

2019-20

CAMBRIDGE PUBLIC SCHOOLS

Maria L. Baldwin School

Student & Family Handbook



Maria L. Baldwin School

85 Oxford Street
Cambridge, MA 02138

617.349.6525

Heidi Cook

Principal

BALDWIN SCHOOL STUDENT & FAMILY HANDBOOK

In addition to this handbook, each student in the Cambridge Public Schools must review and sign the district Cambridge Public School District Rights and Responsibilities handbook along with their parent or guardian. 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.

CORE VALUES

Community, Care, Growth, Effort, and Joy

MISSION STATEMENT

We cultivate lifelong learners who will thrive in our ever-changing world while they also consider the needs of others. We value and celebrate community and diversity and make strong connections with families and community partners.

VISION

We focus on developing and sustaining joy, challenge, growth and belonging for every single Baldwin student, every day. The Baldwin School fosters a cooperative environment, nurturing children's natural intellectual curiosity about the world while helping each student achieve high academic standards.

SCHOOL RULES

Together we are safe, kind, respectful and ready to learn.



TABLE OF CONTENTS

5	BALDWIN SCHOOL TEAM Administration & Main Office Classroom Teachers Special Subject Teachers Specialists Building-Wide Staff
7	ARRIVAL AND DISMISSAL PROCEDURES Arrival Time Late Arrival
7	BALDWIN SPONSORED BEFORE SCHOOL PROGRAMMING
7	DISMISSAL Agassiz Afterschool Students Bus Students Students Being Picked Up Early Dismissal My Child Forgot... Neighborly Consideration
8	ABSENCES
8	AFTERSCHOOL PROGRAMMING
8	BALDWIN SPONSORED AFTERSCHOOL PROGRAMMING
9	BUS TRANSPORTATION Bus Tracker What to do if a Student Does not Arrive at Expected Destination
9	ALTERNATE TRANSPORTATION Bikes and Scooters Parking
10	MEALS, SNACKS, and FOOD ALLERGY
10	BIRTHDAY CELEBRATIONS
10	SCHOOL CLIMATE Social Curriculum High Five Recognition Bullying/Cyberbullying Code of Conduct

- 11 SAFETY**
 - Emergency Forms
 - Fire Drills
 - Lockdown Drills
 - Youth Resource Officer
 - Acceptable Use Policy
 - CORI Policy
- 12 HEALTH PROCEDURES**
- 12 COMMUNICATION**
 - Home to School
 - Email
 - Conversation
 - School to Home
 - Backpack
 - Classroom News
 - Email
 - Broadside Newsletter and Baldwin Brief
 - School Website
 - Robocalls
 - Parent Coffees
- 14 PROGRESS REPORTS, REPORT CARDS AND CONFERENCES**
- 14 FAMILY INVOLVEMENT**
 - Room Parents
 - School Council
 - Friends of the Baldwin School (Friends of Baldwin)
 - Thank You, Volunteers
- 15 SCHOOL EVENTS**
 - Annual School Events Linked to Learning
 - Community Building Events
 - School Traditions and Experiences
 - Family Education
- 16 GENERAL INFORMATION**
 - Early Release Days
 - Class Assignment Procedure
 - Lost & Found
 - Field Trips
 - Recess
 - Specialist Classes
 - Homework

BALDWIN SCHOOL TEAM

ADMINISTRATION & MAIN OFFICE

Baldwin School Main Office - Telephone	617.349.6525x100	Elaine Coleman	ecoleman
Main Office - Fax	617.349.6893		
Principal	617.349.6525x101	Heidi Cook	hcook
Assistant Principal	617.349.6525x111	John Roderick	jroderick
Nurse - Telephone	617.349.6746	Maureen Hanlon	mhanlon@challiance.org
Nurse - Fax	617.349.3170		

CLASSROOM TEACHERS

Kindergarten

102: Richard Kelly, Lynne Cayford	rkelly, lcayford
104: Corianne LaBounty, Caron Courier	clabounty, ccourier
215: Carrie O'Leary, Emily Antonitus	coleary, eatonitus
217: Vanessa Greene, Amy Diaz	vgreene, adiaz
212: Sophia Kim, Linda Costa	skim, lcosta

