

Dr. Raphael Baranco Elementary School
Parent-Student Handbook
2026-2027

**VERY IMPORTANT! ALWAYS MAKE SURE THAT THE SCHOOL HAS UPDATED
PHONE NUMBERS IN CASE OF AN EMERGENCY.**

Principal: Cayce Otwell, ccotwell@lpssonline.com

Assistant Principal: Lance Abshire, lmabshire01@lpssonline.com

Mission Statement:

Dr. Raphael Baranco Elementary School's mission is to foster a nurturing and inclusive community where every student thrives academically, socially, and emotionally. We are dedicated to cultivating a love for learning through a comprehensive literacy program that empowers students to excel in all subjects. We also prioritize social-emotional development, providing a supportive environment that helps students build resilience, kindness, empathy, and effective communication skills. By engaging families, local partners, and educators, we strive to create a cohesive and supportive network that enhances each student's educational journey and personal growth.

Vision Statement:

Dr. Raphael Baranco Elementary School envisions a nurturing and inclusive community where every student excels academically, grows socially and emotionally, and is supported by strong partnerships with families, local communities, and educators, fostering a lifelong love of learning and personal growth.

Office Hours: 7:20 AM - 4:00 PM

Teacher Hours: 7:20 AM - 3:50 PM

Student Hours: 7:50 AM - 3:35 PM

Arriving to School:

- **Breakfast ends at 7:50 AM.** (tickets given to those tardy to class)
- Students can be dropped off at school between the hours of 7:20 AM and 7:50 AM in the car rider line on the side of the school.
- Students must be entered in their classrooms by 7:50 AM to not be marked as tardy.
- Students must exit from the **right** side of the car.
- Car Rider drop-off will close at 7:50 AM. If arriving after 7:50 AM, you will need to bring your child into the office and sign them in for the day, and they will receive a Tardy Slip.
- Bus Riders will exit the buses in front of the school.

Dismissal From School (Car Riders)

- Buses will be dismissed before we dismiss car riders.
- Parents/guardians who pick up car riders after school must do so at the parent pick-up zone.
- All vehicles must have a car rider tag given to them by the school. The duty teacher will NOT let a student get into a vehicle without the correct car tag. If you do not have a tag, you will need to come to

the office to pick up your child. **You must show a picture ID and your name must appear in our computer system as a person who can check out the child.**

- Please do not enter the car rider gates until instructed to do so by staff.
- **All students not staying for extended learning must be off campus by 4:00 PM. Please contact the school if you are running late. Duty teachers and office staff have families and habitual lateness is a burden on them.**
- All students will be given a Transportation Tag to put on their backpacks. Please DO NOT take these tags off. This is another safety measure that we have put in place to make sure students go home correctly.

Dismissal from School (Bus Riders)

- At the end of the day, bus riders are to walk to their bus and board in an orderly fashion.
- Students must ride their assigned bus home from school.
- If a student misses their bus, they will report to the office and we will call the numbers we have on file for the child. **The person picking up the child must appear in our computer system as a person allowed to pick up your child and they must have a pictured I.D.**
- **Please know your child's bus number and driver's name so that we can help you in the office if your child does not get off the bus or if your bus is running late.**
- **Please have someone waiting at the bus stops to receive your child.**

Emergency Dismissal

- In cases of severe inclement weather or other states of emergency, the Lafayette Parish School System may find it necessary to dismiss school early.
- The students will be sent home by way of their normally assigned mode of transportation when possible.
- It is very important that the school be provided with your preferred phone number in order to be contacted by the JCampus phone system.

Changing How a Student Goes Home:

- **3:00 PM is the cutoff time for changing the way your child goes home.**
- Please send a note to the teacher stating that the child is going home a different way. Example: Instead of a bus rider they will be a car rider. I would also email the teacher informing him/her in case the student does not give the note to the teacher. Please have the note written in your handwriting, sign it and put a phone number to contact you.
- During the day, **you will need to come to school and show your ID.** Then once this is done, the clerks will inform your child and the teacher.
- If you are unable to come to school then you must email tmadams@lpssonline.com and ccotwell@lpssonline.com with a copy of your ID and a note stating how you want your child to go home. Please remember that the person who picks up your child must be in our computer system as a contact for your child. **Then, call** to make sure that we have received the information. (337-521-7500)
- Please do not make it a habit to change how your child goes home. This leads to confusion for your child. It is best to always keep the same routine.

