



400 COOPER DRIVE AUSTIN, TX 78753  
Main Number (512) 414-2008; Fax (512) 414-4610

## **2024-2025 Family & Student Handbook**

Dear Students and Families,

Welcome to Barrington Elementary School for the 2024-2025 school year! Thank you for allowing us to work alongside your child and family this year. This year, we are following a sports theme and working as a TEAM to WIN! We will work together to achieve academic and personal growth through goal setting, hard work, and building a community of confident scholars.

Parents and families are the foundation of the Barrington learning community. We hope you will visit the school, communicate regularly with your children's teachers, volunteer, and support our school. We also hope you will share with us the great things your child's teacher and the school staff are doing to support your child. By working together and focusing on strengths, we can help our students succeed academically in a warm, supportive, and safe environment.

This handbook is intended to answer many of the questions that may arise during the year. It describes the school's policies, procedures, and family and student responsibilities. Please read it carefully and refer to it throughout the school year. This handbook should be used in conjunction with the Austin Independent School District (AISD) Student Code of Conduct and the policies of the AISD Board of Education and the Texas Education Agency.

If you have any questions or concerns, please call or visit the school and ask for your child's teacher, one of the school administrators, or our Parent Support Specialist, Ariana Rosado.

Sincerely,

*Dr. Gilma Sanchez*  
Principal

*Rosa Valenzuela*  
Assistant Principal



## Attendance

### Daily Schedule:

- 7:15 Doors open
- 7:30 Breakfast in the classroom
- 7:40 Tardy bell rings
- 3:10 Dismissal

***Please be punctual when picking up your child; there is no staff on duty for late pick ups.***

### Arrival

When arriving at school,

- Car riders use the Cooper drive entrance
- Walker and bus drop off use the Slayton Dr door

Please note that for safety reasons, only students will be allowed to enter the building in the mornings. Families will say their goodbyes in the car or at the designated door. These doors open at 7:15am and will remain staffed until the 7:40am tardy bell. Breakfast is served at 7:30am in the classroom for all students. Please help your child arrive on time for breakfast at 7:30 am each day.

**Students who enter the building after 7:40am are counted tardy. All students entering after 7:40am must enter through the front doors and enter into the office. For safety reasons, do not drop students off at any other doors after the 7:40am bell.**

Regular and on-time attendance is a valuable life practice and helps students maintain good academic performance. Attendance is taken at 10:30am. Students not present at 10:30am must be counted absent according to state guidelines.

If your child is absent, you must submit a note to the office within two days stating the reason for the absence. Include your child's name, grade level, the date of the absence, reason for the absence, and your name and signature. Otherwise, the absence will be reported as unexcused. It is very helpful for you to call the school when your child is absent so that we know not to expect your child that day, but you must still send a note.

Generally, absences resulting from the following circumstances can be excused with a proper note:

- Personal illness
- Serious illness or death of a member of the immediate family
- Medical or dental appointments that cannot be scheduled outside of the school day (***please make every effort to schedule outside of school hours or as late in the day as possible***)
- Mandatory court appearances

Be advised that absences resulting from family vacations or trips are **NOT** excused. It is the principal's duty to determine the validity of all excuses for student absences. **You will be contacted by the school and the district if your child is repeatedly absent, tardy, or picked up early. State law requires the school to file truancy charges against the parents or guardians of children who miss 10 or more days or parts of days. Coming to school late or being picked up early counts as missing part of the school day.**

### Early Pick-up

If a child must leave school before 3:10pm, the parent or guardian should send a note to the teacher **ahead** of time to help facilitate preparation of homework assignments, etc. Any student leaving the school during school hours must be signed out in the school office. Students will be released only to people listed on the enrollment form and will be called to the office when an authorized adult comes into the office. Please keep all phone numbers, addresses and emergency contacts current at all times. Anyone picking up a student should be prepared to show identification to office staff.

Please remember that taking students out of school during the day greatly affects student learning and should be avoided whenever possible. Please make medical appointments outside the school day or as late in the day as possible to avoid missing school.