First Grade

208: Timothy O'Connor	toconnor
210: Amy Wong	awong
214: Amy Moylan	amoylan

Second Grade

202: Megan Powers	mpowers
204: Karma Paoletti	kpaoletti
205: Arkie Tassew	atasew

Third Grade

312: Cyndi McNulty	cmcnulty
314: Benjamin Geiger	bgeiger
315: Kelsey Melo	kefitzgerald

Fourth Grade

305: Craig Hyland	chyland
307: Deborah Logiudice	dlogiudice

Fifth Grade

308: Michelle Curreri	mcurreri
310: Meaghan Miller	mmiller

Structured Academics

332: Hannah Wirtshafter	hwirtshafter
-------------------------	--------------

Building Substitute

Andrea Pollack	apollack
----------------	----------

SPECIAL SUBJECT TEACHERS

Art	Lillian Martinez	lmartinez
Library	Karin Kugel	kkugel
Music JK - 2	Isun Makelghassemi	imalekghassemi
Music Grade 3&4	Jamal Fairbanks	jfairbanks

Music – Instrumental (Grade 5)
 Woodwinds
 Strings
 Brass
 Physical Education
 Physical Education
 Technology

Tony Babecka
 Richie Tally
 Matthew Brady
 Sylvain Gladu
 TBD
 EJ Beucler

tbabecka
 rtally
 mbrady
 sgladu
 TBD
 ebeucler

SPECIALISTS

School Psychologist
 Adjustment Counselor
 Social Worker
 Math Coach
 Literacy Coach
 Early Literacy Interventionist
 Early Literacy Interventionist
 Math Interventionist
 ESL Teacher
 Occupational Therapist
 Physical Therapist
 Special Educator – Grade 1&2
 Special Educator – Grade 2&3
 Special Educator – Grade K&4
 Special Educator – Grade 5
 Speech Therapist
 CitySprouts Educator

Christine Moloy
 Raquel Furtado
 Erin Spencer
 Jayne Lynch
 Summer Thompson
 Jessica Della Calce
 Erin Fitzgerald
 Alicia Horwitz
 Janelle Pittman
 Christine Leonard
 Maureen Beckshaw
 Kelly Tarmey
 Emer Murphy
 Luba Stricker
 Kerri Belanger
 Colleen Bemis
 Karl Koch

cmoloy
 rfurtado
 espencer
 jlynch
 sthompson
 jdellacalce
 efitzgerald
 ahorwitz
 jpittman
 cleonard
 mbeckshaw
 ktarmey
 emmurphy
 lstricker
 kbelanger
 cbemis
 kkoch@citysprouts.org

BUILDING-WIDE STAFF

Custodial Staff - Head Custodian
 Custodial Staff - Day
 Custodial Staff - Evening
 Family Liaison
 Kitchen Staff - Head of Kitchen
 Kitchen Staff - Support
 Paraprofessional
 Special Education Paraprofessional
 Structured Academics Aide
 Structured Academics Aide
 Technical Support Technician

Kevin Gannon
 Tony Jimenez
 Leon Corbin
 Susan Tiersch
 Laurie Haddock
 Frankie Wigfall
 Carolyn Curry
 Karlene Ewing
 Salvatore Framondi
 Catherine Harney
 Joseph Freeman

kgannon
 jjimenez
 lcorbin
 stiersch
 lhaddock
 fwigfall
 ccurry
 kewing
 sframondi
 charney
 jfreeman

617.349.4377

ARRIVAL PROCEDURE

8AM – *Early Arrival for Before School Activities and Breakfast*
Students may enter the building and proceed to the cafeteria, or morning gym, if it is their scheduled day, or the designated area for their morning activity.

8:40AM Bell – *First Bell*

Students may proceed to their classrooms. All teachers are now on duty.

8:50AM Bell – *School Day Begins*

Students should be settling into their classrooms for the day. Parents are respectfully requested to leave the class at this time to allow teachers to begin teaching.

Late Arrival

Classroom instruction begins promptly at 8:55AM. Students who arrive after 8:55AM must report to the main office where they will receive a pass to present to their teacher. When a child arrives late, they are marked Tardy.

