

# Welcome To Josephine F. Barron Elementary School!

Dear Parents and Students,

Learning is an exciting life-long endeavor, and at Barron Elementary we are proud to continually strive to create positive educational experiences. On behalf of the faculty and staff at Barron Elementary, it is our pleasure to welcome you. This school handbook is intended as an introduction to our programs, policies, and procedures. The El Paso Independent School District also provides a district handbook online, which provides a detailed explanation of policies set by our school board. Thank you for being a part of the Barron Elementary community; we look forward to working with you and your child to ensure that we all have a great year!

Sincerely,

Niccole Delestre, Principal

## Vision Statement

### El Paso Independent School District

**The El Paso Independent School District will be a premier educational institution, source of pride and innovation, and the cornerstone of emerging economic opportunities producing a twenty-first century workforce.**

### Josephine F. Barron Elementary

**To enrich the lives of students by building a more positive school culture and to create a collective responsibility amongst all stakeholders.**

## School Hours

During normal operation, the school opens at 7:30am. The school day begins at 7:55 am and ends at 3:15pm. The tardy bell rings at 8:15am.

The office hours are from 7:30am to 3:30pm.

PKA (am class): 7:55am - 10:55am    PKB (pm class): 12:15pm - 3:15pm  
Kindergarten - Grade 5: 8:00 - 3:15

## Assigned Waiting Areas

PK - 1<sup>st</sup> Grade: Cafeteria

2<sup>nd</sup> - 5<sup>th</sup> Grade: Blacktop

## Dress Code

The purpose of the Dress Code is to ensure a neat, well-groomed appearance, to avoid dress competition in the student body and to simplify morning preparation. A student's dress must conform to uniform descriptions, and should be clean and in keeping with their "profession" as students the administrators and teachers interpret and enforce the dress code and personal appearance.

Barron Elementary has implemented a *standardized dress code policy*:

### ACCEPTABLE ATTIRE INCLUDES:

#### Bottoms:

Slacks, Shorts, Capris, Skirts, Skorts, and Jumpers

Colors: Navy, Khaki, Jeans.

Belts must be worn on bottoms with belt loops.

#### Polo Shirts:

Colors: Burgundy, White, and Navy Blue

Barron will recognize each Wednesday as "College Day." Students will be allowed to wear a College or University shirt with denim jeans/shorts.

Barron will recognize each Friday as "Spirit Day." Students will be allowed to wear a Barron Spirit shirt with denim jeans/shorts.

\*\*\*Students may wear "free dress" on their birthday as long as the attire is within the El Paso Independent School District and Barron dress code guidelines.

### UNACCEPTABLE ATTIRE/PROHIBITED ITEMS:

Baggy, form-fitting, low-cut pants, Wind suits, jogging pants, bare midriffs, spaghetti straps, earrings on boys, short shorts/skirts, caps/hats/bandanas, facial or body decorations (tattoos/stickers), frayed or torn clothing

## Attendance

Regular and punctual attendance is essential to the growth and development of students. Every effort should be made to ensure students are at school on time.

No students will be allowed in the school prior to 7:30am.

The first bell rings at 7:55am and students must be in class by 8:00am. All students who arrive to school after 8:15am must report to the front office for a tardy slip to class.

Any student not in attendance by 10:00am will be marked absent for the day.

### Tardiness

Any student who is tardy must sign in at the Main Office with their parent and then report directly to their classroom; teachers will take attendance. There are two types of tardies: excused and unexcused. Dental, doctor, and court appointments are excused tardies. All others are unexcused. It is very important that all students are present at school and on time. It not only maximizes learning time in the classroom, but also is less disruptive for the other students

### Absences

All absences require a note or phone call from parent(s), guardian and/or doctor. If a student has had a contagious illness such as strep throat, when the student returns to school, a note is needed stating that the disease is no longer contagious. This note should be given to the nurse, who will issue a re-admit slip to the student. All students returning to school with casts, brace supports, sutures, or using crutches must have a physician's note releasing them to return to school. This note, along with a parent note, must be given to the school nurse.

