



GULLETT
ELEMENTARY SCHOOL
AUSTIN Independent School District

2018-2019
Student Handbook

6310 Treadwell
Austin, Texas 78757
512-414-2082

Tisha P. Brown, M. Ed.
Principal

Yolanda Wilkins, M. Ed.
Assistant Principal

Welcome to Gullett Elementary School!

Welcome to the Gullett family! We look forward to building a positive and long-term relationship with you, as we work together to provide your child with the best educational experience available.

Gullett is an outstanding school which has maintained its exemplary status! Gullett continues to demonstrate innovative programs through parental involvement, high standards of excellence, a dedicated staff and administrators who maintain contact with the students and community. Students are developing skills and knowledge in reading, writing, mathematics, science, social studies, social and emotional development, fine arts and physical fitness based on an effective curriculum and instructional program. Today, Gullett continues its leadership role in Austin ISD as a model for creative teaching techniques, social and emotional learning, the utilization of technology to enhance learning, and implementation of problem-based learning opportunities. It will continue to be a priority for us.

Our special accomplishments are possible because of the dedicated and enthusiastic TEAMWORK of the Gullett students, teachers, staff, administrators, parents, families, and Partners in Education. The future of Gullett looks exciting and bright because our past demonstrates a tradition of excellence, and the present is filled with teamwork, a passion for kids, and life-long learning for all.

Mission Statement

Provide every student with the foundation needed to become productive, responsible citizens.

Belief Statements

All children deserve acceptance and recognition.

All children can master the curriculum.

Trained professionals and a balanced curriculum are needed for student success.

Education is a partnership of home, school, and community.

Gullett Motto

A living experience

Gullett School Song

Gullett is a school like no other place,

We come each day with a smiling face.

Each kid is so special at our school,

And that's why we practice the Golden Rule.

Each one is special at Gullett!

Our friends and teachers we won't forget!

At Gullett!

Campus Information 2018-2019

School Profile	Student Profile # classes	Ethnicity
Date Built 1956	Pre-Kindergarten 3	African American 2%
Classrooms - 39	Kindergarten 5	Hispanic 16%
Total # Students - Approx. 570	First Grade 5	White 76%
	Second Grade 4	2 or More 5%
	Third Grade 4	Special Education 8%
	Fourth Grade 5	Limited English Proficiency 1%
	Fifth Grade 3	Economically Disadvantaged 7%

Staffing Profile 2018-2019

Principal	Tisha Brown
Assistant Principal	Yolanda Wilkins
Bookkeeper/Secretary	Erica Ramirez
Registrar	Kim Schneider
Counselor	Cindy Brackmeyer
Librarian	Kay Gooch
Technology/ STEAMWorks Lab	Anne Jarriel
Pre-Kindergarten Teachers	Katherine Amerson, Anna Collier, & Allison Hinojosa
Kindergarten Teachers	Mary Davis, Sherry Glidewell, , Kate Smith, Wendy Ulrich, & Alisha Williams
First Grade Teachers	Aaron Ravare & Brittany Cookson, Brett Mizelle & Alice Sanderson, & Jessica Mays (SC)
Second Grade Teachers	Sally Allin & Jennifer Moore, Erin Sapp & Danielle Hollis
Third Grade Teachers	Barbara Pitts & Laura VanGostein, Mindy Bass & Kim Nichols
Fourth Grade Teachers	Patricia Detrich & Ronda Pritchard, Celange Santiso-Black (SC), Jackie See (SC), & Hayley Shaw (SC)
Fifth Grade Teachers	Gregg DeAtley, Ann Valentino, & Missy Russell
Special Education Teachers	Tanya Children (Reading Specialist), Ali Fisher (Resource), Amy McHenry (SBS), Denise Wertz & Linda Barber (PPCD), Cathy McMillian (SCORES), Jena Crossley (Life Skills)
Special Education Teaching Assistants	Shenell Harvey (SCORES), Janice Jaeschke (Life Skills), Nicki Nall (Resource), Daisy Flores (SBS), Briana Burns (PPCD), Sarah Sanders (PPCD), & New Life Skills
Music	Maggie Grill & Chelsea Daniel (1/3)
Art	Nicki Leatherwood & Ariel Kay (1/3)
PE	Ariana Garcia-Benitez & Marko Hajar (1/3)
Speech Pathologist	Rebecca Rogers
Diagnostician	Margaret Bridgeman

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*Please pay special attention to the items in **bold**.

Please return the Acknowledgement Page to your youngest child's homeroom teacher. Only one form per family is required. Thank you!

Assessments

Ongoing formal and informal assessments are vital for knowing our students' current academic levels and closely monitoring their progress. We use Gullett-specific beginning/middle/end of the year formal assessments and follow the district guidelines regarding yearly assessments.

Beginning of the Year: September-October

Developmental Reading Assessments: Grades K-2

ISIP Primary Reading Assessments: Grades K-5

Reading and Math Placement Tests: Grades 3-5

Fitness Gram: Grades 3-5

Middle of the Year: December-February

Developmental Reading Assessments: Grades K-2

ISIP Primary Reading Assessments: Grades K-5

Social Skills Improvement System (SSiS): Grades K-5

District Benchmarks:

Reading and Math: Grades 3, 4, 5

Writing: Grade 4

Science: Grade 5

End of Year: April-May

Developmental Reading Assessments: Grades K-2

ISIP Primary Reading Assessments: Grades K-5

Social Skills Improvement System (SSiS): Grades K-5

Fitness Gram: Grades 3-5

State Assessments (STAAR)

Reading and Math: Grades 3, 4, 5

Writing: Grade 4

Science: 5

Attendance

When it comes to school, students who miss school miss out. Attendance boosts student achievement and improves the quality of your child's educational experience. It prepares them for college, good careers, and successful adulthood. For every day of school missed, it takes two or more days for a student to catch up. Except in the case of illness, many school absences can be avoided with a little extra effort.

Did you know that our annual budget is directly impacted by your student's attendance? For each day that your student is absent, the district subtracts from our annual operating budget. Please help us ensure that our students are here on campus learning each and every day.

Parents, join forces with us to eliminate absences that can be prevented by making every effort to schedule medical and other appointments outside school hours and by making sure your children get plenty of sleep so

they arrive at school on time. Give your child every opportunity to succeed in Austin ISD and graduate to success, by encouraging him/her to attend school on time, every day. Please remember: Every Day Counts.

