

2018-19

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

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.

## SCHOOL RULES

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

## 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.
- We use a team-based teaching philosophy with interns and interventionists supporting the teachers to meet the needs of every student.
- Multi-Tier System of Supports (MTSS), an instructional framework that includes universal screening of all students, multiple tiers of instruction and support services and our commitment to Social-Emotional Learning support outcomes for all students.

**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.**

- Lesley University students serve as interns in all grade 1-5 classrooms and help with before and after school programming.
- Baldwin students regularly work with graduate students in the arts and sciences at both Harvard and MIT.

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# BALDWIN SCHOOL TEAM

## ADMINISTRATION & MAIN OFFICE

Baldwin School Main Office - Telephone	617.349.6525 x100	Elaine Coleman	ecoleman
Main Office – Fax	617.349.6893		
Principal	617.349.6525 x101	Heidi Cook	hcook
Assistant Principal	617.349.6525 x111	John Roderick	jroderick
Nurse – Telephone	617.349.6746	Dana Hyland	dehyland@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, Amy Diaz	coleary, adiaz
217: Vanessa Greene, Emily Antonitus	vgreene, eantonitus
212: Ben Fishkin, Linda Costa	bfishkin, 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
315: Kelsey Melo	kefitzgerald

### *Third Grade*

312: Cyndi McNulty	cmcnulty
314: Benjamin Geiger	bgeiger

### *Fourth Grade*

305: Craig Hyland	chyland
307: Deborah Logiudice	dlogiudice

### *Fifth Grade*

308: Michelle Curreri	mcurreri
310: Chelsea Ruscio	cruscio

### *Structured Academics*

332: Kerrilee Niles	kniles
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### *Building Substitute*

Andrea Pollack	apollack
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## CLASSROOM INTERNS

### *First Grade*

208: Kristen Shea	kshea
210: Lee Moser	lmoser
214: Lucy Connor	lconnor

(classroom interns continued)

*Second Grade*

Hallie Carpenter  
Samantha Hawkins

hcarpenter  
shawkins

*Third Grade*

312: Renee DeSchene

rdeschene

*Fourth Grade*

Hannah Kittle

hkittle

*Fifth Grade*

Stephen Clermont

sclermont

**SPECIAL SUBJECT TEACHERS**

Art  
Library  
Music JK - 2  
Music Grade 3&4  
Music – Instrumental (Grade 5)  
    Woodwinds  
    Strings  
    Brass  
Physical Education  
Technology

Lillian Martinez	lmartinez
Karin Kugel	kkugel
Jene Song	jsong
Jamal Fairbanks	jfairbanks
Tony Babecka	tbabecka
Richie Tally	rtally
Sylvain Gladu	sgladu
EJ Beucler	ebeucler

**SPECIALISTS**

School Psychologist  
Adjustment Counselor  
Social Worker  
Math Coach  
Literacy Coach  
Early Literacy Interventionist  
Early Literacy 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 Moley	cmoley
Raquel Furtado	rfurtado
Erin Spencer	espencer
Jayne Lynch	jlynch
Summer Thompson	sthompson
Jessica Della Calce	jdellacalce
Erin Fitzgerald	efitzgerald
Janelle Pittman	jpittman
Christine Leonard	cleonard
Maureen Beckshaw	mbeckshaw
Kelly Tarmey	ktarmey
Emer Murphy	emmurphy
Luba Stricker	lstricker
Kerri Belanger	kbelanger
Colleen Bemis	cbemis
Karl Koch	kkoch@citysprouts.org

**SUPPORT STAFF**

Custodial Staff - Head Custodian  
Custodial Staff - Day  
Custodial Staff - Evening  
Family Liaison  
Kitchen Staff - Head of Kitchen

Kevin Gannon	kgannon
Tony Jimenez	jjimenez
Neph Paul	npaul
Susan Tiersch	stiersch
Laurie Haddock	lhaddock

