

Parent Handbook



Welcome to our School!

Baldwin Stocker School is dedicated to the children we serve. We believe that the development of the whole student is a shared responsibility of school, family, and community. In order to provide the best possible educational experience for every student at Baldwin Stocker, we have guidelines designed to keep our children safe, happy, and engaged in learning. Thank you in advance for your cooperation. We trust that your time at Baldwin Stocker will be meaningful and memorable. Thank you for entrusting your children to our care.

Sincerely,

Ms. Nadia Hillman
Principal

Office: 7:30 a.m. – 4:00 p.m.
Principal: Ms. Nadia Hillman
Office Supervisor: Ms. Janine Nicolescu
School Office Assistant: Mrs. Sherri Terhorst
Telephone: (626) 821-8351
Fax: (626) 574-3807
Website: www.ausd.net/baldwins/
Email principal: nhillman@ausd.net

Regular school hours

Grades 1 – 5

Monday, Wednesday, Thursday, Friday 8: 20 – 2:35

Tuesday 8:20 – 1:20

A.M. Kindergarten

Monday, Wednesday, Thursday, Friday 8:20 – 11:45

Tuesday 8:20 – 11:20

P.M. Kindergarten (includes lunch 11:45-12:25)

Monday, Wednesday, Thursday, Friday 10:25 – 2:35

Tuesday 10:00 – 1:20

Minimum Days:

Grades 1 – 5 (no lunch)

Monday, Tuesday, Wednesday, Thursday, Friday 8:20 – 12:20

Kindergarten:

Both A.M. and P.M. attend the morning session (no lunch)

8:20 – 11:40

Arriving at School

SCHOOL BEGINS PROMPTLY AT 8:20. Children may not arrive at school prior to 8:00. Children must wait at the front of the school until the first bell rings. At the end of the school day, children must be picked up promptly unless they are enrolled in Shining Stars Day Care Program (821-6348) or Arcadia Recreation Program (574-5113). On rainy days or minimum days, the Recreation program is cancelled.

Children in grades 3-5 may ride bicycles to school (in accordance with the age recommendation of the Arcadia Police and the California Highway Patrol.) Children must wear helmets. Bike racks are provided next to room 20. All bicycles must be locked. The school assumes no responsibility for lost or stolen bicycles.

Skateboards, skates, scooters or shoes with wheels may not be brought to school.

Drop-off and Pick-up of students

Automobile traffic can be quite heavy in the morning and at dismissal. Families are encouraged to walk to school whenever possible or carpool to reduce the number of cars arriving at Baldwin Stocker. City of Arcadia provides crossing guards at the corner of Lemon and Holly.

The following drop-off and pick-up procedures are designed to ensure student safety. The school parking lot is **closed** to all vehicles except school personnel and school buses. All loading and unloading of children occurs along the **south curb** of Lemon Avenue.

Drivers need to arrive at the school traveling eastbound on Lemon Avenue. There is no

loading, unloading, stopping or parking before or after school on the north side of Lemon Avenue. There are no U turns permitted in front of the school. It is recommended that all drivers follow the posted traffic and parking regulations as the Arcadia Police Department regularly monitors the parking and traffic in front of our school. Please drive carefully.

Cars must be stopped next to the curb before it is safe for children to get out of the car. Please do not allow your child to get out of the car while still in the lane of traffic. Children must not walk between cars. Once out of the car, children proceed along the sidewalk to the parking lot **crosswalk** in front of the school office. An adult will be on duty at that location to monitor crossing the parking lot. **Children and adults should not walk through the front or back parking lot or driveway at any other location other than the crosswalk.**

Please follow and respect all city traffic laws and the directions of our Volunteer Traffic Supervisors. Thank you for helping us keep all Baldwin Stocker students and families safe.

Campus Environment

It is our goal to keep our campus safe and maintain classrooms free from disruptions. All visitors/volunteers to our campus must sign in at the office. Parents are not permitted to bring items to the classroom or a child's backpack during the school day. In the event of an emergency, messages will be relayed to students by the office staff. All other messages or items for students must be left in the office. The office staff will notify the classroom via e-mail and the child will be sent to the office at a convenient time.

