

WELCOME

Welcome to Timy Baranoff Elementary School for the 2018-2019 school year. Our campus is one of 84 elementary schools in the Austin Independent School District. Baranoff Elementary serves over 1,000 students in kindergarten through grade 5. Our staff has planned world class learning experiences for all of our students. Our goal is to provide the best education possible in a warm, supportive, and safe school environment. With strong support from our outstanding parents and business partners, combined with our excellent faculty, we know that this school year will be a rewarding and memorable one for all students. Our mission at Timy Baranoff Elementary School is to facilitate the development of productive, socially responsible, life-long learners within a safe, nurturing, and diverse learning community by providing challenges that foster excellence for all.

HISTORY

Baranoff Elementary opened in August 1999 and was named in honor of Dr. Timy Baranoff. Dr. Baranoff served the students of Austin ISD for 32 years beginning as a Casis Elementary kindergarten teacher in 1963. She was the district's Primary Instructional Coordinator from 1975-1981, Director of Elementary Curriculum from 1981-1992, and served as Director of Special Projects until her retirement in 1993. Dr. Baranoff earned national recognition for advancing early childhood and primary education. Her efforts led to the implementation of full day kindergarten classes in all Austin ISD schools. She continued her commitment to children after retirement and volunteered for numerous child-centered community organizations.

ATTENDANCE

School Hours: The school day is from 7:40 a.m. to 3:00 p.m. for students in grades K-5. Students are admitted to the building at 7:05 a.m. They are to report directly to the cafetorium and remain there in designated grade level areas. Morning assembly begins at 7:30 a.m., followed by dismissal to classes. A warning bell rings at 7:35 a.m., followed by the 7:40 a.m. tardy bell. Attendance is taken in classrooms when the instructional day begins at 7:40 a.m. For the safety of students, parents should not leave students unattended on school grounds before 7:05 a.m. . **Baranoff Elementary is not responsible for students left on the premises before 7:05 a.m.** Parents are expected to observe and obey ALL traffic laws and use the cross walk during drop-off and afternoon pickup.

Absences: Daily school attendance is required by law. **Students are expected to provide written documentation for each absence within two school days after the student returns to school.** Students who have been absent are responsible for completing missed work. If a student will be out for several days due to illness or family emergency, parents can request work to be sent home. The request must be made by 1:00 p.m. for pick-up the following day. Please do not expect same day service! When students accumulate 3 or more unexcused absences and/or tardies in a four week period, the district will send an official warning letter. The parents of students with excessive absences and/or tardies will be reported to the court system per compulsory attendance laws.

Tardies: Any student who is not in the main building or with their teacher when the 7:40 a.m. bell rings is tardy. Students who arrive late to school miss valuable instructional time and disrupt the learning of other students. Tardy students are to report to the office prior to going to class. In addition, students who leave after 9:30 a.m. must have documented excuses or an "unexcused tardy" will be posted on their attendance record for missing a portion of the day. **Students who arrive after 7:40 a.m. need an adult to check them in at the front office.**

Attendance Recognition: Student attendance achievements are recognized at the end of each 9 week grading period, at the end of each semester and at the end of the school year. Students who have no absences and no more than 1 tardy during each nine week grading period will receive a perfect attendance ribbon with the report card at the end of the grading period. Semester attendance awards will be given to students who have earned the 9 week awards for both grading periods in each semester. Students who have exemplary attendance all four grading periods, and have no more than 4 cumulative tardies for the school year, will receive an exemplary attendance certificate at the end of the school year.

Early Dismissal: Because every minute of instructional time is valuable, parents are discouraged from picking up their students early. If a student must leave school before their grade-level dismissal bell, parents are to go to the office to pick up their child. Students will be called from class when their parent/guardian arrives in the office. The office staff may request identification from the person and will verify that the person has authority to pick up the student. **Students will be released during the school day only to persons listed on the emergency care card.** Parents are responsible for updating the list of persons authorized to pick up students and are encouraged to list anyone they may send to pick up their children. As mentioned previously, students who leave **after 9:30 a.m.** must have documented excuses or an "unexcused tardy" will be posted on their attendance record. Students who leave **prior to 9:30 a.m.** must have documented excuses or an "unexcused absence" for the entire day will be posted on their attendance record.

Last minute DISMISSAL CHANGES requested over the telephone must be received in the office before 1:15 p.m. to ensure message delivery to the student and teacher.

