

The Baldwin School



2009-2010
Student Handbooks

The Baldwin School Philosophy

The Baldwin School is a college preparatory, independent day school, Pre-Kindergarten through Grade Twelve, dedicated to a tradition of excellence in education for girls and young women. Each girl is encouraged to develop scholarship, leadership, and citizenship within a supportive community that emphasizes intellectual rigor, ethical integrity, and independence of thought and action.

In a trusting atmosphere, active communication and collaboration enhance a shared sense of excitement about teaching and learning. Faculty and staff develop close relationships with students, helping each girl to achieve her potential. A broad liberal arts curriculum is the basis for all scholarly discoveries. Strong offerings in the arts encourage students to develop their individual talents. Through our athletic program, girls learn the value of resilience, fitness, teamwork, and pride. In the classroom, on the playing field, in the studio, and on the stage, each girl has the opportunity to acquire the confidence, leadership, and sense of responsibility she needs to be a thoughtful and constructive contributor to society.

We believe that academic excellence begins with the ability to think logically, independently, and imaginatively. A delight in ideas, a sense of curiosity and humor, and a commitment to honoring the dignity of others are among Baldwin's highest values. We strive to foster an awareness of self and recognition of other perspectives as well as the knowledge and technical skills each girl will need to meet the challenges of our widening and fast-changing world. The Baldwin community has a long history of being open to differences, and as we continue to grow in diversity, it is our hope that our students approach life with the principles of justice, fairness, and equity foremost in their minds and hearts.

Ultimately, Baldwin aspires to cultivate in its students the desire to remain learners throughout their lives, the compassion to extend themselves to others, and the strength of character to act on their beliefs.

Frequently Called Numbers

Main Number	610 525 2700
Upper and Middle School Attendance	610 527 9024
Athletics Hotline	Ext. 668
Wellness Center	Ext. 288
Baldwin Buds (Extended Day)	Ext. 626
Executive Asst. to Head of School	Ext. 233
Lower School Director	Ext. 267
Assistant Lower School Director	Ext. 308
Lower School Administrative Asst.	Ext. 266
Middle School Director	Ext. 490
Middle Administrative Asst.	Ext. 242
Upper School Director	Ext. 253
Upper School Administrative Asst.	Ext. 254
Dean of Upper School Students	Ext. 252
Director of College Counseling	Ext. 292
Asst. Director of College Counselor	Ext. 323
College Counseling Administrative Asst.	Ext. 272
School Psychologist	Ext. 265
School Counselor	Ext. 278

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The Baldwin School

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2009-2010

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All School Information and Policies

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Baldwin's Community Agreement

In order to promote a spirit of cooperation and trust between home and school, Baldwin publishes this statement of purpose and principle. We expect all parents, guardians, faculty, staff, and administration to honor these commitments to our core values and work to make them a reality.

Learning:

- To hold students to high standards, academically and ethically
- To encourage an atmosphere in which girls can take risks, learn from their mistakes, and reach for individual academic goals
- To support an academic program which is respectful of different voices and responsive to individual styles of learning
- To teach girls to think and act independently
- To help students distinguish between valuing collaborative learning and taking responsibility for their own work
- To cultivate in our girls "the desire to remain learners throughout their lives" (Baldwin's philosophy)

Respect:

- To communicate openly and courteously, being mindful of time, place, words, and tone
- To work together to find commonalities and resolve disagreements amicably
- To trust the professional judgments and decisions made by faculty, staff, and administration
- To recognize and honor intellectual, cultural, and personal diversity
- To adhere to the School's policies, including rules that pertain to the school calendar and the structure of the school day

Responsibility:

- To support the mission of the School and be positive spokespeople for Baldwin
- To provide a healthy, balanced environment in which girls

can strive for their best without undue stress

To be active members of the community by supporting the academic and co-curricular life of the School

To provide a safe environment for the expression of different opinions and points of view

To take an active interest in the lives of students as they grow and reach for greater independence of thought and action

To be accountable for our words and actions

To look beyond our own selfish interests and reject a sense of entitlement

Honesty:

To act in an honest, open, and trustworthy manner towards all members of the community

To uphold high standards for ethical behavior and provide appropriate consequences when such standards are not met

To teach the importance of "doing the right thing" as citizens of the community and the world

To be open and honest in all areas of communication - in person, in writing, and online

To create an environment in which girls can learn how to handle success, failure, and disappointment in an honest manner

Compassion:

To model inclusive behavior by reaching out to all members of the community

To extend ourselves to those in need both within and outside of the Baldwin community

To teach our girls to "approach life with the principles of justice, fairness, and equity foremost in their minds and hearts" (Baldwin's philosophy)

The Baldwin School

2009-2010 Calendar

Registration (VI-XII)	Tuesday	September 8
Classes Begin (I-XII)	Wednesday	September 9
Yom Kippur	Monday	September 28
In Service Day	Friday	October 9
Columbus Day Holiday	Monday	October 12
Thanksgiving Holiday		
Regular dismissal	Tuesday	November 24
Classes Resume	Monday	November 30
Winter Vacation		
Noon dismissal	Friday	December 18
Classes Resume	Monday	January 4
Martin Luther King Day	Monday	January 18
In Service Day	Friday	February 12
Presidents' Day	Monday	February 15
Spring Vacation		
Regular dismissal	Thursday	March 25
Classes Resume	Monday	April 5
Memorial Day Holiday	Monday	May 31
Commencement	Thursday	June 10

Safety and Security

School Visitors

Baldwin welcomes and encourages visits by parents and others who wish to become informed about the school and its programs, to observe or participate in special events, and/or to confer with faculty and administration. A visit must have a legitimate purpose and may not interfere with the continuity of instruction.

Unless his/her visit is at Baldwin's specific request, a person wishing to visit Baldwin must make arrangements with and receive permission in advance from the appropriate office. In requesting approval, a prospective visitor must state the intended reason, date, and time of the proposed visit. In all cases where permission is not obtained in advance, it must be obtained promptly upon entering the school.

Upon arrival at Baldwin, a visitor (whether or not present upon invitation) must report either to the receptionist in the Residence building, the Athletic Center, the Lower School office or the Upper School office, sign in, and receive a visitor's badge. The visitor's badge must be prominently displayed during the entire duration of the visit. The visitor will receive instructions pertaining to the visit, and an escort will be arranged, if required. Upon completion of the visit, the visitor must return to where he/she signed in to sign out.

Lockers and Backpacks

Students and their families should understand that the School reserves the right to inspect lockers, backpacks, bags, purses, etc., on school property or on school-sponsored trips whenever a Baldwin administrator has reason to do so for the purposes of safety, health, or suspicion of the violation of school rules.

Building Hours

The Lower School building hours are 8 a.m. to 3:30 p.m. during which time students are fully supervised by faculty. More infor-

mation on the after-care program for Lower School students is found in the Lower School Handbook. The Schoolhouse building hours are 7:30 a.m. to 4 p.m. for Middle and Upper School students. The Upper School Library is open from 4 -6 p.m. Monday-Thursday (check to confirm the schedule of coverage). Students in Middle and Upper School may use that library after school hours. To ensure everyone's safety, the building will be locked after that time except when there are official school functions with adults present. If it is necessary to wait for transportation when the Schoolhouse is closed, Middle and Upper School students should do so in the Main Hall of the Residence by the receptionist's desk.

Pets

According to a Baldwin Board of Trustees policy, pets are not permitted in any of the school buildings or on campus areas used by students during school hours. This applies to drop-off and pick-up times as well. For the safety of our students we remind you not to bring dogs into the buildings, have them outside on the playground, or near the buildings during dismissal and arrival times and during school hours.

Cell Phones

The usage of cell phones while driving on campus is prohibited. All drivers are expected to adhere to this policy. Please refer to individual division handbooks for regulations regarding student use of cell phones.

Inclement Weather and Emergency Closings

If school is closed:

School may be canceled due to severe weather. The Baldwin website will post current school closing information. Baldwin's ALERT NOW system will automatically notify you via phone. Parents may listen to KYW AM 1060 Radio on which an announcement will be made by 6:15 a.m. Baldwin's snow code is Montgomery County #348.

If it is snowy, icy, etc. where you live:

Based on safety conditions in their area, parents should use their own discretion whether to send their daughter to school, even if school is in session.

If conditions worsen once school begins:

Since our students come from a broad geographic area, school always will remain in session until the regularly scheduled end of the school day. If parents wish to pick up their daughters early, they should come straight to school. We will find their daughters and dismiss them early. We ask that parents do not call the office, since phone lines must be kept open to receive notices about unexpected bus changes and other emergencies. Sometimes a public school district bus may come early if that district is dismissing early due to bad weather. Parents should develop an emergency snow plan in the event their daughter does arrive home early by bus, since it is not always possible for the School to reach all parents before the buses leave, although the office will make every effort to do so.

If morning school buses pick up students late, due to a public school district delay:

Girls should wait for and ride their usual bus. They will be greeted warmly even if the school day has started. Since our students come from 46 different communities, we do not usually delay the opening of school.

Emergency Evacuation

Emergency evacuation plans are on file in the Head of School's office. In case of an emergency or other significant event, the School uses an automated telephone alert system. This alert will contain pertinent information such as the nature of the event and specific instructions for parents for locating and picking up students from school. It is important, therefore, that families keep the School informed whenever their contact information changes.

Student Services

Specialists in School (SIS Team)

A team of professionals working with students, parents, teachers and administrators in the school setting provide a comprehensive student services program. Members of the SIS Team have developed and teach the Life Skills for Wellness program, PK through Grade XII.

S.I.S. Team Members

Pooh Gephart	U.S. Dean of Students
Lisa Ameisen	M.S. Dean of Students
Dr. Sherie Saner	School Psychologist
Liz Strauss	School Counselor
Angela Wilkinson, Rosalind Price	School Nurses
Cecily Selling	Learning Facilitator
Shelley Lapinski	Athletic Trainer

The School Psychologist is available for counseling, consultation, training, teaching and curriculum development. The School Psychologist works with the entire community: students, faculty, administrators, parents, and other specialists to assist in the social and emotional development of the girls. She supports teachers with ideas for classroom management and specific issues with children, consults on special projects and is a resource for outside support services. She co-teaches Life Skills for Wellness in Grade X and, with the help of the School Counselor, coordinates the

Peer Counseling Program. Together they train and supervise the Peer Counselors in Upper School throughout the year.

The School Counselor works with students, faculty, administrators, and parents in counseling, advising, and curriculum development. She co-teaches the Life Skills for Wellness course with the School Psychologist and nurse, and coordinates the Peer Counseling Program with the Psychologist. Along with the school psychologist, she offers a variety of topics to Lower School teachers for age appropriate classroom discussions on Life Skills.

The Learning Facilitator is a learning specialist who works with students, faculty, parents, and administrators to develop strategies which will enable students with a variety of learning styles to experience successful learning within the Baldwin community. The Learning Facilitator provides study skills materials for the Life Skills for Wellness and the Advising Programs. The Learning Facilitator provides classroom observations with written prescriptive learning and teaching strategies, consultation for classroom teachers, and participates in parent conferences as needed.

The School Nurses work in the Wellness Center. The nurses provide first aid, administer prescription medicines, assist a child and her family in the event that specialized care is needed, and assess whether a child needs to go home if unwell. They also work with the Life Skills curriculum across all grades.

The Mathematics Learning Center is staffed by a full time teacher of mathematics and offers individualized assistance to Middle and Upper School students at Baldwin who have experienced difficulty or who have been absent and require make-up coaching. Students may request support for homework, test preparation, or help in developing organizational skills. Assistance with the graphing calculator or computer software used in class is also available. From time to time a teacher may also require a student to seek assistance from the Math Center; such requirement carries the same attendance expectation as a regular class.

The Writing Center is a resource for all Middle and Upper School students, who sign up for appointments on the bulletin board outside of the Writing Center during one of their free periods. They can come for help in any area of writing. The Director of the Center is available for help; she also supervises a corps of Peer Tutors who are available throughout the school day. From time to time a teacher may also require a student to seek assistance from the Writing Center; such requirement carries the same attendance expectation as a regular class.

The Lower School Language Arts Specialist works with students in whole class and small group settings. Small group instruction focuses on the individual reading or writing needs of the students. She works closely with the Lower School Director and classroom teachers, creating and adjusting plans for support or enrichment. The Language Arts Specialist also introduces new resource materials and trade books for classroom use.

The Lower School Math Specialist works with students in whole class and small group settings. Sometimes the focus is on a particular topic or lesson, while at other times it is based on goals and/or strategies that are more broadly applicable to mathematics as a discipline. The Math Specialist consults with the Lower School math teachers to develop, adapt and refine curricular plans to meet student needs, from remediation through enrichment. Assessment of individual and collective student understanding is ongoing. The Math Specialist also works with the administrators and other specialists to address variations in students' learning styles and progress, and participates in parent conferences as needed.

The Lower School Resource Teacher augments the Math and Language Arts program, monitors progress of students with special needs, and meets regularly with the Lower School Director and other academic specialists. She serves as a liaison for classroom teachers, parents and student support services.

The Montgomery County Intermediate Unit provides Baldwin with a reading teacher, a speech and language therapist, a learning consultant, a behavioral consultant, a counselor and a psycholo-

gist. They provide individualized testing and instructional support services to students who are recommended for support by classroom teachers and the academic specialists. Their services are shared with other independent schools.

The Baldwin Bookstore is located on the ground floor of the Residence. School supplies, small gift items, locks, Baldwin Gear, as well as new and secondhand uniforms are available in the Bookstore. The store is open Monday through Friday from 8 a.m. until 4 p.m.

Health and Well Being

Attendance

Regular attendance and a regular schedule are essential for success at school. Illness, emergencies and religious holidays are acceptable reasons for absence. The Baldwin School is accountable to the Commonwealth of Pennsylvania Department of Education for ensuring a full academic year for its students. If a student misses more than twenty days during an academic year, the School will review her academic status and reserves the right to deny automatic promotion.

Parental Supervision of Students

The Baldwin School believes that all students must have the close support of caring and responsible adults if they are to be successful in school. Therefore, the School requires that students live in the same house with and receive daily personal supervision from a parent or adult guardian over the age of 30 who has been approved by the School (in the case of guardianship). If students are not supervised as outlined above, the School reserves the right to terminate a student's contract at any time. Such dismissal will not relieve the parents or guardians of their financial obligations.

