

## 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 7:45 a.m. to 2:57 p.m. for students in grades K-5. Students are admitted into the building at 7:10 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 7:40 a.m., followed by the 7:45 a.m. tardy bell. Attendance is taken in classrooms when the instructional day begins at 7:45 a.m. For the safety of students, parents should not leave students unattended on school grounds before 7:10 a.m. **Baranoff Elementary is not responsible for students left on the premises before 7:10 a.m.** Parents are expected to obey all traffic laws during morning drop-off and afternoon pick-up.

**Absences:** Daily school attendance is required by law. Attendance is taken by 9:30 a.m. each day. **For each day a student is absent, a written note, signed by the parent, must be given to the teacher when the student returns to school.** Also, please provide the doctor's note within 2 days of a child's visit to a physician. 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 be sent home. The request must be made by 1:00 p.m. for pick-up the following day. When students accumulate 3 or more unexcused absences and tardies in a four week period, the District will send an official warning letter. The parents of students with excessive absences and/or tardies (excused or unexcused) will be reported to the court system.

**Tardies:** **Any student who is not with their teacher or in the main building when the 7:45 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. A parent conference may be requested for students with five or more unexcused tardies in a grading period.

**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 9-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 9-week awards for both grading periods in each semester. Students who have exemplary attendance all four grading periods, and have no more than four cumulative tardies for the school year, will receive an exemplary attendance trophy 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" will be recorded on their attendance record for the entire day.

**After School Dismissal:** The dismissal procedures are designed to make after school dismissal as **safe and speedy** as possible. Dismissal begins at 2:52 p.m. for grades K-1. Dismissal is at 2:57 p.m. for grades 2-5. 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 locations. Parents should enter the pickup locations slowly and carefully. They should form one single-file, curb-side line and remain in their cars. **No parking and leaving your vehicle is allowed in the pickup 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 legally park on the street and escort their children to their cars. 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 3:07 p.m. Baranoff Elementary School is not responsible for students on the premises after 3:07 p.m. unless they are involved in a school-sponsored activity after school hours.** 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.). **Parents are asked to wait away from the play areas and leave campus once you have picked up their child.** *Dismissal changes for students made over the telephone must be received in the front office before 1:15 p.m. to ensure message delivery to the student and teacher.*

## STUDENT RECORDS

The parent or guardian who registers a student may withdraw the student from school by coming to the office during regular office hours. A withdrawal form will be issued once the student has returned all textbooks and library books. 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. Parents can now access attendance, grades, report cards and other student information through the AISD parent cloud at my.austinisd.org. Parents may also set communication preferences and register on the cloud.

## GRADING

**Report Cards and Progress Reports:** Report cards are distributed for each 9-week grading period. Students receive report cards on the Wednesday following the end of the 9-week grading period. 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: October 10, 2016 and February 20, 2017. State law requires that a parent conference also be held whenever a student receives a failing grade.

**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 (Below 70)

### **Award Recognition:**

- 1.) Students in grades 3-5 who demonstrate outstanding academic achievement will be recognized A/B Honor Roll at the end of each grading period. To qualify as the A/B Honor Roll, students must meet the following criteria:
  - Have all As and Bs
  - Have no grade lower than 80 (B-)
- 2.) Students in grades 3-5 who earn all As and all 4s in the personal development areas, will earn the Principal's Award at the end of each grading period. A student who earns the Principal's Award all year will receive a medal at the end of year award assemblies for grades 3, 4, and 5.

- 3.) Many awards are presented in class each nine weeks. In addition, one or two students in each homeroom in grades K-5 may be chosen each nine weeks to earn “Most Improved” recognition.

## **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. For questions, you may contact Assistant Principal Beth Cantu, at 512-841-7172.

**Gifted and Talented (GT):** 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. For questions, you may contact Assistant Principal Kristina Sanchez, at 512- 841-7107.

**Counseling:** Ms. Jane Tackett and Ms. Eva Ornelas, the Baranoff counselors, support children through classroom guidance activities, working with small groups on various topics, and as individual needs arise. They can be reached directly 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 modifications. Contact Principal Megan Counihan at 512-841-7105 with any questions regarding these services.

**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 BDRs before leaving school. We ask that students not return to classrooms after dismissal to retrieve homework 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.

**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 that 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 or guardians must complete the “Field Study Trip” section of the on-line student registration form or on the hard copy Student Registration and Data Verification Form if applicable. Additional permission slips may be required by grade-levels on a trip-by-trip basis. **Parents must be current on Activity Fee payments for a student to participate in optional field trips.** All students must adhere to the Student Code of Conduct. The Principal or Assistant Principal may revoke a student’s field trip privileges for inappropriate behavior.

**Computers:** Baranoff Elementary has networked desktop 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 part of the on-line registration process and on the Student Registration and Data Verification Form. Baranoff also has a MAC computer lab available for class scheduling and Google Chromebook and iPad carts that are assigned to teachers for classroom instruction. Please visit the Baranoff school website at [www.baranoffschool.org](http://www.baranoffschool.org).

**Class Celebrations:** School Board Policy allows for only two classroom celebrations each school year, which include a Winter Holiday Celebration and a End of Year Celebration. **Birthday parties are not allowed** in the classrooms and birthday invitations should not be distributed at school. **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 simple birthday treat may be brought to school for a student’s birthday, but must be brought to the classroom to be shared **after that classroom’s lunch period.** We encourage healthy options for birthday treats.

