

BALDWIN SCHOOL POLICIES AND PROCEDURES 2015-16

MISSION STATEMENT

We are a diverse school that delivers a welcoming, inclusive, and joyful learning environment

- All classrooms use *Responsive Classroom* techniques which are proven to increase student engagement, improve academic achievement and decrease discipline problems.
- Family and school are collaborative partners supporting high student performance and academic excellence.
- Our students smile, giggle, jump, laugh and create every day!

that supports every student in taking risks, learning and reaching his or her full potential,

- Math and literacy coaches enhance the teachers' ability to deliver high quality instruction to meet the needs of our students.
- We incorporate small group differentiated instruction.
- A combination of interns and tutors is used to meet the needs of every student.
- We are piloting *Response to Intervention (RTI)* for the Cambridge Public School District. This is a program which provides early identification and support to students with learning and behavior needs.

that builds community, individual responsibility and self-confidence,

- Monthly All School Assemblies and Spirit Days allow students to share their work and their learning while receiving positive feedback from their peers and teachers.
- All students have the opportunity to participate in annual overnight trips starting in second grade which generate a sense of community and a shared experience out of school.
- Students use and learn from the City Sprouts Garden in all subjects from science to art.
- Families, students, teachers and community members come together for special events like Math Carnival, Poetry Night and the Art Show.
- Our families are the backbone of our school community. Our parent organization, the Friends of Baldwin, works with the faculty to provide enrichment to our students and annual all school projects

and enjoys established connections to universities and museums.

- Harvard and Lesley students serve as interns in all K-5 classrooms and run after school programs such as *Bonjour*, Hoops basketball, EnviroEd.
- Baldwin students regularly visit the Fogg, Sackler and Peabody museums and teachers incorporate the museums' collections into our curriculum.
- Baldwin students regularly work with graduate students in the arts and sciences at both Harvard and MIT.

CORE VALUES

We, the students of the Maria L. Baldwin School:

- Always give our best effort.
- Stand up for ourselves and others.
- Are kind, positive and safe.
- Treat others the way we want to be treated.
- Work together to make a fun learning community.

CAMBRIDGE PUBLIC SCHOOL DISTRICT HANDBOOK STATEMENT

In addition to this handbook, each student in the Cambridge Public Schools must review and sign the district Rights and Responsibilities handbook along with their parent or guardian. Please note that all district policies are strictly adhered to at Baldwin School. This handbook offers more specific and detailed information about Baldwin School policies, procedures, and guidelines.

BALDWIN SCHOOL HOMEROOM TEACHERS

Kindergarten

102: Richard Kelly, Caron Courier
104: Corianne LaBounty, Emily Antonitus
215: Carrie O'Leary, Lisa Berk
217: Jessica DellaCalce, Linda Costa
212: Jackie Romero, Lynne Cayford

First Grade

208: Timothy O'Connor, Amanda Ferrara *
210: Karon Gibson-Mueller, Jane Gotshalk *
214: Amy Moylan, Amy Diaz *

Second Grade

202: Megan Powers, Melissa Lennox *
204: Karma Paoletti

Third Grade

312: Cyndi McNulty, Molly Rountree *
314: Benjamin Geiger

Fourth Grade

305: Craig Hyland, Jennie DiBartolomeo *
307: Deborah Logiudice

Fifth Grade

308: Michelle Curreri, Noor Al-Ghanem *
310: Meaghan Miller

* = Lesley University Graduate Interns

DAILY SCHEDULE

Arrival

8:00am – Building is unlocked. Students may enter the building and proceed to the cafeteria, or morning gym, if it is their scheduled day, or the morning club they have a signed permission slip for. All students are expected to report to the cafeteria.

8:40am Bell- Students may proceed upstairs to their classrooms. All teachers are now on duty.

8:55am Bell- Instruction is expected to begin, parents are respectfully requested to leave the class at this time to allow teachers to begin teaching.