***Leaving during the school day without a valid excuse counts as being absent for part of the school day.***

### Dismissal

The school day ends at 3:10pm. To ensure children's safety, it is important that they be picked up promptly. Parents should meet their children outside, not at the classrooms or in the school building. Families **MUST** use the dashboard dismissal card for safety reasons; display the card provided at the beginning of the year throughout the year to avoid delays at dismissal. Classes are in their designated dismissal area between 3:10 and 3:28pm.

***There is no staff on duty to supervise children after dismissal, so please ensure your child is picked up on time, every day.***

**If dismissal transportation plans change, then parents must send a written note or call the front office at least ONE HOUR prior to dismissal.**

### After School Opportunities

*Prime Time* - provides after school engaging activities for students from 3:30 - 5:00. More information will be shared within the first month of school.

## **Birthday Parties**

Birthdays are acknowledged during morning announcements. If you prefer that your child's birthday not be acknowledged, please let your classroom teacher and front office staff know right away. Birthday parties are not permitted during the school day, but parents or guardians may send a healthy snack, cookies or goodie bags, which will be distributed at the end of the school day. Please check with your child's teacher to make arrangements in advance. *Please do not send invitations, party favors, flowers, or balloons for distribution at school. Classes cannot celebrate birthdays with special food during lunchtime in the cafeteria or in the classroom.*

## **Breakfast / Lunch Free for All Students**

Breakfast will be served each morning at 7:30am in the classroom. Lunch can be brought from home or enjoyed from school. No drinks in glass containers are allowed. Students are not allowed to have soft drinks (Coke, Sprite, etc.), hard candy, or gum in the cafeteria or elsewhere in school, even if brought from home. Sharing food from home with peers is not allowed. We highly recommend that you do **NOT** send large bags of chips with students to avoid sharing. We also ask that families send water with students, not sports drinks. We are committed to healthy choices at school.

Barrington provides free breakfast and lunch for all students. All families must complete income verification forms to assist with our free breakfast, lunch, and federal program status.

### Lunch with children

Parents are welcome to join their children for lunch. We ask that parents eat with their child only, not with your child's friends, and ask that your children follow school expectations and schedules while eating with you for the safety of all. We respectfully ask that you allow your child to eat with their classes the first two weeks of school so that students learn the routine and build relationships with their classmates.

## **Campus Advisory Council (CAC)**

The purpose of the Campus Advisory Council (CAC) is to involve the professional staff, parents, and community members in establishing and reviewing the campus' educational plans, goals, and performance objectives and major classroom instructional programs. It also assists the principal in developing, reviewing and revising the campus improvement plan. The CAC is made up of parents, community representatives, and professional staff representatives who serve staggered two-year terms. All parents are invited to the meetings. Parents wishing to place an item on the CAC agenda must

inform one of the co-chairs at least two weeks prior to a meeting. Meeting dates are communicated through the school newsletters. The CAC is an advisory group, and the principal makes the final decision for any CAC recommendation. Please call the principal if you are interested in participating or would like more information.

## **Communication**

Regular communication between the school and home is very important. Please be sure that your child's teacher has updated contact information at all times so he or she can call or write with good news or with concerns. If you have a classroom concern, please approach the teacher first before talking to the principal. You may drop by or call anytime to speak to an administrator, but it is best to schedule an appointment to ensure they are available, as the principals spend time in classrooms to improve the teaching and learning at Barrington. Your child's teacher has a phone in the classroom; note that teachers do not answer the phone during instructional time but will return your call if you leave a message.

Thursday Folders – Please review your child's Thursday Folder every week for important information from the school.

Parent/Teachers - Two district-wide parent conference days are scheduled during the school year—Oct 14th and Feb. 17th. It is very important that 100% of parents attend these conferences. In addition, parents are welcome to request a conference with the teacher at other times.