BEFORE SCHOOL PROGRAMMING

BALDWIN SPONSORED BEFORE SCHOOL PROGRAMMING

We offer programming before the school day begins for Baldwin students starting at 8AM. This programming may change from year to year. Offerings might include *Let's Move* (a physical education program for all grade levels), Math Olympiad (grades 3 - 5), Crazy 8's (math for grades K & 1), Read to Me (all grade levels) and a parent-run STEM Club (grades 2 - 5). These programs start at the end of September and parents will receive a notice as to what is offered and the day of the week shortly after the school year begins.

DISMISSAL PROCEDURE

2:55PM Bell – The instructional day ends.

3PM – Students are dismissed.

Agassiz Afterschool Students

K-2 students who attend Agassiz Afterschool are picked up from their classroom by afterschool teachers. Students in grades 3 – 5 who attend Agassiz Afterschool walk downstairs to their program.

Bus Students

Kindergarten and first grade students who ride the bus are escorted to the front of the building with a teacher or staff member. For students in grades 2 – 5, students leave their classroom when their bus is announced. Bus loading at the front of the building is supervised by staff and administrators at the end of the day.

Students Being Picked Up

For student safety and to lessen confusion in the hallways at the end of the day, parents and caregivers who pick up their children are requested to wait outside the Sacramento Street door. The door will open when the first bus is announced. Parents are welcome to pick their child up in the classroom.

Early Dismissal

If your child will be leaving during the school day, please send in a note or email the homeroom teacher. If your plans change during the day, and your child is being dismissed early, please call the school and notify the school clerk. She will get a message to the classroom teacher. Plan to pick up your child in the office where personnel will call the classroom to notify the child and teacher.

My Child Forgot ...

If your child forgot an item and you need to drop it off, please deliver to the Main Office and we will make sure your child gets it.

Neighborly Consideration

Parents who drop off and pick up should be considerate of our neighbors and not park in private ways or in front of driveways, handicapped parking, or fire hydrants.

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’s absence (617.349.6525 x100). An “unexcused” absence will trigger an automated notification to the parent/guardian at 10:30AM. 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

The City of Cambridge offers a wide variety of Out-of-School Time opportunities, both in and out of Cambridge Public School buildings. Registering for afterschool childcare, programs or enrichment classes is a separate process from the school. School bus transportation can take your child to their after school destination.

The after school after care option in the Baldwin School building is the Agassiz Afterschool program which operates a 5-day per week after school program for children in grades JK-5.

Check out Find It Cambridge to explore opportunities in Cambridge for lots of opportunities for your kids!
(<https://www.finditcambridge.org>)

BALDWIN SCHOOL SPONSORED AFTER SCHOOL PROGRAMMING

A late bus arrives at Baldwin School at 4PM 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 grades 3 - 5 are permitted to ride the late bus. 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



5PM 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.

BUS TRANSPORTATION

The Cambridge Public Schools Transportation Office arranges for all busing 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 at the Cambridge Rindge and Latin High School, 459 Broadway.

For students in grades 3-5, the yellow bus tag is no longer required. 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.

BUS TRACKER

CPS has an application that helps track buses to and from school in real time.

WHAT TO DO IF A STUDENTS 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.

ALTERNATIVE TRANSPORTATION

BIKES AND SCOOTERS

Bike and scooter parking can be found on the Sacramento Street side of the building. Please use a lock on your bike or scooter.

PARKING

The school does not have a public parking lot. Cambridge resident parking is available in the neighborhood. The front of the building is a no parking zone and is to be used for live drop off only. At the end of the school day, the front of the building is reserved for school buses. Parents who drop off and pick up should be considerate of our neighbors and not park in private ways or in front of driveways, handicapped parking or fire hydrants. There is street cleaning in the school neighborhood on the third Monday and Tuesday of each month, April through December.

MEALS, SNACK AND FOOD ALLERGY

Healthy meals are prepared at school. Breakfast is free for all students and lunch is available for purchase. All meals are to be consumed in the cafeteria during the normal time allowed for those meals.

Students have an opportunity for snack in their classroom. We strive to provide a safe, healthy and productive learning environment for our students. Each homeroom teacher handles snack a little differently, please watch for more information about snack from your child's teacher in the fall. If your child has a food allergy, please advise your child's teacher and the school nurse. If necessary, classrooms will have a NO NUT or a NUT AWARE sign posted.