Gullett Elementary Absence Policies and Guidelines:

When a student is absent the parent/guardian should call the Absence Line at 512-414-2732. You must send written notification to the office or email Kimberly.schneider@austinisd.org within 48 hours (2 days). The note/e-mail must list student's full name, date of birth, teacher's name and reason for the tardy/absence.

If you have a physician's note stating that the student was out due to illness/treatment, please submit it to the office (you may ALWAYS have the physician's office fax the note directly to the office, fax 512-414-2036).

If a student is absent 3 or more days, you must contact the school to notify Kim Schneider before 10 a.m. no later than the third day.

Excused and Unexcused Absences and Tardies

Excused absences (with note or documentation): medical, illness, religious holy days, and court appearances
Unexcused absences: vacations, car problems, sleeping late, bad weather, and travel

TEA attendance laws govern AISD attendance policies. Each campus is required to collect and maintain documentation for each student's daily attendance record. These records are subject to audit to prove compliance. Please refer to AISD website for more information regarding attendance policies.

Make-Up Work

It is the responsibility of the student or the student's parent to request the opportunity to make up class work missed. The request for make-up work should be directed to the teacher. The teacher will have guidelines for make-up work as a part of his or her grading procedures. These guidelines promote student responsibility without denying students reasonable opportunities to exhibit mastery of curriculum concepts and skills. Therefore, the teacher will determine the amount of time allowed for make-up work to be completed.

The request for make-up work prior to an extended absence should be **at least one week** before the first date of the absence. Extended absences for travel or trips are highly discouraged and must be planned with administration and teachers at least one week prior to the unexcused absences.

Texas Attendance Law

Texas law requires that students be in attendance a minimum of 90 percent of student days. Your child must attend school at least 160 days this year in order to be passed or placed in the next grade. Excused and unexcused absences and tardies count as non-attendance days. Parents will be notified by letter if there is a concern about their child's attendance. Parents may appeal to a local campus Grade Placement Committee in the event their child has been absent more than 10 percent of the student days. The Grade Placement Committee may consider extenuating circumstances, the child's performance, and many other factors when determining whether it is appropriate for the student to be passed or placed in the next grade. **Attendance is taken at the beginning of school each day. Students must be here prior to 9:30 a.m. in order to be counted present; late arrivals and early releases are counted tardy.**

Religious Holy Days

(Excerpt from Administrative Procedures approved by the State Board of Education's Daily Register of Pupil Attendance):

“Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. Excused days for travel under this paragraph shall be limited to not more than one day for travel from the site where the student will observe the holy days. Such students shall be counted in attendance for Foundation School Program purposes. School districts shall be required to provide make-up work to students who have been excused under this paragraph. School districts shall be required to give students a reasonable amount of time to complete such make-up work, and the school district shall be given a reasonable amount of time to grade such make-up work. If the completed make-up work is of satisfactory quality, the student’s days of absence shall be considered as days of attendance for compulsory attendance purposes.”

You should note that this statement includes any religious organization and that the students are to be counted present and coded properly on the attendance register provided that the parent or guardian requests permission in writing for the purpose of observing holy days.

Birthdays

A child’s birthday is a very special time, and our teachers will recognize a child’s birthday in an appropriate way. Birthday parties are not held during the school day. However, you may make arrangements with the teacher to bring a snack to be passed out to students *after school*. **If you wish to distribute birthday invitations at school, all children in your child’s homeroom must receive an invitation.**

At Gullett, we support and promote healthy food choices. We strongly recommend that parents bring either non-food items for their child’s class birthday treat (stickers, books, special pencils, etc.) or healthy food offerings (fruits and vegetables) over the traditional cupcakes, cookies and other type items. See your child’s homeroom teacher for recommendations and remember that birthday treats/party favors of any kind will not be distributed until end of day. No birthday celebrations will take place during the school day.

Let’s support healthy food habits now for lifelong healthy habits later!

Campus Advisory Council (CAC)

The purpose of the Campus Advisory Council is to assist the school and its leaders in evaluating and recommending direction in the area of school programs, student progress, budgeting and school services. Members also communicate the mission, success and direction of the school to other parents and the community. Membership in the CAC is determined by self-nomination and the appointment and/or election of individuals includes parents, professional staff, classified staff, community members and the principal. Application forms will be advertised on our website or may be picked up in the school office.

Any resident of AISD or any staff member may speak to the CAC during Public Comments by signing up at the beginning of the meeting. These comments are limited to three minutes. Agenda items must be submitted to the principal or CAC Co-chair 14 calendar days in advance.

Cafeteria (AKA Gecko Dining Hall) Information

Breakfast is served daily from 7:20-7:40 a.m. Students and adults are welcome to eat in the Gullett cafeteria.

All information about breakfast and lunch prices will be given to parents during the Back to School activities.

Students may bring lunch money daily or purchase funds through the district-wide electronic prepayment system at www.mylunchmoney.com. This system allows you to purchase funds in any dollar amount which may be used for lunch, breakfast and/or snacks. Students will be issued a PIN number which will remain the same throughout their school career. They will enter their number on a keypad at the cashier station to access their funds.

You may purchase funds during cafeteria operating hours, except during serving time, or your child may turn in money to his/her teacher during homeroom. Please place money in an envelope with your child's name, teacher's name, amount of money, PIN #, and date. **Checks cannot be accepted.** If you have questions, please contact the cafeteria manager at 414-0943. **Please do not call the school for menu information.** Menus are available outside the office at the beginning of each month as well as on the AISD website and on the cafeteria door.

If a student forgets to bring lunch money to school or loses his/her money, the school will provide a lunch and send home a note to let the family know. **Lunch loans are not available.** Prepayment is an effective way to avoid the problem of keeping up with lunch money. The official district lunch and prepayment options are available online at: www.mylunchmoney.com.

Gecko Dining Hall Expectations:

- Use your best manners.
- Remain seated at all times.
- Talk quietly with your neighbors.
- Keep your legs under the dining hall table to help with safety issues.
- Keep your hands, feet, and materials to yourself.
- Raise your hand for assistance.
- Eat only the food given to you. Do not share food with anyone.
- Clean up after yourself.

Parents are always welcome to visit for lunch although students have first-priority when seating is limited. Please sign in at the office before coming to the cafeteria. You may purchase your lunch in the cafeteria or bring your own. Children must remain on campus during lunch. If you need to take your child from the Dining Hall, please check with the cafeteria monitor or the office.