Lunches should be sent with the child in the morning.

Tardies

Students should go to their classroom when the first bell rings at 8:10. Any child not in the classroom by the 8:20 bell will be marked tardy. Students who arrive at school after the bell rings at 8:20 must report to the office before going to class. Excessive tardies are dealt with through the District/School Attendance and Review Board.

Attendance:

California state law requires verbal or written explanation as to the reason of a child's absence. The explanation should cover the date(s) the child was absent and the specific reason. Parents may call the office any time (821-8351) to leave a message. If the office does not receive the required explanation, you will receive an automated reminder call.

Telephone Use by Students:

Students must have permission to use the telephone. Students may use the telephone when the teacher, principal or office staff feels it is necessary and appropriate. **It is not advised for children to have cell phones at school.** Some children have cell phones for use after school, however, cell phones may not be used during the school day. If a cell phone rings or is used by a child during the school day, the phone will be taken away and

held in the office for parents to pick up. The school is **not** responsible if a cell phone is lost, damaged, or stolen.

Students should not bring anything of value to school. **Toys, electronic devices, trading cards, are not permitted.** If a child brings anything to school for a classroom activity, those belongings must be stored per the teacher's instructions.

Lost and Found

Sweaters, jackets, lunch boxes, etc. should be labeled with your child's name. All found clothing and lunch boxes are saved inside the Multipurpose Room. Small items (keys, jewelry, wallets, glasses, etc.) are held in the office. Items not claimed will be donated to charity.

Make-up School Work:

Make-up schoolwork may be requested from your child's teacher by phone or email. Teachers will need time to assemble the work and will let you know when it is available for pickup.

If your child has a planned extended absence (five days or more) please contact your child's teacher in advance to arrange an Independent Study program. The school office needs to know if it appears that your child's absence will be of long duration.

Access to Classrooms after School:

Students are expected to take all necessary items with them as they leave the classroom at the end of the day. This policy is intended to develop the child's sense of responsibility as well as to secure unattended classrooms. The custodians have been instructed not to open classrooms for students and parents.

Health Services

First Aid is provided during the school day for injuries and illnesses. Please instruct your child to tell a teacher about any injury that occurs on the playground or in the classroom. Parents are notified of serious injuries (such as severe sprains, fractured bones, and head injuries.) Lesser injuries are given first aid (cleaned and bandaged as appropriate) and the child is returned to the classroom.

Children who are not well in the morning should stay home. Any child with a temperature of 100 or higher, has vomited or had diarrhea within the last 24 hours, or does not feel well enough to participate in ALL school activities should stay home. Children with vomiting or a fever must stay home for 24 hours. Disease spreads very quickly in a classroom. Sick children should not be at school. If your child has been exposed to one of the highly contagious reportable diseases (strep throat, chicken pox, scarlet fever, measles, mumps, etc.) please call the office so that we may confidentially inform the parents of other children in the class.

Medications – any medication taken by children during the school day must be kept in the health office and administered only by authorized office personnel. Medication must be brought to the office with a signed *Physician's Recommendation for Medication* form (available in the office), which states the name of the medication, the amount to be given, and the time the medication is to be administered. The medication remains in the office and the child must come to the office at the designated time(s). This includes all prescription drugs, asthma medication, inhalers, and aspirin, Tylenol, cough syrups, cough drops, etc. These guidelines also apply to all over-the-counter medications, both oral and topical (such as lotions.) Please do not send **any** medications to school with your child to take on his/her own. These must all be kept in the office for the safety of all the children.

Health Screenings

Hearing tests are given to kindergarten, 2nd, and 5th grade students. Vision screenings are conducted for kindergarten, 3rd grade, and all new students. Yearly screenings of height and weight for 5th graders are recorded in students' health folders.

