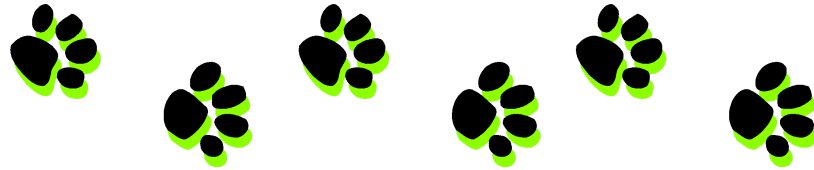


# **Baldwin Elementary School**

**Be Kind, Thoughtful, and Bold**

**Individually Unique, Together Complete**



## **Student and Parent Handbook**

**2024 - 2025**

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*\*Please note that the handbook reflects our typical school year.*

## WELCOME

Welcome to Baldwin Elementary School. Baldwin is a place where students, staff, parents and members of the community will be working together to realize the vision of Baldwin Elementary.

The faculty and staff of Ross F. Baldwin Elementary share a vision of the future in which all students are challenged to develop a lifelong love of learning. We strive to provide a safe, secure and nurturing environment that encourages teamwork, cooperation, and instills an appreciation of diversity. We believe that literacy, independent thinking and problem solving are all essential building blocks to becoming responsible individuals and lifelong learners.

### ***Our Beliefs:***

- All children should be provided the best educational opportunities to achieve at the highest levels.
- All children should be allowed to develop to their potential emotionally, socially, academically and physically.
- All children and teachers are entitled to a physically and emotionally safe environment.
- The best educational environment includes active participation by students, teachers, families and other community members.
- All children possess special gifts, talents, and skills which must be discovered and nurtured.
- Innovative teaching methods supplement best practice teaching techniques to reach students with many learning styles.
- Personal integrity and responsibility are important in fostering student resilience towards current and future challenges.
- Teachers should be given the opportunity to grow professionally and should be given the support and resources with which to implement newly acquired knowledge.

### ***Our commitments:***

- Parent and community partnerships
- Enriching and differentiated curricula

- Science and technology interdisciplinary integration
- Teaching authentic, hands-on learning
- Teaching for understanding
- Warm, nurturing, inclusive environments
- Well-trained faculty and staff
- Opportunities for student leadership and service
- Multicultural and global emphasis

## BALDWIN PARENT POWER

Parents are a key ingredient for the success of Baldwin students. You can be a part of the Baldwin school community by working daily with your child at home, reading with him/her, and asking questions that connect with his/her learning experiences. Many parents who work inside and outside of the home find creative ways to share their time and talents with children at Baldwin. In addition, you can participate in the following ways:

### **JOIN AND ACTIVELY PARTICIPATE IN PTA.**

PTA membership can help to facilitate participation and additional volunteerism at our campus or on behalf of our school in the community. Please get involved! Visit the PTA website at <http://www.baldwinpta.org>.

### **VISIT THE CAMPUS**

You are WELCOME to visit us at Baldwin! If you desire a conference with your child's teacher, please call or send an email to schedule the conference. A planned conference with the teacher provides the optimal conditions for a positive and productive interaction.

Unfortunately, teachers cannot stop teaching to visit with parents who "pop in." Their first priority has to be instructing students and facilitating class learning. Visiting parents must sign in at the office and pick up a badge before going anywhere in the building. Due to liability please do not

bring younger children to the class or workroom with you.

**Please remember that all visitors must register at the office.** You must present your driver's license or a valid Texas ID to receive a guest sticker each visit. Teachers and staff have been instructed to ask anyone who has not registered in the office to do so while visiting. Thank you for remembering this safety measure.

**HAVE LUNCH WITH YOUR CHILD.** Adults are welcome to eat with their child. Check your child's lunch schedule and sign in at the office before meeting your child. Please meet the class at the doors of the cafeteria and take your child outside to a picnic table. *No other students may join you and food may not be shared.* **At the beginning of the school year, we ask that parents wait two weeks before coming to have lunch with your child.** This allows us an opportunity to teach children the rules and expectations of eating lunch in the cafeteria. Thank you.

**STAY IN TOUCH.**

Our website is up and running. Please go to <http://baldwin.austinschools.org/> for the most updated information. In addition you may find us on Twitter (@Baldwin Bobcats) and Facebook.

**THE DAILY SCHEDULE**

- 7:15 Doors open for student arrival, gathering in the cafeteria and common areas.
- 7:30 Students enter the class to start the day.
- 7:40 Students not in their classroom are tardy.
- 3:10 Dismissal process begins.