Wellness Center

The Baldwin School upholds the Pennsylvania Department of Health regulations and follows the guidelines of the Lower Merion School District. Accordingly, upon admission to Baldwin,

and prior to the start of each school year, students are required to submit a current physical examination report and updated immunization record, in order for them to attend school. The following can be downloaded from the School website's divisional pages:

1. Parent Contact Form – new one needed every year
2. Current Physical Examination Form – new one needed every year
3. Medication Policy form only if your daughter needs prescription drugs administered in school (e.g. asthma inhaler, Epi-pens, etc.)
4. Dental forms for grades K, I, III, VII

The school nurses maintain these records. It is imperative that they have all the pertinent medical information about your daughter on file before school begins in order for her to attend classes and participate in sports.

The nurses will administer first aid as needed. As educators, every opportunity to stress health and wellness will be taken. They will administer prescription medication only if the medication policy is followed. Over-the-counter medication may be given, with your signed consent on the emergency contact form. In the event of a medical emergency we will make every effort to contact you. However, your daughter may be taken by ambulance to Bryn Mawr Hospital, if it is deemed to be necessary.

Parent Emergency Contact Forms

Prior to the first day of school, all parents are required to complete an emergency contact form for their daughter. This information is vital in the event we have to contact you in an emergency. The information must be kept current by notifying the respective divisional office secretary of any changes.

Medication Policy

No student may carry medications with her unless authorized by the nurse. All medications are to be kept by the nurse in the Wellness Center. Medications are to be given to the nurse in the Wellness Center and a medication form must be completed before medication can be dispensed. Most over-the-counter medications are available at the Wellness Center. Please inform the school nurse if your child is on medication at home which may impact her performance or health at school. This would include stimulants, antidepressants, etc.

Finally, we remain concerned about the abuse of certain prescribed medications and would like you to reinforce with your children that it is illegal and dangerous to use someone else's prescribed medication.

Example of Form Posted on Website

To be completed for all prescribed medicine/inhalers, which are to be kept and administered by the Wellness Center.

NAME _____ GRADE _____

MEDICATION _____ DOSE _____

TIMES TO BE GIVEN _____

REASON FOR MEDICATION _____

PRESCRIBING PHYSICIAN'S NAME _____

PHONE # _____

I have read The Baldwin School Medication Policy and agree to comply with it:

Signature _____

Date _____

Allergy and Severe Illness Policy

If your daughter has a life threatening allergy or a potential life threatening illness, the following information is required before the new school year:

1. A letter from your daughter's physician stating:
2. The allergen or illness
3. The signs and symptoms of distress
4. Treatment protocol

This information, together with prescribed medications must be hand delivered, to the nurses, prior to the start of the current school year.

Provision for Students with Severe Food Allergies

The most common food allergies among children are dairy, eggs, peanuts, tree nuts (all other nuts), fish and shellfish. While most food allergies produce symptoms that are uncomfortable, for some people, allergic reactions are life threatening. Highly allergic individuals can experience severe reactions to even trace amounts of the food. In the most severe reaction, the body's immune system responds to a particular food with anaphylactic

shock. This could lead to death very quickly if appropriate medical intervention is not provided immediately. We have students in our school who have severe allergies to some foods. Peanuts and tree nuts (all other nuts) present a special problem. We want to ensure the safety of students with food allergies and educate our school community about the risks such allergies pose. The Baldwin School's Dining Room and Residence Building are part of a multi-use facility that is utilized by three divisions, weekend rentals for weddings and other events, faculty apartments, and day care and after care programs. We cannot make the entire campus allergen free, but as a school community we can be allergy sensitive.

To that end, the school takes the following steps to reduce the risk of severe allergic reactions: It is vital that the School has on record all appropriate medical information relating to a student's allergies. This includes a current doctor's statement of the nature and degree of the allergies. Parents of children with life threatening allergies must provide the school with a written medical treatment protocol for their child, along with two sets of emergency medication - one to be kept with the child and one to be kept in the Wellness Center.

The School will inform all families in a Lower School grade of any child that has severe food allergies, with the parents' permission. Classmates of Lower School students with severe food allergies will be asked to wash their hands upon arrival at school in the morning as well as before and after eating. We will continue to teach our students about the importance of washing hands before and after eating, after playtime and after using the restroom.

Products containing peanuts and tree nuts (all other nuts) are prohibited from the Baldwin campus. This includes all areas of the campus, including the dining room, classrooms, faculty and staff offices, faculty and student lounges, hallways, outdoor picnic areas, and on field trips away from school. All families, faculty and staff members must not send or bring in peanut or other nut (tree nut) containing foods to school. This includes lunches, snacks, party treats, holiday celebrations, bake sales or any other

event held on the Baldwin campus.

Children with severe food allergies are responsible for bringing their own lunches and snacks daily. It is important that parents and teachers enforce a “no food trading rule” with classmates. The School asks that their parents also provide a supply of cupcakes (or some other snack that is safe for the child to eat) that can be kept frozen at school and eaten by the child during celebrations.

The School will continue to be careful about foods that are supplied in vending machines and packaged products that are sold in the dining room, but it cannot guarantee that all commercially prepared products have been processed in a peanut/tree nut free facility.

The school nurses will educate faculty and staff at the beginning of each school year about the recognition and emergency treatment of severe food allergies. Substitute teachers will be educated about this as well. The school nurses coordinate the overall allergy prevention and treatment program.

School faculty and staff will be notified about students with severe food allergies in their respective divisions, along with a brief description of the symptoms and the emergency procedures to be followed for these students.

These steps do not guarantee that a student will never experience an allergy-related event in school. We believe, however, that these measures significantly decrease the risk to allergic children, and that they reflect the strong value that our school places on respect for individual differences. We are committed to making reasonable and manageable accommodations for children with severe food allergies to ensure a safe school environment for them, and for all of our students. We ask for everyone’s compliance with our expectations and thank you for your understanding and cooperation.

Upper & Middle School Technology Acceptable Use Policy

The Baldwin School's commitment to our five Core Values – Learning, Respect, Responsibility, Compassion, and Honesty – is the foundation of our codes of conduct. This commitment applies to the acceptable use of computer resources just as it does to any other school activity.

The Baldwin School makes its computer resources and the Internet available to faculty, staff and students. We believe our intranet and the Internet are valuable resources when properly used and are integral in preparing our students for their lives in the world. Users must be aware that the Internet is a public forum and open to a vast array of users, and that the School must set guidelines for appropriate use in order to protect as well as educate our students. Also, users and their families must be aware that the School cannot control every use of the Internet nor the content available there.

The School wishes to assure that users recognize the limitations that the school imposes on their use of computer resources and to establish an Acceptable Use Policy (AUP) for users. In addition, this contract requires that anyone using these resources agrees to abide by all local, state, national, and international regulations regarding these resources.

Security and Safety

Students and faculty must conduct their Internet business responsibly. In particular, every user should be aware that the Internet is not only public, but an enduring archive of photographs, comments, blogs, etc. The risk of Internet predation is real and every user must be careful not to reveal personal information that may be misused.

Agreement

I agree to use only my own password to access these resources. I will make every effort to keep my password secure, and I will not knowingly allow anyone else to use my password.

I agree not to attempt to discover passwords or other measures

the school uses to control and monitor access to these resources. Should I inadvertently or otherwise do so, I agree to report this to a member of the faculty.

I agree not to assume a fictitious identity in any activities associated with these resources.

I agree not to send personal information (such as pictures, addresses, or phone numbers) about myself or anyone else out onto the Internet, unless specifically approved by a member of the faculty.

I agree to make available for inspection by any administrator or teacher any messages sent or received by me using Baldwin's Internet connection.

Permitted Use/Inappropriate Use

Baldwin provides these computer resources because of their educational value. All users must recognize that computer resource usage is a privilege, not a right, and that the school must regulate usage to protect all users, the school, and the school's computer resources. The computer resources' primary function is to provide support for the educational process; secondarily, to facilitate communication within the Baldwin community. Recreational use of the Internet will be tolerated only when it does not interfere with the use of the school's resources for education and upholds the school's standards of civility, respect, and honesty. Any use of computer resources that is potentially harmful to individuals in the school or to the School's reputation or ability to function is a serious breach of school standards and will result in serious consequences, as outlined in this handbook.

Agreement

I agree to use the resources available through the Internet to supplement curriculum materials available to me through my classroom, the library, or through any other resource provided by the School.

I agree to not make use of materials or attempt to locate material that would not be acceptable or appropriate in a school setting.

I agree to respect all work done by others, and I will not alter or abuse others' work in any way

I agree to use only Baldwin's e-mail system for all my e-mail communication from Baldwin.

I agree not to participate in any e-mail chain letters.

I agree not to use this resource for any commercial activity.

I agree to use appropriate language in all communications. I will not use profanity, obscenities, or any vulgar, offensive, or inflammatory speech, nor will I use these resources for the purpose of harassment or humiliation.

I agree not to make personal attacks on anyone using these resources, and I will report any personal attacks made by others to a member of the faculty.

I agree to respect the privacy of others, and I will not re-post communications unless I obtain prior consent from the original author.

I agree not to participate in any "chat groups" or other real-time communications via the Internet.

I understand that any personal message, posting, social computer resources site, blog, or other Internet-accessible site that uses the Baldwin name or is associated with The Baldwin School and its activities must adhere to the standards and practices outlined here.

Hardware/Software Restrictions

The school provides computers, printers, and other peripherals as well as various software programs for the use of the community. No one may attempt to alter, tamper, interfere with, copy, or download any software. Doing so is a serious breach of school standards and will result in serious consequences, as outlined in this handbook.

Agreement

I agree not to use computer resources for any illegal activity. This includes but is not limited to: tampering with computer hardware or software, unauthorized entry into computers, or vandalism to or destruction of computer files.

I agree not to change or attempt to change the configuration of the software that controls access to the Internet.

I agree not to alter any settings in the computer in a way that could cause offense or inconvenience in any way.

I agree not to introduce or knowingly allow the introduction of any computer virus to any Baldwin computer; if I do so, I will immediately notify a member of the faculty.

I agree not to download or install material except under the direct supervision of a member of the faculty.

I understand the school may monitor my usage of the School's computer resources at any time without prior notice. This includes, but is not limited to, tracking my Internet usage, reading the content of my e-mails and downloads, and all other uses of the school's computer resources.

Plagiarism/Copyright

Academic honesty and the laws of copyright protection are critical to the School's mission. No one may copy any information, data, image, or other material from the Internet illegally or with the intent of presenting it as her own. Doing so is a serious breach of school standards and will result in serious consequences, as outlined in the Student Handbook.

Agreement

I agree to the rules of copyright; I will copy or transfer copyrighted material only after such copying or transferring is properly authorized, and I will properly cite any work that is not my own. I understand that information and/or advice obtained via the Internet may not be correct or accurate.

Laptop Regulations

Students are permitted to bring laptops to school, but only students with special permission may use them in the classroom. Laptops may be used during free periods by students as long as such use is appropriate to our school setting.

Agreement

I understand that if I bring a laptop computer to school, I may only use it or access the school's computer resources as permitted. I understand the School's regulations concerning computers and Internet usage apply to any computer used at school, whether the School's or my own. I understand that I should not attempt at any time to connect to any available wireless network at school without permission. I understand the School is not responsible for damage, misuse, loss, or other cost resulting from the use or misuse of a student's laptop at school.

Liability Disclaimer

While the School will make every reasonable effort to maintain

the security and reliability of its computer resources, it is not responsible for any loss or damage that occurs because of a computer resource malfunction or through the misuse of the School's computer resources.

Agreement

I agree that the School is not liable in the event of any damage or cost resulting from my use of the School's computer resources.

Disciplinary Consequences

Many student misuses of technology are behaviors addressed in the school's disciplinary rules set out in the Student Handbook (for example, harassment). Students should be aware that the same standards of conduct apply to the use of the school's computer resources on campus and anywhere else. In addition, a violation of the School's AUP is a major disciplinary violation and will result in consequences resulting from a violation of a major school rule as outlined in the Handbook. Violations of the AUP may also result in the restriction or loss of access to the School's computer resources, at the discretion of the School administration.

Lower School Technology Acceptable Use Policy

The Baldwin School's commitment to our five Core Values – Learning, Respect, Responsibility, Compassion, and Honesty – is the foundation of our code of conduct. This commitment applies to the acceptable use of technology resources just as it does to any other school activity.

Baldwin makes its computer resources and the Internet available to its students. When used responsibly, these technology resources are important tools in preparing our students for their lives in the world.

Agreement

This agreement outlines appropriate use of our computer resources. In signing this contract, I agree to follow all the guidelines listed below. I agree to act in a responsible and respectful manner and to demonstrate good citizenship and ethical behavior at all times. I understand that the use of the computers and all access to the

Internet at Baldwin is a privilege that can be revoked, if misused.

1. I understand that passwords are private. I will not allow others to use my password. I will not use the password of others to access their files or email.
2. I will not give out or post on the Internet any personal or identifying information about myself or others unless specifically instructed by the teacher. This includes pictures, last name, addresses, phone numbers, email address, and school name or other identifying information.
3. I will not access any Internet site without first asking permission from the teacher. I will not make use of materials or try to locate materials that would not be appropriate in a school setting.
4. I will use only Baldwin's email system for all my email communication from Baldwin.
5. I will use appropriate language in all communications. I will not use profanity or other offensive or inflammatory speech. I will not use the technology resources to harass or humiliate.
6. I will respect the privacy and property of others. I will not access without permission or tamper with anyone else's files. I will not attempt to download or install any software on the computers without permission. I will not change any settings on the computer in a way that could cause offense or inconvenience.
7. I understand that I am an ambassador for Baldwin School in all of my online activities. I understand that what I do say or do on any social networking site, blog, or other Internet site reflects on my school. I will not write or post anything that would negatively represent my fellow students, teachers or Baldwin School.
8. I will respect the intellectual property of others. I will not plagiarize. I agree to cite the source of all materials that are not my own, crediting the author and providing the URL of the site.
9. I agree to abide by all Internet Safety Guidelines provided by the School. I agree to observe all Federal and State laws and regulations and all rules of the Baldwin School. I agree to report any infringement of these rules to a teacher.