Checking Out a Child Early

- Students may not be checked out after 3:15 PM.
- The person checking out your child must be listed in the computer for your child.
- ID is required for checking out your child.

Breakfast and Lunch

- Students are provided breakfast and lunch at Baranco Elementary free of charge.
- Breakfast time 7:20 AM -7:50 A.M.

- Students are allowed to bring their own lunch to school. Please remember that we have a few students who are severely allergic to peanut butter.
- Students are not allowed to bring candy, soft drinks, sunflower seeds, or items containing nuts. No Prime drinks.
- Parents/visitors are not allowed to eat breakfast or lunch with their children this school year.
- Our cafeteria can not have any food items that are from restaurants or fast food places that appear in their marketed containers. For example, if bringing in food from McDonald's, the food must be out of the original wrappings and bag. Place the food in a brown paper bag or a lunch box. Please remember that we can not have any soft drinks in our cafeteria.

Textbooks/Library Books/Computers

- Students will be provided with textbooks/computers and will be held responsible for the care of these books. Damages and losses must be paid in full by the end of the year.
- Students may check out books from the library and will be held responsible for the care of these books. Damages and losses must be paid in full for students to continue checking out books.

Personal Property

- Students are responsible for the care and security of personal items.
- **Please label all jackets and coats with your child's first and last name.**
- Please label all school supplies.
- All lost and found items will be placed in one central location. At the end of the school year anything that is left over will be donated.
- Students are not allowed to bring toys or electronics to school.
- **NO CELL PHONES!**

Medication at School

- The school cannot dispense medication of any kind without the written directive of the student's personal physician. No medication of any kind can be dispensed at the school until the "Administration of Medication Form" has been properly processed and returned to the school nurse. A meeting is required with the school nurse. Please call to schedule an appointment.
- Students may **NOT** carry cough drops, aspirin, Motrin, medicated chapsticks, etc.
- If your child takes medicine before coming to school, please make sure they don't place it in their pockets.

Accidents

- In the event of a serious accident, parents/guardians will be notified. It is very important that we have updated telephone numbers on file at all times.
- An accident report will be filled out.
- If a minor accident occurs, first aid such as washing the area and putting on a band aid will occur.

Toileting Accidents

- Students in the lower grades sometimes have bathroom accidents.
- Parents will be contacted to come to school with fresh clothing. A private bathroom will be provided for your child to change and clean up.
- We often have extra clothes on campus that we can use for your child if needed. However, if you would like to put an extra set of clothing in your child's backpack that is fine. Please make sure to label all items.
- If your child borrows items of clothing to wear, please wash them and return them to school as soon as you can.
- Staff members will not clean up bowel accidents and you will be required to come to school to see to this matter if your child needs assistance.

Attendance

- Regular attendance is essential for a quality education.

- Students may not miss more than 10 days without a doctor's excuse.
- Parents/guardians will receive a letter if students miss 3 unexcused days of school.
- Approved Documentation for an absence (medical or dental excuse, court-ordered subpoena, obituary regarding the death of an immediate family member, documentation regarding catastrophic personal-social occurrences such as flood or fire)
- Chronic medical conditions will require a letter from a licensed healthcare provider to be placed on file with our school nurse.

Early Check-out

- Parents are urged to make dental, medical and other appointments after school hours, or if during the day, the time should be staggered so that the student does not always miss the same class.
- If necessary to check out during the school day, parents/guardians should report to the office with a picture ID to sign the student out. Do not go directly to the class to get your child. Office personnel will call the student from class.
- If sending another person to check out your child, their name must be in our computer system as a contact. If they are not on the list, they can not take your child from campus.

Tardies

- A student is considered tardy when he/she has not entered the classroom before the 7:50 AM bell rings.
- If a student arrives after the 7:50 AM bell, his/her parent must report to the office to sign in and pick up a pass for class. If this process is not followed, you will be called to come to campus and follow the proper check in procedure.

