

Barrón Elementary



Student and Parent Handbook

2019-2020

Dear Parents and Students,

Welcome to a new school year of learning and memorable experiences. We are here to provide a quality education to your children and to enrich their lives in a positive learning environment. This student and parent handbook serves as an introduction to the campus' programs, policies, and procedures. In addition, EPISD also provides the Student Code of Conduct online. In the EPISD Student Code of Conduct, you will find detailed explanations of policies set by our school board. We look forward to working with you and your children throughout the school year. Together we will have a wonderful school year!

Sincerely,

Lidia Anguiano, Principal

Mission Statement

To educate, empower, and enrich the lives of students by creating a path to success for every student, every day, in every way.

Vision Statement

To create caring and compassionate life-long learners.

School Hours

During normal operation, the school opens at 7:30 a.m. Students may arrive as early as 7:35 a.m. Breakfast is served in the classrooms from 8:00-8:10 a.m. The instructional day begins at 8:15 ends at 3:25 p.m. for kinder-5th grade. The tardy bell rings at 8:15am.

<i>Pre-Kinder A (a.m. class):</i>	<i>7:55 am – 10:55 am</i>
<i>Pre-Kinder B (p.m. class):</i>	<i>12:20 pm – 3:20 pm</i>
<i>Kindergarten – Grade 5:</i>	<i>8:00 am – 3:25 pm</i>
<i>Library:</i>	<i>7:35 am -3:50 pm</i>
<i>Office:</i>	<i>7:30 am -3:45 pm</i>

Assigned Waiting Areas

PK – 1st Grade: Cafeteria
2nd- 5th 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. Uniform shirts may be tucked in for a neater appearance. Sweaters and jackets worn over uniform shirts must have buttons or zippers in front to allow for uniform shirt to be seen.

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 may 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, short shorts/skirts, caps/hats/bandanas, facial or body decorations (tattoos/stickers), frayed or torn clothing, or designs in hair, closed jackets/sweatshirts. (It must be evident that students are wearing a school uniform shirt, college day shirt, or spirit shirt.)

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, every day. Students should not arrive to the school prior to 7:35 a.m., as the employees who monitor students begin their workday at 7:30 a.m. and need a couple of minutes to get to their designated monitoring areas.

The first bell rings at 7:55 a.m. Students must be in class by 8:00 a.m., if they are to have breakfast in the classroom. All students who arrive to school after 8:15am must report with a parent to the front office for a tardy slip. Student attendance is taken at 10:00am. Any student not present at 10:00 a.m. is counted absent. Any student who is taken out of school before the end of the instructional day will receive a partial absence.

Tardiness

Any student who is tardy (arrives after 8:15 am) must be accompanied by a parent/guardian to sign in at the main office and then report directly to their classroom. The tardy slip will be given by the student to the teacher. There are two types of tardies: excused and unexcused. Dental, doctor, and court appointments are excused tardies. All other tardies are unexcused. It is very important that all students are present at school and on time, every day. This will not only maximize learning time in the classroom, but also is less disruptive for the other students. Students establish positive/life-long habits when they are punctual.

Perfect Attendance

In order for a student to have perfect attendance for the week or for the school year, the student must be present in school all day, every day.

Absences

All absences require a note or phone call from a parent/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 is to 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. All excused and unexcused absences count toward a student's total attendance. (This includes all students PK-5th Grade.) Attendance policies apply to all students, PK-5th grade.

Weekly Perfect Attendance

Please try to schedule routine appointments and check-ups during non-school hours, whenever possible. Excessive absences and/or tardiness can result in disciplinary action and/or legal action. Please note that if a student arrives late or is taken out of school early, the student 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.

Please call the school at 236-5075, if your child will be absent and indicate the reason for the absence. Turn in notes from doctors or dentists in the main office. Notes may only be accepted for up to five business days after the absence.

Visitors

For the safety of students and employees, a video security system is used at Barron. All campus visitors are required ring the door bell and show identification to the camera prior to being allowed into the building. Once in the building, visitors must check in at the front office and present a valid driver’s license or ID. ID/driver’s license are scanned through our safety management system. Approved visitors will be given a badge to be worn throughout the duration of their visit. Upon departure, visitors must return to the office to sign out.

