



Pease Elementary

*Parent and Student
Handbook
2008-2009*

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INTRODUCTION & WELCOME

Dear Members of the Pease Community,

Welcome to the 2008-2009 school year at Pease Elementary! I hope that 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 every other Tuesday of the month, in your child's folder.

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.

Sincerely,

Beth Ellis
Principal

ABOUT OUR PRINCIPAL

Beth Ellis grew up in Houston, Texas with her parents and sister, Jennifer. She was always surrounded by teachers; her mother, grandmother and great-aunt were all passionate educators. It was no surprise that after graduating from Bellaire High School, she attended the University of Texas and majored in Elementary Education.

Beth earned her Bachelor's Degree in Applied Learning and Development, and then moved back to Houston to teach 6th grade Language Arts. Missing the more tranquil life of Austin, Beth moved back the following year and taught grades 3, 4, and 5 at Blanton and Gullett Elementary Schools. She was fortunate enough to work under principals who gave her numerous leadership opportunities and was encouraged to apply to the Educational Administration Master's Program at UT. She was accepted to this program and graduated in the spring of 2001.

That next school year, Beth moved to Menchaca Elementary as Assistant Principal and worked there until the spring of 2005. While at Menchaca, Beth served in numerous leadership roles on campus and districtwide and enjoyed working with the staff and parents of that close-knit community. Then in May 2005, Ms. Ellis was selected as Principal of Pease Elementary!

Ms. Ellis has two children, Emma, who is 6 years old, and Madelyn, who is 4 years old. They are at Pease often playing in the school hallways and reading lots of

books off the library shelves. She hopes that you each have the chance to meet them soon.

Beth Ellis is thrilled to be the Principal at Pease Elementary and hopes to continue building long lasting relationships with the students, staff, parents and community members of this campus. Ms. Ellis supports the passion and dedication the Pease faculty and parents share in providing the highest quality educational experience for all children. Ms. Ellis believes that the long lasting success at Pease Elementary is due to the positive relationships built within this community.

On the first Thursday of each month, please join Ms. Ellis for a Principal Coffee in the library from 7:30 -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. Ms. Ellis looks forward to getting to know each of you more throughout the coming school year.

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 a strength, intelligence is built through effort, a respectful environment is essential to learning and education is a collaborative effort. As of May 2008, our student body is composed of 25% African-American, 47% Hispanic, and 26% Anglo. Currently, we are at 1.6% Limited English Proficiency (LEP) students at Pease, 24% of the students are Economically Disadvantaged, about 4% are classified as Gifted and Talented, and 6% 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. Pundt, visits the classrooms biweekly 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 coordinates several programs on campus such as IMPACT, GT screening, middle school transition/choice sheets for sixth graders, PALS, mentors and tutors, and 504. 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. This Spring, parents will be 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 21, January 6, March 24, and June 3. 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 and reading, writing; Quarterly subject area exams
3rd-6th TAKS Benchmarks, TAKS math (5th must pass math in order to be promoted), TAKS reading (3rd and 5th must pass reading in order to be promoted), writing (4th), science (5th); Quarterly subject area exams; Flynt Cooter Reading Test.

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 or the counselor. 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 and band are available for sixth grade students. Other opportunities include the Science Fair, Gardening, Student Council, Marathon Kids, UT Athlete Mentors, UT Mentors/Tutors, ACC Tutors, School Buddy Program, Book Fair, Pease Afterschool Childcare 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, Young Rembrandts Art Program, African American Writing Competition.

SPANISH PROGRAM

Senora Ann Martin has been with Pease since 1998. She provides Spanish Language classes to grades K-2 twice a week for 30 minutes. The instruction emphasizes conversation skills, familiarity with the language, and vocabulary. In grades 3 through 6th, there is an after school Spanish Program. The Spanish Program is funded thru PTA.

LIBRARY

The year 2006 marked the 100th ANNIVERSARY of the Pease 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 week before Thanksgiving and the Used Book Sale in the spring. Fourth and fifth graders participate in the statewide Bluebonnet Books program and interested sixth graders can join the Books for Lunch discussion group. Parents interested in volunteering in the library or for special library events can 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. We participate in the district's Marathon Kids daily running program as well as a fall Track and Field Day. All students also participate in the American Heart Association's Jump Rope for Heart each February. Fifth graders have a volleyball team and are invited to AISD's Volleyball Playday each March. Our year culminates with our traditional May Fete dance performance.

TECHNOLOGY

Special school projects include a wireless computer lab and special class projects such as use of PowerPoint and Imovies. Students and parents may also log on to www.learning.com with the user id: austintexas and the password: password to experience more technology lessons. With the approval of the 2008 AISD Bond, Pease will be getting 20 new laptops, technology presentation carts, and teacher laptops. This year, teachers will create web pages which will be linked to the Pease website for parent access.