After School Dismissal: The dismissal procedures are designed to make after school dismissal as *safe and speedy* as possible. Dismissal begins at 2:55 p.m. for Kindergarten and 1st grade. 2nd - 5th grades are dismissed at 3:00 p.m. Students who walk home from school will be escorted by their teacher to the designated grade level dismissal areas. Each child is expected to follow Safety Patrol directives. Students who ride AISD buses or off campus daycare vans will be escorted to the bus loading area at the back of the school. Students who are picked up by parents will wait at the designated pickup location. Parents should enter the pickup location slowly and carefully. They should form one single-file, curb-side line and remain in their cars. **Do NOT leave a parked car in the pick-up areas.** Students are not allowed to cross the parking lot without an adult. Parents who do not wish to wait in the pickup line must park on the street and escort their children to their cars using the crosswalk.

Parents are asked to wait away from the play areas.

Parents should also make provisions for the prompt departure of their children from the school grounds if the children are not enrolled in organized after school activities. **All students are expected to be off the school grounds when supervision ends at 3:10 p.m.**, unless the students are involved in a planned after-school activity such as after-school instruction or Math Pentathlon. Parents of children who walk or ride bikes to school should have inclement weather pickup plans. **Baranoff Elementary School is not responsible for students on the premises after 3:10 p.m.** After school care is available on campus through the YMCA and Creative Action. The playgrounds are not to be used by students or their siblings until after school care dismissal (after 6:30 p.m.).

STUDENT RECORDS

Academic Records: Baranoff will provide non-custodial parents access to academic records unless a court order to the contrary is on file. It is the responsibility of the custodial parent to provide a copy of any such order to the school.

Student Registration: Student registration must be completed for each school year. Registration is typically done in the spring for the next school year.

Student Withdrawals: The parent or guardian who registers a student may withdraw the student from school by coming to the office during regular office hours at least two days in advance. A withdrawal form will be issued once the student has returned all textbooks and library books and final grades have been updated.

GRADING

Grading Policy: Grading procedures are developed by individual teams of teachers. Each teacher will distribute a copy of the grading procedures to students and parents at their grade-level Curriculum Night. The following scale is used for grades 3-5:

A+ (98-100)	B+ (88-89)	C+ (78-79)
A (94-97)	B (84-87)	C (74-77)
A- (90-93)	B- (80-83)	C- (70-73)
		F (< 70)

Report Cards: Report cards are distributed for each nine week grading period. Students receive report cards on the Wednesday following the end of the nine week grading period.

Progress Reports: Students may receive progress reports at the mid-point of a grading period. Progress reports are given to students who are in danger of failing a subject or whose average is borderline. Progress reports may also be given to students whose behavior is interfering with their academic performance. Parents are asked to sign and return the progress report in a timely manner.

Parent Conferences: AISD has designated the following times for parent conferences: the weeks of October 8, 2018 and February 18, 2019. State law requires that a parent conference also be held whenever a student receives a failing grade.

INSTRUCTION

ESL Education: ESL education is available for students whose primary language is not English. The goal of ESL education is to help students learn English along with their primary language so they can fully participate in the regular instructional program. Contact the Assistant Principal, Beth Cantu, at 512 841-7172.

Gifted and Talented (G/T): The G/T Program is designed to meet the needs of K-5 gifted and talented students in language arts, science, mathematics and/or social studies. Children are identified for the program within the guidelines established by the Texas Education Agency and AISD. Identified students are grouped in clusters and provided differentiated instruction which varies from grade to grade. Contact the Assistant Principal, Kristina Sanchez, at 512 841-7107.

Counseling: Baranoff has 3 counselors who support our children through classroom guidance activities, working with small groups on various topics, and as individual needs arise. Eva Ornelas, Jane Tackett and Denise Solis can be reached at 512 841-7127.

Special Education and 504 Services: Special education assistance is available for qualifying students with disabilities. Services are based on student need and are determined by an Admission, Review, and Dismissal (ARD) Committee. If a student has an educational need other than a documented mental or physical impairment, they may be screened for services such as counseling or 504 accommodations. Contact the Principal, Megan Counihan, at 512 841-7105.

Homework: All grade level teams have consistent homework policies. Each teacher will assign homework as appropriate and students are expected to complete homework as assigned. Parents can assist their children by providing a quiet place and time for homework to be done. Students in grades 3, 4, and 5 are responsible for writing down homework assignments in their Baranoff Daily Runners (BDRs) before leaving school. Students may not return to classrooms after dismissal to retrieve homework that has been left behind.