Lunch with Parents on Fridays

Parents are invited to join their children for lunch on Fridays. Students have a 40 minute lunch period. Students go to recess before lunch for the first 20 minutes of the lunch period. Then, students have lunch in the cafeteria for the second 20 minutes of the lunch period. Parents are invited to join their children for lunch in the cafeteria on Fridays, during the following times:

11:15-11:35	Kindergarten
11:25-11:45	First Grade
11:35-11:55	Second
11:45-12:05	Third
11:55-12:15	Fourth
12:05-12:25	Fifth

Family Fitness Fridays-We will have two Family Fitness Friday this year. The first Family Fitness Friday will be in October and the second one will be in March. Parents and family members are encouraged to participate in the Family Fitness Fridays. Dates for these family events will be provided.

Classroom teachers often arrive at school early so that they may plan and prepare assign for the school day. Parents and students are asked to respect this teacher time. Once the instructional day has begun, parents are asked to refrain from entering the classrooms to ensure that student instruction is not interrupted. During the school year, there will be two district scheduled Parent/Teacher Conferences. If you would like to have additional conferences with your child's teacher, please request a conference at the front office. The office staff will inform your child's teacher of your request.

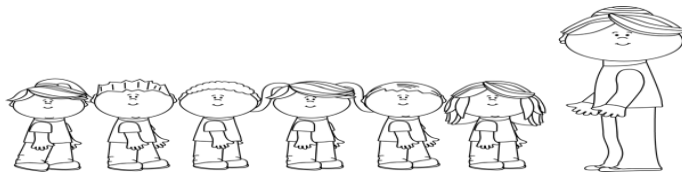
District Scheduled Parent/Teacher Conferences:

September 24, 2019

February 11, 2020

Early Release of Students

Teachers are not authorized to release students to parents/guardians 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 indicated in writing by parents will be allowed to check them out. 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 possible. We are requesting your help to achieve this goal. Please understand that our students' safety depends on parents and staff following these procedures. 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, especially the safety of our students. There will be a single lane drop-off that enters the parking lot from Whitey Ford and exits onto Rogers Hornsby. PLEASE support our safety efforts by doing the following:

- 1. Students may arrive as early as 7:35 am. Arriving 15 minutes prior to classes commencing is highly recommended. This will allow your child to get settled in prior to the beginning of the school day.*
- 2. Double-check for pedestrian traffic crossing the sidewalks or entering the driveway area.*

3. *Follow the directions of the safety monitors. Do not under any circumstances, allow your children to jump out until your car has come to a complete stop. Drop off students from the passenger side of your vehicle. This will avoid children walking in front of or behind cars.*
4. *Please have your children ready to exit the vehicle with all backpacks, lunch bags, and jackets easily accessible. Avoid having to get items out of the trunk during the drop-off. This will make the process more efficient and will support student and pedestrian safety.*
5. *Remind your child/children to stay on the sidewalk as they walk into the main building.*
6. *The driver must never leave a vehicle unattended in the student drop-off zone.*
7. *Should you choose to park and walk your child into the school, please park your vehicle in the visitor parking and by all means keep your child close by your side, being vigilant for traffic. Do not assume drivers see you.*
8. *Cell phone usage is prohibited while operating a vehicle on campus grounds.*
9. *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. Bikes and scooters will not be allowed in the building. We will not be responsible for loss or damage to bicycles or scooters.*

Students are to “walk” their bikes and scooters on sidewalks to prevent injuries to self and others.

*All 1st – 5th grade students and visitors must enter the school through the **MAIN FRONT DOORS:***

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

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

Student Dismissal Procedures

Pre-kinder, kinder, and first grade students will be dismissed and picked up from the cafeteria. The entrance to the cafeteria will be through the early childhood wing of the building.

2nd – 5th grade students will be dismissed from the front of the school. Grade level pickup areas are marked on the sidewalk. It is recommended that parents of walkers and bike/scooter riders inform the office or the teacher the route the student will be taking home upon dismissal.

PARENT PICK-UPS

Traffic will enter the parking lot from Whitey Ford. A single lane will pick up along the circular driveway. All traffic will exit onto Rogers Hornsby.

****Please do NOT leave unattended vehicles in the drop-off/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 taken/sent to the nurse. If after observation, the illness or injury appears to worsen or the child needs additional care, 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 by parent/guardian will be allowed to pick children up from school.

Cafeteria/School Meals

Barron Elementary operates a cafeteria which offers nutritious breakfasts and lunches each school day. Pre-kinder students may be picked up at the end of the morning session or may stay to have lunch in the cafeteria. Cafeteria meals are free of charge to students.