I have read the above document. I understand its terms and I agree to abide by them.

Signature of Student _____

Date _____

*Example of Form Posted on Website

Policy on Alcohol, Tobacco, and Other Drugs

We believe that tobacco, alcohol and other illegal drug use is incompatible with the School's mission. Baldwin works to educate, deter, and intervene in the misuse and abuse of chemical substances by all members of its school community.

Notwithstanding our desire to educate and help students in need, the School prohibits being under the influence of, or the possession, use, or sale of drugs, including alcohol and tobacco, on campus and at any school-related activity, and severe punishment, up to and including expulsion, should be expected from any violation of that policy.

Any student who is concerned about her use of drugs or alcohol, or whose use is of concern to another, may receive assistance and confidentiality from any member of our counseling staff. If outside counseling or evaluation is recommended, the school and family will work together to select the best course of action. The School reserves the right to insist upon an evaluation (and access to that evaluation by appropriate school personnel) if it deems it necessary for the student's safety and/or successful completion of her academic program.

The Baldwin School Policy Concerning Discrimination And Harassment

The Baldwin School is dedicated to diversity, inclusion, respect and civility, and to the highest standards of personal development and performance. We place the highest value on friendship, scholarship, integrity and responsibility. We are committed to honoring the individual in our community where all members respect and celebrate the diversity of our families, faculty, administration and staff. Our policies and procedures have been established to insure safety, to support our learning and teaching environment, and to maintain the highest standards of behavior.

Baldwin is committed to a policy of non-discrimination and anti-harassment in all aspects of our members' actions and relationships on any basis including, but not limited to race, religion, ancestry, color, age, gender, sexual orientation, familial status, disability, veteran status or national origin.

Harassment is a particular form of discrimination. Spoken, written, electronic and/or physical harassment creates a hostile environment. Not all unpleasant communication or action constitutes harassment. However, communication or action based on any of the protected characteristics mentioned above, which either is intended to, or reasonably could, create an intimidating, hostile, threatening or offensive environment constitutes prohibited harassment. Discrimination and harassment may be subtle and ambiguous, or direct and overt. Harassment and discrimination may arise between and among students, faculty, administration, staff, extended Baldwin community members, and/or visitors.

Whether or not discrimination or harassment exists depends on circumstances or facts surrounding an incident. For this reason, it is not possible to provide a complete list of conduct that constitutes discrimination or harassment. The following are examples of conduct, which may be prohibited by this policy: Unwelcome request for a physical, dating or personal relationship; offensive jokes, remarks, epithets or taunts related to a protected characteristic; speech, action, or the display of material that is demeaning, degrading, threatening or shows hostility to an individual or group because of a protected characteristic; unwelcome physical contact; demands for sexual favors in exchange for favorable or preferential treatment.

This is what you should do if you think you have been harassed or discriminated against.

1. As soon as possible, take one or more of the following steps:
 - Tell the offending person or people that you want the offending speech or actions stopped. Do not apologize. Speak directly. Give a clear message about how you feel. If you do not feel comfortable confronting the

person or people alone, take a friend along.

- Tell a member of the school administration about your concern.

Note: It may be helpful to write down the details of the event to help you remember them or for your own reference.

2. You should not be afraid to make a complaint or report what you honestly consider to be discrimination or harassment because of fear of reprisal or of getting another person in trouble.

Retaliation or threats of retaliation against anyone who participates in an investigation of any such complaint is a violation of this policy and is further cause for disciplinary action.

The appropriate Division Head or the Head of School will talk separately with the individuals involved in the incident and will keep the matter as confidential as possible, consistent with Baldwin's need to investigate. The Baldwin School encourages informal discussion. Steps taken after a complaint has been made will vary depending on the circumstances. All efforts will be made to resolve the situation promptly. When it is determined that discrimination or harassment has occurred, action may include, but is not be limited to, a written apology, a written reprimand, suspension, probation, expulsion, severance, or a report to the appropriate authorities.

Publications and Communications

The Echoes is a school magazine for all members of the school community. It is published three times a year.

The North Door News is a newsletter emailed home to parents four times a year. It focuses on awards and other celebratory events.

The Baldwin Bulletin is an electronic newsletter emailed to parents once a week every week school is in session and twice during the summer.

www.Baldwinschool.org is Baldwin's website address. To log in to the Baldwin website, use a login name that is your first and last name with no space, and a password that is your first and last initial plus your five digit home zip code. You may change this password in your Profile once you have logged in. For assistance in logging in and accessing the online directory, contact Network Administrator David Anderson at danderson@baldwinschool.org or Support Specialist Jerry Cupo at jcupo@baldwinschool.org.

The Baldwin Parents' Association

The Parents' Association was formed by interested Baldwin parents in 1935. All parents are members of the Parents' Association and are encouraged to become involved participants. This organization exists to support the Baldwin School community. It has an Executive Board, which is elected annually. The General Parents' Association Board consists of the Executive Board, representatives from each class, and chairpersons of a number of standing and ad hoc committees.

The Parents' Association sponsors both community building and fundraising activities. These are announced in the school calendar, via mailed invitations, via e-mail announcements sent by the homeroom representatives, and communications posted on the school website. At the beginning of each school year a letter is sent by the Parents' Association President informing the parent community of events for the coming year. In recent years the major fundraising activity of the Parents' Association has been the Community Gala, a festive evening gathering, including dinner and silent and live auctions. The monies raised have provided support for programs and needs of the school. All parents are encouraged to attend and support this event in some way.

The Parents' Association provides Class Representatives for each class. These volunteers organize informal gatherings of the parents in the grade and provide assistance with projects and activities as needed by the teachers. Class dues are collected once a year, and are automatically billed to the student's incidental account. These dues provide funds for various grade level activities.

Volunteers

Parents are encouraged to contribute their time and talents to Baldwin. Their involvement is welcome in many areas such as Admissions events, the drama and athletic departments, the libraries, Annual Giving Campaign, Kindergarten swimming, special classroom projects and the projects of the Parents' Association. All parent volunteers are required to sign in and out and obtain a visitor pass at the Lower School office, the Upper

School Office, the Residence reception desk or the Athletic Center reception desk.

PA Executive Board 2009-2010

President	Patti Dietrich
Executive Vice President	Lisa Rapetti
Vice President	Barbara Sprague
Past President	Megan Nicoletti
Treasurer	Ellen Wang
Assistant Treasurer	Runie Trivedi
Secretary	Sheree Bloch
Lower School Division Rep (PK – 2)	Trine Vanderwall
Lower School Division Rep (Gr. 3 –5)	Sejita Page
Middle School Division Rep	Heather Andrews
Upper School Division Rep	Carey Roseman
Community Gala	To Be Announced
Alumnae	To Be Announced
Technology (ad hoc)	Darlene Tobin

Baldwin Glossary

Puzzled by our local lingo? Here's help...

AA	Athletic Association
Assembly Room	Meeting room located in the Residence adjacent to the Main Hall
The Arch	Ground-level delivery entrance below the Main Entrance to the Residence
Athletic Center	The new athletic facility
ECC	“Early Childhood Center” – the PK and K classrooms located in the northernmost wing of the Residence, behind the Assembly Room
Krumrine House	The Head of School’s residence, located on the southeast edge of the campus
Lamplighters	A Middle and Upper School organization of student volunteers who are selected to work with the Admissions Office giving tours and hosting school events
Lower Field	Athletic field behind the Theater Workshop
Middle Field	Athletic field in front of Passageway
Main Hall	The central reception area in the Residence
Main Hall Desk	Reception desk in Main Hall of Residence
Mary’s Desk	Counter in the Faculty Lounge in front

	of teachers' mailboxes
The Museum	A meeting room, second floor of the Residence at the top of the stairs
North Door	Door into Schoolhouse nearest the parking lot and Theater Workshop
Passageway	The covered walkway that connects the Residence, the Science Building, and the Schoolhouse
Pit	Lower level of Main Hall by front doors
Playroom	Meeting room near the Business Office
Radnor St. Lot	The small parking lot – reserved for school employees – entered from the back of the campus
Red Gym	Small red gymnasium next to Upper Field
The Residence	The original school building built in 1890 as the Bryn Mawr Hotel, designed by Frank Furness. Contains the Main Hall, some classrooms, music rooms, meeting spaces, offices and the dining hall.
The Schoolhouse	The main Upper and Middle School classroom building, located between the Residence and the Lower School
Upper Field	Athletic field in front of Residence

The Welsh inscription over the fireplace in the Main Hall means
 “A Warm Welcome.”

Lower School Policies and Information

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September 2009

Dear Parents,

The Baldwin Lower School is a caring community of educators and families committed to the overall growth of its students. Working closely with parents, our faculty members guide students in building self-confidence, cooperation and independence throughout the Lower School years. Students are encouraged to think clearly, creatively and analytically and to realize their intellectual, artistic and physical potentials. The community values of learning, respect, responsibility, compassion and honesty form the basis for our expectations here at Baldwin. We are committed to honoring the individual within the context of a community where all members respect and celebrate the diversity of Baldwin students, families and faculty.

Good communication between the School and family is an essential component of education at Baldwin. Please read the this Handbook carefully and refer to it frequently throughout the school year. Talk about it together as a family so that you are all familiar with the School's expectations and guidelines. This handbook is intended to provide you with information about the procedures, expectations, rules and events of Lower School. If there are things you need clarified further, please feel free to call the Lower School Office and we will answer any questions you have.

The faculty and I are committed to providing a warm and caring atmosphere where all students are happy and productive in their educational endeavors. We count on your active interest and support for our programs and look forward to a wonderful school year.

Warm regards,

Director of Lower School Baiba Vasys

Lower School extensions:

267 – Baiba Vasys, Lower School Director

308 – Ingrid Danilewitz and Holly Stoviak, Assistant Directors
/Resource Teachers

266 – Kimberly Rodgers, Lower School Administrative Assistant
KYW snow code -- Montgomery Co. #348

Baldwin Lower School Events 2009-2010

Tuesday	09/08/09	Grade I Classroom “Drop in” Visit with parents, 10:30 – 11:30 a.m. PK&K Parent Orientation, 7 pm. Assembly Room
Wednesday	09/09/09	Classes Begin, Grades I-V, 8:20 a.m., no classes for PK & K students
Thursday	09/10/09	Classes Begin, PK & K A-L, 8:20 a.m.
Friday	09/11/09	Classes Begin, PK & K M-Z, 8:20 a.m.
Sunday	09/13/09	New Parents Reception, 5-7 p.m.
Monday	09/14/09	All PK and K begin, 8:20 a.m.
Thursday	09/17/09	Academic Evening Grades III – V, 7 – 8:30 p.m., Gray Gym (LS Bldg.)
Friday	09/18/09	PA Fall Fundraiser Begins
Thursday	09/24/09	Individual Picture Day Academic Evening Grades PK – II, 7–8:30 p.m., Gray Gym (LS Bldg.)
Monday	09/28/09	Yom Kippur (NO CLASSES)
Wednesday	09/30/09	LS Parent Coffee, 8:30 – 9:30 a.m., Residence Main Hall
Saturday	10/03/09	Homecoming
Thursday	10/08/09	Grade V Parent/Student Breakfast, 7:45 a.m., Dining Room
Friday	10/09/09	In-Service Day (NO CLASSES)
Monday	10/12/09	Columbus Day (NO CLASSES)
Tuesday	10/13/09	PA Fall Fundraiser Ends
Thursday	10/15/09	Grade IV Parent/Student Breakfast, 7:45 a.m., Dining Room
Friday	10/16/09	Bring a Friend to Baldwin (Grade V Only)
Wednesday	10/21/09	Grade III Parent/Student Breakfast, 7:45 a.m., Dining Room
Friday	10/23/09	Halloween Fair
Friday	10/30/09	Halloween Parade, 8:35 – 9:30 a.m., Gray Gym (LS Bldg.)
Tuesday	11/10/09	Grade II Parent/Student Breakfast, 7:45 a.m., Dining Room
Tuesday	11/17/09	LS Health Screening
Wednesday	11/18/09	Parent/Teacher Conference Day PK – V (NO CLASSES)
Thursday	11/19/09	Group Picture Day (Individual Retakes)
Tuesday	11/24/09	Thanksgiving Break begins (regular dismissal)
Monday	11/30/09	Classes Resume
Thursday	12/03/09	Grade I Parent/Student Breakfast, 7:45 a.m., Dining Room
Thursday	12/10/09	Book Fair Sale, 7:30 a.m. – 5 p.m. (Off Campus)
Friday	12/11/09	Book Fair Sale, 7:30 a.m. – 5 p.m. (Off Campus)
Friday	12/18/09	Winter Break (Noon Dismissal)

Monday	01/04/10	Classes Resume, 8:20 a.m.
Wednesday	01/06/10	LS Parent Coffee, 8:30 – 9:30 a.m., Residence Main Hall
Thursday	01/07/10	Grade V Parents' Transition Evening, 7-8:30 p.m. , Multipurpose Room
Friday	01/08/10	Grade V Visits MS
Monday	01/11/10	ERB Standardized testing Grades II –V begins
Friday	01/15/10	ERB Standardized testing Grades II – V ends
Monday	01/18/10	Martin Luther King Day (NO CLASSES)
Wednesday	01/27/10	PK/K Parent/Student Breakfast, 7:45 a.m., Assembly Room
Wednesday	02/10/10	LS Parent Coffee, 8:30-9:30 a.m., Residence Main Hall
Friday	02/12/10	In-Service Day (NO CLASSES) Faculty/Staff Appreciation Day
Monday	02/15/10	Presidents' Day (NO CLASSES)
Thursday	02/25/10	Parent/Teacher Conference Day PK –V (NO CLASSES)
Saturday	02/27/10	Father/Daughter Dance, 6– 8:30 p.m.
Saturday	03/06/10	Father/Daughter Dance Snow Date
Wednesday	03/10/10	LS Parent Coffee, 8:30 – 9:30 a.m. Residence Main Hall
Thursday	03/18/10	LS Science Exposition, 9 a.m. , Multipurpose Rm
Thursday	03/25/10	Spring Break begins (regular dismissal)
Monday	04/05/10	Classes Resume
Wednesday	04/07/10	LS Parent Coffee, 8:30 – 9:30 a.m., Residence Main Hall
Saturday	04/17/10	PA Community Gala, 6 – 9 p.m., Dining Room
Wednesday	05/05/10	LS Concert, Grades I – III, 7-7:40 p.m., Grades IV and V 8-8:40 p.m.
Monday	05/10/10	LS Grandparents'/Special Persons' Day, 9:30 a.m.- noon
Friday	05/14/10	Café International, Grade V
Friday	05/21/10	Colonial Day, Grade III
Monday	05/31/10	Memorial Day (NO CLASSES)
Tuesday	06/01/10	Grade V Play 7 p.m.
Wednesday	06/02/10	Grade III Swim Meet, 9 a.m. Grade IV Swim Meet, 1 p.m.
Thursday	06/03/10	Field Day PK - Grade II, 10:30 a.m. – noon Grade V Swim Meet, 1 p.m.
Friday	06/04/10	Field Day Grades III –V, 9 a.m. – noon
Wednesday	06/09/10	LS Closing Assembly & Grade V Moving Up 8:45 – 10 a.m., Gr. V dismissal following assembly; Early Dismissal PK- IV , 11:30 a.m.