Morning Meeting

All K-5 classes follow the adopted CPSD Social Competency Curriculum. At the K-5 level, teachers are trained in Responsive Classroom. By engaging in conversations that allow students to show *ownership* of the process, our staff and this curricula support what we feel is most appropriate toward creating the kind of learning environment we want for our students.

Hallway Expectations

For all students K-5, the expectation is that in the halls, we are respectful of the fact that others are working, and that we remain silent as we walk the halls and stairways.

Breakfast and Lunch

All breakfast and lunch meals are expected to be consumed in the cafeteria during the normal time allowed for those meals. Students may not bring food out of the cafeteria. Students are expected to sit down and wait quietly for their table to be called for lunch, and are expected to clean up after themselves.

Recess

Each day, grades 1-5 have 20 minutes for recess, normally outside, followed by a 20 minute lunch period. Kindergarten has a 30 minute lunch. Students are encouraged and reminded to dress appropriately for the weather, as only in the most inclement weather is recess indoors. Recess takes place at Edward Alden Park across Sacramento St.

Dismissal

The instructional day lasts until 2:55pm, when the bell rings and students are reminded to report to their homeroom. Students are dismissed at 3:00pm. Students are **not permitted to leave the classroom until they are called** to do so and must check out with an adult before leaving according to the teacher's policy. Students are only permitted to ride their assigned bus unless they have a written, signed note from a parent or legal guardian. For the safety of our students, the doors remain locked until buses are announced. Parents who pick up their children are asked to enter through the Sacramento Street door (not the main entrance), after buses have been called.

Absences

Students must be reported absent by a parent or guardian or their absence will be noted as "unexcused." Please call the office to report a student absence. (617-349-6525 ext 100). If a call is not made, a phone call must be made or a note brought on the day when the student returns to school. Student attendance is a vital component to high achievement in school. Please make every effort to schedule appointments and family trips during non-school hours as much as possible.

AFTER SCHOOL PROGRAMMING

A late bus arrives at Baldwin School at 4:00pm three days a week beginning in October and running through the end of May. This affords students the opportunity to participate in meaningful after school programming. Choices are free and range from year to year, but generally include many academic and interest based activities and clubs. A specific list of programs will be sent home mid-September.

Students in second grade and below are not permitted to ride the late bus unless an older sibling accompanies them. Please note that there is one late bus only, which makes its way through the city. Thus, some students may not arrive home until after 5:00pm due to traffic. Students interested in riding the late bus sign out on a clipboard noting the stop where they will disembark. If your child attends the Agassiz Afterschool, it is up to the parent/guardian to inform them of your child's late arrival to afterschool. In the event that an after school club/program must be cancelled on a given day, students

and families will be notified by the supervisor of the club/program via written note or email when applicable.

BIRTHDAY CELEBRATIONS

At the Baldwin, birthdays are intended to celebrate the child. Treats are not to be brought for a birthday celebration. Each classroom will celebrate birthdays in their own way. Invitations to birthday parties and other activities not related to school functions should be delivered outside of school unless the entire classroom is invited.

BULLYING/CYBERBULLYING

The Baldwin School believes that the best way to prevent bullying is to build a solid foundation of a positive climate within each class, and across all grades. Our goal is to take a problem solving and educational approach that seeks to show students that they are responsible for the kind of school they inhabit, while at the same time, taking all necessary actions to ensure all students are safe and treated with care and respect.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or physical act or gesture or any combination thereof, directed at a victim that causes physical or emotional harm, or places the victim in reasonable fear of harm to him or herself or damage to property, or materially or substantially disrupts the education process or the orderly operation of the school.

The Commonwealth of Massachusetts has recently passed legislation outlining that schools must take action when reports of bullying are made, and track the progress after making interventions. We ask parents to review the definition with their children. Students and families are reminded that acts of bullying both online and in person, are violations of the student code of conduct and students who are found to exhibit bullying tactics are subject to serious consequences including suspension from school.