Returning to School after an Illness

The Health Aide should check any child returning to school after three or more days of illness, before returning to class. **A student's temperature must be normal for 24 hours before returning to school.**

Medical Appointments

Children will be released from school for medical, optical, or dental appointments. Please notify your child's teacher in advance. Parents picking up children during school hours must sign the Student Release Log Book in the office. **Children will only be released from the office. Children may not leave school directly from the classroom.**

Emergency Information

It is critical that your child's Emergency Information be accurate and the school office be notified of any change in your address or telephone numbers. Please provide the school with alternate relatives or friends to contact in event of illness or emergency. Relatives or friends listed as alternates must be aware of this responsibility and be willing to intervene should we be unable to reach you. Under no circumstances will a sick child be released without proper supervision. If both parents are away, (a business trip or vacation) the school needs to know who is responsible for your child in your absence.

Required Immunizations

Mantoux test for tuberculosis

The California Health and Safety Code mandates that all children entering Kindergarten, (or entering first grade without having previously attended Kindergarten for the first time in a public or private school) shall have documentation of a Mantoux test within one year prior to admission to school. All students in grade 1-12 entering school from out of state or country shall have documentation of a Mantoux test before admission to school.

Polio (OPV and/or IPV): 4 doses at any age

Four doses at any age, but three doses meet requirement if at least one was given on or after the 4th birthday.

Diphtheria, Tetanus, and Pertussis:

Age 6 years and under (Pertussis is required)

DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria.)

At least 4 doses: If last dose was given before the 4th birthday, one more dose is required.

Age 7 years and older (Pertussis is not required)

Td, DT, or DTP, DTaP or any combination of these.

At least 3 doses: If last dose was given before the 2nd birthday, one more (Td) dose is required.

Measles, Mumps, Rubella (MMR): 2 doses

1st dose – Must be given on or after first birthday

2nd dose – Must be given before entering Kindergarten

Hepatitis B: 3 doses (intervals may vary per doctor, clinic or health provider.)

1st dose - Birth or older

2nd dose - one month after first dose

3rd dose - four months after second dose or six months after first dose

Varicella (Chicken Pox)

All students entering kindergarten will need to present documentation of varicella (chicken pox) immunization or documentation from a medical doctor that the student has had the disease.

Note: If the physical condition of the student is such that immunization is not safe, a written statement by a licensed physician must be filed with the school. If immunizations are contrary to the parent's or guardian's beliefs, a signed statement to that effect must be file with the school.

For more information concerning immunizations, contact your family physician or the Los Angeles County Health Department, 300 W. Maple, Monrovia. Call (626)256-1600.

Homework

Homework is required of all Arcadia elementary students. Homework is an extension of in-class instruction, which gives children additional practice in the use of learned skills. Independent reading is valued as a life-long habit and is encouraged at all grade levels. This reading is considered an addition to assigned homework and will be monitored to motivate students to acquire a healthy reading habit. Students may be assigned specific reading tasks for book reports, research, or other content-related assignments. Some children may need to finish assignments that were not completed during the school day. Please consult your child's teacher if you have questions concerning homework or the completion of class work.

Guidelines for Homework and Home Reading

Homework

Monday – Thursday

Kindergarten – Grade 1	10 min. per day
Grade 2	20 min. per day
Grade 3	30 min. per day
Grade 4	40 min. per day
Grade 5	50 min. per day

Home Reading

In addition to regular homework

15 min. daily (reading with parent)
20 min. daily (with to/with parent)
20 min. daily
20 min. daily
30 min. daily

It is important that children are provided the proper environment in which to complete their homework. Parents are encouraged to help children, if needed, to complete assignments. Parent cooperation in checking student work before it is returned to the teacher is beneficial and appreciated.

School Dress Code

Appropriate dress and grooming contribute to a productive learning environment. All students should come to school in clothing that is neat, clean and suitable for school activities in which they participate.

- Clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.
- Footwear: regular or athletic shoes (closed heel and toe shoes.) Socks must be worn. No sandals or flipflops.
- Plain hats may be worn for sun protection, **outside only**.

Please put your child's name on jackets and sweaters in case they are lost. Clothes left at the end of the school year will be donated to charity.

