERS

KINDERGARTEN

Cathy Buck

Laura Scace

1ST GRADE TEACHERS

Carmen Castaneda

Tommie Graham

2ND GRADE TEACHERS

Jeanine Adams

Tama Traudt

3RD GRADE TEACHERS

Anna Roch

Michelle Perez

4TH GRADE TEACHERS

Carrie Cherek

Lyndsey Morein

5TH GRADE TEACHERS

Kelsie Davis

Nick Hall

6TH GRADE TEACHERS

Jessica Eng

Kelly Friede

SPECIAL AREA TEACHERS

Desi Burke, Art

Elizabeth Chappell, Orchestra

Delm Cousins, Music

Corilyn Urquhart, Band

Emilie Watts. PE

SPECIAL EDUCATION

INCLUSION/RESOURCE STAFF

Linda Wooley, Teacher

Louise Johnson, Teacher Assistant*

PEASE ENRICHMENT PROGRAM STAFF

Adrianna Cantu

Frances Jones

Patricia Esquivel

Laura Howard

Louise Johnson

Diana Perez

CUSTODIAL STAFF

Maria Rinconcillo, Head Custodian

Blanca Gomez

Ismael Fabello

FOOD SERVICES STAFF

William Garcia, Manager *

Sue Carothers

Esther Villanueva

HEALTH CARE STAFF

_____, Registered Nurse *

Linda DeLeon, School Health Asst.*

* part-time staff