Please note that you are only permitted to leave the school building/dining hall with your own child.

Class Placement

1. Please complete the Parent Input Form by the specified deadline for next year's placement. Notify the principal if there is a specific teacher with whom you feel would not be the best match for your

child. This request should be based upon you or your child's personal experience with the teacher rather than by comments from other students and parents. **This request must be in writing and to the principal no later than May 30.**

2. Requests for placement in a certain teacher's class will not be honored; however, students with special needs (i.e., serious discipline, emotional, or learning problems) may receive special consideration. If your child has special needs as defined above, please explain those needs in writing to the school administration by May 1.
3. ***Current teachers and administration*** will place children with teachers they determine to be appropriate; we do not accept specific teacher requests. Gullett remains committed to providing an educational setting that fosters the maximum development of each student's abilities and talents. It is the responsibility of the school to determine instructional placement. Gullett teachers will determine each second through fifth grade student's math and language arts needs through a variety of assessments (including previous teacher recommendation) during the first few weeks of school. Each child is carefully and thoughtfully placed in a class where he/she can work successfully and be challenged. If you have concerns about your child's placement, please discuss it with the classroom teacher.

Please do not ask teachers to recommend a teacher for your child. Teachers are also unable to honor a request to see that your child is placed in a certain teacher's classroom.

Student Grouping:

PreK-K Children are heterogeneously grouped in self-contained classrooms.

1 – 5 Children are generally heterogeneously grouped in homeroom classrooms, social studies, science, social-emotional learning, and all special area classes. After beginning of year assessments in 1st- 5th grades, math and language arts groups are created based on students' needs and skill levels. These groups are flexible and students may be moved from one group to another based upon ongoing assessment. Our 1st-5th grade levels may choose to also departmentalize for core content areas.

All students receive instruction at or above grade level. Enrichment opportunities are provided for all students. Identified gifted and talented students additionally are clustered with other identified students in their area of identification.

Classroom Visits

You are welcome to visit your child's classroom at Gullett Elementary. Please follow these guidelines:

1. Contact your child's teacher to determine an appropriate time for your visit.
2. Report to the school office and sign in before going to the classroom. (If it is your first time visiting, please have your Driver's License or picture ID available.)
3. Classroom observation visits must be pre-arranged with the principal and teacher. These visits are limited to thirty minutes or less. Please observe quietly in the area designated by the teacher.
4. Do not bring other children (siblings).
5. If you wish to discuss your visit, please set up another time when you and the teacher may talk.

Communication

Parent communication is a critical part of the school/family relationship. It is expected that teachers will return emails within 24 hours.

Look for posts on Living Tree, Facebook, in emails, and in student agendas!

- In our efforts to go **GREEN**, Gullett will send home much pertinent information regarding upcoming school events via email, Gullett Gecko Newsletters, and on the Gullett and PTA websites. Gullett Gecko Newsletters from the Principal will typically be sent home using Living Tree on the 2nd and 4th Mondays of each month. All efforts will be made to send these late Sunday afternoon.
- Information for specific grade-level teams will be located on Living Tree. **In order to ensure active participation in Living Tree you must provide a current email address to the Gullett office on your child's official registration form. Stay in the loop by being active on Living Tree!**
- A Community News rack is located by the school office and is available to post information about special events, programs, sports opportunities, classes, etc. occurring outside Gullett. All materials must be approved by the school principal or designee. Parents are encouraged to check this information on a frequent basis.
- As a service to Gullett families, the PTA may distribute information regarding student clubs, classes, sports and recreational events. The information may be posted on our website and occasionally flyers will be distributed to students at the beginning of each semester and to incoming students at the Kindergarten Round-Up. The Gullett PTA is also limiting paper. Again, much information and communication will be disseminated on Living Tree or displayed on the PTA and school website: www.GullettGeckos.org. If you are connected to nothing else, be connected to Living Tree!

Daily Checklist

Please ask yourself these questions before you leave your house to walk or drive to school.

1. Does my child have all the items required for the day for his/her grade level? (Have I signed my child's agenda?)
2. Have I provided for my child's lunch?
3. Have my child and I discussed and agreed on his/her after school plans?
4. Is my child healthy (fever-free before returning to school)?

Once the school day has begun, classrooms may be interrupted for emergencies only. Non-emergency messages will be placed in the teacher's mailbox or may be emailed.

We highly discourage bringing items that your child forgot up to school. It is a valuable life lesson for our students to learn that they can handle not having their water bottle, lunchbox, or homework for one day. It is a natural consequence that will help your child learn to be more responsible.

We strongly recommend that you establish one "rescue" day per semester, in case your child forgets something they just cannot live without. You may deliver the item to the office, and your child's teacher will be notified.

We require parents to bring the item to the office so as not to interrupt learning.

WHAT SHOULD NOT EVER BE BROUGHT TO SCHOOL

- Skateboards, roller blades, scooters, Heely shoes
- Electronic items (cell phones must be kept in backpacks)
- Laser pens/pointers
- Spinners, card collections, stuffed toys, toy cars, toy guns, knives, nail clippers, electronic games
- Water guns or water pistols
- Poppers, fireworks, matches and lighters
- Pets
- Items that are treasured and would cause distress if they are lost
- Items which disrupt the learning process
- Weapons of any kind
- Tobacco and alcohol products

School personnel cannot be responsible for any item brought to school by a child. During the school year, exceptions may be made under special circumstances that have been previously approved by the classroom teacher or school administration.

We reserve the right to confiscate any cell phones that are out of the backpack and/or used on campus during the school day (7:35am-3:00pm). Parents will have to retrieve the cell phone from the office. If a problem is recurrent, we will have the student turn in the cell phone to the teacher every morning upon arrival to be kept until school is dismissed.

Dress Code

In order to maintain a safe and respectful learning environment at school, our students will attend school dressed in clothing that is appropriate to the school setting and weather conditions, and is also suitable for participation in physical education and outdoor activities.

Examples of AISD's dress code:

- Baggy pants, oversize shirts, elongated armholes, and overly tight garments are not appropriate.
- Students will wear sturdy shoes. All students should wear athletic shoes for track and P.E.
- All pants, shorts, and skirts must be worn at the waist, without revealing undergarments or the abdomen.
- The length of shorts and skirts should be about fingertip length.
- Students will not wear backless, strapless, spaghetti strap, or low-cut blouses.
- Clothing that states inappropriate messages or graphics is not permissible.
- The use of makeup and artificial nails is not allowed on elementary campuses.
- Hats and caps are not to be worn in the building except on campus designated special days.