Lunch periods for this school year are the following:

10:55-11:35	Kindergarten
11:05-11:45	First Grade
11:15-11:55	Second
11:25-12:05	Third
11:35-12:15	Fourth
11:45-12:25	Fifth



Students will be going to recess before lunch for 20 minutes and then they will have their lunch in the cafeteria during the second 20 minutes of the lunch period.

Parents are invited to join their children for lunch on Fridays for the last 20 minutes of the lunch period.

Homework

K-fifth grade students at Barron Elementary will have homework assignments to work on at home Mondays-Thursdays. Homework will reinforce skills that have been taught at school and will not contain any new skills. Homework may include: practice worksheets, workbooks, or supplemental readers. Please check your child's homework and remind your child to place it in the backpack when completed.

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.

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

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 may support student homework efforts by doing the following:

- *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

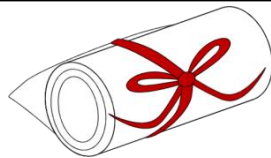
Grades and attendance are reported to parents every nine weeks to show student progress. Grades indicate skills in the different content areas.

The following grading system is used in 2nd - 5th 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 2nd - 5th 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

A's and B'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 1st – 5th also receive recognition of reading through our Accelerated Reader Program.

Principal's Breakfast

In May of each year, the Principal hosts a breakfast for students who received the Gold Honor Roll for the entire school year. Invitations will be sent out.

Assistant Principal's Breakfast

In May of each year, the Assistant Principal hosts a breakfast for students who received the Silver Honor Roll for the entire school year. Invitations will be sent out.

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 every day. Attendance awards are presented for two categories:

Perfect Attendance

Students who have attended school for every period of every day, without any tardies, without leaving early, and without partial absences.

Outstanding Attendance

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

Speech Therapy

Barron Elementary has a 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 qualify for speech therapy will 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. 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. Parents may also request testing for their children.

Dual Language Program

El Paso Independent School District is proud to offer a Dual Language program in grades Pre-K through fifth grade at Barron Elementary. For information on enrollment, please contact LPAC Clerk or Principal.

School Counselor

Barron Elementary School has a full-time Counselor available to address the needs and concerns of our students. The Counselor provides guidance lessons to all grade level students. The Counselor also works 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 inform the office staff of the request.

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. Barron Elementary implements SEL (Social and Emotional Learning) and PBIS (Positive Behavior Intervention Supports) campus-wide. Positive behaviors are encouraged and promoted by all campus personnel.

Assessments

All students are assessed during the school year to monitor their academic progress on an ongoing basis. Each student in grades Kindergarten through five are assessed using in reading and math via I-Station. Kinder-third grade students are assessed in their literacy development skills via DRA/EDL.

Students identified as being English Learners are assessed in their English language acquisition for Texas English Language Assessment System (TELPAS) in the spring.

The State of Texas Assessments of Academic Readiness (STAAR) assessments are administered annually in the following areas and grade levels:

- reading and mathematics, grades 3–5*
- writing at grade 4*
- science at grade 5*

STAAR test dates for the 2019-2020 school year are the following:

*April 7, 2020 (Tues)
STAAR Writing - Gr 4
STAAR Math – Gr 5*

*April 8, 2020 (Wed)
STAAR Reading - Gr 5*

*May 12, 2020 (Tues)
STAAR Math - Gr 3-4 and Math Retest - Gr 5*

*May 13, 2020 (Wed)
STAAR Reading - Gr 3-4, and Reading Retest - Gr 5*

*May 14, 2020 (Thurs)
STAAR Science – Gr 5*

*June 23, 2020 (Tues)
STAAR Math - Gr 5 Math retest*

*June 24, 2020 (Wed)
STAAR Reading - Gr 5 Reading retest*

Please make sure that your child is present for testing and that he/she arrives on time. Do not schedule dental or medical appointment on these dates.

Tutoring

Barron provides after-school tutoring for students in need of assistance. Tutoring normally begins in September or October. Students are selected for participation based on academic needs. Tutoring is held after school.

After School Activities

Barron provides after-school activities for select students. Activities normally begin in late August or 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. Students must be picked up promptly after activities to ensure their safety.

Parent Teacher Association (PTA)

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. PTA membership dues are still expected to be \$7.00.

Discipline Management

The Student Code of Conduct can be located on the district's homepage at 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 Student Code of Conduct.

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 continue implementing Positive Behavior Intervention and Supports (PBIS) program along with Social and Emotional Learning, SEL. 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. A single serious incident may also be considered bullying.