BIRTHDAY CELEBRATIONS

At the Baldwin, we celebrate the child on their birthday. We ask that parents not bring treats for birthdays. But--please check in with your child's teacher, each classroom community 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.

SCHOOL CLIMATE

SOCIAL CURRICULUM AND MORNING MEETING

All JK-5 classes follow a Responsive Classroom model. 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. This curriculum helps students develop skills they need to keep themselves and others safe and how to navigate social situations.

HIGH FIVE RECOGNITION

On a regular basis, teachers and staff members select students who demonstrate the Baldwin Core Values. Students will be recognized with a High Five.

BULLYING/CYBERBULLYING

While we believe that prevention is key, we also know that bullying situations do occur. It's important to understand the differences between bullying and conflict (and other misbehavior) as next steps in addressing concerns are identified.

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 legislation outlining that schools must take action when reports of bullying are made, and track the progress after making interventions. We take this legislation seriously and ask parents to report suspected bullying immediately to their child's teacher. Administration should also be notified to take appropriate next steps including an investigation. Follow up steps can include a number of elements, including safety planning. Bullying determinations will be made after an investigation, by the principal or designee.

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. Each community member's conduct should enhance our learning environment.

The Baldwin School is committed to helping each child reach his or her full potential. Our 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 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
- Progressive Discipline Conferencing (with Administration)

SAFETY

EMERGENCY FORMS

At the start of the school year, parents are asked to fill out emergency forms. It is imperative this information is up to date. In case of an emergency, the school will attempt to reach parents/guardians first. Emergency contacts will be contacted if primary caregivers cannot be reached.

FIRE DRILLS

Each year Baldwin staff members will review emergency evacuation procedures with students and will be given the opportunity to practice exiting the building in case of emergency. In the event of an evacuation, all students must exit the building silently in a single-file line. Students proceed to one of two waiting locations (Sacramento Street Field and Lesley University Tennis Courts on Wendell Street) where they wait to receive instructions from a person in charge. Per state mandate, fire drills are held periodically throughout the year. These drills are not announced.

LOCKDOWN DRILLS

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. Parents will be notified about these drills.

YOUTH RESOURCE OFFICER

Every school has a designated Cambridge Police Youth Resource Officer assigned to their school. The officer supports children, staff and families.

ACCEPTABLE USE POLICY

The use of any CPS computer or peripheral must be in support of education and research and must be consistent with the educational objectives of the Cambridge Public School District and must be used in a responsible manner. All families are required to read and sign a district acceptable use policy each year.

CORI POLICY

It is the policy of the Cambridge Public Schools 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 also be presented with completed CORI form. CORI forms must be completed two full weeks prior to the volunteer event.

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.

COMMUNICATION

REACH OUT WHEN NEEDED

Whenever you have a question or a concern about your child's experience, please start by speaking directly with your child's teacher or with the staff member most directly involved. Start by reaching out!

Email

Every staff member has an email address. Please do not use email for time-sensitive information as teachers may not check their email until after school hours.

Conversation

When you need to speak to your child's teacher, please set up a time to talk on the phone or in person. It is important to schedule these conversations at a time when the teacher can provide undivided attention, rather than at arrival or dismissal time. We encourage families to help their children become problem solvers. When your child shares a challenge they are having at school, work with them to develop some strategies so they can try to solve it. It is empowering for children to be included in the problem-solving process.

If the issue can't be resolved by the teacher/staff member and parent together, an administrator or our family liaison can and should be included in the problem solving process.

STAY INFORMED

Backpack

Please check your child's backpack for written notes from teachers, flyers, or notices.

Classroom News

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

Email

You will receive emails from the principal on a regular basis. Each week, generally on Friday, you will receive correspondence from the family liaison 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 news note with school information and reminders.

School Website

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

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.

PARENT COFFEES

On occasion, coffees are scheduled for parents and caregivers to speak informally about a topic with Principal Cook and also can be an opportunity for getting adults together to learn about various subjects.

PROGRESS REPORTS, 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. *Your child's classroom teacher will reach out to you to schedule your family conference.* Teachers will schedule time to meet with the family and students will lead the conference.