At the discretion of the campus administrator, students will be asked to change any clothing that is in violation of the dress code and could be subject to disciplinary action. Elementary principals may prohibit any clothing or grooming that could be disruptive or inappropriate to the learning environment.

Grade Level Programs

Students will not be excused from class to attend siblings' programs. This interferes with instruction and learning in their classroom. These guidelines will assist Gullett in maximizing student instruction by limiting interruptions.

Grades/Reporting Procedures

- Teachers will offer one conference in the fall and one in the spring for the parent of every child in their homeroom. Please make plans to attend one or both.
- Parents receive feedback on their child's performance through the papers that come home and through access to current grades on the AISD Parent Cloud.
- Interim reports will go home at the mid-point of the nine weeks for students who are failing or at risk of failing.
- Parents will receive an approved AISD report card each nine weeks.

A teacher or a parent may request a conference at any time to discuss student work habits, behavior, the grading system, the curriculum, or how to help the student at home with school assignments.

Homework

There are many studies debating the value of homework in elementary school. At Gullett, we believe that children need time to read, play outdoors, and spend time with their family. At the same time, "studies clearly show that young students gain from reading nightly, being read to and picking books of interest to them" (See <https://www.psychologytoday.com/us/blog/creative-development/201708/new-trend-no-homework-elementary-students>). We believe that homework can help students develop time management skills, basic study skills, and keep families informed about their child's learning (see <http://www.nea.org/tools/16938.htm>).

For that reason, Gecko Homework includes: reading, math facts practice, special projects, and review for tests.

At times, your child may have incomplete classwork due to off-task behavior sent home. This is to ensure that your child does not miss recess or WOW time but still completes all required assignments. It is also an indicator to you that your child is struggling to maintain focus during class worktime.

The **recommended** amount of homework assigned to students at each grade level includes at least 20 minutes of daily reading each day for every grade level. In addition, your child should practice sight words (K-2) and math facts (K-5).

It is estimated that the **combined reading and math practice** should take approximately:

K - 25 min./day	1 st - 30 min./day	2 nd - 35 min./day
3 rd - 40 min./day	4 th - 45 min./day	5 th - 50 min./day

Teachers and/or students will make estimated time for completion of each assignment.

Parents and/or students will mark the actual time-on-task needed to complete the assignment. A parent signature is required on assignments to indicate an incomplete assignment due to exceeding time limits. (This should not include break or snack time.)

Parents will contact their child's teacher if a consistent discrepancy occurs between estimates and actual homework time needed.

Students will work diligently for the allotted time and may stop work at the maximum amount indicated. In order to determine if guidelines are met, ask the following questions:

1. Has my child been focused?
2. Is my child motivated to continue?
3. Has my child reached a frustration point?
4. Have I reached a frustration point?
5. Would continuing be counter-productive?

There will be NO penalty assessed for homework meeting these guidelines. Incomplete homework will not be sent home again; however, this may affect the Personal Development grade(s) on the report card. In addition, students are held responsible for knowing all concepts taught.

Homework Tips

Develop a strategy for dealing with homework. Find a plan that works for your family and stick with it.

1. Establish a regular time and place to do homework that offers ample lighting, minimal noise/distraction, and plenty of workspace.
2. Establish a bedtime routine that includes reading together.
3. Teach your child how to be organized. Ask to see his/her homework assignment sheet or notebook. Show how to plan ahead so that you do your homework throughout the week so as to avoid extra-curricular activity/homework conflicts.
4. Be a role model. Take the opportunity to read a book or newspaper while your child studies. Reading together helps create a learning atmosphere.
5. Provide "quality control" for homework and major projects. Do not set unrealistic expectations for your child or do the work for them. Student products should reflect student understanding of concepts and best efforts.
6. Contact teacher(s) if your child has unusual difficulty understanding a concept or if you would like suggestions for additional activities.
7. Include review and practice in your family's everyday activities. For instance, fractions and measurements can be learned as the child prepares a favorite food. Simple math facts can be done in the car as you spy numbers along the route: add them, multiply them, etc.
8. Praise your child for successfully completing homework. Nothing builds self-esteem like praise from parents.

Nurse

Our school enforces the state laws for requiring records of mandated immunizations or proper exemptions. Any information, guidelines and forms are available from the school nurse.

Medication Policy

Only those medications that are necessary for a student's medical care and need to be given during school hours will be administered at school. Most medicines that are needed, even up to three times a day, can be given at home. Since our school nurse and health assistant are only on campus part time, this will help relieve the office staff of this additional responsibility. When your child must receive a medication at school, please send a note to your child's teacher stating the time the student should be sent to the office to take the medication.

When a student's medicine must be stored or administered at school, Texas Education Agency Code requires that:

- 1) Medication must be in its original container, labeled with student's name, name of medication, directions for administration, and current date. Prescription medicine must have the doctor's name on the label and the doctor must be licensed in Texas. Non-prescription medicine must have the student's name handwritten on the container.

- 2) The "Parent Authorization of Medication at School" form must be completed, one form for each medication. Directions for administration may not conflict with instructions on the medication label. This form is available in the Health Room and also on the AISD website (Parents>Health Services>Forms>Parent Medication Authorization).

Medication that is needed for known emergencies, such as asthma, diabetes, or serious allergic reactions, may be stored and administered at school, but MD and parent must complete specific forms. Please ask the school nurse for the necessary forms. Students that have asthma may carry their own asthma inhaler if approved by the school nurse and if forms are completed by MD and parent.

Over the counter non-prescription medication that is taken daily for more than two weeks must be accompanied by a doctor's order. The parent authorization form must include the appropriate dose for the age of the student; otherwise a doctor's order is required.

If there is a change in dosage or frequency, a new "Parent Authorization of Medication at School" form must be completed and a doctor's written order must be given to the school nurse. This order may be emailed or faxed to the school (fax 512-414-2036).

Medications that cannot be identified in the "Physician's Desk Reference" cannot be given at school. This includes medicine from other countries, herbs, loose medicine in envelopes or baggies and different kinds of pills in a single container.