**ATTENDANCE**

Few would argue with the fact that there is a direct correlation between good attendance and success in school--and later in life, too!

Please do all that you can to ensure that your child is in school. Illness, family emergencies, and other unavoidable reasons for absences are understandable. Vacations, extended trips, and other recreational activities which can be scheduled during holidays or summer should be avoided during instructional days, as these are not excused absences. **AISD requires a note from the parent explaining the reason for absence. Please send a note or email the attendance clerk with your child when he/she returns to school.**

**Compulsory Attendance-**If a student fails to attend school for ten or more days or parts of days in a six month period in the same school year without an excuse, a compulsory attendance letter indicating the dates of the student's absences will be mailed home to parents. Unless exempted by code a child/person, who is required to attend school under compulsory school attendance, shall attend school each school day for the entire period the program of instruction is provided. Parents will receive warning letters after 3 unexcused absences.

The following are required to attend school:

- A child who is at least six years of age, or who is younger than six and previously enrolled in first grade who has not yet reached the child's 19<sup>th</sup> birthday.
- A child in pre-kindergarten or kindergarten while enrolled. However, the student may be withdrawn and not be subject to compulsory attendance for the remainder of the school year.

Students are expected to attend school regularly and to arrive punctually. Official attendance is taken at 9:25 a.m. daily. To be considered "present" for the day, a student must be physically present on campus at this

time. If a student is not physically present at 10:25 a.m., the student is counted absent.

**Model Outstanding Punctuality** – When arriving at school, students in 2nd grade go to the cafeteria/gym, find their class row, and are seated. Students in grade Pk-1&3-5 will sit outside their teacher’s classroom. Students should read, study, write or draw until 7:30 when teachers will greet them at the door. Please try to have your students here by that time. All students are to report to the cafeteria on Friday for a school wide assembly. Our assembly allows us to build our school community, make important announcements and celebrate our successes. Assembly begins at 7:35. Children arriving after 7:40 are tardy and should check in at the office **accompanied by a parent**.

**Absences** – When a student must be out because of illness or family business, **please send a note the day your child returns, stating the reason for the absence or the absence will be considered unexcused.** In case of extended illness (more than 3 days), a doctor’s note is required. Due to extended illnesses, school work missed will be provided. Teachers need at least 24 hours notice after these absences to prepare assignments for students.

**Religious Holy Days** – The State Board of Education has specified that students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time provided a **written request** is sent in advance by the parent or guardian. Students are not counted in attendance and will be given the opportunity to make-up work.

**Trips/Vacations** – We recognize that families have to make careful decisions regarding out of town trips during the school year. **Please be advised these absences are unexcused absences (per district policy)**

**and cannot be approved as “excused.”**

These absences also factor into state attendance requirements for students to be considered for advancement to the next grade-level.

## **SAFETY**

The safety and security of each student and adult in the Baldwin school community is of paramount importance. Students should not bring items to school that are dangerous, expensive, or distracting to themselves or other students.

**Arrival and Dismissal** -- The circle drive in front of the school is for car pick-up and drop-off. The drive in the back of the school is for faculty, AISD vehicles and for bus and childcare vans only. There are limited visitor parking spaces in front of the school. **Please park in designated spaces or on the street, but not within the crosswalks.** Cars parked in fire lanes or no parking areas are subject to ticketing and towing. Students who walk, ride scooters, skateboards or bikes should be aware of car and bus traffic. Bike racks are located in front & back of the school. After school, they will be released to the back of the campus to retrieve their bicycles, scooters, etc. and return home.

Students should remain on sidewalks, on the bike/foot paths, or in bike lanes at all times. *Please walk bikes on campus.* At all times, scooter, skateboard and bike riders should wear helmets to protect from injury. Students should cross streets only in marked crosswalks. **Please DO NOT let your child cross between cars.**

**Students depend on adults for safety!**  
**ALWAYS . . .**

- Stop at crosswalks.
- Park in marked visitor parking spaces in front or on the street.
- Follow the traffic signs.

- Model safety.

In order to provide safe arrival and departure of Baldwin students, the following traffic patterns have been established for the front drop-off and pick-up of students before and after school:

- Cars should line up on the **right hand side** of the front parent loop stopping by each letter. Cars should use the left hand lane of the parent loop for leaving the area following drop off or pick up or pulling into parent visitor spaces.
- Safety Patrol and staff will be stationed along the right curb to open doors for students entering or exiting cars.
- Please drive carefully in our drop off loop.
- For dismissal, please use a Baldwin identification card and put your child's name, grade level and family number in right front window to better assist dismissal and traffic flow.
- Please walk to get your child if they need assistance with a car seat or safety belt.
- Students that are being met by a parent will need to meet use their family number and walk up to the rear parking lot.
- Students in grades 3-5 may be dismissed as a "non-escorted" student. Students in grades PK-2 may not leave the building without an older sibling or parent.
- Please do not leave vehicles unattended along the right hand curb area. This is a fire lane and unattended cars parked here cause a safety hazard. If you need to come into the school, please park in a visitor parking place or on the street.