Lower School Code Of Conduct

Philosophy of Discipline

The Lower School community is a friendly place. It is important for all members to feel that they are treated with consideration and respect. We strive to live by the Golden Rule, treating others as we ourselves wish to be treated. We strive for an atmosphere where learning is valued and supported. Students have a right to learn without being impeded by lack of consideration from others. Teachers have a duty and a right to teach without interference, distractions, or interruptions. We believe that these goals are achieved when students are guided by an understanding of self-discipline, by awareness that their actions affect others as well as themselves, and by an expectation that they are accountable for their actions and words. We want all students to be successful in their academic and social growth as they accept responsibility within the Lower School community.

In an effort to create a warm, happy and caring atmosphere, the entire school community resolves to work toward the following goals:

- To interact with each other through communications and actions which are kind and courteous
- To respect and honor one another's rights, feelings, and privacy
- To observe rules for safety and well being in classrooms and throughout the school campus

Lower School years are a formative time and children are at different stages in their development of social skills and understandings. Students need an opportunity to test the consequences of their choices and learn from their mistakes and successes.

Students sometimes choose actions or communications that are inappropriate or hurtful to others. These may be viewed as opportunities to learn more responsible and appropriate behavior.

We acknowledge that rules and guidelines must be established for purposes of safety, organization of the learning and teaching environment, and to uphold standards of expected behavior and

responsibility. Name calling, cruel teasing, hitting, and bullying are examples of socially unacceptable behaviors, which will be dealt with immediately.

It is the responsibility of the adult members of the community to help a child take ownership of her actions and/or words and help her formulate a plan to correct problems. The plan must include the behavior that needs to be stopped as well as the appropriate behavior that will be started. Consequences that are a part of the plan are to be relevant to the situation, appropriate to the age of the child, and respectful of the individuals involved.

Consequences take many forms, and teachers work to ensure that they are clear and logical. Natural and logical consequences include making reparation appropriate to the action, having a time-out for reflection and rethinking, a reprimand, loss of a privilege, or an in-school or after-school detention, when deemed necessary by the teachers or Lower School Director. Parents will always be notified if a student is sent to the office for misconduct or related problem solving.

If a student has difficulty acting upon the plan and changing the behavior, the teacher and the Assistant Lower School Director or Director will call the student's parents in for a conference. The Director may suggest a meeting with the school counselor or other support specialists, in an effort to bring about a solution. Consequences such as suspension or expulsion from school for very serious offenses will be enforced at the discretion of the Lower School Director and Head of School.

Our aim in the Lower School is for all students to practice the habits of respect and kindness to others, and to achieve a sense of personal growth and self worth as they make positive choices about their actions and communications. Each year, children discuss with their teachers the meaning and application of rules and the importance of creating a safe and inclusive community. Teachers and students work together to take responsibility for the tone of the School. The ultimate goal is for every child to develop as a caring, thinking individual, who successfully participates in the life of the School.

General Expectations for Behavior

These guidelines have been developed to assist all members of our Lower School community in living together happily, safely, and with a shared sense of expectations.

Moving through the campus

Our goal is for students to travel safely between classes and arrive calmly and in a timely manner at the next class, ready to work/learn. We want students to learn to be respectful and considerate of others.

In the Hallways and Doorways (indoors)

-Walk, do not run.

-Use inside voices, respect the learning of others.

-Walk in a line on the right hand side and leave room for people traveling in both directions.

Outdoor Transitions

-Walk on the pathways.

-Classes in Grades PK- III are escorted by adults between classes. Grade IV begins the year escorted and works towards independence by demonstrating respectful, considerate, quiet, appropriate behavior. Grade V students, who have the privilege of traveling through the school without adult supervision, must show responsibility for appropriate and respectful behavior, giving the right-of-way to younger grade students and teachers.

During Assemblies

-Stay in assigned areas with your class. Classes are led into the gym by the teacher in charge.

- Be respectful of performers; practice good audience behaviors, be attentive, do not leave during performance (unless urgent and at a logical breaking point).

-Sit quietly, listening, watching performance.

-Appropriate appreciation responses: applause, no hooting.

-Wait to be dismissed and walk when leaving assembly.

General Playground Guidelines

-Play structures must be used according to teachers'

instructions.

-Students are responsible for being able to see a teacher at all times, and for following directions from all supervising teachers.

-No running, pushing, shoving or throwing of objects.

-Students may not play with potentially dangerous items such as sticks, stones, or sharp objects.

-Acceptable shoes (see dress code) must be worn at all times on the playground.

-Consider others, share spaces and games, and be inclusive.

-Use conflict resolution skills to solve disagreements.

-Be respectful and considerate of classes in session.

-Teachers will organize and ensure that children return all balls and equipment to the appropriate areas.

Playground Use after School

When the After Care Program is on the PK and K playground, children supervised after school by their families and other caretakers are asked not to use the playground during that time.

Another playground by the Athletic Center is also available.

When a family stays after school for play, it is critical that the parents or caregivers closely supervise all children during this time. Following dismissal, the School cannot accept responsibility for the safety and supervision of children not enrolled in and attending the after-school programs. They should play in outdoor areas that do not impact on other after-school business and be supervised by an adult. Children should not come indoors to classrooms during this time, as faculty are working in their rooms and need time and space to prepare for the next day.

Toys and Electronic Equipment

A safe and productive learning environment requires that certain items do not come to school. Parents are asked to ensure that the following remain at home: radios, electronic games, beepers and cellular phones are not permitted in Lower School. If students bring cell phones to school they will be asked to leave them in the LS office until dismissal time, at which time they may retrieve them. Toys from home are allowed in school with

teachers' permission only, for use during recess and playtimes at teachers' discretion. If they are a distraction in class they will be collected by the teacher.

Lower School Dress Code

When a student wears the Baldwin uniform, she is a representative of the School. All clothing should be neat, clean, and in good repair. Students whose attire is deemed inappropriate may be asked to change by a teacher or administrator. Parents of students in grades PK-III will be notified when a child is not in proper uniform. Students in grades IV and V will be spoken to directly by the teachers. Consequences for repeated uniform infractions may include withdrawal of a privilege or a detention.

The Lower School uniform is worn every day. All items (including shoes, backpacks, jackets, etc.) should be clearly marked on the inside with the student's name and grade. Periodic checks should be made to be certain that the inside labels are still visible. With the exception of several sweatshirts, "Baldwin Gear" is not part of the official school uniform. "Baldwin Gear" sweatshirts and jackets, of course, may be worn to and from school and outside.

The following is the accepted Baldwin uniform for PK-V. All other forms of clothing and footwear are not part of the uniform.

*Starred items are available in The Baldwin Bookstore, along with used uniforms. The Bookstore personnel will be happy to assist you with your choices should you have any questions.

Dress Regulations

- | | |
|--------|---|
| Tunic: | I - V *Navy blue tunic with belt
PK & K *Plaid tunic |
| Shirt: | Solid white with collar
Any sleeve length except sleeveless
Solid white turtlenecks
*Turtlenecks and white polo shirts with the Baldwin logo |

- Sweater: Plain gray or navy blue pullover or cardigan sweater
- Sweatshirt: *Blue or gray sweatshirt with small Baldwin logo or “Baldwin Gear.” Sweatshirts with ‘BALDWIN’ printed straight across the front, an arched ‘BALDWIN’ and the split ‘B’ on the left hand side. Hooded sweatshirts are not permitted for indoor wear.
- Leg wear: Navy blue, gray or black tights, navy blue, gray or white knee socks or short socks. Navy blue, gray or black straight- leg leggings may be worn in winter under shorts with socks. Capri (3/4 length) or knee length leggings are not permitted.
- Shorts: *Navy blue shorts with Baldwin logo are worn under the tunic every day.
- Shoes: PK and K: Tennis/court shoes with non-marking soles must be worn all the time – white or navy blue with Velcro or elastic laces, and good support; no slides, platforms, vinyl, zippers, or flashing lights. Grade I-V: Tennis/court shoes with non marking soles may be worn all the time – white or navy blue cross training sneakers with ties, Velcro or elastic laces, with good support; no slides, platforms, vinyls, zippers, or flashing lights. If girls do wear shoes, they must be brown, black or dark blue tie shoes, loafers, Docksidiers, Mary Janes, or Merrills. No clogs, slides, sandals, flip flops, or pastel colors for shoes or sneakers. All shoes must have low heels (no more than 1 1/4”) and no higher than the anklebone.
- Boots for indoor wear are not permitted.

Required for Physical Education

- Shorts: *Navy blue shorts with the Baldwin logo must be worn over leg wear
- Shirt: Solid white uniform shirt as noted above
- Sweat Suit: *Navy blue or gray pants and shirts with or without Baldwin logo
- Sneakers: Tennis/court shoes that are white or navy blue, with good support and non-marking soles are mandatory in the athletic center courts and gymnasium. Please refer to shoe regulations as noted above. Leg wear: As noted above in leg wear section

Required for Swimming (PK does not swim until last trimester.)

- Bathing suit: One piece
- Cap: *Available at Bookstore or sporting good stores
- Footwear: Flip-flops or water proof slippers
- Supplies: Towel, brush, comb and *waterproof carryall-Goggles are optional.

Required for Art Accessories

- Hair: Simple headbands, scrunchies, barrettes or hair ribbons (no bandanas, scarves, hair pieces).
- Jewelry: Watches, stud earrings or small wires only; no dangling earrings, bracelets or necklaces.

Make-up and nail polish are not permitted.

Book Bags

PK – Grade III: *Baldwin book totes are required. We cannot accommodate large or rolling backpacks in the lockers or classrooms.

Grade IV –V: *Baldwin book totes or backpacks are permitted.

School Procedures

Attendance

Illness - When any student (grades PK – V) is absent from school because of illness, a parent should call the Lower School office before 8:30 a.m. At that time please inform the secretary whether the student (Grades I – V) requires homework and who will collect it from the office. Homework is only available at the end of the school day. Assignments are posted on the website by the classroom teachers and can be accessed electronically. Parents who need to call prior to 8:00 a.m., may leave a recorded message on the L.S. office voicemail, extension 266. Each day, every student is accounted for. Therefore, a call will be placed to home if the School has not heard from the parent by 8:30 a.m.

Contagious Diseases - A student with a contagious disease will be readmitted to school according to guidelines from Lower Merion Township. Please call the school nurses (ext. 280) for further information.

Contagious Conditions - A student experiencing any of these contagious conditions will be readmitted to school after 24 hours of appropriate therapy and a physician's note:

Conjunctivitis (Pink eye)-Tinea capitis (Ringworm of the scalp)

Impetigo - Tinea corporis (Ringworm of the body)

Scabies - Enterobius vermicularis (Pinworm)

Head lice: Students may return when appropriately treated with a pediculocide. It is advisable for parents to check their child's hair for head lice regularly.

Keeping your child at home when ill: It is important to maintain a healthy environment in the classroom to protect all students. Students who are not able to participate fully in classroom activities should stay at home. The following symptoms may indicate contagious illness. Your child should be kept at home if any of these occur: Fever, rash, vomiting and/or diarrhea, yellow or green drainage from the eyes or nose, excessive coughing. Students with contagious conditions, including head lice, will be sent home for appropriate treatment. If a student is absent from school because of illness for three or more consecutive days, she must present a note from her physician upon return. The school nurses can be reached at the Wellness Center, extensions 280 and 288.

Participation in Physical Education

The physical education program seeks to provide developmentally appropriate experiences in body movement to build a positive attitude toward lifetime fitness in each student. The girls in grades III – V work particularly on the skills that will prepare them to participate successfully in the athletic program in Middle School. The girls practice skills in a safe setting with an appropriate level of competition. Every student is encouraged to be successful in physical education classes. Accordingly, we expect all girls to participate during physical education classes. All girls in grades K – V have swimming once a week and physical education classes two times per week. PK swims the 3rd trimester. If a student has any medical limitation, the student must present either a physician's written instruction or a parent's request approved by the school nurse.

Religious Holidays

As a non-sectarian school, we encourage every girl to exercise her own religious beliefs and to share with her peers the attributes of the holidays she celebrates. The School recognizes that girls will be absent on certain religious days which do not coincide with the school calendar. Parents should send a written note to the classroom teacher.

Vacations

We urge parents to use the designated school vacation times, published in the school calendar, which can be found on the website, for family trips and vacations. We also realize that occasionally a family has no choice but to use school time for an unusual trip. Permission for special absences should be requested in a letter to the Director of the Lower School, at least one full week ahead of time. It is not always possible for teachers to send home all work for a trip ahead of time; students may need to make up work upon their return. Absence from school disrupts the continuity of learning and regular work patterns. Nothing can duplicate the classroom experience, especially the interaction and discussion between the students and teachers. If the School determines that tutoring is required as a result of an extended absence, the family must assume this responsibility.

Transportation

Arrival

The school day at the Baldwin Lower School (Grades PK-V) begins at 8:20 a.m. Students should arrive between 8:00 and 8:20 a.m.; classroom supervision does not start until 8:00 a.m. Please note that there is a supervised early morning drop-off service at the Residence between 7:30 and 8:00 a.m., for parents who need to bring their children early. This involves a small fee. If you are interested in using this service, please contact Kimberly Rodgers, extension 266, in the Lower School office.