The school will not provide any medications, including acetaminophen. Parents must provide all medication.

For prescription medicine, ask the pharmacist to prepare two labeled containers, marking one for school use, so a container may be at home and at school.

NOTE: Changes in medication dosage or frequency are to be documented by the physician's written authorization.

When a Student Becomes Ill

Please do not send your child to school sick. The best treatment for minor illness is at home. You may contact your child's teacher to request school work if you feel it is needed. Please notify the school of any infections that may put other students at risk.

Please keep your child home from school if your child is experiencing any of the following:

- **Fever (100.4 or higher) in the night or morning before the start of the school day.** Student must be fever-free for 24 hours without using any fever reducing medication, such as ibuprofen (Advil/Motrin) or acetaminophen (Tylenol).
- Vomiting during the night or at the start of the school day
- Diarrhea at the start of the school day
- Eye infection with discharge
- Frequent coughing

Please cover any wound with a dressing before student comes to school. Instruct your child in basic infection control (hand washing before meals and after using restroom, coughing into elbow rather than hand, not putting fingers in eyes, nose or mouth). Please ensure your child receives at least ten hours of sleep and never misses breakfast before school. **ENCOURAGE YOUR CHILD TO DRINK PLENTY OF WATER AND GET PLENTY OF REST.**

Emergency Contact

Parents must provide current telephone numbers where they or designated persons may be reached in the event of illness or injury. The school is not equipped to care for ill children who require medical attention. In the event your child requires immediate medical care and we are unable to reach you or other contacts you have listed, EMS will be called. Parents/guardians are responsible for paying the EMS charges or any other medical expenses incurred under these circumstances.

- Please include cell numbers on your child's emergency care card and **keep numbers updated.**

Religious Matters Policy and Guidelines

Policy:

- All students and staff members are expected to be tolerant and aware of each other's religious views. Therefore, no particular religious belief or non-belief will be promoted or endorsed by the school or its employees, and none should be disparaged. Students and staff may request to be excused from participating in practices which are contrary to their religious beliefs in accordance with the Austin Independent School District (AISD) policy.
- As religion is one aspect of any cultural heritage, and as Gullett Elementary School has committed to providing a fully-rounded education, it recognizes that one of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization, in an age-appropriate manner.

Guidelines:

1. Teaching about religion and religious observances within the context of the curriculum is appropriate and part of our Texas Essential Knowledge and Skills framework. It is further recommended that the

focus be on themes such as sharing and giving, the diversity of family celebrations, community action, principles of religious freedom, and religion and its relationship to the law, rather than holidays being a course of study in and of themselves.

2. The time spent on holiday activities should not detract from the main focus of school instruction any more than any other aspect of studying history and culture
3. Religious symbols which represent a religion, rather than a holiday, (i.e., cross, Star of David, crescent, etc.) may be used as curriculum aids provided their use is intrinsic to the learning experience, and they are presented objectively. These religious symbols may not be used as decoration for holidays, nor as the basis for teacher-initiated student art projects. The use of symbols which are not solely representative of religion itself, but which represent a particular holiday (i.e., Christmas trees, jack-o-lanterns, dreidels, etc.) may be utilized as part of a balanced curriculum.
4. Music, art, literature, and drama having religious themes or basis may be permitted as AISD curriculum dictates.
5. The school calendar should be prepared so as to minimize conflicts with religious holidays and observances or all faiths.
6. Gullett School will adhere to the AISD policy concerning religious materials, which states that, "Religious texts or materials shall not be distributed to students, but may be indexed, shelved, and circulated as library material."
7. Religious holidays will not be celebrated at school parties. School parties will continue with their focus of being a happy coming together for our students.

School Day

First Bell: 7:35 a.m.

Tardy Bell: 7:45 a.m.

Dismissal: 3:00 p.m.

Students arriving earlier than 7:35am should go to the cafeteria until the 7:35am bell rings. The tardy bell rings at 7:45. After the first week of school, students arriving after 7:45 must check into the office and get a tardy pass before proceeding to their classroom.

Grades K – 5: 7:45 a.m. – 3:00 p.m.

Pre-K: 7:45 a.m. – 2:15 p.m.

Starting Time: Instruction begins promptly at **7:45 a.m.** The first bell rings at 7:35 a.m., at which time students should go to their classrooms.

Cafeteria drop-off: Prior to 7:35am, students should proceed to the cafeteria, if they do not have a parent to accompany them to the playground.

Playground arrival: Gullett Elementary does not supervise children on the playground before school starts. Playground drop-off **requires a parent supervising the child.** It is the parent's responsibility to actively supervise their own child(ren) during this time on the playground. Students may not be left on the playground unsupervised, and other parents may not be expected to watch your children without direct communication.

Students may enter their classrooms at 7:35 a.m. in order to give them adequate time to prepare for the school day (unload backpacks, sharpen pencils, etc.)

Gullett Elementary Tardy Policy:

School begins **promptly** at 7:45 a.m. Students must be inside the classroom at 7:45 a.m. Students who arrive in the classroom after 7:45 are tardy. A tardy student that arrives **after 8:00 a.m. MUST** go to the office and get a Tardy Slip BEFORE he/she goes to class.

ALL TARDIES ARE UNEXCUSED until the office receives documentation stating the reason he/she was tardy (documentation must be submitted within 2 days). If documentation states an approved reason, the student's record will reflect a tardy on their record but it will be an excused tardy.

Tardies have the following effect: **The child misses out on instruction. The class is disturbed. The teacher is interrupted.** Excessive tardies will be reported to the court system.

Pick Up Time:

Students in PreK will be dismissed at 2:15pm. Students in Kinder-5th grade will be dismissed at 3:00pm. **We will unite students and parents AT THE CLASSROOM.** Parents must park to retrieve their own children (and/or any others over which they have written authority to supervise after school). Parking is available on the south end of Treadwell, the Hunt Trail parking lot and along the north side of Bullard Drive.

School personnel are not available to supervise students when they are not picked up promptly. When a child has not been picked up by 3:10 p.m., the teacher will bring the student to the office and call parents. If you arrive after 3:15, your child will be waiting in the office. A \$10 per day fee will be assigned to parents for all students taken to the office.

Please do not wait in the hallways or on the ramps to pick up students. See transportation section for details on traffic/pick-up plan (alsoposted on our website). Students will not be allowed to return to the classrooms after school is dismissed at 3:00 p.m. except in emergencies and/or with staff member permission.