Birthday or Celebrations

- The school is not responsible for passing out birthday invitations to students.
- Please do not have arrangements or balloons sent to your child on campus.
- Please contact your child's teacher if you want to send a treat to celebrate your child's birthday. **This must be arranged in advance.**
- A parent can only send items that are individually wrapped. We can not have homemade items, cake, cupcakes, ice cream, pizza, soft drinks, etc.

Distance Learning/Homework

- Students are expected to complete the assignments that are given to them by their teachers.
- We encourage children learn to complete this on their own, with you checking it when it is completed. This will help build independence in their learning.

Student Dress Code

- Students are expected to follow the LPSS dress code policy that is found in the District Handbook.
- Free Dress Days are given throughout the year for special reasons. If a student is participating in Free Dress they must follow the Free Dress Policy found at the end of this document. Free Dress may only be worn on Fridays.
- Book Sacks MUST be clear or mesh.

Progress Reports

Teachers will send Progress Reports at the mid-nine weeks for grades 2nd-5th. However, you may keep up with their grades daily in JCampus through the Parent Portal found online at the Parent Command Center which can be found at www.lpssonline.com. You can get your child's PSN number in the front office when you show your pictured ID. Parent Portal will also help you keep track of attendance, discipline and Standardized Test scores like LEAP for your child.

Discipline

Revised May 26, 2026

Please refer to the Lafayette Parish Handbook which was sent home with your child. All discipline on campus is handled by the teachers and assistant principals.

Money

- Please see Baranco Elementary website to pay fees online as we now have a cashless campus.

Graded Papers

All graded papers will be sent home on Wednesdays. Please review, sign, and send them back to school.

Visiting School

- Please make appointments to register or withdraw your child with Ms. Duhon in the office. 337-521-7500.
- Only essential personnel are allowed to walk around on campus.
- Parents may only go to the office area to check in or out a student.
- **If you need to meet with an administrator, please call and set up an appointment. Our schedules are pretty packed and we want to make sure that we have time set aside for any areas of concern.**

Who To Contact: (337-521-7500)

- Always contact the **teacher** first when you have questions about grades or situations in the classroom. The teacher is with your child all day and can better answer questions than administration. Contact administration if you have any concerns that have not been addressed by the teacher.
- Contact **Assistant Principal** when you have discipline concerns or problems with students on the bus or bus stops. Lance Abshire - lmaabshire01@lpssonline.com
- Contact **Transportation** directly when you have a transportation issue that does not deal with students. 337-521-7000
- We also have **counselors** here to help you and your family for any other needs.
- Bengal Time Contact **Carey Lemoine** (Bengal Time Director) cclemoine@lpssonline.com
- Contact **Carey Lemoine** for SBLC and RTI (Response to Intervention)
- Contact Stephanie Dupuis for curriculum concerns. spdupuis@lpssonline.com
- Contact **Counselors** for 504 and SBLC meetings, gifted and talented referrals
- Contact **Clerk** directly (Mrs. Tricia) when needing to update information in the computer system. Please do not rely on the teacher to get the information to the front office if there is a change. Sometimes we have a substitute on campus and this might not get handled in a timely manner.
- Contact the **Principal** when you are not satisfied once you have gone through the other channels or if you have a facility concern. ccotwell@lpssonline.com

Special Day Free Dress Guidelines

There are times during the year when a student may earn a Free Dress Coupon. These are the guidelines for free dress.

Clothing fit	Clothes can not be excessively tight or loose. For example: no mid drifts showing or undergarments exposed.
Style	Clothing should be free from holes, frayed edges, or tears. They should not be see-through
Content	No clothing should contain anything that would be offensive in nature to any population of students. Clothing may not promote anything prohibited by LPSS discipline policy (tobacco, alcohol, drugs, violence, skulls).
Shirts	Shirts must have sleeves - no muscle shirts or spaghetti straps
Shorts/Shirts	Slacks and shorts must fit at the waist. Length for skirts, shorts, and jumpers must be no shorter than 4" above the knee.
Shoes	Closed toe and closed back shoes must be worn at all times. Shoes must be appropriate for PE.

Please note that if your child comes to school wearing clothing that does not follow the guidelines you will be called to bring them different attire.