Late arrival

All students are expected to arrive at school on time and to remain on campus throughout the day. Arriving on time is important. Late arrival interrupts classes and interferes with a student's ability to successfully organize herself before school begins at 8:20 a.m. Repeated tardiness will require a parent conference with the Lower School Director. If the reason for lateness is illness or a doctor's appointment, a parental note is required. When lateness is anticipated, a parental call to the Lower School secretary at ext. 266 is appreciated. Upon late arrival students in grades I through V must check in with the Lower School secretary before going to class in order to maintain accurate attendance records. PK and K teachers report late arrivals directly to the Wellness Center. An attendance record of absences and tardiness is included with each report card. **We respectfully ask that upon late arrival with their child, parents do not visit with teachers who are already teaching or have started the day with their students. Such interruptions unsettle the rest of the class and break the rhythm of the day. Thank you for your cooperation in this matter.**

Dismissal

Dismissal times are staggered to allow for a more efficient car pick-up system. To ease congestion and confusion, drivers will be given a color-coded name card to display in their car window at pick-up time.

Girls being picked up by car must check out with their respective grade level teacher. Families with siblings in grades I – V should pick up at the oldest child's dismissal time, since there is no space for waiting cars and early arrivals block up the pick-up line.

Monday – Thursday		Friday only
PK	2:25 p.m. (Half day PK	2 p.m. 11:45 a.m. every day)
K	2:35 p.m.	2:10 p.m.
I	2:45 p.m.	2:15 p.m.
II	2:50 p.m.	2:20 p.m.
III	3:00 p.m.	2:25 p.m.
IV	3:10 p.m.	3:10 p.m.
V	3:15 p.m.	3:15 p.m.
Middle School	3:30 p.m.	2:55 p.m.
Upper School	3:30 p.m.	2:45 p.m.

If an emergency arises causing you to be delayed, please call the Lower School Secretary at extension 266. Girls with a sister in the middle or upper school divisions may wait in the LS Library under supervision, Monday through Thursday, from 3:00 – 3:30 p.m. After 3:30 p.m. remaining students will be sent to the After Care Program, Baldwin Buds. The Baldwin Buds program provides daily after-school care from 2:55 p.m. to 6:00 p.m. Pre-registration and a fee are required. Their telephone number is 610-520-0163.

Buses from Public School Districts

Parents of bus riders must send in writing to the homeroom teacher the following information:

1. The child's school district.
2. The number of the bus to and from Baldwin.
3. The time of the bus arrival and/or departure from Baldwin.

Please note that each district can legally transport only its own residents and cannot accommodate guests. All buses arrive at and depart from the Residence. An adult will be in the Residence until the last bus girl leaves the Residence.

Car Line - Drop off and Pick Up

The speed limit on The Baldwin School campus is 7 m.p.h. For safety reasons drivers must refrain from using cell phones while driving on campus.

Cars for grades PK – K: Drivers should enter the campus through the main gate at Morris and Montgomery Avenues to drop off and pick up the girls at the semi-circle immediately before the Residence stairway. Teachers will be there to assist children exiting and entering cars. Cars should exit on to Morris Avenue by the Red Gym.

Cars for grades I--V: Drivers may enter from Morris Ave. Upon approaching Lower School they must form a single line and stay in line for arrival and dismissal. For safety reasons, students may enter and exit only on the side of the car which is along the curb in front of the Lower School building. As a courtesy to others, drivers should use visitor-parking spaces if they need to leave their cars or enter the building. **Girls are not allowed to cross the line of traffic to access or exit their car without an adult accompanying them.** Drivers must never leave their cars unattended at the curbside or make a double line as it causes major traffic problems.

Car pools: On the first day of school copies of a written schedule of drivers and passengers should be sent to the homeroom teacher and the LS office.

Trains

Parents of girls traveling to or from school by train must send in writing to the homeroom teacher their daughter's train schedule. Girls should not arrive at school before 7:45 a.m. and must depart before 3:30 p.m. when there is a crossing guard at Montgomery & Morris Avenues.

Transportation Changes

For the safety of your daughter, it is imperative that the school knows each student's daily mode of transportation. If a student's usual travel plans change, a note must be sent to school with the student. When changes occur after a child has left home for school, the Lower School Secretary should be called at 610-525-2700 (ext. 266), or call the switchboard receptionist (main number) for students in PK or K, so that a message can reach the student prior to the end of the school day. The receptionist or secretary will contact the teachers with the necessary information. Please try to notify the School about transportation changes as early as possible in the day. **Do not leave a transportation change message on a classroom teacher's voicemail or e-mail, since teachers are busy working with the students and may not have time to check until after the end of the school day.**

Communications

Parent involvement and encouragement are vital to a child's success in school. We make every effort to provide parents with the information they need to understand and support the Baldwin program. There are a number of means through which the

school communicates with home.

Academic Evenings

All the Lower School parents are invited to meet teachers, visit classrooms, and learn of the academic objectives for the coming year. Academic evenings, PK – II and III –V, are hosted early in the school year.

Baldwin Directory

One copy of the student directory combined with all three divisional handbooks is sent to each family via that family's oldest Baldwin student in the fall. These handbooks have all necessary information relating to your daughters' lives at school. Additional copies may be purchased in the school store.

Baldwin Website

Each Wednesday a school wide electronic newsletter is sent out. There is a link to the Lower School Weekly Bulletin containing a message from the Lower School Director, as well as information on upcoming Lower School events and other news. Reading this on a weekly basis will help parents keep track of things happening in their daughter's life at school. The Lower School Parent Page will have downloads for forms, bulletins and pertinent fliers. Teachers will post weekly announcements, memos, and homework appropriate to their grade level.

Conferences and Report Cards

The Baldwin School operates on a trimester basis.

Parent/teacher conferences and reports on students' progress are scheduled as follows:

November	PK -V	Parent-Teacher Conference
February	PK -V	Parent-Teacher Conference
June	PK -V	Written report mailed

The School will notify parents of any social or academic problems throughout the year, but parents need not wait to be contacted if they have a concern.

Home and School collaboration is a very important part of a student's education at Baldwin. Good lines of communication are essential, so we have established the following procedures for parents who have questions or concerns about their child at school.

1. Parents should first talk to their child's teacher about a question or concern. Parents should leave a message by voice-mail or e-mail. If a parent conference is needed, either the parent or the teacher may request the presence of the Lower School

Director or the Assistant Lower School Director.

2.If, after a conversation with the teacher, parents feel the question or concern has not been fully addressed, they can contact the Lower School Director by telephone or e-mail. An appointment can also be scheduled by contacting the Lower School administrative assistant at extension 266. This step may also include a meeting with parents, teacher and the Lower School Director and the Assistant Lower School Director.

3.If questions still remain, parents may contact the Head of School. An appointment can be scheduled by contacting the Assistant to the Head of School.

Guidelines for Effective Parent/Teacher Communication

1.Express questions and/or concerns to the teacher/parent as soon as possible. Do not wait until an issue becomes frustrating.

2. Call (or e-mail) the teacher to schedule an appointment to discuss concerns; avoid discussing issues at pick up and drop off times when the teacher or Director is busy with other children. Response to emails and voicemails by teacher to parent will be within 24 hours.

3.Please maintain appropriate confidentiality in all communications by refraining from having conversations, including those on cell phones, in public places such as hallways or on school grounds.

4.Avoid discussing a student in social settings, such as Academic Evenings, school outings, and other community events.

5.Communicate in a problem solving manner; ask for clarification before jumping to conclusions or making assumptions. Maintain respectful interactions.

Teachers will let parents know, early in the School year, how and when they can be contacted. A list of all teacher voicemail extensions can be found in the Directory. All Baldwin faculty e-mail addresses are as follows: first initial last name@baldwinschool.org.

School Facilities And Programs

After Care Program – Baldwin “Buds”

The After Care program is run by The Baldwin School. Deborah Duffy is the Director. The program is in session from 2:55 to 6 p.m. on regular school days, Monday through Friday. It does not operate when school is closed, on early dismissal days, or on snow days. A wide variety of age appropriate activities are

available for the girls. Homework time and space is provided to those students who need it. For more information please call Baldwin Buds between 3:00 – 6:00 p.m. on school days. The direct line to Baldwin Buds is 610-520-0163, and the cell phone number during those same hours is 484-880-3671. You may also call the Lower School Administrative Assistant, Kimberly Rodgers at extension 266. Baldwin Buds registration forms are posted on the Lower School parent page of the Baldwin website.

After School Enrichment Program

A variety of enrichment sessions are offered by Baldwin during the academic year and during the summer. Information about the sessions is publicized via the E-Bulletin, the Lower School Weekly Bulletin, and is posted on the website. Payments for the sessions are charged through an individual student's incidental account.

Athletic Clinics and Camps

The Baldwin Athletic Department offers sports clinics and camps designed to improve student-athletes' skills and knowledge, and to empower them to be successful! Clinics and camps are open to Lower, Middle, and Upper School Baldwin girls and their siblings. As each clinic approaches a flyer will be posted via the Baldwin E-Bulletin the Lower School Weekly Bulletin, and be available on-line as a download from the Baldwin Athletic Homepage.

Baldwin Bookstore

The Bookstore offers new and used uniforms, tunics, shirts, gym shorts, school bags and other Baldwin logo and "Baldwin Gear" items. School supplies, small gift items and School Directories are available. Payment is by check, cash, or charged to the incidental account.

The store is open every school day between 8 a.m. and 4 p.m. The Baldwin Bookstore is located on the lower level of the Residence. Lower School students may only visit the Bookstore with their teacher's permission. They must use cash for amounts under \$1.00 and may charge as follows:

- PK - II Bring a note from home and cash each time
 - III - IV Bring a note from home each time a purchase is made; pay cash or charge
 - V Use Bookstore without note; pay cash or charge
- "Frivolous" shopping at the bookstore often highlights differences in socio-economic backgrounds

of students. We urge parents to guide their daughters to use the bookstore responsibly for purchases that are truly necessary school items.

Camp Magar

This is a six-week co-ed summer day camp for children ages four through 12. Activities include swimming twice daily, nature study, arts and crafts, drama, and for older campers, camping, archery and tennis. Applications are available in January/February by calling 610-647-4802.

Class Placement

We strive to arrange well-balanced class sections that are representative of the school community. Considerable time and effort is focused on trying to achieve the best individual and group placement for each child. Many factors are taken into account in this process. We always value information that you give us about your daughter. We also know your daughter best in the context of school. Therefore, we ask that parents do not request a particular teacher. Such requests make it difficult to create effective, balanced sections that are best for all of our students. Decisions on placement are based on the finest professional judgment of our highly experienced faculty and administration. The final decision rests with the Director of the Lower School. We appreciate your trust and understanding in this important matter.

Dining Room

Students adhere to scheduled lunch periods and cannot be served in the dining room at other times. The school provides PK and K with a mid-morning snack. The dining room offers hot and cold entrees, a salad bar, sandwiches, desserts and beverages.

Lower School girls have the following dining options:

- | | |
|---------------|--|
| PK and K | Bring complete lunch with drink. |
| Grade I | Bring lunch. May charge drink (starting in January, may buy lunch) |
| Grades II - V | May bring or buy lunch. |

Baldwin's dining room does not handle money. All purchases are charged with individual account numbers and billed on the incidental account. **No peanut/tree nut products are permitted anywhere on campus. Please be careful to check ingredients of lunches sent from home.**

Expenses

In the Lower School, tuition covers the cost of all books, sup-

plies, projects and some trips. The uniform, sports equipment and lunches are the responsibility of the family. Class dues are approximately \$25–\$35, per grade and are charged to the student's incidental account.

Library

The girls have library class once a week at which time they may check out up to three books for a two week loan period. With their teacher's permission, they may use the library when it is not in use to check out books more frequently. All girls are encouraged to return materials in a timely manner as a courtesy to other students. Fines are not usually assessed for overdue books; however, after a student has received two overdue notices, a letter will be sent to the parents. If the book is lost, the student's incidental account will be charged for the replacement cost of the book plus a processing fee. The librarian, with the assistance of the reading specialist, generates the recommended summer reading lists that are distributed to all girls in June.

Donations of new books to honor teachers or other individuals are always welcome and may be arranged with the librarian.

Lockers

Students in PK and K have cubbies. Each student in grades I through V is assigned a locker. Locks are not used. At no time should the girls bring anything of great value to school. The School cannot be responsible for lost or misplaced items. This includes jewelry, electronic equipment, cell phones and significant sums of money. If a student brings a cell phone or electronic game to school she will be asked to store it in the Lower School office until dismissal time. Grade V girls have additional cubbies located above their lockers to store books and school folders, since they move from class to class and do not store materials in their homeroom desks. The Grade V teachers will help them develop ways to organize school materials so that they will not be carrying heavy backpacks back and forth to school. Overloaded backpacks are discouraged for health reasons.

Long Term Substitutes

Sometimes within the school year teachers may require a long-term substitute due to events such as family or a medical leave. Very careful planning goes into the process of hiring and transitioning a highly qualified long-term substitute teacher into the classroom setting. The classroom teacher and Lower School Director work closely with the substitute teacher over a period

of time prior to the leave, in order to prepare for the transition. Periodic visits with the students by the new teacher during that time help the children establish a comfortable connection. Two weeks prior to the actual start of the classroom teacher's leave, the incoming teacher and the classroom teacher teach the class together, so that the transition is seamless for the students. While parents initially may express concern about their child having a long-term substitute, the students have a very positive educational experience and thrive during the academic year.

Lost and Found

The lost and found bin is located in the front lobby. Regular checking for lost articles is encouraged since at the end of the school year unclaimed items are sent on to the needy. All clothing, bags, books, etc. should be clearly labeled on the inside with the student's name and grade. Lost and found bins are also located near the gymnasiums.

Standardized Testing

Standardized tests are administered annually to Grades II through V to monitor student progress and to assess student and curricular needs. This testing occurs in early January. Baldwin uses the Comprehensive Testing Program 4 (CTP4) from Educational Records Bureau (ERB) in Princeton, NJ. A yearly coffee is held to help parents understand the testing process; information on test interpretation is sent to parents along with their daughters' results. The Lower School Director will meet with parents individually at a scheduled time if they have additional questions about their daughter's test results.