Please try to schedule routine appointments and check-ups during non-school hours whenever possible. The Texas Compulsory Attendance Law states that students must be in attendance for 90% of the instructional school year. Excessive absences and/or tardiness can result in disciplinary action and/or legal action. Please note that when students leave school for appointments prior to the end of the school day, they will receive a partial absence for that day.

Students who have vomited, had a fever (100 degrees or higher), or shown any other signs of illness during the night or before school, should not be brought to school to "try to

**make it through the day.” Students must be free of fever or signs of illness 24 hours prior to re-admission.**

**Visitors**

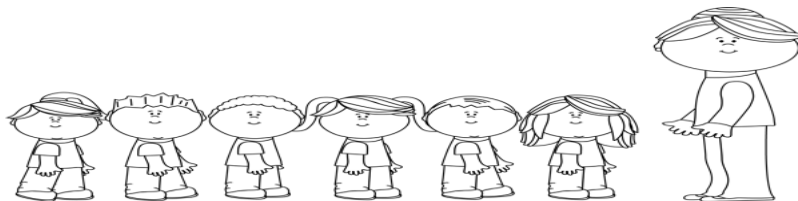
**For the safety and security of guests and students, visitors are required to check in at the front office and present a valid driver's license or ID. Your ID/license will be scanned through our V-Soft system. Visitors will be given a badge to be worn throughout the duration of their visit. Upon departure visitors are asked to return to the office to sign out. Parents are not only welcomed at Barron Elementary, they are encouraged!**

**Entering Classrooms**

**Classroom teachers often arrive at school early so that they can grade papers, prepare assignments and plan for the school day. Parents and students need to respect this preparation time. Once the instructional day has begun, parents are asked to refrain from entering the classroom.**

**Early Release of Students**

**Teachers are not authorized to release students to parents who come to the classroom. All students leaving the building during the regular school day must be checked out in the front office. A valid driver's license or picture ID will be required to sign students out. For the safety of our children, only persons listed on the student's emergency card will be allowed to check them out. Please refrain from checking students out after 2:45pm. Please note that when students leave school for appointments prior to the end of the school day, they will receive a partial absence for that day.**



**Student Arrival Procedures**

**As always, our goal is to have the safest and most efficient morning drop-off experience ever. We are requesting your help to achieve this goal. Please understand that our students' safety depends on parents and staff following these procedures. Our volunteer parent and staff traffic attendants, whose priority is the safety of your children, will assist you. We understand the mornings are stressful. We have trained our team to be**

patient and respectful and of course, ask the same from our families. Please understand that our school drop off is designed for safety and not speed.

There will be a single lane drop-off that enters the parking lot from Whitey Ford and exits onto Rogers Hornsby.

1. Get here early! The bottleneck we experience can be avoided. Arriving 15 minutes prior to classes commencing is highly recommended. This will allow your student to get settled prior to classes beginning.
2. Double-check for pedestrian traffic crossing the sidewalks or entering the driveway area.
3. Follow the directions of the guard and parking attendants. Do not under any circumstances allow your children to jump out until your car has come to a complete stop. An attendant will approach your car doors when it is safe for your children to disembark.
4. Please have your children ready to exit the vehicle with all backpacks, lunch bags, and jackets easily accessible. If items are located in the trunk please allow the attendant to retrieve them.
5. Children should exit the passenger side of the vehicle and only when an attendant opens their door(s).
6. Should you choose to park and walk your child into the school, by all means keep your child close by your side, being vigilant for traffic. Do not assume drivers see you.
7. Cell phone usage is prohibited while operating a vehicle on campus.

All students arriving to school by **WALKING OR RIDING BIKES/SCOOTERS** should follow the sidewalks to the walkway. There will be **NO** student entrance into the rear or side of the school building. Bike/scooter riders should secure their bikes/scooters with a lock to the bike rack. Scooters will not be allowed in the building.