**All transportation changes must go through the office prior to 2:00 pm. PLEASE do not contact your teacher as a pass will be required.**

**Safe transit for both students and parents is important to all of us. The Baldwin staff and parents appreciate your assistance in providing a safe environment for all children.**

### **EARLY DISMISSAL**

When it is necessary to check your child out of school prior to dismissal, please come to the office. Office personnel will call the classroom and have the student sent to meet you in the office or office staff will get them from their room. Please be prepared to show your identification in the office. Students must remain in the classroom until a parent is present in the office.

### **EMERGENCY CARE INFORMATION**

It is essential that the school office have current home, work, and emergency numbers for each child. If a child is sick or hurt, we need to be able to contact a parent immediately. Please notify the school office of any telephone or address changes as soon as possible.

### **BIRTHDAY CELEBRATIONS**

If you would like to recognize your child's birthday with the class, please send a small item with your child. Parents are asked not to bring them to the classroom nor the office to minimize loss of instructional time. **No edible treats will be allowed for birthday celebrations.** Ideas include pencils, stickers, and erasers. Please check with your teacher for more ideas.

### **MEDICATION**

In order for AISD staff to administer medication to a student, a parent must sign a “REQUEST FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL” form. These forms are available in the school office. All medication MUST be in the ORIGINAL container and clearly show the student’s name and dosage to be given. Students should come to the office to take medication when needed. If your student needs to be reminded, please write a note to the teacher. Teachers may not administer medications, except in the case of field trips.

### DISCIPLINE

Baldwin ES is a positive behavior school. We believe all Baldwin Bobcats are:

- Respectful
- Outstanding
- Accepting
- Responsible

Being a good citizen and productive member of the Baldwin Elementary School community is a daily goal for everyone. Appropriate behavior is taught and positively reinforced. We believe developing self-discipline is a process involving the school and family.

*The Austin ISD Student Success Guide (Student Code of Conduct) is now available on the Austin ISD [District](#) website for students, parents, and guardians to review. One important legislative update is that **ALL e-cigarettes** (THC and Tobacco) are prohibited. House Bill 114 requires a student to be placed in the District Alternative Education Program (DAEP) if the student possesses, uses, is under the influence, sells, gives, or delivers marijuana, THC, or an **e-cigarette (new)** while on campus, within 300 feet of school property, or at a school-related event. Under Austin ISD guidelines, this is a 20-day DAEP placement. Parents and guardians are strongly urged to talk to their students*

*about this new policy and review the Student Success Guide to help keep our schools safe for students and staff. For resources to use when talking with your student about the harmful effects of e-cigarettes visit <https://e-cigarettes.surgeongeneral.gov/>.*

### HAT AND DRESS POLICIES

Baldwin follows the AISD dress code set forth by the Board of Trustees with two exceptions: **(1) Baldwin students MUST WEAR closed shoes (toe and heel, without wheels) daily and tennis shoes on PE days, (2) Shorts must be worn under all skirts and dresses and (3) No hats or caps worn inside the building (except for religious requirements)**

Students violating the AISD dress code will be asked to call parents for a change of clothes. If parents are unavailable, the child will be given appropriate clothes to wear. Please see <https://www.austinisd.org/parent-information/dress-code> for more information about the AISD dress code.

### CAFETERIA

Providing good nutrition in a courteous atmosphere is our goal. Breakfast is available between 7:15- 7:40 a.m. at a cost of \$1.75. Student lunch is available for \$3.25 and \$5.00 for adults. Lunch menus are sent home monthly from AISD and they are available at <https://www.austinisd.org/nutritionfoodservices/menu-information> Each child has a personal identification number (PIN) for a cafeteria account. You may prepay & track your child’s lunch account using credit or debit cards through [www.schoolcafe.com](http://www.schoolcafe.com). For new students you will need your child’s student ID number to initiate an account. Please check with his/her teacher. Check your child’s account

balance periodically to avoid owing money. Milk, juice and healthy items may also be purchased. Please make lunches from home nutritious and remember that **no food may be shared with others**. Soft drinks and gum should not be sent in the child's lunch. Baldwin ES is a nut awareness school. Please don't send any food with nuts to the classroom and any nuts at lunch must sit in designated areas.