Library: The Baranoff library is a multi-media resource center that is an integral part of the school’s educational program. The library collection is based on the curriculum and the reading interests and enjoyment of the students attending our campus. As an important part of the curriculum, responsibility and care of books is taught. Payment for lost and damaged books is the responsibility of the student. Refunds for books found can only be given within the same school year.

Textbooks: Textbooks are loaned to each student. Books must be covered and remain unmarked at all times. **Students are required to pay for all books which are lost, torn, or damaged.** Students are also responsible for reporting any damage at the time the books are issued.

Field Trips: Field trips are a wonderful optional opportunity for learning. In order to participate, parents must complete the “Field Study Trip” section of the on-line registration form or the hard copy student registration form if applicable. Additional permission slips may be required depending on the field trip. **Parents are to be current on activity fee payments as the grade-level activity fees are used to pay for student participation in field trips.** A student must adhere to the Student Code of Conduct. The Principal or Assistant Principals

may revoke a student's field trip privileges for inappropriate behavior.

Computers: Baranoff Elementary has networked computers available for student use in every classroom. District policy requires that a signed parental permission form be on file *before* a student is allowed to use a networked computer. This permission slip is also on the registration form. Baranoff also has Google Chromebook and iPad carts that are assigned to the teachers for classroom instruction. Please visit the Baranoff school website at www.baranoffschool.org.

Class Celebrations: School Board Policy allows for only two classroom celebrations each school year, at Baranoff they are a winter holiday celebration and an end of the year celebration. Birthday parties are not allowed in the classrooms **and birthday invitations can only be distributed if there is one invitation for each child in the class. Balloons or other floral decorations sent to students are also not allowed in the classrooms.** If delivered, they will remain in the office until the end of the school day. Students are not to board buses with balloons. **With advance notice to the teacher,** a pre-portioned birthday treat may be sent to school with your child or dropped off at the office and the teacher will be notified.. Refer to your class schedule for timing. We encourage healthy options for birthday treats. Treats will be distributed at the end of the instructional day per district policy.

Supplies: A student supply list is distributed and available on our school website prior to the start of each school year. Students are responsible for bringing the requested supplies within the first week of school. Certain supplies such as pencils and paper need to be replenished throughout the year. Students are responsible for notifying their parents when additional supplies are needed. Please contact the school counselor if you need assistance with school supplies.

Telephones: Each room has a direct phone line and we ask that you please limit calls to minimize instructional time interruptions. Call the main school number, 512 841-7100, in the event of an emergency or to be placed into the voice mail system.

PARENT & COMMUNITY

Parent Cloud: Parents can access attendance, grades, and report cards through the AISD Parent Cloud at my.austinisid.org. Parents may also set communication preferences and register students on the Cloud.

Partners of Baranoff: Businesses that are interested in supporting the goals of the school can join the Partners of Baranoff program. These partners work with the school on special projects by volunteering or donating money to improve student achievement and enrich the learning environment at Baranoff Elementary. For questions, you may contact the office at 512 841-7100.

Campus Advisory Council: The Campus Advisory Council (CAC) involves parents and community members concerned with school improvement. The CAC advises the principal to help develop, review, and assist school staff with budgeting,

staff development, and the campus improvement plan. Parents and staff are nominated and elected to the CAC in the spring. The CAC meets once a month throughout the year. Summaries of the CAC meetings are available on the bulletin board in the main entry. Please contact the Principal, Megan Counihan, with any questions about CAC.

P.T.A.: The Parent and Teacher Association (P.T.A.) is an organization dedicated to parents and teachers working together to improve the school. The P.T.A. meets monthly to discuss topics of interest and to organize special events. The P.T.A. President for 2018-2019 is Ms. Holly Leoni. The P.T.A. website can be accessed through our campus website, www.baranoffschool.org.

WATCH D.O.G.S. (Dads of Great Students): Watch D.O.G.S. is an innovative father involvement educational initiative of the National Center for Fathering. The purpose is to provide positive male role models for the students. Watch D.O.G.S. are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day (or more) each year.

Volunteers, Tutors, and Mentors: Volunteers are always welcome at Baranoff. Volunteers are needed to assist in the classrooms, library, the office, Stamped Reading program, to tutor and/or mentor students, and for special projects. Parent volunteers must sign in at the front office. **To limit distractions and disruption of the learning environment, younger siblings are to be left at home during parent volunteer work within the classroom and when chaperoning on field trips. Younger siblings should also be left at home when working in the teacher workroom area due to the limited workspace and location of the laminating machine and paper cutter.** New rules require all volunteers to have a background check completed each year. Please visit our school website, www.baranoffschool.org for a link to complete the background check process.