All 1<sup>st</sup> - 5<sup>th</sup> grade students and visitors must enter the school through the **MAIN FRONT DOORS.**

PreK and Kindergarten students may enter through the doors of the **EARLY CHILDHOOD HALL.**

**\*\*The circle drive on Rogers Hornsby is for buses, day care vans, or parents dropping off students with special needs ONLY \*\***

### Student Dismissal Procedures

All **AM PreK** parent pick-ups will be in one location - the early childhood wing of the building. All car riders in **PM PreK - 1<sup>st</sup>** grade parent pick-ups will be through the multi-purpose room. PreK - 1<sup>st</sup> grade parents should have a numbered placard (to be given by the classroom

teacher) displayed to assist with the dismissal of students. 2<sup>nd</sup> - 5<sup>th</sup> grade students will be dismissed from their hallways to the front of the school. Parents of walkers and bike/scooter riders must inform the office the first week of school the route your child will be taking upon dismissal.

### **PARENT PICK-UPS**

Traffic will enter the parking lot from **Whitey Ford**. A single lane will pick up along the circular driveway. Students will be waiting by grade level in the multi-purpose room and will be escorted to their vehicle by an adult staff member. All traffic will exit onto **Rogers Hornsby**.

**\*\*\*Please do NOT leave unattended vehicles in the pick up lanes.**

### **Nurse's Office/Emergency Information**

There is a full-time Nurse on duty during regular school hours every day. If a student becomes sick or injured, he/she will be sent to the nurse. If after observation, the illness or injury appears to worsen, reasonable effort will be made to contact parents. Parents may be requested to come and pick up their child at that time. If minor injury or illness occurs near dismissal time, students will be held in the nurse's office until the bell rings and their transportation arrives.



All prescribed medications brought to school must be in the original container and 'pharmacy labeled'. The following information should be on the container: child's full name, doctor's name and phone number, name of medication, dosage, schedule, and expiration date. All medication forms must be renewed at the beginning of the school year. If a student requires medication over a prolonged period of time the parent is responsible for maintaining the school's supply

Emergency information cards are to be filled out each school year. Students will bring the emergency cards home for parents to fill out the first week of school. During the school year if any changes are made in employment, telephone numbers, or alternate contacts, please call the front office at 915-236-5075 so that the emergency card can be updated. It is important that the emergency cards are completed entirely. Only persons designated on the emergency card will be allowed to pick children up from school.

## Cafeteria/School Meals

Barron Elementary operates a cafeteria which offers hot, nutritious breakfasts and lunches each school day. Each student at Barron is issued an account using student ID numbers to be used for accounting of breakfasts and lunches eaten.

Lunch periods for this school year are as follows:

	10:55 - 11:30	Kindergarten	
	11:05 - 11:40	First Grade	
	11:20 - 11:55	Second Grade	
	11:30 - 12:05	Third Grade	
	11:40 - 12:15	Fourth Grade	
	11:50 - 12:25	Fifth Grade	

## Homework

Every student at Barron Elementary will have homework assignments to work on at home Mondays-Thursdays. Homework will be designed to reinforce skills that have been taught at school and will not contain any new skills or learning. Homework may be in the form of worksheets, workbooks, or supplemental readers.

Please check your child's homework when it is assigned.

Below are the time *guidelines* for homework established for students who attend Barron Elementary. Since each child works at his or her own pace, these times will vary. The times listed here are based on average times of a student working for a period of sustained, concerted effort.

K	15 to 20 minutes Monday, Wednesday, Thursday
1st	20 to 25 minutes each evening, Monday - Thursday
2nd - 3rd	35 to 45 minutes each evening, Monday - Thursday, including studying and preparing for upcoming tests
4th - 5th	45-60 minutes each evening Monday - Thursday, including studying and preparing for upcoming tests

In addition, students should read for a minimum of 20 minutes each night. If homework takes much longer than stated in the above guidelines, we urge the student to talk with his/her parents and teacher about ways to improve organizational and/or study skills.

Parents can support a student's homework efforts by following the guidelines suggested below:

- Set a definite time and place for study, in a quiet environment

- Have all supplies readily available
- Give encouragement, but do not do the work for your child
- Give personal supervision where it is needed
- Follow teaching methods used in school
- Discuss ideas presented in the classroom
- Take an active interest in what your child is learning
- Conference with the teacher as to specific help needed

## Grading/Report Cards

Grades and attendance are reported to parents every nine weeks to show student progress. Grades indicate skill in a subject. The following grading system is used in 2<sup>nd</sup> - 5<sup>th</sup> grades:

100-90: "A"      89-80: "B"      79-75: "C"      74-70: "D"      69 or Below: "F"

Progress reports are issued to all students one time each nine-week grading period. These are designed to help parents monitor their child's progress before official grades are assigned. Progress reports and report cards should be signed by parents and returned to school. You may also monitor your child's grades online through the use of Parent Portal.