Lunch Information

We care deeply about the health and welfare of every child. Baldwin Stocker Food Service provides a variety of healthy, hot lunch selections each day. The lunch selections served at school must meet specific nutritional guidelines. The guidelines assure your children are eating a healthy meal that will provide the energy they need to grow, learn and play. School lunch menus are sent home monthly to plan whether or not children will buy or bring a lunch from home.

Students must either purchase their lunch at school through the school's cafeteria or bring a sack lunch with them **in the morning**. Children purchase meals using a point of sale system. Parents can deposit funds in the child's account and it will be debited as the child uses it. There are two ways to deposit money in a child's account. Please put funds in an envelope with the child's name, room number, student number, check or cash amount on the outside of the envelope and turn in to the front office. Parents can also use an online system for charging student meals from the district website (www.ausd.net)

Families experiencing financial hardship may apply for free or reduced lunches. This is a confidential program. Applications are available at the front office or online at the AUSD website under Food Services (www.ausd.net)

We believe that building responsibility in our students is an important part of the educational process. Coming to school in the morning prepared with either money to buy lunch or with a sack lunch supports building that sense of responsibility in students.

Parents are asked not to bring a lunch to their children during the school day.

Having parents drop off lunches can present some problems such as student safety and security on our campus. It also creates anxiety for children who are wondering if and when their lunch will arrive. If students forget their lunch, the cafeteria will help make sure they do not go hungry.

Important guidelines about meals at school:

- Please do not bring fast food to school for your child as it violates the food guidelines set by the State for healthy meals at school.
- No gum, candy or soda.
- Children and parents may not share food with others. Many children are allergic to food or have dietary restrictions. We cannot control the safety of our children if food is shared. Also, children are encouraged to eat what was provided for them to help parents monitor their own children's diet.
- Birthday parties are not allowed at school. Please do not bring pizza, cookies, or other foods to celebrate a birthday.
- Lunch is an important time for children to develop social skills. It's one of the few times during the day when children can talk, get to know one another, and build friendships. District adult supervision is provided, however, **parents are discouraged from regularly visiting children at lunch.**

Thank you for helping our staff support your child's sense of responsibility and independence.

Parental Involvement

PTA

Parents are encouraged to join the PTA (Parent Teacher Association.) Baldwin Stocker's PTA activities strongly support the school. Each fall, the PTA holds an annual membership drive. Information is sent home in the Back to School Packets. On the first day of school, PTA sponsors a Welcome Back coffee to meet the PTA officers and to learn how you can further support Baldwin Stocker.

Parent Volunteers

Room parents play an important role at Baldwin Stocker. They act as hosts/hostesses for class parties and special events at school. Please contact the PTA if you would be willing to serve in this capacity.

Classroom volunteers are critical to maintaining the high quality education that Baldwin Stocker children deserve. Some parents are able to donate time during the

school day, helping teachers prepared materials for class projects and lessons. Others work with students as needed by the individual teacher or help with field trips.

Volunteers who work directly with children (including chaperoning field trips) must have a completed Volunteer Registration form and TB clearance.

Whenever you come to school to volunteer, please sign the Volunteer log in the office and pick up your badge. For the safety of the children, this identifies you as someone who has permission to be on campus. We also need to know who is on campus in case of emergency.

Room lists/Room parties

District policy limits classroom parties to two per year: prior to Winter Holiday Break and Valentine's Day. Room parents maintain a list of all the children in a classroom to be used to contact other parents for contributing to the party. These lists are never used for commercial purposes.

Classroom visitors

We try to minimize any distractions during instructional time, however, parents are welcome to visit a child's classroom during the school year. Please contact the principal **in advance** to arrange a convenient time for your visit. It is requested that you limit your visit to 30 minutes. **You must sign in at the office and pick up your badge so that you are identified as someone who has permission to be on campus.** Thank you for helping us maintain a focused learning environment.