Parent/Sibling Visitation: Parents are encouraged to visit their student's classroom. Scheduling with the teacher at least one day in advance will help you avoid testing and other conflicts as well as maximize the benefit of your visit. Teachers cannot stop instruction to visit with parents who "pop in." **All visitors must sign in at the office and get a visitor badge before going to any classroom area. Please limit your visit to 30 minutes. There are certain times and events when it is appropriate for younger siblings to accompany a parent in the school. These include:**

- grade level programs, plays, and schoolwide events, such as Wellness Day, that occur during the school day,
- occasionally joining his/her sibling and parent during lunch on the cafeteria stage,
- special class events (with grade level approval!).

Deliveries to Students: Lunches, water and snacks should be left on the blue wooden cubby shelf positioned in the front foyer. Place items in the appropriate grade level slot with a completed "yellow slip" attached to the item. A front office staff member can notify your child's teacher of the delivery if necessary. Missing work, books, planners, etc. will be delivered to the teacher's mailbox.

STUDENT CONDUCT

Students are expected to exhibit behavior that shows respect toward their classmates, school property and all building personnel. In the event that your child behaves in a manner that does not conform to school rules or disrupts classroom instruction, you will be contacted by note or phone call. We strongly believe that every student has the right to learn. No misbehavior should interfere with this. We need and appreciate the support you provide in helping all children learn. Violations of the Student Code of Conduct will be addressed by school personnel using the Austin ISD behavior management system.

Consequences: Violations of the Student Code of Conduct will be addressed by school personnel using a 2-tiered management system:

Level I – Classroom/Grade Level

Level I consequences are administered by the teacher for failure to follow classroom rules and/or adhere to the Student Code of Conduct. Classroom and/or grade level management plans are reviewed at each grade level's Curriculum Night. Consequences are coordinated by the grade level team of teachers for repeated violations of the Student Code of Conduct. Consequences may include verbal warning, reflection time, loss of privileges, and/or a call or pink slip to parents.

Level II – Office

Level II consequences are administered by the Principal or Assistant Principals for consistent or serious violations of the Student Code of Conduct. Consequences may include Campus Time Out or short-term suspension. A discipline referral form (DEEDS) may be sent home whenever a student is referred to the office. The form should be signed by the parent and returned to the school office the following day. Fighting will not be tolerated for any reason and will result in an automatic referral to the office.

Student Search/Seizure: Student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, administrator) when he/she has reasonable cause to believe the student has violated a student code of conduct rule, school rule, or law. Similarly, desks are school property and may also be searched for missing books, stolen items, spoiled food, etc. Valuable items and those of sentimental value should remain at home as the school is not responsible for the loss or theft of such items.

Student Property: Students are expected to leave toys, collectables, and electronic devices (i.e. I-pods, cell phones, cd players, e-readers, and hand-held game systems) at home. **If a student must have a cell phone on campus, it must be turned OFF and kept out of sight during the school day. Per the AISD Student Code of Conduct & Handbook, if a student uses a telecommunication device (mobile telephone) without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated device from the office for a fee of \$15.00.** In addition, all bicycles, scooters, and skateboards must be left outside chained at the bike racks. We encourage the use of helmets with all such modes of transportation. If "Heelies" are worn to school, the wheels must be removed during the school day and replaced only after leaving the campus. Due to our narrow hallways, rolling backpacks are not permitted without a medical excuse.

Dress Code: All students must adhere to the AISD Dress Code, which is explained in detail in the AISD Student Information Packet that will be sent home the first week of the school year. Clothing should be appropriate for weather conditions and daily school activities. **Tennis shoes should be worn each day** since all children participate in daily WOW and recess time. **Caps and hats are not to be worn inside the building.** If a student's choice of dress impairs the learning process, the student will be asked to change his/her clothing.

Lost and Found: The school maintains a Lost and Found closet, which is located behind the cafeteria at the covered slab exit. Items will be displayed periodically. Throughout the year, any unclaimed items will be donated to charity. Please label your child/children's belongings to help in the return of lost items.

CAFETERIA

Breakfast: Breakfast is served to students each morning from 7:05-7:30 a.m. Students are to get in the breakfast line as soon as they enter the building. Students in line by 7:30 a.m. will be served.