## Student Recognition

Outstanding academic work is recognized through an honor roll system. Students are selected for honor roll for each grading period. To be placed on the honor roll, students in grades 2<sup>nd</sup> - 5<sup>th</sup> must demonstrate the following:

### Gold Honor Roll

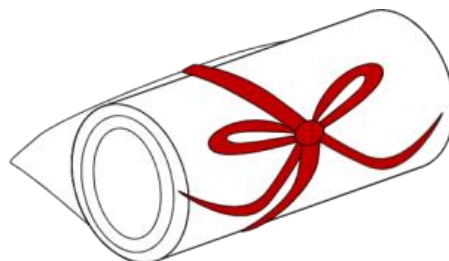
All A's on your child's report card and O or S in behavior and effort

### Silver Honor Roll

More A's than B's on your child's report card and O or S in behavior and effort

### Bronze Honor Roll

More B's than A's on your child's report card and O or S in behavior and effort





**President's Award for Educational Excellence -5th grade only: The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students must meet the requirements set forth by the President's Education Awards Program.**

**Students in grades 1<sup>st</sup> - 5<sup>th</sup> also receive awards in recognition of reading through our Accelerated Reader Program**

#### **Principal's Breakfast**

**In May of each year, the Principal hosts a breakfast for outstanding students. Invitations are sent to ALL students who have made the Gold Honor Roll for the three preceding nine weeks.**

#### **Assistant Principal's Breakfast**

**In May of each year, the Assistant Principal hosts a breakfast for outstanding students. Invitations are sent to ALL students who have made the Silver Honor Roll for the three preceding nine weeks.**

#### **Counselor's Breakfast**

**In May of each year, the Counselor hosts a breakfast for outstanding students. Invitations are sent to ALL students who have made the Bronze Honor Roll for the three preceding nine weeks**

#### **Student Awards**

**Teachers and administrators at Barron are very proud of all that students learn and accomplish throughout the school year. We encourage our students to strive towards excellence and to become lifelong learners. The academic performance and achievement of individual students is recognized in a variety of ways throughout the school year**

### **Attendance Awards**

**At the end of each school year, Barron Elementary is proud to recognize students who have made the outstanding effort to attend school each day.**

**Attendance awards are presented for two categories:**

#### **Perfect Attendance**

**Students who have attended school for every period every day without any tardies.**

#### **Outstanding Attendance**

**Students who have attended school but may have arrived late or left early or students who have fewer than 3 absences. Excessive tardies (more than 6), will result in the loss of this award.**

## Speech Therapy

Barron Elementary has a full-time Speech Therapist that works with students who are enrolled in speech or language therapy. Teachers or parents can make referrals to this program at any time during the school year.

Parents who would like their child referred for a speech evaluation may contact the speech therapist, their child's teacher, or the front office. Students who are enrolled in speech have an individual plan, which is created by the speech therapist and parents. All decisions about placement are made with parental consent.

## Special Needs Services

In striving to meet the educational needs of all students, Barron Elementary recognizes that some students are in need of extra assistance to help them reach their fullest educational potential. Teachers who believe that a child could benefit from special education services may contact parents to gain their input about pursuing an educational evaluation for special services. Parents may also request that their child be evaluated for special services. Parents are involved at every point in the process and all placement decisions are made with parental consent. The goal of this and all Barron Elementary programs is to help our students reach their greatest educational potential.

## Gifted and Talented Services

The school has a planned testing program to identify academic strengths and areas where improvement can be achieved. In this way, the school and student can improve planning for the student's education. Barron offers a gifted and talented program for identified students. Testing is done in September but parents may contact the district for testing information outside the window set by EPISD.

## Dual Language Program

El Paso Independent School District is proud to offer a Dual Language program in grades Pre-K, Kindergarten, First, and Second Grade at Barron Elementary. For information on enrollment, please contact Mrs. Valdez, the school PEIMS clerk.