## **Discipline**

Safe, responsible, and respectful behavior is essential at school so that all children have the opportunity to learn. School personnel will teach and reinforce appropriate behavior. Teachers post rules and consequences and communicate them to parents at the beginning of the year. We also share expectations with students through morning announcements, classroom lessons, and school assemblies. Students are encouraged to show safety, responsibility, and respect throughout the day and across settings and will be recognized for doing so. Class jobs encourage the school values, including participating in basic cleaning in the classroom and cafeteria to leave the area better than it was found. In the fall, parents will receive a copy of the AISD Student Code of Conduct, which defines misconduct and a range of specific disciplinary consequences. At Barrington we work as a restorative community that holds students accountable for harm caused in respectful ways. We teach students to be assertive for what they need without being aggressive or physical with others. In case of differences between the Code of Conduct and Barrington's discipline

policies, the Code of Conduct will prevail.

## Dress Code

At Barrington students wear uniforms, they should wear either a **navy blue or green shirt** and follow the AISD student dress code to create a safe and orderly atmosphere for learning. For children's safety during daily physical activities, closed-toed shoes like tennis shoes/sneakers (*without heels*) are required at Barrington **every day**. Clothing that exposes undergarments or hats/hoodies that cover the ears and face are not permitted. Students who dress inappropriately will be asked to change their clothing. Note that masking is optional. Face masks are provided at school if your child needs one.

## Emergency Contact Information

All telephone numbers and addresses where parents, relatives, or friends may be reached should be kept up to date so that immediate contact can be made in the event of an emergency. The school office will not release students to persons not listed on the registration card unless you send written permission in advance.

*Please notify the office if you or your emergency contacts move or change phone numbers. In case of emergency, it is essential that we can contact parents/emergency contacts for your child's safety and wellbeing in a timely manner.*

## Homework

Your child's teacher will communicate grade level homework guidelines to you. We suggest that you establish a daily routine at home to review assignments and completed work. Your active involvement with your child's schoolwork is essential for maximum learning.

### School-wide Expectations

- Backpacks are required of all students to send papers and homework between home and school.
- **Students should read a book they choose themselves every day**, independently or with someone else. Students have access to e-books on their AISD devices.
- Students should clean out their backpacks daily and discuss their papers and homework with parents or guardians.

## Money at School

When it is necessary to send money to school, we request that you place it in an envelope with your child's name, teacher name, amount of money, and purpose. Barrington Elementary cannot be held responsible for money that students bring to school, lose, or give away on the bus or at school.

## Parent Involvement

Strong parental and family involvement is a critical component of your child's success. We encourage families to be strong supporters of the school and critical friends who help us to improve.

### Parental Responsibilities

Family involvement in school leads to a child's academic and social success. Families are a child's first and best teachers; through your example, students learn positive habits and attitudes. Research has shown that the following parental actions positively impact a child's learning and development:

1. Discuss the importance of education and giving one's best with your child.
2. Encourage home learning activities, such as reading.
3. Participate in school activities, attend school events and communicate with the school and your child's teacher.
4. Volunteer at Barrington. There are multiple ways you can volunteer your time to support our school.

We look forward to greeting you at **Back to School Night on September 10, 2024.**

### Parent Visits

If you would like to speak with the teacher, please make an appointment at least a day in advance. Teachers cannot stop teaching to visit with parents who drop in. Always enter through the main entrance and sign in at the office, where you will be asked to present your ID for the security of all of our students. Parents and visitors must wear their visitor badge at all times while in the building. You are always welcome to eat lunch with your child, with the exception of the first two weeks of school while children learn the routine.. Please note that dogs are not permitted on school property during the school day or during drop off or pick up.

### Parent-Teacher Association (PTA)

The PTA is an advocacy group for parents, teachers, and children. The PTA is committed to supporting the school's goals and fostering a community atmosphere where all parents feel comfortable being at Barrington. We strongly encourage all family members to join.

### Parent Volunteers

We welcome volunteers in the school. Opportunities are available to work in the classrooms, office, and with special activities. Please contact your child's teacher, our parent support specialist, PTA officers, or office personnel about your time availability. Every classroom

will have a homeroom parent to assist with activities during the year. These persons will also serve as contact persons for the PTA, as needed. If you are willing to be a room parent, please tell your child's teacher.

## **Health**

### School Health Services

Our School Health Team consists of a registered nurse (RN) and a School Health Assistant (SHA). Their assigned time at Barrington is posted in the office. **All students must have a completed and signed health Consent Form on file.** Without your written permission on that form, the School Health Team cannot legally treat your child if he or she is sick or injured, unless it is a medical emergency.