Lunch: Students may bring their lunch from home or purchase a nutritious lunch from the cafeteria. Menus are distributed to students at the beginning of each month. **Students are not permitted to bring sodas or candy for lunch.** Loans for lunch money are not available and students who forget their lunch money will be given an alternative meal. Prepaid monies for lunch cards are accepted only on Mondays and Tuesdays (cash only, no checks). Parents may also pay online at www.schoolcafe.com. Online payments can take up to 2 days to credit the student's lunch account.

Cafeteria Conduct: Students are expected to conduct themselves appropriately while in the cafeteria. Students are to take everything they need, including napkins and utensils, as they go through the serving line. **Returning to the serving line is not permitted.** Students sit at assigned tables as indicated by the classroom teacher and may only talk quietly to other students *next* to them or *directly across the table* from them. Students are to remain seated in the cafeteria throughout lunch. They are not permitted to leave the cafeteria except in case of an emergency. Students are under the supervision of the cafeteria monitors while at lunch and are expected to behave respectfully. Students who do not conduct themselves appropriately will eat at a separate space in the cafeteria or in the office.

Free/Reduced Lunch Program: Applications for the federal lunch program are available in the office. Only one application is needed per family. The AISD Central Office administers the program.

HEALTH SERVICES

The Baranoff Health Room is staffed by employees of Dell Children's Hospital. There is one registered nurse (RN) assigned to Baranoff Elementary. Baranoff Health Room's phone number is 512 841-7110. The FAX number is 512 841-7104.

Accident or Illness: Students who become ill or get hurt during school hours will be sent to the Health Room. The RN or a front office clerk will attend to the student's needs and provide care as appropriate. The goal is for the student to return to class as soon as possible. If the student is too ill to return to class, or additional medical care is needed, then the parent will be called to pick up the student. Therefore, current phone numbers must always be updated by the parent on the "Parent Cloud".

Illness and Return to School Policy: If a student has a temperature of 99.9 degrees or higher, has vomiting and/or diarrhea twice in one day, then the student will be sent home from school. If this happens at home, then the student must stay home from school. In order to return to school, the student must not have fever, vomiting and/or diarrhea for 24 hours and must not be using medication for fever, vomiting, and/or diarrhea.

Medication: Only medication which is necessary for a child to remain at school will be given during school hours. Parents must complete a "Parent/Guardian Authorization of Medication at School" form in order to leave medication at school. This form is available in the health room or online. No handwritten notes for medication administration can be accepted. Medication that is prescribed for once or twice per day can be given at home (unless it is needed in the middle of the school day). In order for medication to be administered at school, it must be in its original container. Over-the-counter medications must be a children's dosage. Prescription medication must have the prescription label attached with the correct time and dosage on the label. Medication can only be administered according to what is on the medication or prescription label. Over-the-counter medications will be kept at school for a maximum of two weeks, unless a doctor's note is provided. Students may not self-carry any medication at school; this includes cough drops.

Lice: Students who have lice and/or nits will be sent home at the end of the school day. Parents/guardians will be informed their student is positive for lice/nits. Parents/guardians are to treat their child for lice that day. After treatment is completed, the student can return to school.

SAFETY

For security reasons each visitor must ring the doorbell and enter the building through the **main entrance doors**, located in the front of the school, and check in at the office. All visitors must wear "visitor" stickers/name badges. Our campus uses *Safety Check*, created by Raptor Technologies, Inc. to manage our visitors and volunteers. *Safety Check* requires all campus visitors to be screened for registered sex offender status. First-time visitors or volunteers will be required to present an official identification (driver's license, a state-issued ID, or consulate-issued ID). *Safety Check* does not check immigration status. Security cameras have also been installed at various locations around the school both inside and outside. Fire and disaster drills are conducted monthly during the school year and evacuation maps are posted in each classroom.

BAD WEATHER

Parents should establish a bad weather dismissal plan with their children. Students should know whether they are to wait for a ride or walk home during bad weather. The campus will communicate our rainy weather plan at Curriculum Nights and electronically.

School Closure: The Superintendent of Schools determines when school will be postponed or closed due to severe weather. A message from the Superintendent will be delivered to all currently enrolled students and employees via AISD's telephone messaging system if a school closure occurs. Radio and T.V. stations broadcast information, as well.



I have read the student handbook and understand that I am responsible for abiding by its contents.

Student Signature

I have read the student handbook and understand that my child and I are responsible for abiding by its contents.

Parent Signature