The campus nutrition waiver days are the Winter Holiday Party and the End of Year Classroom Celebrations.

**Supplies:** A student supply list is distributed 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 counselors at 512-841-7127 if you need assistance with school supplies.

**Telephones:** Each room has a direct phone line with voice mail. Please limit calls to the classroom so as to not interrupt instructional time. Please 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 PROGRAMS**

**Partners in Education:** Businesses that are interested in supporting the goals of the school can join the Partners in Education program. These partners work with the school on special projects and programs by volunteering or providing money to improve student achievement and enrich the learning environment at Baranoff Elementary. For questions, you may contact the office staff 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. Contact the Principal at 512-841-7105 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 2016-2017 is Mr. Terry Ishee. The P.T.A. website can be accessed through our campus website, [www.baranoffschool.org](http://www.baranoffschool.org).

**Volunteers and Mentors:** Volunteers are always welcome at Baranoff. Volunteers are needed to assist in the classrooms, the library, the office, to tutor students, and for special projects. **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.** All volunteers are REQUIRED to have a background check completed each year. Please visit our website, [www.baranoffschool.org](http://www.baranoffschool.org), to learn ways to volunteer at school and for a link to complete the background check process.

Mentors are needed to spend time with students and to serve as role models. Contact our counselors at 512-841-7127 with questions or to learn about how to become a Baranoff Mentor.

**Parent/Sibling Visitation:** Parents are encouraged to visit the classroom. Making an appointment with the teacher at least a day in advance is necessary, and it enables you to schedule the visit for maximum benefit (the class may be taking a test). Teachers cannot stop instruction to visit with parents who “pop in.” **You must sign in at the office and get a visitor badge before going to any classroom area. Please limit your scheduled 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, like Wellness Day, that occur during the school day
- to occasionally join his/her sibling and parent during lunch on the cafeteria stage.
- special class events (with grade level approval!)

## 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 in accordance with the Austin ISD behavior management system.

**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:** Due to the potential for distracting from instruction, students are expected to leave all toys, collectables, and electronic devices (i.e. cell phones, e-readers, I-pods, cd players, and hand-held game systems) at home. **If your child must bring a cell phone to school, AISD policy requires the cell phone to remain OFF and kept in the backpack during school hours.** *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 principal's 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 students participate in daily physical activity.** All caps, hats, sweaters, coats, and gloves should be labeled with the students' names to facilitate the return of the lost articles. 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 near the "Cool Break" exit. Periodically, 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 7:10-7:30 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. Staff is on duty during breakfast and will assist students as needed. The cost for breakfast is \$1.50.

**Lunch:** Students may bring their lunch from home or may purchase a nutritious lunch from the cafeteria for \$2.70. A lunch menu is 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 a cheese sandwich and milk. Prepaid monies for lunch cards are accepted only on Mondays and Tuesdays (cash only, no check). Parents may also pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

**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 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. As a health precaution, students are not allowed to share food. 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 be respectful of the monitors. Students who do not conduct themselves appropriately will eat in isolation in the cafeteria or 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

Health services in AISD are provided by the Seton Health Care Network. The Baranoff Health Room phone number is 512-841-7110.

**Accident or Illness:** Students who have an accident or become ill during school will be sent to the health room. The school nurse, Seton Health Aide, or office clerk will examine the student, may take the student's temperature and provide minor treatment as allowable. The student will be returned to class as soon as possible. If the student is too ill to return to class, the parent will be called to pick up the student. **Out of concern for the ill student and other students who may be in the office, parents are expected to pick-up their children promptly after being notified.**

**Emergencies:** All students must have emergency care information on file in the office with current emergency contacts and phone numbers. In case of serious illness or accident, the parent will be contacted immediately to take charge of the child. If the parent cannot be reached, the child's physician may be called and the child will be transported by EMS to the nearest hospital.

**Medication:** Only medication which is necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a signed permission slip from the parent or legal guardian. All medication must be in the original container with a label indicating how the medication should be administered. Medication will be administered only as labeled unless accompanied by a physician's order and a parent request. Students may NOT carry medication or self administer medication with the exception of inhalers. Inhalers may be self administered, but only with parent and doctor approval forms kept on file in the Health Room.

**Lice:** Students identified with live lice will be sent home at the end of the school day after a parent or guardian is contacted by phone. Parents/guardians will be advised to treat their child for head lice. After treatment, the student can return to school. The parent must provide documentation to the health room that includes the name of the treatment product. Students identified with nits only will have their parent/guardian contacted to see if treatment has occurred within the past seven days. The name of the treatment product must be provided to the health room. If treatment has occurred within the last seven days, the student may remain in school. If not, the student will be sent home at the end of the school day for treatment and removal of lice.

## SAFETY

*For security reasons all visitors must enter the building through the main entrance doors, located in the front of the school, and sign 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 checked for registered sex offender status. First-time visitors will be required to present an official identification (driver's license, a state-issued I.D., or a consulate-issued I.D.). *Safety Check* does not check immigration status. Security cameras have also been installed at various locations, inside and outside, around the school. All campus doors are locked at all times during the school day. Fire and disaster drills are conducted periodically throughout 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. Planning ahead ensures that students will get home safely.

**Closing School:** The Superintendent of Schools determines when school should be postponed or closed due to severe weather. Radio and TV stations broadcast this information. AISD's Messaging System will also alert all currently enrolled students and employees of school closures.