### Medication

All medication must be sent to the office. ***Please do not send medication of any kind to the school for your child to take on his or her own.*** A special form completed by the parent authorizing school personnel to administer medication is required. **Only prescription medication will be given at school.** Medication needed three times a day should be given at home and not sent to school. When medicine must be administered at school, Texas law requires that it be furnished in its **original labeled container** and with the parent's signed permission form on file in the office. The container and a note from you must include: student's name, name of medicine, purpose of medicine, dose, and time of day or when it is needed, and how the medicine is taken.

### Staying Healthy

Basic health habits help most children stay well and able to attend school daily. Parents and guardians should help students learn to:

- Wash hands after using the toilet and before handling any food
- Play or exercise actively for at least 30 minutes daily; minimize time spent watching television or playing video games
- Drink water and milk instead of drinks loaded with caffeine and/or sugar, such as soft drinks, punch, sports drinks, or fruit drinks
- Eat a healthy diet of foods from different food groups, like vegetables, fruits, whole grains, proteins, and dairy. Limit junk food loaded with sugar and/or salt.
- Get enough sleep. ***Elementary school students need 9 to 11 hours of sleep every night so they can be productive and happy learners.***
- Be happy and positive. Encourage children to talk about their day. Find out what they worry

about and what they are proud of. Listen so they can learn to talk about their feelings. Find something to laugh about together and hug each other every day.

### Illness

Children are to be kept home from school if they are experiencing vomiting or diarrhea, chicken pox, conjunctivitis (pink eye), COVID, or any other communicable illness. Students should be free of fever (**without medication to reduce it**) for 24 hours before returning to school. A child taking antibiotics should be on medication for 24 hours before returning to school. You must send a note to school following a child's absence. If, during the school day, a child has a fever, an injury that requires additional medical attention, or other medical needs, the teacher, school health team, or office staff will attempt to notify you, and if the health team deems it necessary for your child to go home, you are expected to pick up your child in a timely manner.

### Immunizations

All students must be current on their immunizations in order to attend school. The school enforces state laws requiring records of mandated immunizations or proper exemptions.

### Lice

Lice are common among school-aged children and do not reflect on the hygiene standards of the students or their families. To contain the spread of lice, parents who suspect their child has lice or has been exposed to a case of lice should contact the child's teacher or the school nurse. Children with live lice will be sent home with a note at the end of the day and can return the next day after treatment has been administered with a note specifying the treatment given. Absences will be unexcused. Students in a class where live lice has been identified will receive notification within five days so that parents can monitor their children for signs of lice.

## **Personal Items**

Children are not allowed to bring to school any dangerous, valuable, or distracting items. Inappropriate items will be collected by the teacher and returned at the end of the school day or sent to the school office for pick up by the parent. **Weapons (including pepper spray), toy weapons, and glass containers should not be brought to school at any time. To prevent theft, we strongly encourage you NOT to permit your child to bring any electronic devices to school, including cell phones.** However, according to AISD Board Policy, students are allowed to bring cell phones and other electronic devices to school as long as they remain powered off and out of sight. **If they are turned on or otherwise cause a distraction, school personnel may confiscate the items and collect a fee from parents**

**before returning them.** Students may not buy, sell, or trade items at school.

## Report Cards

Report cards will be available home every nine (9) weeks in the parent portal. Please sign in and review your child's report card. Any student failing or at risk of failing a subject will receive a progress report midway through the nine weeks. Please contact your teacher if you have any concerns about your child's progress. You can also check your child's grade and progress throughout the school year via the parent portal. Talk with the parent support specialist if you need assistance signing up.

## Security

Anyone who is not a student or staff member must sign in at the office, present an ID, and wear a visitor sticker at all times while in the building. During morning drop off, only students are allowed in the building because we cannot process everyone's ID during drop off. During the school day, all visitors should enter through the front doors nearest the office and be prepared to show ID. All other doors are locked throughout the day. Please do not open exterior doors for anyone, and do not allow other visitors to "piggyback" into the building when you come into the building. Working together, we can keep our students and school safe. We ask all visitors to report anything unusual to the office immediately.