**Cafeteria Behavior** -- Lunch is part of the social development of children. General expectations include:

- Eat your own food.
- Stay seated with your feet under the table.
- Raise your hand for assistance.
- Keep your table and floor clean.

### **TEXTBOOKS AND LIBRARY BOOKS**

It is the responsibility of the school to issue, collect, care and account for all state adopted textbooks. If needed, the school can furnish paper book covers. Text and library books that are lost, damaged, or destroyed by a student must be paid for at the cost established by the State Board of Education.

### **CAMPUS ADVISORY COUNCIL (CAC)**

Our Campus Advisory Council is a committee of teachers, other school employees, parents, and community members that serve in an advisory capacity to the principal. Typical areas of responsibility are related to curriculum, instruction, budget, and staffing. Other topics may be discussed when district officials ask for this level of campus input. The CAC meets a minimum of eight times during the school year. Meeting dates and times are announced and posted on our website along with the agendas and meeting

minutes. Please notify the principal if you would like an item to be placed on any meeting agenda. All CAC meetings are open to the public, and everyone is invited to attend.

## **COMMUNICATION BETWEEN SCHOOL & HOME**

**Weekly Wednesday Folders** -- Teachers send a weekly folder home with each student (some send this daily). The Baldwin Weekly Wednesday folder is a communication instrument between school and home. The folder may contain a weekly and/or monthly class newsletter (including units/topics of study, skills and concepts that have been or will be introduced, class events, activities, etc.), student work, and a calendar of school events, AISD information, PTA information, and school or community communications. Parents are requested to carefully read the information in this folder and return the folder with the child the following day. This system is designed to enhance home-school communication by packaging information and sending it home on a predictable day. If you do not receive a weekly folder, be sure to ask your child where it is or contact your child's teacher. Your cooperation is appreciated.

**Newsletters** --A school wide newsletter will be sent home at the beginning of each month. Individual teacher notices, letters, newsletters, and weekly or monthly calendars are also sent home throughout the year. Each class or grade level will send home at least one newsletter per month, most often these will also be sent electronically. At times, we will rely on the students to deliver all communiqués to parents promptly. Please check your child's backpack daily and/or weekly.

### **Parent-Teacher Conferences --**

Communication between parents and teachers is essential for each student's progress. Parent-teacher conference days are held in the fall and spring of each year on the dates indicated on the AISD calendar. Your child's teacher will prearrange conferences on the set day or sometime within the two weeks before that day. If you are unable to attend, please notify your child's teacher and reschedule the meeting. At the conference, teachers, parents, and students discuss a child's strengths and areas of need and review work portfolios, school-based assessments, and teacher observations. Additional conferences can be scheduled at mutually agreed upon times. Teachers have a planning and preparation period each day, and they may have time available after 3 p.m. (We often have faculty and staff meetings after school, so please check with your child's teacher).

**Classroom Telephones** -- Incoming phone calls during instructional time should go directly to the teachers' voicemail, so please do not expect teachers to answer their phones when classes are in session. Teachers typically check voice mail messages during their planning time and after school. **ALL transportation changes must contact the school office at 841-8900 prior to 2:00 pm.**

**Email** -- All our teachers have school email. Like the telephone, teachers will not be able to answer email during instructional time. Parents are also encouraged to give their email address to the teachers, if desired. This will help facilitate communication between the teacher and the parents.

### **BUS TRANSPORTATION**

Students riding the bus are expected to follow the student code of conduct.

Parents can check for routes online at <http://www.austinisd.org/schools/bus/>. Guests of children riding the bus must give the office written permission from a parent or guardian. Please have children turn in such written requests to the office no later than 8:00 am so that bus passes can be completed and signed in a timely manner. The office staff will let the teacher know as well.

**Bus Behavior and Safety** -- Children are responsible for their behavior on the bus. More information about bus safety can be found on the school website at <https://www.austinisd.org/transportation>. In addition, you can follow the location of your child's bus using the application WheresTheBus. More information can be found at the above website as well.

If a student violates one or more rules for riding the bus, the bus driver will report the violation to administration. The student will have a conference with school staff and the student's parents may be notified. For subsequent offenses, the student may be suspended from the bus. If so, the student's parents will be notified.

### **HOMEWORK**

Homework is assigned as needed and appropriate at each grade level. For a more specific description and explanation of our philosophy regarding the expectations regarding homework, please attend Back to School Night or visit with your child's teacher.