## School Counselor

Barron Elementary School has a counselor available to address the needs and concerns of our students, teachers, or parents. The counselors work to facilitate each student's success by supporting and consulting with teachers and administration, by collaborating and

communicating with parents and families, by providing appropriate individual and group counseling, by providing classroom guidance, and by making appropriate contact and referrals to community service agencies.

### Conferences

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the teacher will contact the parent. If for any reason a parent wishes a conference with the teacher, the parent should contact the teacher.

When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with campus administration. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for students.

### Character Education

Barron Elementary is working to incorporate character skills into the daily routines in classrooms and the school. These ideals are announced daily during morning announcements and promoted in other ways. Barron Elementary believes that by encouraging students to embrace these ideals they will develop valuable skills for success and happiness in both school and life.

### Assessment Testing Dates

Each student in grades Kindergarten through five takes standardized tests  
Students at Barron Elementary will participate in the following standardized testing and observational assessments throughout the school year:

**Kindergarten:**

Star 360

Texas English Language Proficiency Assessment System (TELPAS)

**1<sup>st</sup> Grade:**

Star 360

Texas English Language Proficiency Assessment System (TELPAS)

**2<sup>nd</sup> Grade:**

Star 360

Texas English Language Proficiency Assessment System (TELPAS)

**3<sup>rd</sup> Grade:**

Star 360

STAAR Math (May 8th) and Reading (May 9th)

Texas English Language Proficiency Assessment System (TELPAS)

#### **4th Grade:**

Star 360

STAAR Math (May 8th), Reading (May 9th), and Writing (March 28th) Tests  
Texas English Language Proficiency Assessment System (TELPAS)

#### **5th Grade:**

Star 360

STAAR Math (March 28th), Reading (March 29th), and Science (May 10th) Tests  
(students must pass STAAR assessments to be promoted)  
Texas English Language Proficiency Assessment System (TELPAS)

### **Tutorials**

**Barron provides after-school tutorials for students in need of assistance. Tutorials normally begin in September. Students are selected for participation based on academic need (report card grades, Math topic tests, etc.). Tutorials are held on Tuesdays and Thursdays after school.**

### **After School Activities**

**Barron provides after-school activities for select students. Activities normally begin in late September and will be ongoing throughout the year. Students selected to participate in activities will be notified by their classroom teacher. In addition, students may select to be involved in additional activities. After school activities are held on Monday and Wednesday.**

### **Parent Teacher Association**

**Parents are encouraged to join Barron Elementary in supporting students through active membership in the Barron Elementary Parent Teacher Association. Education is a team effort, and we are proud to work with parents through the PTA.**

### **Discipline Management**

**The student code of conduct can be located on the district's homepage at [www.episd.org](http://www.episd.org). This Student Code of Conduct provides information regarding expectations for student behavior and consequences for misconduct. Please read and review the information in the Student Code of Conduct with your student so that you have a clear understanding of its content. Please contact your student's teacher or campus administrator if you have any questions about the Code.**

## School Rules

School rules are designed for the protection, safety, and comfort of all students. Some rules pertain to basic courtesy, good manners, and common sense. We believe a guide to live by, both on and off campus is, simply put, "treat all people as you wish to be treated." This year we will be implementing a Positive Behavior Intervention and Supports (PBIS) program. Our motto and daily expectations for students and staff is PRIDE. Positive; Respectful; Involved; Determined; Excellent. Students will be taught the expectations of what it means to have PRIDE in all areas of the school. Our website will have additional information under the PBIS tab on the homepage.

## **Bullying**

Barron has a zero tolerance policy toward bullying. Bullying is defined as the repeated action of a student who attempts to exercise an improper authority or influence over another by intimidation, threatened or actual physical violence, humiliation, racial vilification, the use of obscene or vulgar language, or the violation of the victim's right to security of property or person.