Please do not ask/allow your child to wait for you on the playground until you pick him/her up. Again, there is no supervision, and it can be very dangerous to leave children on the playground unattended after school.

See transportation section for details on traffic/pick-up plan (also posted on our website). Students will not be allowed to return to the classrooms after school is dismissed at 2:57 p.m. except in emergencies and/or with staff member permission.

The playground is not supervised after school. If you choose to stay on campus with your child to use the playground equipment, you are responsible for your child. There should be NO unsupervised students on the campus after 2:45pm.

- **Off-Site Childcare Providers** – Students who are picked up by an off-site childcare provider will be walked to the blacktop (same as last year), organized behind cones, and consistently monitored by adults. Childcare

providers' buses will continue to park on Bullard in the designated area (as in the past), walk to the blacktop, take attendance, and then escort the students to the appropriate buses.

- **On-Site Childcare/Special Class Providers** – Students attending our on-site childcare providers and/or any special after-school class will be walked and/or sent towards the main hallway where adults will be monitoring their movement towards the cafeteria. In the cafeteria, they will sit behind their assigned cone, have their afternoon snacks, and be consistently monitored by the childcare providers. All on-site instructors will be taking attendance and then escorting the students to their assigned classrooms.
- **Walkers and Bikers** – If your child is planning on walking or biking home from school, a separate **form** needs to be completed and submitted to the office relaying the safety plan for that student.

Picking Your Child Up Early:

If you should need to pick your child up before the school day ends, please come by the office, sign yourself in to the school and sign him/her out. Leaving school early is also considered a TARDY. A pink slip will be written for you to take to the child's teacher before their release. Children may not be released to anyone except a person designated by the legal guardian. Children are released only to persons listed on their Emergency Care Card. Should any circumstances require a change, please notify the office. When checking your child out for a medical appointment, please provide a doctor's note when returning to school.

Our main concern is that all students be safe and supervised at all times. Following these guidelines assists us in assuring each child's safety.

Social and Emotional Learning and Student Discipline

Social and Emotional Learning

Social and Emotional Learning (SEL) is a process for helping children and adults develop fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work effectively and ethically. These skills include recognizing and managing our emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. SEL is truly part of our culture and incorporated both formally and informally throughout Gullett. Specific lessons are taught on a consistent basis by our classroom teachers and reinforced by monthly counselor lessons.

Student Code of Conduct

A positive atmosphere is essential to high levels of student achievement. We believe that all students want to follow rules and procedures. Gullett wants students to experience a threat free environment at all times. If a child misbehaves, s/he is lacking the essential skill to do so. We believe in teaching these skills and holding students accountable for their own behavior choices.

The following discipline plan will be used to maintain a positive environment where students take personal responsibility for their actions. Students, teachers, families and staff at Gullett T.H.I.N.K. and demonstrate the following characteristics and qualities at all times, in all places:

- T= Tenacity
- H= High Expectations
- I= Integrity
- N= No Excuses
- K = Kindness

Good Choices Result In Positive Consequences

Verbal Praise	Smiles	Hugs	Special Jobs	Stickers
Small Rewards	Notes	Awards	Call to parents	Recognition
Certificates	Activities/choices	Positive office referrals		

The following behaviors are unacceptable because they disrupt the learning environment:

- Physical aggression toward other students, staff, or property
- Disrespect to people or property
- Leaving campus without permission
- Use of abusive or profane words or gestures, including sexual harassment, bullying, or threats
- Disrupting the educational process
- Bringing dangerous items to school
- Use of prohibited substances

In the event a student is struggling with any unacceptable behavior, the following school-wide interventions will be implemented:

Level 1: Teacher/Team Intervention Examples

Verbal warning	Teacher redirection	Time out (classroom, quiet time, another classroom)
Behavior contracts	Parent conference/call	Loss of privileges (recess, field trips, Outdoor School)
Referral to counselor	Referral to administrator	Teacher conference with parents and student

Level 2: Administrative Intervention

When referring to office a DEEDS form may be used	Note/Call to parents
Conference with teacher, parents, student	Time-out from preferred activity
Suspension	Short-term alternative placement
Hearing for extended alternative learning placement – Alternative School	

Level 3: Superintendent Intervention

Expulsion: Serious fighting, severe disrespect, leaving school grounds without permission or possession of dangerous items is automatically a Level 3 consequence. In addition to disciplinary consequences, students will be responsible for replacing or paying for damaged or stolen property.

Sexual Harassment and Bullying

Gullett Elementary School is committed to creating a safe, healthy learning environment for all students and encourages respect, dignity and equality among students. Thus, sexual harassment and bullying of students, teachers and staff will not be tolerated at school or school-sponsored/school-related activities. All students are expected to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

- Consequences
Any report of sexual harassment or bullying found to be true will result in appropriate disciplinary action, according to the nature of the offense and the Austin I.S.D. Student Code of Conduct. In some circumstances, the student or employee may be reported to the police.
- Reporting
Students who believe they have been the target of sexual harassment or bullying by a student, employee of the school district or any third party on the campus should IMMEDIATELY contact a counselor, teacher or school administrator.

- False Reporting

False reporting is a serious offense. If the school discovers that someone made a false report on purpose, the person making the false report will be disciplined.

We appreciate your support as we work together to teach our students to become constructive and productive individuals.

Study Trips

Gullett classes go on several study trips each year. Some trips are by car with parent drivers; the majority are by school bus. All out-of-town trips will be by bus. **If providing transportation for a study trip via personal vehicle, individuals must come to the Gullett office to receive the district written guidelines, fill out district forms, as well as provide a copy of their driver's license and valid insurance.** Teachers must obtain guardian permission for students to ride in personal vehicles on official school study trips.