CLASS ASSIGNMENT PROCEDURE

Each spring, the Baldwin staff spends time making classroom placements for the following year for students entering grades 1-5. The teachers and administration make thoughtful placement decisions based on recommendation from the current teacher as well as balancing the classrooms. Parents are asked to send their thoughts and concerns which are taken into consideration, however they are asked not to requested a specific teacher. Classroom assignments are sent via mail to families in late August.

CODE OF CONDUCT

The Baldwin School is a community of learners. We depend on each member of our community to contribute to a positive learning environment for all. Therefore, each community member's conduct should enhance our learning environment. To assist all community members in understanding and practicing behaviors that contribute to a positive learning environment, we encourage behaviors that help us learn.

The Baldwin School is committed to helping each child reach his or her full potential. The Baldwin School follows the district curricula of Responsive Classroom, which provides us with a framework and a rationale around setting rules and expectations with the children. Our School Core Values were developed with students providing input. These curricula provide strategies for teachers to utilize when interacting with students. These strategies include but are not limited to:

Verbal Reminders - Take-A-Break (TAB)
Buddy Room & Fix-It Sheet
Social Conference
Parent Conference

Behavior Referral

The Baldwin School endeavors to work in partnership with our students' parents and guardians to assist students in learning and practicing appropriate behaviors for an academic setting. To that end, student behaviors that detract from a positive learning environment could earn the student a "Student Behavior Referral." Student Behavior Referrals are formal notifications to students and their parents/guardians of behaviors that are unacceptable at school. Generally these include but are not limited to:

- Disrespectful words or actions directed at peers or staff
- Disruptive behavior in or out of the classroom
- Inappropriate verbal or physical interaction
- Failure to follow instructions, after a warning or time out is given.
- Damage or destruction of personal or school property

For each Student Behavior Referral earned by the student, he/she is required to:

Complete the Student Planning section with referring teacher, and discuss his/her inappropriate behavior with his/her parent/guardian. Referrals are either sent home with the student or mailed home to the parent directly.

Non-Negotiables

In order to create a safe and productive learning environment, the following basic rules are considered "non-negotiables."

- Electronic devices are not allowed to be on or out of a backpack or lockers.
- All hats, hoods & non-religious head-covers are to be removed inside the building.
- Gum chewing and soda are not permitted in school.
- Clothing choices need to be in line with CPSD policies.
- Students are expected to move quietly through the halls at all times.

CORI POLICY

It is the policy of the Cambridge Public School District that all parents or community members wishing to volunteer either in a classroom or attend a field trip, complete a CORI Form annually. CORI forms can be obtained in the main office. Photo Identification must be presented also with completed CORI form. CORI forms must be completed two full weeks prior to the volunteer event.

DRESS CODE

Clothing will be deemed inappropriate if it is disturbing to the other students or in any way interferes with the educational process. This includes but is not limited to bare midriffs, short shorts, low slung trousers and other clothing that is offensive and/or violates acceptable standards of dress. Students are prohibited from wearing clothing or accessories that have obscene or lewd comments, or are intending to harm or harass any group or individual based on gender, race, color, ancestry, religion, disability,

national origin, age, sex, genetic information or sexual orientation, or advertise alcoholic beverages, tobacco products or illegal drugs.

ELEVATOR USE

Students are not permitted to be on the elevator at any time unless they have a pass from the Nurse or are chaperoned by a staff member.

EMERGENCY EVACUATIONS

Each year Baldwin Staff members will review emergency evacuation procedures with students and will be given the opportunity to practice exiting in case of emergency. In the event of an evacuation, all students must exit the building in a single-file line **silently**. Students proceed to one of two waiting locations where they wait silently to receive instructions from a person in charge. Once instructions are given to return to the building, students may talk quietly.

Each year we will also hold one or more Lockdown Drills, where students are instructed to be silent and invisible from hallway view. These drills are coordinated with the CPS security office, the Cambridge Police and Cambridge Fire.