If a family has special custody or security concerns, it is their responsibility to inform the school in writing and provide copies of court orders that give or deny permission to specific parties. If there has been a divorce in the family or there are custody concerns, it is the family's responsibility to inform the school office in writing and bring copies of court orders that give permission or deny access to specific family members.

## Sexual Harassment

Barrington Elementary believes all students should receive an education in an environment free from sexual harassment or any other inappropriate behavior of a sexual nature. Barrington Elementary is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, sexual harassment of students, teachers, and staff will not be tolerated. If you suspect sexual harassment, report it to one of the school administrators immediately.

## Student Search and Seizure

Student purses and backpacks brought to school are subject to reasonable search by a school official (principal, assistant principal, AISD police or APD) when he or she has established reasonable cause to

believe the student is violating or has violated a student code of conduct rule or law. School cubbies, bins and desks are school property and may be searched by a school official (principal, teacher, or counselor) for contraband (i.e. illegal items), overdue or missing books, or stolen items. The student and parent are on notice that there are diminished exceptions of privacy in the use of cubbies, bins, and desks. Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items. Any contraband found in plain sight will be confiscated and the student may be subject to a disciplinary action.

## Field Trips

Students take field trips throughout the year. At times, students may be asked to pay a portion of the expense of the field trips. Talk to your child's teacher to request financial assistance. Special arrangements will be made for students who have exhibited behavior that endangers themselves or others, including requiring a guardian to attend the trip with the child for safety reasons. Students are not permitted to go on a trip without written parent permission. Parents are invited to participate or chaperone field trips when space is available. To minimize disruption of student learning, siblings are not permitted. Guardians who attend field trips as chaperones must complete an APIE background check in advance of the field trip, notify the teacher in advance of the parent's intent to serve as a chaperon, and sign in with the office on the day of the field trip. Please note that chaperones are responsible for any entrance fees for field trips.

## Telephones

Each teacher has a classroom telephone with voicemail that is available 24 hours per day. The number will be provided at the beginning of school. Parents should call this number to contact the teacher. ***Teachers will not answer the phone during instructional time. They will check messages periodically, but not during the instructional day.*** Your call will be returned within 48 hours as per district policy. ***Arrangements regarding end of day dismissal should be made in writing preferably at the beginning of the day or at least one hour prior to dismissal by calling the front office.*** If you need immediate attention, call the school office at 414-2008.

## Textbooks and Library Books

Parents must pay for textbooks and library books that are lost, damaged, or destroyed by a student. The price is available from our office staff or the librarian.

## **Visitors**

For the safety of the children, all visitors to the school (including parents) must enter the school through the main entrance of the building. *All visitors must sign in in the school office, show picture identification, obtain a visitor sticker, and wear the guest sticker for the duration of their visit.* Texas law prohibits unauthorized visitors in or around public schools. If you are visiting for a performance or special event during the school day, please plan to arrive early so that you have time to check in and arrive on time to the event.

## **Withdrawal or Transfer**

When it is necessary to withdraw or transfer a child from school, please contact the school **at least** one day before the date of withdrawal. Before a student can be cleared to withdraw, he/she will need to return all textbooks and library books. Books that are lost, damaged or destroyed must be paid for before the withdrawal or transfer card is released.

**If you have questions or concerns,  
please contact the school at  
512-414-2008. Someone will be  
happy to assist you.**

**Thank you for sending your child to  
Mollie Barrington Elementary  
School!**

**Link to [Spanish Version](#)**





**BARRINGTON ELEMENTARY**  
Home of the Mustangs

*Our school community honors the language, culture, and lived experiences of students and families to ensure the academic and personal success of each child.*

## **Family Handbook Acknowledgement 2024-2025**

**I read the 2024-2025 Barrington Elementary Family Handbook and reviewed the contents with my child.**

*Please sign, and return this signature page to your child's teacher by Friday, September 6, 2024.*

**Parent/Guardian Signature** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Teacher's Name** \_\_\_\_\_

**Date** \_\_\_\_\_