Transportation Guidelines

General Guidelines:

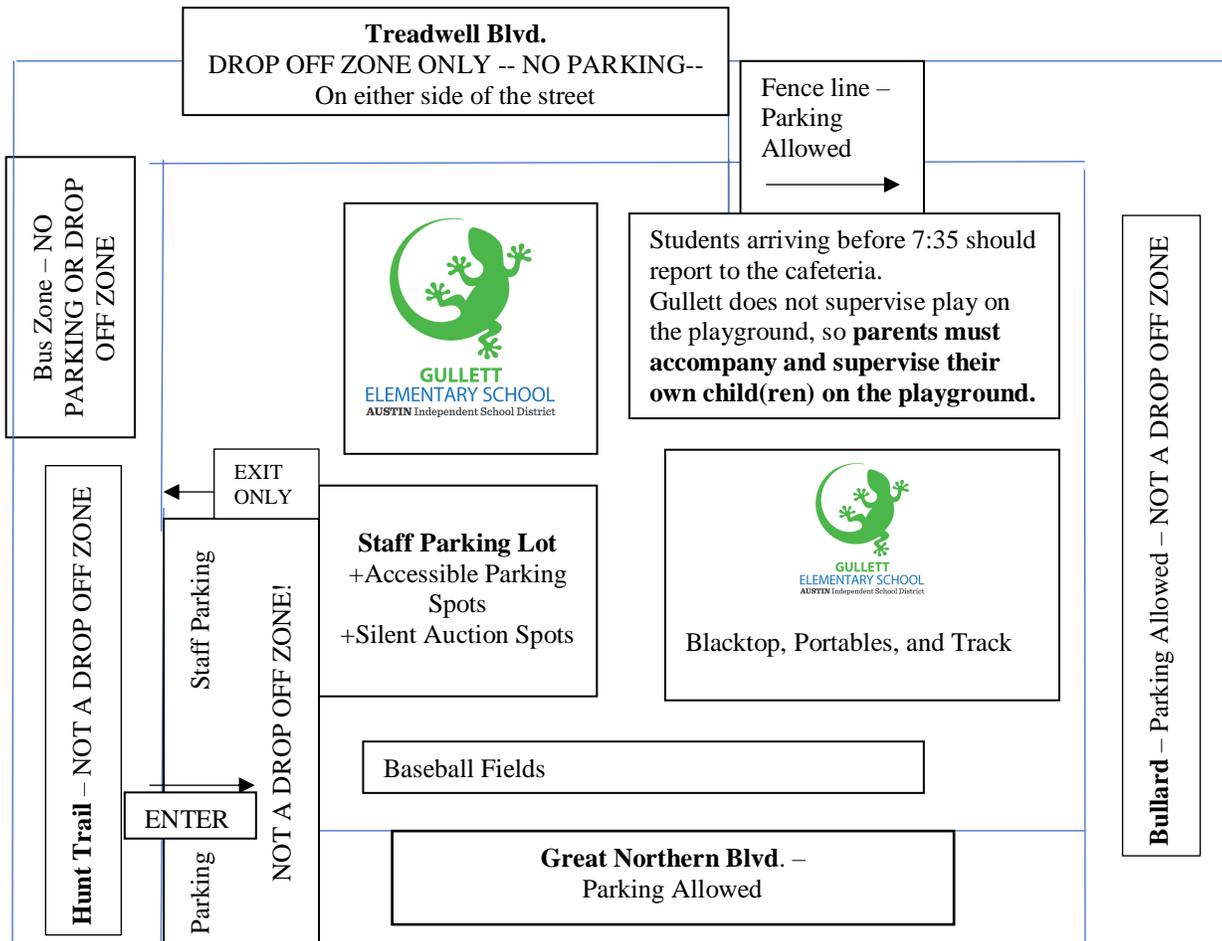
1. Parents must not drive their vehicles into the small teacher parking lot during pick-up or drop-off times, unless they have a designated handicapped placard or plate.
2. Drop off is **ONLY** permitted along the front of the school on Treadwell Blvd.
3. Cross the street only with crossing guards. **DO NOT LET YOUR CHILD CROSS THE STREET ANY PLACE OTHER THAN A MARKED CROSSWALK.** This includes crossing between stopped cars to get to your car in the street. This also means that you should also return to your car using only the crosswalks.
4. Gullett staff does not supervise the playground before or after school. If your child arrives before 7:35am, they must go to the cafeteria unless you actively supervise them on the playground yourself.
5. Please observe posted No Parking and other traffic signs during designated times.
6. Please **DO NOT** block residential driveways or move trash cans.
7. Parents should wait outside of the classroom ramps before school until 7:35am and after school until 2:10pm for PreK and 2:55pm for Kinder-5th.
8. Students will be dismissed directly to parents at the classroom door.
9. Parents must provide written notification each time there is a change in transportation arrangements. Otherwise, your child will be sent home in the regular arrangement (walking, carpool, afterschool care, etc.) An email to your child's teacher and Kimberly.schneider@austinisd.org will suffice.
10. Written notice must be sent if you wish your child to walk, bike, or scoot home from school.

Please use the following Gullett Elementary Traffic Maps for Arrival and Dismissal.

Thank you for helping to keep all Geckos safe!

ARRIVAL PROCEDURES

7:30-7:45am



DO:

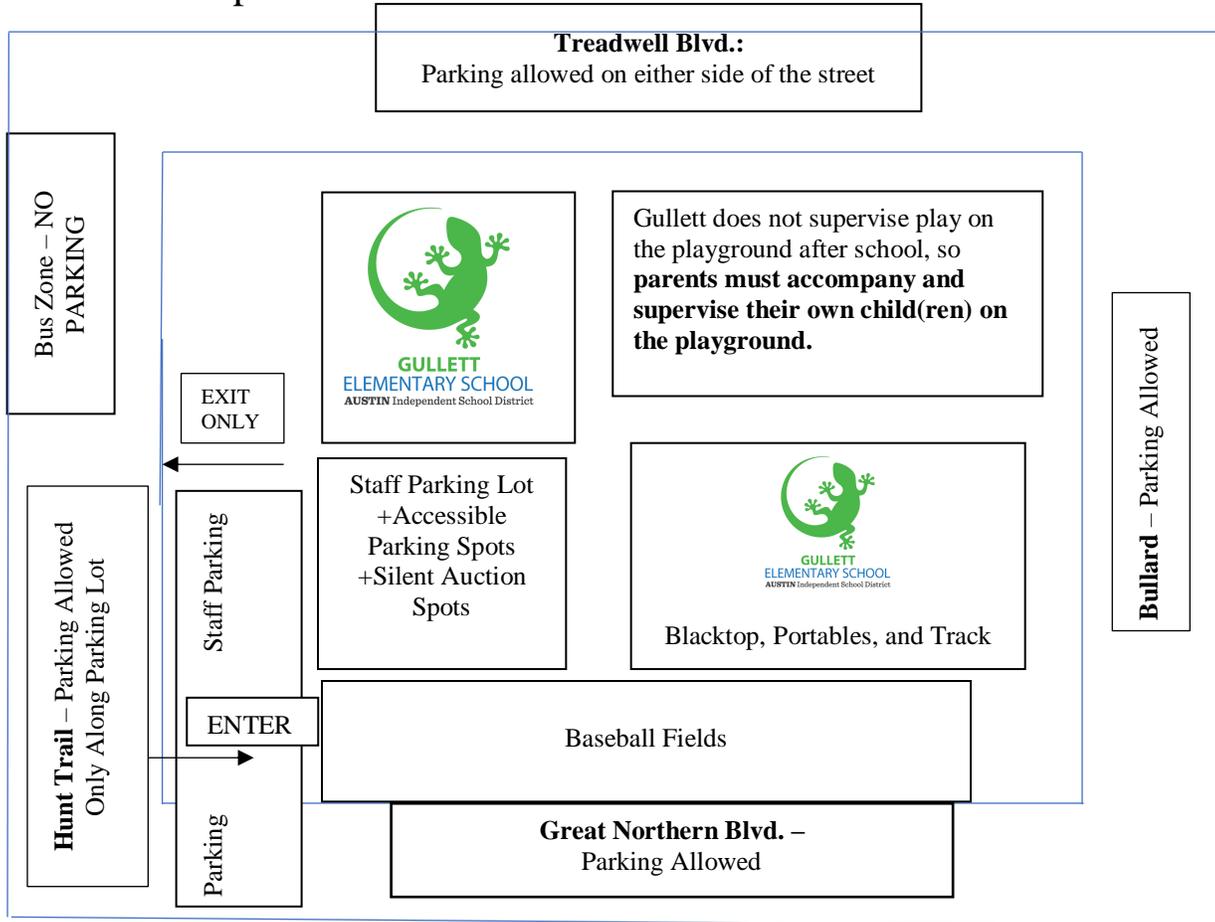
- Drop off only on Treadwell.
- Park on Treadwell before the fence.
- Cross the street only at the crosswalks.
- Park in the lot by the baseball fields.
- Let children out on the curb side of the street.
- Enter the Hunt Trail lot by the baseball fields.

DON'T:

- Drop off on Hunt Trail.
- Drop off on Bullard by the track.
- Cross the street in the middle of the street.
- Park in the Staff Parking lot.
- Let children out on the street side.
- Enter the Hunt Trail lot by the building.

Dismissal Procedures

2:15-3:00pm



DO:

- Cross the streets only at designated crosswalks.
- Walk bikes along all school sidewalks.
- Park on any side street.
- Load children into the car only on the curb side.
- Enter the Hunt Trail lot by the baseball fields.

DON'T:

- Park in the Staff parking lot.
- Cross anywhere but a crosswalk.
- Double park.
- Load children on the street side.
- Enter the Hunt Trail lot by the building.

Bus Rules and Procedures

Children who ride the bus must be at the bus stop waiting for the bus when it arrives each morning. The route would be delayed if the bus driver waited.

Any time a student is on a bus, s/he is expected to comply with the following bus rules:

1. Stay in your seat.
2. Keep head, hands and feet inside the bus.
3. Don't throw objects inside the bus or outside the windows.
4. Do not eat or drink on the bus.
5. Keep the bus clean.
6. Do not be destructive.
7. Be courteous. The use of abusive or profane words or gestures, including harassment or threats, is prohibited.
8. Use of alcohol, tobacco or other substances is prohibited.
9. Cooperate with the driver.
10. Bus driver is authorized to assign seats.

A student who does not follow these rules will be sent to the office by the adult supervisor. The principal or designee will talk to the child, send home a warning, and try to contact the parent to discuss the situation. If a student breaks the rule a second time, he/she may be suspended from riding the bus for one to three days. When the student is suspended from riding the bus, the parent must furnish transportation to and from school.

School personnel supervise the unloading and loading of buses in the morning and afternoon. Buses leave the school at approximately 3:05 p.m. Children must go to the bus as dismissed by grade levels.

Volunteering at Gullett

We welcome volunteers at Gullett! We believe that our volunteers enrich the educational experience for all of our students. We challenge you to volunteer three hours each year in any capacity that works for your family. This program is called 3 for G. This invitation extends to grandparents, aunts and uncles, and other extended family members.

In order to volunteer on campus, or to accompany a class on a field trip, you must first complete the Austin Partners in Education volunteer form. This form ensures that we obtain a criminal history record on anyone who will be on campus with our students. Thank you for helping us to keep our kids safe and healthy.

Please go to <https://austinpartners.org/getinvolved>. This form is required before you will be allowed to volunteer in any capacity on campus.

A full listing of volunteer opportunities will be shared with you at Back to School Night on Thursday, September 6 and at PTA Meetings which typically occur on the first Monday of each month.

Wellness

Mindfulness- purposeful quiet time to reflect, think, breath, and/or center your mind and body

Brain Breaks- teacher led stretching and breathing to provide a needed break between academic tasks

WOW- Working Out for Wellness- structured physical activity, such as running the track, movement games, or Go Noodle

Track- running laps to support healthy habits and Marathon Kids

Recess- 30 minutes of unstructured free play a day

Student Handbook Acknowledgement Form

I have read, or have had explained to me, the Gullett Student Handbook which contains the policies and procedures regarding student behavior and other AISD policies. I agree that I will T.H.I.N.K. about my behavior choices at all times, in all areas of school.

I agree that I will follow these policies and procedures, and I understand that if I violate them, I can be disciplined. Discipline may include a loss of privileges, detention, suspension, expulsion, or other consequences.

By signing below, I demonstrate that I understand and agree to abide by the Board Policies, Rules, and Regulations contained in the Handbook. This Handbook is only a summary of Board Policies and administrative procedures governing the District and may be amended during the year without prior notice. Board Policies are available to the public at the District office and on the District's website.

Parents will receive notice via Living Tree if the Handbook is amended during the school year.

Student Name

Homeroom/Advisory Teacher

Student Signature Date (Parents/guardians of elementary students may sign for their students.)

By signing below, I certify that I have received and reviewed with my child(ren) the Handbook.

Parent/Guardian Signature

Date (mm/dd/yyyy)

Note: Only one form per family is required.
Please return to your youngest child's homeroom teacher no later than

August 31, 2018.

Thank you!