Student Use of Telephones

Lower School students may use a school telephone with permission from their teachers in an emergency. Students should check before leaving home to be certain that they have all they need for the day and know how they are going home. Whenever possible, we will help girls find alternate strategies to solve their problems during the school day without calling parents. Cell phones are not permitted for student use in Lower School. If a student brings a cell phone to school, it will be stored in the office and returned to her at the end of the school day.

Switchboard

The school switchboard operates from 8 a.m. to 6 p.m. every school day. The school phone number is 610-525-2700. The

Lower School office extension number is 266. **Urgent messages that require immediate attention, such as transportation changes, should be left with the Lower School Secretary (ext. 266) for Grades I – V, and with the switchboard receptionist at the main desk, for grades PK and K.** Voice mail messages may be left at extension 266 at anytime. Keep in mind that classroom teachers are not available during the school day to access their voice mail or e-mail since they are busy teaching and supervising students. Teachers do make every effort to check their voice mail and e-mail daily and will respond within 24 hours, unless it is a weekend.

Homework

Beginning with first grade, all students will be assigned homework. No homework (except for Grade V) is assigned over weekends or holidays. As students move through Baldwin they will likely be assigned increasing amounts of homework. One objective of homework is to allow the girls opportunities to practice skills independently that have been introduced in school. Homework also allows the students a chance to develop and practice effective methods of organization.

Recognizing that each girl works at her own rate, guidelines for reasonable amounts of time to be spent on homework are as follows:

- I approximately 15 minutes per night
- II approximately 30 minutes per night
- III approximately 45 minutes per night
and a number of projects
- IV approximately one hour per night
daily, weekly, and long-term assignments
- V approximately one and a half hours per night
daily, weekly, and long-term assignments

Parents who find that their child is having difficulty working within these time frames are encouraged to speak with the teacher. A challenge for parents is in knowing how to assist their children to become independent learners. Most importantly, parents should provide an environment for learning, show an interest in the schoolwork and offer support when needed. Parents can help a child feel ownership and pride in her work. With projects, parents may need to be a guiding hand but not the hand that does the work.

Types of Homework: Homework assignments in The Lower School vary in form and purpose: they may be given to prepare students for the following day's lesson; they may offer students

the opportunity to practice newly acquired skills; they may allow students to delve more deeply into a specific subject area; they may provide an opportunity for students to be creative. Underpinning all these forms and uses is the larger purpose of helping students develop accountability and responsibility for their own work. **This includes remembering to bring the completed homework to school on its due date.**

Teachers in the Lower School work with students to teach them how to complete assignments accurately and on time. Working on homework assignments allows students to develop self-discipline and independent study habits. There are consequences determined by the teachers for not turning in assignments when they are due. These are not dire and we ask parental cooperation to help children remember, rather than delivering their homework to school.

Faculty strive to assign work, which has a clear purpose, will relate to the material being studied in the classroom, and will be likely to engage students. It is important for both students and their parents to understand that there are many types of homework, which may not fit the traditional image of a student sitting at a desk, paper and pencil in hand.

Feedback and Expectations from Faculty: In all instances where homework is assigned, students can expect there will be some type of feedback. Just as there is variety in the types of homework assigned, this feedback can take many forms: There may be verbal responses to each student or the class as a whole, responses which are a written summary of the homework; standard corrections on homework papers returned by the teacher; and, in some cases, feedback from peers. When assigning homework, teachers strive to explain the purpose of the assignment, the expectation of the time allotted for completion, and how the homework is going to be used. Within each grade, teachers determine when the homework is assigned and when it is due. This information is communicated to parents early in the year at Academic Evenings or in other teacher-parent communications, and posted on the website.

Parent Role: Many parents are uncertain of the role they should take in supervising their children's homework. Parents who set aside a quiet study area, who are clear about television, telephone usage and computer usage, and who are interested in their chil-

dren's work and supportive of the process will help their children realize the greatest benefit. Baldwin Lower School encourages all parents to provide structure for their daughters, with a set time and place for homework; to be involved and interested in their daughter's work; to realize that teachers do not expect error-free assignments, and to talk with their daughter's teacher if or when tensions arise at home over homework.

School Events and Traditions

All School Assemblies, which include the Lower, Middle, and Upper School Divisions, are convened the opening day of school and the days before Thanksgiving Break, Winter Break, on Martin Luther King Day, and for Service League.

B.E.A.R. Day (Be Excited About Reading Day) is sponsored by the Lower School Library. Girls bring in their favorite bear and have other activities to celebrate a love of reading.

Birthdays may be recognized in school, with advance notice to the teacher, with cupcakes, cookies or other appropriate treats that the child brings to school for the class. Birthdays in school are meant to be simple celebrations, usually held during snack time in the classroom. Please do not send in cakes, candy or party favors. It is important to consider the feelings of all girls when extending invitations to private parties at home. **If a party scheduled for after school does not include all members of a class, the girls should not be met or be picked up as a group at school check-out time.** Invitations may be distributed at school only if the entire class is invited. Otherwise, they should be mailed and there should be no discussion in school about the party. The Baldwin School is committed to living as a compassionate, caring, and inclusive community. Consideration and respect for the feelings of all members of a community is a goal we all strive for. **For the safety of students with severe allergies, treats that are brought to school for all celebrations or special classroom events may not contain any peanut/tree nut products.**

Café International is hosted at the end of the school year by Grade V foreign language classes. The girls prepare home baked pastries for Café during their class time. Parents and faculty members are invited to attend and see the fruits of their labors,

by purchasing the pastries and beverages at the Café and enjoying the ambience. All transactions are completed in the target language as the girls serve their customers!

Class Colors: Each class has a class color based upon the year of graduation as follows:

- years ending in 0 and 5 green
- years ending in 1 and 6 red
- years ending in 2 and 7 blue
- years ending in 3 and 8 gold
- years ending in 4 and 9 purple

Community Time is built into the Lower School schedule on Fridays from 8:30 - 9:20 a.m. All Lower School students gather as a school community for regularly scheduled assemblies. Some examples include a special speaker, a musical presentation, a class play or production, an author presentation, or a whole school gathering. Parents are cordially invited to attend assemblies that are of interest to them. On Fridays when there is not an assembly or gathering, the time is used for grade level meetings during which all sections of a grade get together.

Concerts

Chorus meets in addition to weekly music classes for grades I through V. Chorus concert performances are held in the spring with both choral and instrumental components. Students are expected to wear modest, age-appropriate skirts and blouses, or simple dresses. Bare midriffs, bare backs, tank tops or strapless outfits are not permitted. Make up and high heels are not permitted. Shoes must be safe and sensible.

Ensemble

Any student in Grades I through V who can read music, may try out for Baldwin's orchestral ensemble, which meets once a week after school. All instruments, except for piano and recorder, can be accommodated. The Ensemble performs at the Thanksgiving and Winter Holiday assemblies, and at some of the chorus concerts. This is an enrichment activity, and a certain level of maturity and proficiency is required for effective participation.

Field Days are organized by the Physical Education Department at the end of the school year. Blue/Gray teams for grades III-V compete in track and field events. Students in grades PK-II have a separate morning of non-competitive events. Parents are invited to watch and bring a picnic lunch to have with their children afterwards. Students may then be dismissed to their parents following the picnics.

Field Trips

Organized and chaperoned by their teachers, students travel to places of historic, scientific or cultural interest off campus, as part of the school curriculum. In order to go on a field trip, a student must have a permission slip signed by her parent(s). Since they may not visit gift shops during a class trip, students should not bring money, nor is candy permitted. Depending on the nature of the excursion and needs of the teachers, parent chaperones may be invited to join the class during a trip for supervision purposes. So that a field trip may be a safe, organized, appropriate and enjoyable educational experience, the final responsibility and authority during the trips rests with the teachers and administrators. The school provides a sheet with written guidelines of chaperone responsibilities to parents who go on field trips. However, not all school field trips require parental chaperones.

Grade V Moving Up Assembly is held on the last day of school to honor Grade V girls as they prepare to move up to Middle School. The assembly starts at 8:45 a.m. and is held in the Blue Gym. Grade V parents and family members are invited to attend. There is a simple reception for Grade V students and their families following the assembly, after which the Grade V girls may leave with their parents.

Grade V Work Squads

In the spirit of community service, each fifth grade girl signs up to help in various ways. This includes such activities as leading Lower School Gatherings, assisting arriving PK and K students at the Early Childhood Center, working with recycling, and participating in service opportunities throughout the school.

Grandparents'/Special Persons' Day is scheduled yearly in May. It is a program starting at 9:30 a.m. and ending at noon for girls

and their grandparents/special persons. The morning's program includes an assembly and activities in the classrooms. At noon time the girls resume their normal school day.

Halloween is observed with a Lower School costume parade, which starts at 8:35 a.m. Girls may remain in their costumes or change into play clothes for the remainder of the school day, depending on the suitability of the costume for class work.

Hostesses

From time to time, Lower School girls may have the opportunity to act as hostesses for visiting and/or new students. The Admissions office handles these assignments.

Music Lessons

Private lessons in piano, violin, guitar and flute are contracted through the Music Department in cooperation with the Business Office. The Music Department issues information and sign-up sheets on the website in the fall. Recitals are held in the winter and spring.

Parent-Student Breakfasts

During the fall and early winter, grade level breakfasts for students and parents are followed by an hour of activities in the classrooms. The breakfasts start at 7:45 a.m., in the dining room and conclude by 9:30 a.m. in the classrooms. The girls continue with a regular school day afterwards.

Service League

The Baldwin School Service League has been in existence since the school's founding in 1888. All school community outreach programs vary from year to year, but have included Special Olympics, Heifer International, performances at senior citizens' centers, collections for UNICEF, mitten and infants' clothing drives, and Thanksgiving food baskets, to name a few. Each grade in the Lower School participates in special age appropriate service projects. Activities may involve the school, local, or global community. Some projects have included conducting bake sales, flea markets, and penny pots to raise money for a specific purpose. Students have purchased inexpensive toys for needy children, recycled batteries, and made tray favors for hospital patients.

Small toiletries are often collected for nursing homes. Contributions to the community are acknowledged at a school-wide Service League Assembly each year.

Swim meets scheduled by the Baldwin Physical Education Department allow students in grades III, IV, and V to demonstrate their swimming skills in Blue/Gray team competitions. These occur in May and June and parents are invited to watch.

Transition Night for Grade V

During the winter, the Middle School invites the parents of Grade V students to learn about the transition that their daughters will experience when they enter the Middle School. Soon afterwards, all fifth graders spend a day in the Middle School with sixth graders.

Valentine's Day is celebrated by the exchange of Valentines in the classrooms. To be considerate each girl is expected to send a card to every child in her classroom.

Winter Holidays

During the winter holiday season, as well as throughout the school year, students and families are encouraged to share traditions, games and treats that are related to the holidays of their culture, and to respectfully learn from one another. On the day prior to the start of Winter Break the Lower School Community gathers together by the Main Hall fireplace to sing seasonal songs that they have practiced in music classes. Due to safety concerns in a limited space this event is for students and faculty only. Holiday gifts are not expected by any teacher or administrator, but if parents wish to honor their daughter's teachers during the holiday season, they may consider donating a book to the library or giving to one of the seasonal, school-wide collections for charity. The School strongly discourages the giving of very expensive gifts. All families are asked to be sensitive to differences in socio-economic and family values within our school community.

TAB

Middle School Policies and Information

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September 2009

Dear Middle School Scholars,

To those of you returning to Baldwin and those that are new, Welcome! I hope you all had a fantastic summer! It is hard to believe that we are approaching the first decade of the Millennium. As Middle Schoolers we will face new and exciting challenges and experiences. The sixth graders are about to face their first year in middle school; the seventh graders are about begin their second year; and the eighth graders will be at the top of the middle school, completing our last year before we begin high school. Enjoy it, we are only young once.

We must all remember that we are very fortunate to receive a world class education at the Baldwin School. The Baldwin School is an experience well beyond the excellent education. We will forge new friendships and strengthen old ones that will last a lifetime. We will all engage in the many events and programs offered at Baldwin, including the dances, plays, concerts, sporting games and events, as well as clubs. Don't forget we have that awesome new state of the art athletic facility. There is so much to engage in at Baldwin, please get involved!

Our Dance this year will be a fun and exciting one. I am open to all ideas for this year's dance theme. The members of Senate do their best to improve the dances every year. Seventh and Eighth graders I sure hope you are pumped and ready to get on that dance floor and strut your stuff! Sixth graders get ready for next year. The dance is a lot of fun.

As far as sports go, join a team or cheer for one. Baldwin Middle School athletes were great last year. What talented teams we had! Even if you do not play sports take a few minutes sometime to go down, watch a game and cheer your friends on.

For those of you who do not know me, please seek me out and introduce yourselves; especially new students. It would be my pleasure to help you with anything. New students, I can relate. I was new in sixth grade and trust me, you will adjust very quickly. The Baldwin Girls are congenial and welcoming. No fear the Baldwin Girls are here!

I am looking forward to planning new and exciting sales, activities, dances, and out of uniform days! Please feel free to voice your suggestions, they are always appreciated and useful.

Aim for success, not perfection.

*Never give up your right to be wrong,
because then you will lose the ability to learn new things.*

Move forward with your life.

Remember that fear always lurks behind perfectionism.