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 are held on a monthly basis. Other emergency drills are conducted at Barron Elementary School throughout the school year. 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 secured.

Closing of School/Delayed Start

During the school year, the school may have to cancel classes or delay the start time. If circumstances force the closing of school or a delayed start, local radio and television stations will carry the announcement.

*You may also receive school district text message notifications by texting the word **yes** to 68453.*

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 may 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, if students do 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 also represent Barron Elementary away from the campus.

School Celebrations/Parties

There will be two (2) "official" classroom parties per year – Christmas/Winter and an end of year party. Notices will be sent home for each event by the individual teachers

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 3:00 p.m. for the celebration. These items will be given to students at the end of the instructional day.

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

Student birthdays are called out during morning announcements. Students celebrating their birthdays receive a birthday card and a birthday pencil from the Principal.

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.

Cell phones are not to be used during the day, unless requested by teacher for instructional purposes.

Pets are not allowed in the school building nor on school grounds.

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.

Lost and found items not claimed at the end of the school year will be donated to the Child Crisis Center or similar organizations.

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. Students may not 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/classroom rules regarding usage and storage.

Transfer of telephone calls to teachers is not allowed during the instructional day. All messages to teachers will be placed in teachers' mailboxes.

School Calendar

Attached is the school district calendar for the 2019-2020 school year. This calendar indicates important dates such as: school holidays, parent/teacher conference, and teacher professional development.



EPISD 2019 - 2020 SCHOOL CALENDAR EL PASO INDEPENDENT SCHOOL DISTRICT

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY
 1-12.....District Closed
 4.....Independence Day

AUGUST
 2.....Teacher Work Day/Exchange Day
 5-9.....Staff Development/No School for Students
 5.....Staff Development - Campus
 6.....Staff Development - Campus/District
 7.....Staff Development - Campus/District
 8.....Staff Development - Campus/District
 9.....Teacher Work Day
 12.....1st Day for Students (Fall Semester)

SEPTEMBER
 2.....Labor Day (Holiday)
 24.....P/T Conferences (ES) @ 7th week
 *Early Release for ES Students
 25.....P/T Conferences (HS) @ 7th week
 *Early Release for HS Students
 26.....P/T Conferences (MS) @ 7th week
 *Early Release for MS Students
 27.....Staff Development/No School for Students

OCTOBER
 11.....End of Grading Period
 14.....Staff Development/No School for Students

NOVEMBER
 11.....Veterans Day (Holiday)
 25-29.....Fall Break (Holiday)

DECEMBER
 9-13.....State Testing Window
 20.....Last Day of Semester
 *Early Release
 23-31.....Winter Break (Holiday)

JANUARY
 1-3.....Winter Break (Holiday)
 6.....Teacher Work Day/Exchange Day/No School for Students
 7.....Staff Development/No School for Students
 8.....Students Return (Spring Semester)
 20.....Martin Luther King, Jr. Day (Holiday)

FEBRUARY
 11.....P/T Conferences (ES) @ 8th week
 *Early Release for ES Students
 12.....P/T Conferences (HS) @ 8th week
 *Early Release for HS Students
 13.....P/T Conferences (MS) @ 8th week
 *Early Release for MS Students
 17.....Presidents Day (Holiday)

MARCH
 13.....End of Grading Period
 18-20.....Spring Break (Holiday)

APRIL
 6-17.....Testing
 10.....Spring Holiday

MAY
 4-22.....Testing
 22.....Last Day of School for Students
 Early Release for Students
 25.....Memorial Day (Holiday)
 26.....Teacher Work Day/Last Day for Teachers

- KEY**
- Staff Development
 - Teacher Work Day/Exchange
 - Parent/Teacher Conferences
 - Holiday/District Closed
 - ★ Early Release
 - Semester Begins
 - Semester Ends
 - ▶ End of Grading Period
 - Duty Days for 208 Day Staff

Approved by the EPISD Board of Trustees November 13, 2019.
 State Assessment Testing Dates subject to change by TEA.
 Log on to www.iesd.state.tx.us

**Josephine F. Barron Elementary School
Student and Parent Handbook**

2019-2020

Acknowledgement Form

The signatures below attest to the fact that student and parents have read, understood, and agree to adhere to the procedures/policies as stated in the Parent/Student Handbook.

Grade: _____ **Teacher/Section:** _____

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____

Parent's email address:

Please complete this form and return it to your child's teacher. Thank you.