FAMILY INVOLVEMENT

Baldwin School believes strongly in partnering with parents and families to enhance student success and the learning experience. Parents and families are encouraged to get involved at school in variety of ways including attending whole-school, grade-level, and classroom events as well as volunteering in the classrooms. By volunteering you are providing valuable support to the school community, developing relations with the faculty and establishing friendships that often last a lifetime. The more we work together, the richer, more memorable the experience we provide to our students.

ROOM PARENTS

Classroom parents help our teachers in various ways. A few examples might be: helping meet chaperone needs for field trips, coordinating a classroom snack schedule, and helping the teacher work with Friends of Baldwin for in school enrichments. Room parents often help the teacher with anything else needed for the classroom. We are grateful for our Room Parents! Want to be a Room Parent? Reach out to Susan Tiersch, our Family Liaison!

SCHOOL 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 Wednesday of each month from 8 – 9AM. The meeting agenda is determined by the Principal and the parent co-chair. Minutes from the meeting are distributed to all families via email.

FRIENDS OF THE BALDWIN SCHOOL (Friends of Baldwin)

The “Friends” is a parent run 501c3 organization that seeks to enhance learning opportunities for all of our students. Their mission is to help fund in-school enrichments and community building projects in an equitable and transparent way. Their goal is to streamline the fundraising process and to enhance the educational experience of our students.

THANK YOU, 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/>

At the Baldwin School, we have traditional community events and activities that celebrate student learning. These events would not be possible without the help and support from our parents. These lists are not necessarily comprehensive and events do change slightly year to year.

SCHOOL EVENTS

ANNUAL SCHOOL EVENTS LINKED TO LEARNING

- Back-to-School Night
- Pajama Storytelling Night
- Poetry Night
- Math Carnival
- Art Show
- Winter and Spring Concerts
- Garden & Lantern Party
- Book Fair
- Monthly All-School Meetings

All-School Meeting is a time when students come together to celebrate our community and share what they have been working on. It is a meeting for students, by students. Parents and caregivers are always welcome. ASM is a time for students to see what goes on in other grades.

COMMUNITY BUILDING EVENTS

- Welcome Back to School Popsicle Party (sponsored by *Friends of Baldwin*)
- STEM Day (sponsored by Friends of Baldwin)
- Movie Nights hosted by the Summer Camp Scholarship Team

SCHOOL TRADITIONS AND EXPERIENCES

- Read-a-thon
- Spirit Days
- Field Day
- Overnight Camping Trips (Grades 2 – 5)
- Ballroom Dance Spectacular (Grade 5)
- TED Talks (Grade 5)
- Moving On Celebration (Grade 5)
- Red Sox Game
- Ski Trip
- Literary Magazine

FAMILY EDUCATION

Offerings vary from year to year and are generally linked to the School Improvement Plan. Examples of parent education include *Growth Mindset*, *Supporting Your Child with Math*, *MCAS Testing and Mindfulness*.

GENERAL INFORMATION

EARLY RELEASE DAYS

There are seven days during the school year when school is dismissed at 12:55PM. Early release days can be found on the district calendar.

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 that are taken into consideration, however they are asked not to request a specific teacher. Classroom assignments are sent via mail to families by late August.

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.

FIELD TRIPS

Baldwin School students are offered opportunities to attend day and overnight field trips. Field trips are considered a special event and students are expected to exhibit proper behavior when out of the building. Students must return an adult-signed permission slip before the departure in order to participate in the field trip. Verbal permission is not sufficient. Parent chaperones must be sure they have submitted a CORI form at least 3 weeks prior to the field trip (see CORI Policy under Safety section).

RECESS

Each day, grades 1-5 have 20 minutes of recess. Kindergarten students have a 30-minute recess. 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 Street.

SPECIALIST CLASSES

Each Baldwin homeroom group experiences music, visual arts, physical education, and library class each week. The duration and frequency vary with the subject areas and grade levels. Students in grades 3-5 also engage in a technology course.

HOMEWORK

For all grades, home reading is emphasized. Students are expected to read or be read to on a daily basis. Math fluency is also a focus. Students will not be assigned homework over the weekend. Teachers will communicate grade level homework expectations at the Back to School Night in September.