Thank You & See You soon,
Angela Pagano, Senate President

Important Middle School Dates

Tuesday	09/8/09	Registration Day (10 -11:45 a.m.)
Wednesday	09/9/09	School begins 8:15 a.m.- Baldwin Blue Day Opening assembly 8:45 a.m Grade VI Parent Orientation 7 p.m.
Tuesday	09/15/09	S Academic Evening 7-9:30 p.m
Friday	09/18/09	PA Fundraiser Begins
Monday	09/21/09	MS Parent Coffee 8:30-9:30 a.m.
Wednesday-Friday	09/23-9/25/09	MS Trip Days –Participation expected Grade VIII-Williamsburg Trip Grade VII- Camp Tockwoh Grade VI- trip to NYC Wednesday 9/23/09 Ride the Ducks & Go Vertical 9/24/09 Franklin Institute 9/25/09
Monday	09/28/09	Yom Kippur NO CLASSES
Thursday	10/01/09	Grade VIII Parents meet with US Director 7:30 p.m.
Friday	10/02/09	MS Parent Visiting Day
Friday	10/09/09	In service day NO CLASSES
Monday	10/12/09	Columbus Day- NO CLASSES
Tuesday	10/13/09	P A Fundraiser Ends
Friday	10/16/09	Grade VIII Bring a friend to school day
Tuesday	11/03/09	MS Group picture day
Thursday	11/05/09	MS/US Open House 9 a.m.-noon Baldwin Blue Day
Thursday	11/12/09	MS Parent Conference 5-9 p.m.
Friday	11/13/09	MS Parent Conferences 8 a.m.-3:30 p.m. NO CLASSES
Wednesday	11/18/09	MS health screening
Thursday	11/19/09	MS Concert 7 p.m.
Tuesday	11/24/09	Thanksgiving break Baldwin Blue Day (regular dismissal)
Monday	11/30/09	Classes resume- Trimester 1 ends
Tuesday	12/01/09	MS Trimester II begins
Thursday	12/03/09	VIII Parent/Student evening
Friday	12/04/09	Grade VIII visits US

Friday	12/18/09	Winter break begins-Baldwin Blue Day dismissal 12 p.m.
Monday	01/04/10	School Reconvenes, 8:15 a.m
Thursday	01/07/10	Grade V Parents transition evening 7 p.m.
Friday	01/08/10	Grade V Visits MS
Wednesday	01/13/10	MS Coffee 8:30-9:30 a.m.
Friday	01/15/10	MLK assembly 8:45 a.m.
Monday	01/18/10	Martin Luther King Day-NO CLASSES
Wednesday	01/20/10	MS Bells & Choral concert 7 p.m.
Friday-Saturday	02/05-06/10	MS Play 7 p.m.
Thursday-Saturday	02/11/10-2/13/10	Grades VII & VIII to Quebec
Thursday -Monday	02/11/10-2/15/10	Grade VIII Trip to Puerto Rico
Friday	02/12/10	In-Service Day-NO CLASSES
Monday	02/15/10	Presidents' Day-NO CLASSES
Friday	02/19/10	Trimester II ends
Monday	02/22/10	Trimester III and spring sports begin
Monday	03/01/10	Gr.VIII Parent Course Planning evening 7 p.m.
Wednesday	03/10/10	MS Choral & Orchestra Concert 7 p.m.
Wednesday-Friday	03/17/10-3/19/10	MS mini week
Thursday	03/25/10	Spring Vacation begins at 3:30 p.m.
Monday	04/05/10	School Reconvenes, 8:15 a.m.
Thursday	04/15/10	MS Math Marathon
Wednesday	04/21/10	MS Parent Coffee 8:30-9:30 a.m. Science Night 7 p. m.
Monday	05/10/10	BlueKilt Day
Friday	05/14/10	Grade VIII to Hershey Park with Haverford
Saturday	05/15/10	MS Music in the Park
Wednesday	05/19/10	MS Art show/Concert 6-8:30 p.m.
Thursday	05/27/10	MS ERBs
Friday	05/28/10	Trimester III ends
Monday	05/31/10	Memorial Day Holiday-NO CLASSES
Tuesday	06/01/10	MS Exam review day
Wednesday	06/02/10	MS Exam review day
Thursday	06/03/10	MS Exams 8:30 a.m.- 12 p.m.
Friday	06/04/10	MS Exams 8:30-12 p.m.
Monday	06/07/10	MS Exams 8:30-10:30 a.m.
Tuesday	06/08/10	Exam make up day-NO CLASSES
Wednesday	06/09/10	Exam return day- dismissal 12 p.m.
Thursday	06/10/10	MS Moving Up 9-10 a.m.

Student Government

The Baldwin Middle School is part of the family related to the Lower and Upper Schools. Together the three schools form the larger Baldwin community. Mutual respect for all members of the community is the cornerstone of our life together.

A Senate, Service League and Athletic Association are the governing bodies of the Middle School. The constitution, which explains the membership and duties of this Senate, follows:

Senate

Membership

President, a rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

Vice President, a rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

Secretary-Treasurer, a rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

One representative from each homeroom elected in September by the members of each homeroom grades VI-VIII.

Job Descriptions

President of the Middle School Senate – The President works with the faculty Advisors to the Senate, other class officers, and the elected Homeroom Representatives to plan and sponsor events which concern the Middle School.

Vice President of Middle School Senate – The Vice President works closely with the Middle School Senate and serves as chairperson in the absence of the President.

Secretary/Treasurer of Middle School Senate – The Secretary/Treasurer maintains records of the meetings and finances of the Middle School Senate. She works closely with the officers and representatives of the Senate.

Service League

Membership

President, a rising eighth grader, nominated by her class and

elected by the entire Middle School, grades VI-VIII in the spring for the following year.

Vice President, a rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

Secretary-Treasurer, a rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

One representative from each homeroom elected in September by the members of each homeroom grades VI-VIII.

Job Descriptions

President of the Middle School Service League –The president works with the faculty advisor to the Service League and elected Homeroom Representatives to plan and sponsor service events for the Middle School.

Vice President of Service League- The Vice President works closely with the Middle School Service League and serves as Chairperson in the absence of the President.

Secretary/Treasurer- The Secretary/Treasurer maintains records of the meetings and finances of the Middle School Service League. She works closely with the officers and representatives of Service League.

Athletic Association

Membership

Head- A rising eighth grader, nominated by her class and elected by the entire Middle School, grades VI-VIII in the spring for the following year.

Board- two rising eighth graders, nominated by their class and elected in the spring for the following year.

One representative from each homeroom elected in September by the members of each homeroom grades VI-VIII.

Job Descriptions

Head and Board work with the faculty Advisor and elected Homeroom Representatives to plan and sponsor athletic events for the Middle School.

Class Officers

Class President – The Class President works with her classmates and the class Advisor to plan and sponsor class events during the school year.

Class Vice-President – The Class Vice-President serves as a support to the Class President, and she conducts meeting in her absence.

Class Secretary – The Class Secretary maintains records of class meetings and presents them at subsequent meetings. She is also responsible for maintaining the attendance records of class meetings.

Class Treasurer – The Class Treasurer maintains the records of class funds working with the officers and Class Advisor in establishing and collecting class dues. She reports on the balance and use of the class funds.

Homeroom Representatives

Individual homeroom Senate Representative, Service League Representative and Athletic Association Representative are elected in the fall.

Middle School Officers 2009-2010

Senate

Faculty	Susan Dorfman and Erin White
President	Angela Pagano
Vice-President	Tristen Thompson
Secretary/Treasurer	Kathleen Peng

Service League

Faculty	Pooh Gephart and Dara Solotoff
President	Musu Taylor
Vice-President	Saleka Shyamalan
Secretary/Treasurer	Erica Wachs

Athletic Association

Faculty	Preston Bannard
Head	Daria Harlamova
Board	Francesca Nicoletti and Carolyn Wong

VIth, VIIth, and VIIIth Grade Homeroom Representatives
(to be announced when elected in fall)

Class Advisors

VIII Grade	Tiffany Borsch
VII Grade	Lisa Ameisen
VI Grade	Eleanor Hero

Class Officers

Class VIII

President	Eleanor Pressman
Vice President	Haley Weiss
Secretary	Nelle Shields
Treasurer	Abby Lemmon

Class VII

President	Gaby Meckley
Vice President	Ally Branman
Secretary	Julia Busby
Treasurer	Sarah Douglas

Class VI

President	Hayden Ivey
Vice President	Kristy Wong
Secretary	Samantha Dewey
Treasurer	Rebecca Reiver

The Middle School Community

The Middle School community works on the premise that respect for a consideration of others is the most important aspect of the community. To maintain an orderly community most conducive to work and learning, we do need rules that apply while students are on campus.

- Students will not be allowed to disrupt a classroom by thoughtless or rude behavior.
- Prompt attendance at all classes and assemblies is required. During unscheduled periods students must work in a Resource Period. (Permission slips for working in library at this time may be obtained from the Resource Period proctor.)
- Students may not leave the campus during the school day, unless the Director of the Middle School gives specific permission.
- Smoking is forbidden and the possession or use of tobacco, alcoholic beverages or drugs may lead to expulsion.
- Students must wear correct school uniform Monday through Friday.

- No pagers, cell phones or personal listening devices are permitted in school during school hours.
- Bookbags may not be left on the hallway floors of the Schoolhouse.
- Gum chewing is forbidden.
- It is the responsibility of every student to make all members of community feel welcome.
- The Baldwin School is an institution committed to diversity, inclusion, civility, respect, responsibility, and to the highest standards of personal performance and development. The Baldwin School stands for equity, accomplishment, respect for all.
- We are dedicated to a policy of non-discrimination and anti-harassment in all aspects of our Community members' relationships and actions on any basis including, but not limited to, race, religion, color, sexual orientation, physical disability, or national origin. All students must feel safe - free of physical or verbal harassment.
- We value friendship, scholarship, respect, responsibility, integrity, and empathy. We are committed to honoring the individual within the context of a community where all members respect and celebrate the diversity of Baldwin students, families and faculty. Rules are established for purposes of safety, organization of the learning and teaching environment, and to uphold standards of expected behavior and responsibility.

If these tenets are violated, by any student, she may be asked to leave the school community.

Academic Integrity

Dishonesty

Personal and academic honesty are values, along with kindness to and consideration of others, which are held extremely high. The Director of the Middle School and the Head of the School handle any incidents involving dishonesty. The consequences for acts of dishonesty include suspension.

Plagiarism

Plagiarism, the unauthorized use of someone else's words or ideas without acknowledgement, is as wrong as stealing money from a pocketbook. Most students realize that word-for-word copying of another's writing without quotation marks and footnotes is dishonest. However, many may not understand that taking someone else's ideas, even though they state them in different words, is plagiarism also unless credit is given to the original source in a footnote. The theft of ideas is as bad as stealing material things.

Obviously, a student cannot footnote every idea that is not her own. Original thoughts are rare. Facts and ideas, which are common

knowledge, do not need acknowledgement. But if a student is aware of the fact that the idea belongs to someone else, she must be sure to make this clear to the reader.

In addition to the School's general statement on plagiarism, the English Department would like to specify that the use of study guides or outlines such as *Cliff's Notes* or *Monarch Notes* is also considered to be dishonest and a kind of plagiarism. The English Department believes that it is essential for students to read and study literature on their own and with their class; therefore, no use of any literary criticism without the teacher's permission is allowed.

Assignments

Each student needs to structure her study time wisely. Also asking for help to understand material on tests, quizzes and assignments is part of the learning process. Assignments are generally given weekly. The expected length of an evening assignment:

VI - 20 minutes per assignment

VII - 20 minutes per assignment

VIII - 30 minutes per assignment

Students must use the test calendar and the website for planning. Tests, quizzes and long term assignments are recorded on the board. A student may not have more than two tests and one quiz on one day. **If a student has some confusion about an assignment, test or quiz, she must speak with her teacher. Students must hand in papers and assignments directly to the teacher.**

Reports, Grades And Exams

At the end of each trimester, students receive grades and detailed comments on their progress from each teacher. The comments address the students understanding of content, application of skills, work habits and attitudes. The following letter grades are used to indicate a student's progress in the work of a course: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F

Students meet with their homeroom teachers to review their reports before the reports are mailed to parents. Interim reports are sent to students whose progress or behavior has changed significantly. When necessary, weekly reports are sent for students who need more support.

Final examinations are given at the end of each academic year in English, Mathematics, Social Studies, Languages, and Science.

Final examinations help students to synthesize the material covered throughout the year and give teachers another opportunity to assess a student's progress. Examination grades are factored into the assessment process at 1/10 of the yearlong grade. If a student fails a final exam, she will be expected to retake that exam in August.

During the course of the year, if a student needs greater assistance in a particular discipline, a teacher will suggest tutoring or tutorials or require Friday Afternoon Study Hall for support in completing assignments.

Academic Warning

A student may be placed on academic warning by the Middle School Director if serious concerns exist about the student's academic achievement. Students who have a failing grade in any course, Ds in more than one course, or three or more grades of C- will be placed on Academic Warning. In addition, the Director may place a student on Academic Warning for persistent failure to complete assigned schoolwork or attend classes.

Once assigned, a student will remain on academic warning until removed by the Director. The status of students assigned to academic probation will be reviewed at the end of each trimester. Students who remain on Academic Warning during the school year will not be offered a re-enrollment contract until the end of the year; at that time, if a student has achieved satisfactory status, she will be invited to return. In any case, a girl's place in the class will be reserved for her until her final review.

Thinking About Studying

Motivation

Motivation and achievement are inextricably connected. A student must want to learn. Set goals. Look for connections in reading, writing and thinking. Establish the best place and time for studying. Maintain a positive attitude about school, homework assignments and projects.

Habits

Learn to budget time. How many assignments? How much time is required to complete homework? Make a list of assignments. Which assignment is due tomorrow? Which is a long-term assignment? Plan ahead. Use an assignment book for organizational structure. Create a schedule. Write down all parts of the

assignment. Make sure to understand the assignment. Ask questions if the assignment is unclear. Is absolute quiet necessary to study? Are there any distractions? Is the lighting adequate near desk or workspace? Is it appropriate to study in a reclining position? Take occasional five-minute rest breaks from studying. Review material regularly. Begin the most difficult assignments first. Change to a subject of interest when drowsy. Plan to use part of the weekend to study and review. Remember to exercise and have fun too.

Taking Notes

Strong note-taking skills are developed with practice. Date the pages of notes written during class discussions. Use only one side of the page. Leave space to make notes on notes during review. Write clearly and neatly so to understand the information when reviewing. Follow a self-designed system of note taking. Design a format or method to distinguish between major points and minor points. Flashcards are a useful tool to review notes. Doodling may be a waste of time and a distraction. Follow the information written on the chalkboard. What information in class is being emphasized?