FIELD TRIPS

Baldwin School students are fortunate to be offered the opportunity to attend day and overnight field trips. Each grade level plans their own trips each year based on funding, availability and chaperones' schedules. Field trips are considered a special event and students are expected to be able to exhibit good behavior on a regular basis to ensure safe and proper behavior when out of the building. Students must return an adult-signed permission slip the day before the departure in order to participate in the field trip. Verbal permission is not sufficient.

HAND SIGNAL

All Baldwin School staff and students learn, understand, and utilize a common "silent-signal" which can be utilized in hallways, common space, and inside classrooms. The initiator of the signal counts aloud "3-2-1" and then puts their hand in the air. Surrounding students and staff then put their own hands in the air and stop talking. Eventually all present are silent with hands raised at which point the announcement or direction can begin.

HEALTH PROCEDURES

Each year, parents who wish to have our nurse administer medications in school, must complete the appropriate paperwork, and provide us with medical authorization from the prescribing doctor. At no time should a child be transporting any prescribed medicine to or from school. Parents of students with allergies need to notify our school nurse for guidelines on providing the school with EpiPens. Parents should provide nurse with annual medical form.

HOMEWORK

The classroom teacher determines homework for students in grades K-5. Homework generally increases from grade to grade, ranging from 15 minutes of reading in the primary grades up to no more than 60 minutes daily in Grade 5. In general, students are expected to read, or be read to on a daily basis. If parents have specific concerns around homework they are encouraged to contact the classroom teacher. This year during the school council meetings, one of the topics that will be work on is a consistent and thoughtful school-wide homework policy.

INSTRUMENTAL AND CHORAL MUSIC

Instrumental Music: At Baldwin School fifth graders have the opportunity to take specialized music classes. Every student has a chance to experience several different types of instruments through a rotational schedule that occurs over the course of the fifth grade year. At the end of this rotation, every student will be given the opportunity to select their instrument of choice. This process is a shared decision between the student and their parent or guardian.

Music: Students in JK – K will have music 4 times a week for 30 minutes. Students in grades 1 and 2 will have music 3 times a week for 40 minutes. Students in grade 3 and 4 will have music once a week.

LOCKERS

Each Baldwin student with a classroom on the second or third floor is assigned a locker near their homeroom class. Locks are not provided by the school, but students are permitted to bring in their own lock. If a student chooses to use a lock, they must give the combination or extra key to the homeroom teacher.

LOST & FOUND

The Lost & Found is located next to the Sacramento Street entrance. Students who find lost articles are asked to take them to the office or place them in the Lost & Found. If your child is missing an article of clothing, please have them check this area. We encourage you to label your child's items. A few times a year, we go through the Lost & Found and will return labeled items to their owner. Articles that are left unclaimed will be donated.

PARENT/FAMILY INVOLVEMENT & COMMUNICATION

Baldwin School believes strongly in partnering with parents and families to enhance student success and the learning experience. Parents and families are welcomed and encouraged to get involved at school in a variety of ways including attending whole-school, grade-level, and classroom events as well as volunteering in the classrooms, serving on councils and committees, and more. The more we work together, the richer, more memorable the experience we provide to our students. Research also supports the notion that students whose families are active in the schools do better in school.

Staying Informed

Each week, generally on Friday, you will receive correspondence from the school in the form of an email. If you are not receiving a weekly email, please email Susan Tiersch at stiersch@cpsd.us

- Broadside & Brief

The Baldwin Broadside, the school newsletter, is published every other week. This is posted on the school website under Baldwin Newsletter. On alternating weeks, a Baldwin Brief is emailed to families. This is a concise news note with school information and reminders.

- Classroom News

Your child's teacher will be in touch with you on a regular basis via a classroom news *note*.

- Robo-calls

The school district also employs the use of a "robo-calling" system that can automate mass-phone calls to families and staff. This system is used when school must be closed due to inclement weather, and is also used to advertise school events.