617.349.4377

*(support staff continued)*

Kitchen Staff - Support

Kitchen Staff - Support

Lunchroom Aide

Special Education Paraprofessional

Special Education Paraprofessional

Structured Academics Aide

Structured Academics Aide

Technical Support Technician

Debbie Favreau

Frankie Wigfall

Chris Coleman

Carolyn Curry

Karlene Ewing

Salvatore Framondi

Catherine Harney

Joseph Freeman

dfavreau

fwigfall

ccoleman

ccurry

kewing

sframondi

charney

jfreeman

## **SPECIALIST INTERNS**

Jill Cannon, Principal Intern

[jillcannon@gse.harvard.edu](mailto:jillcannon@gse.harvard.edu)

Natalie Riedle, Intern with Adjustment Counselor Raquel Furtado

Farah Saeed, Intern with Social Worker Erin Spencer

Ellen DeFrank, Intern with School Psychologist Christine Moloy

\* All specialist interns are part-time.



## 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*

Instruction is expected to begin; parents are respectfully requested to leave the class at this time to allow teachers to begin teaching.

### **Late Arrival**

Classroom instruction begins promptly at 8:50AM. Students who arrive after 8:50AM 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. This is part of the child's permanent record.

## 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 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**

Kindergarten and first grade students who attend Agassiz Afterschool are picked up from their classroom by afterschool teachers. Students in grades 2 – 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.

### **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.

### **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 parking can be found on the Sacramento Street side of the building. Students are welcome to store their scooters in the main office.

## **PARKING**

The school does not have a 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 and lunch are 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 have a school-wide suggested classroom snack list as we strive to provide a safe, healthy and productive learning environment for our students. The suggested list was designed to guide parents with helping with classroom snack with the goal of being healthy, time-efficient, inexpensive, containing no nuts or seeds, and requiring no cutting. In the fall, Room Parents will contact the class asking each family to sign up to help with 2 weeks of snack. The suggested snack list will be provided

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, 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.

## **SCHOOL CLIMATE**

### **SOCIAL CURRICULUM AND MORNING MEETING**

All JK-5 classes follow the adopted CPS Social Competency Curriculum. 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. This curriculum helps students develop skills they need to keep themselves and others safe and how to navigate social situations.

### **HIGH FIVE RECOGNITION**

Every month, teachers and staff members select students who demonstrated one of the Baldwin Core Values. Those students will be recognized with a High Five. High Five students will be recognized monthly. High Five's will be displayed on the cafeteria stage wall.

### **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 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.

## 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

## 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. 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.

## **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 Cambridge Public School students are very fortunate to have technology resources in our school and classrooms. Electronic information research skills are fundamental in preparing citizens and future employees in an Age of Information. The purpose of the Internet and the information technology network is to support research and education. It provides access to unique resources and gives our students opportunities for improved independent and collaborative learning.

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

### HOME TO SCHOOL

Whenever you have a question or a concern about your child's experience, please speak directly with your child's teacher or with the staff member most directly involved.

There are a few ways to communicate with your child's teacher:

#### **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.

### SCHOOL TO HOME

#### **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 Ms. Heidi from time to time. 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](mailto: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.

### **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**

Coffees are scheduled for parents and caregivers to speak informally with Principal Cook and 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 may last a lifetime. 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.

### **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 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 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.

## **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/>

## **SCHOOL EVENTS**

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.

### **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.

## **ACADEMIC MORNINGS**

Classrooms celebrate student learning by welcoming families into the classroom to share in the joy of their learning.



## 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*.

## COMMUNITY EVENTS

- Welcome Back to School Popsicle Party (sponsored by *Friends of Baldwin*)
- STEM Fair hosted by parent-run STEM Club
- Movie Nights hosted by 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

## 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 in 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 fortunate to be offered the opportunity 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.

## **MUSIC**

### *Instrumental Music*

Fifth grade students have the opportunity to take instrumental classes. Every student has a chance to experience several different types of instruments through a rotating schedule that occurs at the beginning of the school year. At the end of this rotation, students 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.

### *Kodaly 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.

## **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.