### **LEAVING SCHOOL DURING THE DAY**

Any student leaving our campus during school hours must be signed out by the parent or designated adult in the main office. **Please do not go directly to the classroom.**



Students are not allowed to call or text to check out after they get to school. As a safety precaution, **no one is to leave our campus at any time during the school day without a permit from the office.** Students will be released only to parents/guardians or other adults who are on the official emergency card. We need written permission from the parent or guardian if other individuals are to take students from school and an ID must be presented. Students who leave school for a medical appointment need to bring a note from the medical professional when they return.

### **LEGAL DOCUMENTATION (CUSTODY OF CHILD, ETC.)**

If there are any court decrees or other legal documents which might determine who is and is not eligible to see your child, receive information about him/her, etc. please be sure our school office has a copy. We cannot request assistance from the police or other law-enforcing agency without such supporting documentation.

### **CHILD STUDY TEAM**

The process for screening students with specific needs (e.g., learning difficulties, speech difficulties, physical difficulties, acting out behaviors, etc.) includes a referral to the Child Study Team. The Child Study Team will analyze the student's referral information such as strengths and weaknesses, attendance/academic concerns, health history, dominant language, educational history, family situation, interventions, modifications/instructional alternatives offered, and teacher/student relationship. The Child Study Team will also develop a student action plan, establish an intervention evaluation timeline, and follow-up. The classroom teacher will monitor student progress, review, and modify the student's action plan as appropriate. If the Child Study Team feels

that the teacher has tried all interventions to help the student succeed, the Child Study Team can recommend academic testing.

### **MEDICAL ALERTS**

We all care about the health of our students. Notes from parents about special health concerns, extended or severe illness, allergies, or the need for temporary restriction of physical activities are required to help us do a better job. Please direct these notes to our school nurse. Students with communicable diseases (e.g., chicken pox, pink eye, strep throat, etc.) are not allowed to attend school until the disease is no longer a threat to other students. If your child has a fever of 100.4 or more he/she must be picked up and should not return to school until **clear of fever** for 24 hours. Also, if your child has been vomiting or has had diarrhea the night before or the morning of class, please keep him/her home until clear for 24 hours.

### **CLASS PARTIES**

School wide celebrations may be held only on days agreed upon by the campus and must follow the Foods of Minimal Nutritional Value guidelines. You may see allowable foods at their website <https://www.fns.usda.gov/school-meals/foods-minimal-nutritional-value>.

Parents are encouraged to help with class celebrations under the guidance of the teacher. Baldwin's celebrations will be held on the last day of school prior to winter break and the last day of the spring semester. No other parties nor food may be held on the campus.

### **SCHOOL SUPPLIES**

Students are expected to have the necessary supplies for school each day. A supply list is available from your child's teacher or on our

website. Please check your child's supplies periodically and replenish when needed. If assistance is needed with acquiring school supplies, the parent should notify the school counselor at 512-841-8900. Students must also have appropriate tennis shoes for P.E. and they should wear closed shoes (heel and toe) daily.

### **FIELD TRIPS**

Field trips must align to the TEKS of the grade level and are considered a learning experience. A list of field trips and the costs are given to the parents at the beginning of the year and payment for all trips should be paid online. Permission slips are included and completed during online registration. Parents are required to pass a background check before being allowed to attend/chaperone a field trip. This process takes three to five business days. There are absolutely NO exceptions. Students must ride the bus with their class to and from any school sponsored event. Parents may ride the bus if there is room available.

### **TOYS, GAMES, CARDS, & OTHER PERSONAL ITEMS**

Parent cooperation in preventing your child from bringing unnecessary items to school is appreciated. Such items include cards (e.g., baseball, Pokemon, etc.), dolls, stuffed animals, balls, action figures, radios, recorders, CD players, iPods, phones, smart watches, electronic games, etc. Such

recreational items and toys interfere with the learning process and/or promote arguments or disagreements. Personal belongings of this nature are sometimes lost, damaged, or ruined and the school will not be responsible for such. Although the Board of Trustees has approved that elementary students can possess a mobile phone or electronic device (such as a smart watch) while on campus, such electronic devices should not disrupt the instructional day and **MUST** be kept in backpacks. If a student chooses to possess such an item on campus, the electronic device must be **completely turned off and not seen by the teacher or staff**. In other words, since the devices will not be used on campus, they should be out of sight and not accessed during the day. If an electronic device is heard or seen by a teacher or staff member the item will be confiscated. Parents or guardians must come to the front office to collect the electronic device. Overall, students are discouraged from bringing such items to school to prevent theft, damage, etc. The campus cannot be responsible for the theft or damage of any such items as well.

***We're looking forward to a wonderful year at Baldwin Elementary. Thank you for your support as we start a year of an exciting learning adventure!***