- School Website

The school website, Baldwin.cpsd.us has general information about the school as well as the school calendar and news stories.

Getting Involved

- The Friends of the Baldwin School

The recently recreated “Friends” is a parent run 5013c organization that seeks to enhance learning opportunities for all of our students. The goals of this group is to streamline the fundraising process, look for additional sources of funding, and to enhance the educational experience of our students. All donations to the Friends are tax-deductible.

- Room Parents

Classroom parents help our teachers with chaperone needs for field trips, coordinating a classroom snack schedule, helping the teacher work with Friends of Baldwin for in school enrichments, and to help the teacher with anything else needed for the classroom.

- School Site Council

Under Massachusetts General Law, the School Council reviews the school improvement plan and helps the school principal work on goals for the school. The School Council is comprised of parents, staff, community members and the principal. Monthly meetings take place on the second Wednesday of each month. Minutes from the meeting are distributed to families via email.

- Cambridge School Volunteers

Founded in 1966, Cambridge School Volunteers is an independent non-profit organization supporting the academic and personal success of Cambridge public school children. CSV develops programs which match caring and competent adults with students of all needs and levels. Cambridge School Volunteers train interested volunteers to participate in a variety of activities across the district and at Baldwin School including classroom assistance, after school centers, and literacy programs. Visit their website for more information: <http://www.csvinc.org/>

Please consider getting involved in your child’s school. Please contact our Family Liaison, Susan Tiersch at x105 or through email at stiersch@cpsd.us

REPORT CARDS AND CONFERENCES

The school year is divided up into quarters. Students in grades 1 – 5 receive progress reports at the end of the first and third quarter, and receive report cards at the end of the second and fourth quarter. Progress reports will have comments from the teacher about student performance in relation to the grade level standards as well as information of the students’ personal responsibilities and study skills. Student-led parent conferences are held sometime after progress reports are distributed. Teachers will schedule time to meet with the family and students will lead the conference.

STUDENT RECOMMENDATIONS

Parents who are requesting that the Baldwin School complete a recommendation must speak directly to the school administration and/or the classroom teacher. If the recommendation is approved by the staff member, we request that parent/guardian provide us with self-addressed stamped envelopes one month before the due date.

TRANSPORTATION

The Cambridge Public Schools Transportation Office arranges for all bussing to and from the Baldwin School. Each school bus servicing Baldwin students has a symbol that is used as an identifier (i.e.

Sailboat, Moon, etc.). Students are only permitted to ride their designated bus and may not board a different bus for any reason without a written and signed note from a parent or guardian.

Students in grades **JK - 2** must have a yellow bus tag attached to their belongings in order to board a bus. These tags designate the stop name for each student along with emergency telephone numbers. Students in grades JK-2 will not be let off a bus without an adult to meet them at the bus stop. If there is no adult to meet them at the stop, the student is kept on the bus and is taken to the Safety and Security Office at the end of the bus route. Families will pick the child up at the Safety and Security Office.

For students in grades **3-5**, the yellow bus tag is no longer needed. Students will be released at the stop. An adult does not need to be there to meet them.

All buses are equipped with video cameras and monitors to ensure a safe ride. All Cambridge Public School students are eligible to enroll in any school sponsored after school activity in any school across the city. The Transportation office (617-349- 6862) can help facilitate the appropriate bus to reach after school programs or other destination.

Late Bus

From October through May each year, the Baldwin usually has access to the Late Bus, which allows students to stay at school until 4pm and participate in extracurricular clubs and activities. Only 3rd - 5th graders can ride the late bus. The late bus covers the entire city and has different stops from the regular bus routes.

What To Do If A Student Does Not Arrive At Expected Destination

If a student does not arrive at his/her expected destination, call the school at 617-349-6525 and press 0 to reach the main office. If this is unsuccessful, please call the Safety and Security office at 617-349-6772 or the Transportation office at 617-349-6862.