Bullying may take many forms and can include:

- Picking on others
- Making hurtful, sexist, or racist comments
- Any form of physical violence such as hitting, pushing or spitting
- Forcing others to act against their will
- Verbal threats of aggression against property or possessions
- Using put-downs, belittling others' abilities and achievements
- Using offensive names, teasing or spreading rumors about others or their family
- Acts of vandalism
- Deliberately excluding a student from school activities or other friends

## Emergency Drills

Fire drills and other evacuation drills are conducted at Barron Elementary School. The entire campus, including pre-kinder, is required to participate in these drills. Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

## Shelter in Place

In the event of an emergency, the school may be ordered to "shelter in place". In this situation, the school will lockdown and no one will be allowed to enter or exit the building until the order is lifted. During this time, the students will be supervised and secure.

## Closing of School/Delayed Start

During the school year, the school may have to cancel classes before the scheduled dismissal time (3:15pm) because of weather conditions or other unforeseen reasons. If circumstances force the closing of school, all local radio and television stations will carry the announcement. If you have internet access, the district will send email notification or you can text "yes" to 68453 to receive a text notification.

Students need to know where they should go in case of an early dismissal. Past experience has shown that a large number of students are not informed by parents where they are to go in case of an emergency closing. Phone lines become overloaded, parents cannot call in, and students cannot call out. Parents need to make the decision before their children begin the first day of class each fall, and allow our phone lines to remain clear for emergency calls.

If the district must delay the start of school due to inclement weather or other unforeseen circumstances, school will have a delayed start of two hours. If there is a weather related delay, morning Pre-K students must report to school at the designated start time established by the district. If a student does not report to school they will be marked absent.

## Field Trips

Barron Elementary teachers plan trips away from school which support curricular objectives. Normally each grade level plans one trip per school year. A permission slip must be signed by a parent or guardian before a student is allowed to go on a school trip. A limited number of parent chaperones may be asked to accompany the class on the trip.

Chaperones must complete a Volunteers in Public Schools application. Applications are located in the front office of the school. Chaperones should follow school rules and accept the responsibility of following the procedures set by the teachers. Students are expected to exhibit excellent behavior as they represent Barron Elementary away from the campus.

## School Celebrations/Parties

There will be three (3) "official" classroom parties per year - Christmas, Valentine's Day, and an end of year party. Notices will be sent home for each event. If you would like to celebrate your child's birthday, you may bring cupcakes and/or cake to the front office and we will deliver it to the classroom at 2:45 for the celebration.

In addition, you may also place a special message to your child for their birthday on the school's marquee for \$5.

**Please refrain from bringing flowers, balloons, or other novelty items as this may cause a disruption in instruction. If items are brought to the school, the items will be held in the office until the end of the instructional day.**



### Personal Items

**Students shall not bring toys, trading cards, athletic items, or any nonessential personal items onto school property unless authorized by a staff member. Barron Elementary is not responsible for lost or stolen items. Pets may only be brought to school with the written consent of both the principal and the classroom teacher, and must be brought by an adult. No pets are allowed on school buses.**

### Lost and Found

**All books, backpacks, notebooks, lunch boxes, sweaters and jackets need to be labeled. Should an item become lost, students should check the Lost and Found first, then, if necessary, go to the office and report the loss. Anything found that is breakable, fragile, or electronic and any money found should be immediately turned in to the front office. If the money is not claimed within one month it will be given to charity.**

**All found items will be placed in the lost and found located outside the cafeteria. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as, coats, jackets, sweaters, lunch boxes, etc.**

### Items Not Allowed on Campus

- Any item that could be used as a weapon to harm another individual is expressly prohibited and will be taken as evidence against the user. This includes, but is not limited to, knives and guns (including cap, pellet, BB, air, or replicas of authentic firearms). Any violation of this policy will receive the most severe discipline, including expulsion from school.
- Drugs, alcohol, and cigarettes are not allowed on campus.
- Hand-held electronic or battery powered games are not allowed on campus.

**If these items are found on campus, school personnel will confiscate them. Their return will be at the discretion of the Principal.**

## Telephone Use

Telephones in the building are for school business only. Students are allowed to use the telephones in the front office for limited circumstances only. Students cannot be called out of class to take a phone call. Urgent messages will be delivered as needed. Students may bring cell phones to school but must follow school and classroom rules regarding usage.

## School Calendar

Attached is the school district calendar for the 2016-2017 school year. This will show all school holidays, last day of school, and school in-service days.