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

In the beginning of the school year, class lists will be posted outside the classroom. The Kindergarten classrooms are on the first floor in rooms 108 and 109 near the front entrance. When you enter the classroom the first day, please follow the posted guidelines that will suggest ways you can help your child settle in and stow his or her belongings. Students are not allowed upstairs before the school day begins.

7:15 a.m. -Doors open and students report to the cafeteria to be supervised by Pease staff (Appropriate supervision for "early arrivers" cannot be guaranteed before 7:15 a.m. or anywhere other than in the cafeteria or gym after 7:15 a.m.).

7:10-7:45 -Breakfast is available

7:25 -All Pease students in 2nd -6th grades who have finished eating go with the principal or faculty member to the gym. On Mondays, students will participate in morning assembly, where they will receive announcements and participate in school wide activities. Students recite the pledge, observe a moment of silence and sing the school song. On Tuesdays through Fridays, teachers will take students to their classrooms at 7:35 and announcements will be done on the loudspeaker at 7:45. Kinder and 1st grade students remain in the cafeteria until their teachers take them to their classes.

7:45 -The bell rings signaling the start of the academic day.

10:50 -12:30 Staggered 30 minute lunch times are held for each grade level beginning with Kindergarten.

A 20 minute Recess is provided during the school day.

2:45 p.m. -The school day ends -dismissal.

After-school programs: Times vary

2:45-5:45 -Pease After-school Childcare Tuition-based Program, Eastside Story, and the Austin Recreation Center are just a few.

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. Please be sure to pick up students no later than 3:00 p.m. daily.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE/PEASE SCHOOL SONG

Senate Bill 83 of the 78th regular session of the Texas Legislature (2003) requires AISD students to recite once every school day 1st the Pledge of Allegiance to the United States flag and 2nd the Pledge of Honor to the Texas flag. The pledge takes place during morning assembly. 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 and indivisible."

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.

Senate Bill 83 also requires students to observe a full minute of silence following the recitation of the pledges. 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 when the students first enter their classrooms after assembly.

A new Pease School Song was written by students in May 2006. The song is as follows:

Pease School Song

Pease is our school, Old and really cool

This school rules

Pease is the best, Better than the rest

Rise up Pease.

We're the great-est, and the old-est,

Bob – Cats rule

We're the best school, in the whole town

Go, Pease, Go

Pease Go

Pease Go

(Word's by Mr. Hall's class, 2006)

ATTENDANCE/TARDIES

Tardiness

Students are considered tardy after 7:45 a.m. Late students in grades 2-6 should come to the office for a tardy slip to enter class. Kinder and 1st grade students receive tardy slips in the classroom. They will be marked tardy for attendance purposes. Tardies are considered partial absences by AISD. Excused tardies are one traffic related tardy per school year, Dr. Appointment with a note, sick with a note 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 for all students 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 include sickness 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

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. 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.

Recess

Each class is allowed to take 20 minutes each day to allow students time to socialize and 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 this optional recess time.

Planning Time

This is the best time to try and reach teachers. Pease planning times are:

K 2:00-2:45 4th 9:40-10:25

1st 1:15-2:00 5th 8:00-8:45

2nd 12:30-1:15 6th 8:45-9:30

3rd 10:25-11:10 Inclusion/Resource 11:30-12:15

Spec. Areas 11:45-12:30

PARENT VISITATION/PARENTAL INVOLVEMENT

Pease welcomes parent visitors and volunteers. There are six visitor parking spaces in the center of the parking lot. All parents and visitors must 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. All early dismissals should check out students from the office.

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 (See Appendix B)

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 the Rio Grande or 11th Street side of the building. We ask that you do not park directly in front of the building if you are planning on going inside, but rather at the ends of the street. Please do not park on Rio Grande St. in front of the school during the hours of drop off (7-8:30am) and pickup (2-4 p.m.). This space is for loading and unloading only. Do not stop or drop your child off in the middle of the street. Park your car and walk your child across the street. Cross only at the crosswalks. No parking or dropping off in front of the stairs (in the back parking lot) at any time, and parking should only be in allotted parking spaces ONLY.

Parents may pick up their children from the front of the school or the entrance in the back parking lot, which has six visitor parking spaces. Please do not park in reserved spaces as these are for faculty and staff. Parking for persons with disabilities is located in front of the school. Any student not picked up by 2:55 p.m. will report to the office. At that time, the office staff will attempt to contact the student's parents for pick up. Some grade levels have designated spots for pick-up in addition to the front and back entrances such as the south playground and the classroom. Please check with the classroom teacher for specific pick-up information.