Student Progress Assessment

Student Led Conferences are scheduled near the end of the first and second trimesters. Students are expected to set goals, share examples of their work with parents, and self-assess progress. Teachers or parents can also schedule parent-teacher meetings as the need arises. Please email, call, or send a note to the teacher to arrange an appointment if there is a need for additional meeting.

Report cards are distributed at the end of each trimester.

Testing/Assessments are used to monitor student and school wide progress toward goals. Children in grades 2 – 5 are take the CST (California Standards Test) each spring. Results of these tests are mailed to parents during the summer. The Arcadia School District also administers some curricular benchmark tests to monitor progress and drive instructional planning. Teachers use a variety of other assessment techniques during the school year.

SST (Student Success Team) meetings are held when there are concerns about a child's academic, behavioral, or social/emotional progress. A team of school based professionals meet with the teacher and parents to create an action plan to support the student. A variety of interventions and/or strategies will be discussed to help the child be successful.

Intervention instruction is offered to general education students who are identified as needing additional instruction in a specific academic area. The focus of these intervention programs vary throughout the year and by grade level.

ELD (English Language Development) instruction is provided for students whose first language is not English. According to state law, these students are tested each fall with the CELDT (California English Language Development Test) until their level of academic English proficiency is at grade level. Student who are still in the progress of acquiring English are provided instruction from Baldwin Stocker's ELD program and the classroom teacher.

Student Resources

Library/Production Center at Baldwin Stocker provides a full selection of books and resource materials appropriate for all elementary students. Classroom teachers schedule regular visits to the Library/Production Center where children have the opportunity to browse, checkout books, do research and use the latest computer technology. The library is staffed by a library aide who maintains the inventory and acquires additional literature that supports the content that each grade level is studying. Students may also use the library/production center to take Accelerated Reader tests.

Technology is vital to the instructional program at Baldwin Stocker. The Arcadia Unified School District places a high priority on integrating technology into the curriculum. The Arcadia Education Foundation, through fund-raisers, including SCRIP sales has helped the District provide computers with Internet access for each classroom. Students are trained in the appropriate use of computers and sign Technology Student Use Contracts. Many teachers have developed classroom websites and blogs to inform families of pertinent information and/or display student work. The Library/Production Centers houses an instructional space with over 30 computers that allows teachers to conduct technology lessons to an entire class of students. Additionally, Baldwin Stocker has two mobile laptop carts that provide supplemental computers for classrooms. Teachers regularly use technology to deliver instruction. Each classroom has a document camera/projector that is used to provide even greater access to the curriculum for every Baldwin Stocker student.

Character Counts is an important focus of learning at Baldwin Stocker as we strive to develop the whole child. Throughout the year, the traits of trustworthiness, caring, fairness, respect, responsibility, and citizenship are taught in the classroom and celebrated at student assemblies. Character Counts is used in the classroom, at recess, and throughout the school day. We believe character education helps children learn life skills that will help them be successful and happy contributors to the world.

Accelerated Reader is a motivational program that encourages independent reading. The Accelerated Reader Program offers children the opportunity to earn points by reading approved books at their level and then be tested on their comprehension on

the computer. Student participation and progress with Accelerated Reader is celebrated in a variety of ways.

Baldwin Stocker Chorus provides students in grade 3-5 with the opportunity to sing in a group and perform a few times each year. They learn a variety of songs. The chorus meets once a week before school for rehearsals. Children share their love of music with each other and their audiences. Student musicians often accompany the children's voices.

Instrumental music is offered by the Arcadia Unified School District to students in the 4th and 5th grade. Instruction takes place during the school day. Students can take weekly lessons in a specific instrument and perform together at the end of the year.

Garden Club works in the Baldwin Stocker Garden. Children meet once a week to plant, weed, and harvest. Much of the garden consists of vegetables that the children then cook and eat. Children share in a cooperative experience of learning about the science of the garden and the art of cooking.

Student Council provides leadership opportunities for elected 4th and 5th grade students. Elections are held twice a year. Students who meet the criteria hold office for half the school year. In addition, classes elect council representatives who meet periodically to plan school wide activities. Student Council leaders help plan Character Counts assemblies.