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 breakfast or lunch, your qualification can 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. 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

The Texas Department of Agriculture issued changes to the guidelines for addressing Foods of Minimal Nutritional Value (FMNV's), competitive foods, vending machines, portion sizes, and nutrient content that is effective August 1, 2004. Elementary campuses may not distribute, provide access, or give students FMNV's or **candy on campus until after the end of the last scheduled class**. Campuses may choose 3

events in which students may consume FMNV's and/or candy, this does not apply to food items brought from home for the sole consumption by the student.

Restrictions on Competitive Foods

Campuses may not allow foods or beverages to be sold or made available to students that compete with the school's operation of the National School Lunch Program, School Breakfast Program, or After School Snack Program. *This definition includes, but not limited to, food and beverages sold or provided at no cost: in vending machines, school stores, school fundraisers (from staff, school groups, PTA's, etc, and "pizza parties".*

Elementary campuses may not serve competitive foods until after the end of the school day.

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, and 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. No doo-rags please. Students are discouraged from wearing short, shorts or extremely tight fitting clothing

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

Each Tuesday, your child will bring home a folder that includes school information, class information, and student work. This folder is our most important means of ongoing communication with parents. Please sit down with your child and review the contents of the folder each Tuesday evening. The folder should be emptied and returned to the school the following day. Be sure to take the time to sign all correspondence items from your child's teacher that require a parent signature.

SCHOOL/HOME COMMUNICATION

The Pease Bobcat Brief is sent home twice a month in your child's Tuesday folder. A school wide e-mail database is also used to communicate information to parents.

*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.

*Many 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---the ringers are not even on. Teachers will check voice mail messages 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 13 and February 26 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, and teachers 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. 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.

STUDY 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. Birthdays are not celebrated during class time. Parents are welcome to provide cookies or cupcakes at lunchtime only for a student's class. Parents must provide enough for the entire class. Likewise, 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). See Appendix C.

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 Child Care, 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 childcare 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 Ms. Ellis or Ms. Pundt 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 4th 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 22 from 5:30 -7:30 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) 2008-2009

PTA representatives can be reached through the PTA mailbox in the main office. Renee Orr is the President 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.

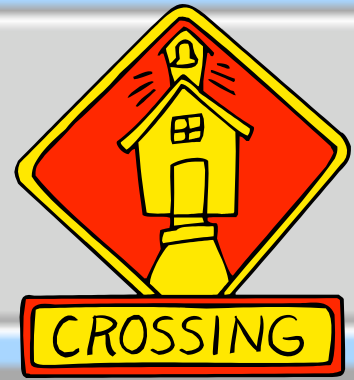
IMPORTANT EVENTS AND STUDENT HOLIDAYS

The 2008-2009 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), 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 Beth Ellis 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:

- At Pease, we want all children and parents to be safe!
- Please drop your child off in front of the school, or use one of the side gates. Do not drop your child off in the back parking lot.
- Do not park in front of the school during drop off hours. Also, do not stop in the middle of the street to drop your child off.
- If you park across the street, then please walk your child across the street.
- Cross only at the crosswalks.
- No Parking in front of the stairs in the back parking lot at any time.
- Parking should always be within allotted parking spaces ONLY.
- Do not park in numbered spaces or teacher parking.

PEASE ELEMENTARY

STAFF ROSTER

2008-2009

OFFICE STAFF

PRINCIPAL
Beth Ellis

SECRETARY/BOOKKEEPER
Betty Rodriguez

ATTENDANCE SPECIALIST
Debbie Jones

CHILDCARE SEC./BOOKKEEPER
Samantha Sustaita

OTHER PROFESSIONALS

Michelle Pundt, Counselor *
Maureen Slocum, Librarian
Kelsie Davis, Reading Specialist*
Bonnie Orr, Speech Therapist *
Senora Ann Martin, Spanish*

TEACHERS

KINDERGARTEN
Cathy Buck
Laura Scafe

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
Nick Hall
Katherine Segler

6TH GRADE TEACHERS
Jessica Eng
Kelly Friede

SPECIAL AREA TEACHERS

Desi Burke, Art
Elizabeth Chappell, Orchestra
Delm Cousins, Music
Emilie Watts, PE
Darrell Wyatt, Band

SPECIAL EDUCATION INCLUSION/RESOURCE STAFF

Linda Wooley, Teacher
Louise Johnson, Teacher Assistant*

CHILDCARE STAFF

Adrianna Cantu
Frances Jones
Patricia Esquivel
Laura Howard
Larkin Northcutt
Louise Johnson

CUSTODIAL STAFF

Maria Rinconcillo, Head Custodian
Blanca Gomez
Wayne Sands

FOOD SERVICES STAFF

William Garcia, Manager *
Sue Carothers
Esther Villanueva

HEALTH CARE STAFF

Stephani Shoonover, Registered Nurse *
Linda DeLeon, School Health Asst.*

* part-time staff