Reading the Texts

Read efficiently for understanding with the PQRST method. PREVIEW the material by skimming or looking for the summary. Get the big picture of what is being presented. Formulate QUESTIONS while scanning the reading. What is the chapter heading? Change the title into a question. READ the material more thoroughly and remember to think while reading. Ask questions. Read the chapter twice. Underline the important names, dates, and points. Take reading notes to class with you. Share the information with the class. STATE the important points. Take a few moments after each chapter to review questions. TEST with questions from the chapter notes. Discuss the material with a friend, with parents, with a sibling. Explain what was read.

Taking A Test

Tests and quizzes are all part of the learning experience of school. Think positively. Review notes, flashcards and any other material and then get plenty of rest the night before. Arrive early and get organized with paper, notes if permitted, pencil or pen and relax in a chair that fits. Read or listen carefully to the directions or instructions. Budget time. Look over the entire exam first and allot time appropriately. If there is something unclear

about a question, ask the teacher immediately. Keep eyes on own paper. Work patiently. If finished early, review work.

Discipline Procedures

Detention

In any society there are consequences if the community is offended by uncaring or thoughtless behavior. In the Middle School we ask students who have misbehaved to stay after school on Friday afternoons. Since we are "detaining" students, this system is called "detention." A detention is given for infractions against school rules such as violations of the school uniform, lateness to class, gum chewing, and obstruction of the hallway with a bookbag.

Incident Reports

Since we must function within a community, rudeness will not be tolerated. Incident reports will be sent to the Middle School Director when serious, inappropriate behavior such as rudeness occurs. Parents will be telephoned and may be asked to come in for a conference with the Middle School Director.

Uniform Violations

We feel strongly that the uniform instills pride in the school and minimizes the emphasis on clothing. Any student who is not in correct uniform will receive a detention.

Dress Regulations

Middle School Dress Regulations: The wearing of uniforms is traditional at Baldwin. Though the specific regulations have changed over the years, the intent remains a common identification and to minimize clothing competition while providing for individual expression through several approved options.

*Blue uniform kilt (year round)

Gray uniform kilt (optional)

Blue and white cord skirt (spring and fall option)

Baldwin athletic shorts must be worn under the kilt

Navy corduroy slacks or navy Chino pants

Boots in standard colors may be worn under navy cords or navy chinos

Leggings or tights must be gray, navy or white

Kilts must be finger tip length

White, collared shirt, short or long sleeved (all shirts must have full collars and sleeves)

White turtleneck shirts (no mock turtleneck shirts)

Navy or gray sweater - no design or monogram

Navy, gray and white sweat shirt - Baldwin monogram only
(must be worn right side out)

Navy, gray, or white solid colored socks

Footwear options include low-heeled shoes or athletic shoes, in standard colors. (Sandals, clogs and open-toed shoes are not permitted.)

Navy sweat pants may be worn for sports only

White polo shirts with a sport logo on the left chest approved by the Physical Education and Athletic Departments can be purchased for daily uniform use in the Baldwin bookstore.

A blue and white Baldwin rugby shirt can also be worn. A student's name can be added to the back at shoulder height, also a sport logo approved by the athletic department can be requested on the left chest. In addition silver sport pins with Bear paws to represent years of participation on a middle school sport can be purchased in the bookstore to be worn on the rugby.

On game days MS Athletes may wear their team jerseys with their kilt.

The School uniform must be worn the entire academic day, Monday through Friday. **Shorts are not permitted at any time. Jewelry is not permitted at any time.**

We ask parents to support these regulations, which will be enforced by the school.

*All students are required to purchase a blue uniform kilt. Students may be required to wear this kilt on a given day (Blue Day).

GRADE VIII Special Privilege

B Week Friday, students in grade VIII may come to school out of uniform after Winter Break. If a Grade VIII student has received a uniform violation, she must come in uniform the following B Week Friday.

Bookbags

Bookbags left on the floor of the hallways will be confiscated and put in the Middle School Office. Please use your cubbies.

Attendance Procedures

Illness

When it is necessary for a girl to be absent from school because of illness, a parent should call the following number: 610 527-9024. This 24-hour voice mail direct line to our Wellness Center should be used to notify the school of all absences. Messages will be received and recorded before 8:30 a.m. We urge parents to phone in absences as early as possible. The parent's message should include parent's name, the student's name, the student's

grade and the time of day. If a student is absent from school for three or more consecutive days, she must present a note from her physician upon return. If a student misses more than 20 days during an academic year, the school will automatically review her status. Due to those absences, the school reserves the right to deny credit for that year. If a student is absent during the academic day, she may not participate in after school activities.

Homework Assignments

Homework assignments are available on our website.

Illness During the Day

If a student becomes ill, she should go to the Wellness Center. If a child needs to leave school due to illness, the school nurse will facilitate that departure. If the nurse is not available, she should go to the Middle School office.

Lateness

If a student is late for school, she should sign in at the Middle School Office, before going to class.

Extra Help

If a student needs extra help in a certain subject, she should ask her teacher to meet with her at a mutually convenient time. A teacher may also request that a student come to see her.

Resource periods are scheduled for these purposes. If a student would like to do work for enrichment, she should also make that known. If prolonged help is needed, parents will be advised that tutoring is necessary and arrangements will be made for this.

Dental or Medical Appointments

Please avoid appointments, which cause absence from class. If this cannot be avoided, **it is necessary that a note be sent in to the Middle School office.** Girls may not leave the school, unless a parent has sent in written permission. Please do not phone in messages unless it is an emergency appointment. When a student leaves for a medical appointment during the school day, she must sign out in the Middle School office upon leaving and sign in when she returns.

Unexcused Absence Policy

We ask that all students adhere to the published calendar of school days. If for any reason a student cannot comply with this, a parent must write a letter to Mrs. Powell at least one week prior to the days to be missed. The student must turn in all assignments before she leaves. If a test or quiz is missed, the student will make up the work upon her return. Please remember that religious holidays are excused absences.

Messages

If you wish to get a message to your daughter before 2:40 p.m. (after that time the girls are not in the Schoolhouse), please call the Middle School Office. Messages are posted on the Middle

School message board. Students have the responsibility of checking the message board throughout the day.

Telephone

There is a telephone available for student use on the third floor. Girls may not use the telephone during classes, and permission is required to use the phone. Girls may not use personal telephones during the school day.

Things to Remember

Middle School Assemblies

A Middle School Assembly will take place weekly, with programs of special interest to the student body. Some time has been set aside for a special activities program, Town Meetings, class meetings, and homeroom advisories. Students will have assigned seats in the Assembly Room for assemblies. This enables homeroom teachers to take attendance easily. Students are expected to enter assemblies quietly and when the person taking charge of the assembly stands at the front of the room all talking should stop.

Homeroms

Students will be assigned to a homeroom with a homeroom teacher. The homeroom is really the student's special "home" while she is in school, and the homeroom teacher serves as the student's advisor. Homeroom teachers will go over grade reports with students before the reports are sent home. Students report to homeroom at 8:15 a.m. to hear the daily homeroom bulletin and for attendance taking purposes. At least two periods a week will be homeroom periods. That time will be used to discuss ideas, work on homeroom or service projects, plan activities or study.

Advisor

The student's class is also an important unit. Each class has a class advisor who helps with projects and activities.

Use of the Classroom and School Facilities

All classrooms and furniture are to be treated with great care. It is the responsibility of all community members to maintain the cleanliness of the corridors and classrooms. As we move from class to class, we must pick up litter, use the trash containers and straighten desks, tables and chairs. Writing on any school property is strictly prohibited. Climbing out of classroom windows or sitting on windowsills is also strictly prohibited. .

Library

Students are encouraged to use the Library. Library rules should be observed at all times. A photocopy machine is available for

academic student use in the Library.

Dining Room

Certain tables will be assigned to the Middle School for lunch. It is the student's responsibility to clean away all used utensils, paper bags, etc. when she has finished eating. Students are not permitted to eat in the corridors. All food and snacks are to be consumed in the Dining Room or with special permission in homerooms. Gum chewing is not permitted at any time during the academic day. Faculty members and students on lunch duty may ask students to assist in cleaning up. Students are expected to be polite and cooperative. Students may purchase lunch items using Identification number provided.

Bookstore

The Baldwin Bookstore, located on the ground floor of the Residence across from the Business Office, sells new uniforms and provides resale for outgrown uniforms. The Baldwin Bookstore is open, when school is in session. Monday through Thursday from 7:45 a.m.-3:45 p.m. and on Friday from 7:45 a.m.-3 p.m.

Resource Period

A student must work in a Resource Period during an unscheduled period, unless she has permission to go to the Library. The resource period will be quiet so that students may use this time constructively to read or study. Permission to leave resource period will be given if the student brings a note from a teacher requesting an appointment. The Director must grant all other excuses, or in the case of her absence, the Administrative Assistant of the Middle School, who will notify the resource period proctor.

Lockers

Known as Cubbies, lockers are assigned to each student. Items of tremendous value, i.e. cash or jewelry, should not be brought to school. Wallets should be kept with student at all times. The school reserves the right to inspect and search lockers/cubbies at any time.

Lost and Found

Books and clothing, which have been left in classrooms or corridors, will be placed in the Middle School Office. Items that are labeled or clearly marked with name are returned more quickly. If the items are not claimed in seven days, they may be donated to a charity.

Student Activities

Chorus, BNaturals and Orchestra

Membership is open to any girl in grades VI-VIII who enjoys music. Chorus meets two times per week within the school day. BNaturals is a select VIII grade choral group. Concerts are given during the school year. The Orchestra provides an opportunity for instrumentalists to play together and to give concerts.

13th Hour

Creative writing submitted by Middle School students is presented in the Middle School Literary Magazine. The magazine contains poetry, short stories and other forms of creative writing, and is published annually.

Art Club

Provides the opportunity for girls to show their creativity through art.

Computer Club

Explores technology

Drama Club

Provides a performance opportunity for those girls not able to participate in the Middle School play.

Scrabble Club

A club that focuses on fun playing games.

Geography Club

An opportunity for girls to informally hone their geography skills.

Middle School Peer Counselors

VII and VIIIs are selected to meet with Lower Schoolers as a way of making connections between divisions.

The Inside Image

The Middle School yearbook is called The Inside Image. The Middle School Senate and the Senate advisor supervise publication. Photographers, writers and layout specialists are needed.

Lamplighters

Students in the Lamplighters serve as hosts and guides for new students, prospective students and prospective parents. It is important for prospective students and parents to have a positive

impression of our community. This is the responsibility of every student. Students in grades VI-VIII participate.

Middle School Drama

The Middle School drama group, produces a play each year during the winter term. Classes VI, VII and VIII are eligible for membership in the Players.

Class Trips

In addition to class related field trips, Middle School students participate in the following grade trips.

Grade VI takes several field trips.

Grade VII takes an overnight camping trip in the fall.

Grade VIII has an interdisciplinary overnight class trip with the Social Studies and English departments.

Dances

Student leaders plan a dance on campus each year to which all Middle Schoolers are invited. Committee work is what makes these events successful so all community members are expected to help with the set-up, decoration or clean up. The dances are held in the Gymnasium. The event begins at 7:30 and ends promptly at 10 p.m. Students from other independent schools are invited to participate in the dance.

Athletics

Interscholastic competition at Baldwin begins in VI. We hope that all girls will participate in interscholastic athletics throughout their Middle School years. Teams are based on ability; however, we will field as many teams as we have girls who are interested and committed. Try-outs are scheduled at the beginning of each season.

Middle School practices are held five days a week. A schedule of practices and games will be published at the beginning of each season. Interscholastic teams offered in Middle School are soccer, cross country, tennis and field hockey in the fall; basketball, swimming, dance, squash and volleyball in the winter; and lacrosse and softball in the spring.

Some specific guidelines regarding interscholastic athletics are:

- Girls who play in the first game are expected, and should want, to stay and watch the second game.
- Any student who is absent from school may not play in that day's game. Students are expected to be in school all day in order to play in that day's game.
- Girls who miss practice the day before a game will not

start, and possibly not play, depending upon the circumstances.

- Girls having medical excuses can be helpful in ways other than playing, e.g. timing, scoring, helping with equipment, etc.

- Girls who miss class due to an athletic event are expected to complete all assignments.

- Uniform requirements for games include kilts and regulation shirts; shorts may be worn under the kilt; navy sweat suits only may be worn with game uniform. These are available from the Physical Education Department.

Physical Education

All Middle School students have Physical Education class five times in 10 days. Components of these classes are learning the skills, rules and strategies of the interscholastic teams we offer. In addition, the classes cover physical fitness, lifetime activities including swimming and tennis, and other recreational activities.

Uniform requirements for Physical Education class include Baldwin navy shorts and departmental white polo shirts. Navy or gray sweat suits may be worn in cold weather. These items are available in the Bookstore. Athletic shorts and socks are also required.

Upper School Policies and Information

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Upper School Policies and Information

Academic Expectations

Each spring, every student receives a Course Selection Catalog for the following year. This catalog lists graduation requirements, describes the courses offered by each department, and outlines prerequisites for various levels of study. Girls should refer to this publication for academic concerns.

Student Evaluations

Baldwin values the student who takes intellectual risks, involves herself in the learning process, strives to do her best, and takes joy in the life of the mind.

In Upper School student evaluations, the following criteria are taken into consideration: mastery of content and skills; constructive involvement in class, including listening to others and regular attendance; effective work habits; growth through willingness to accept and apply criticism; evidence of intellectual curiosity; imaginative use of knowledge; evidence of creativity and risk-taking. Teachers' comments are the most accurate measure of a student's progress toward these intellectual and personal goals and, therefore, should be read and considered carefully. While grades are never a perfect measure of a girl's performance, Baldwin believes our grades provide valuable information about a student's commitment and success in working toward the goal of academic excellence. All credited courses will include regular, written evaluations of student performance and will be graded A-F.

At the end of each trimester students will receive grades and comments on their progress in each course. Ninth graders and other new students all receive interim reports midway through the first trimester. Students will meet with their advisors to review their reports before the reports are mailed home. Interim comments also will be sent at mid-term to any student whose work in one or more subjects has changed significantly since the last report period. On occasion, it may be determined that a student would benefit from more regular monitoring of her progress. In that case, arrangements

will be made for her to meet regularly with her advisor and for special reports to be sent to her home.

Letter Grades

Superior: consistently exceeds all course expectations

A 93 & above

A- 90 to 92

Excellent: meets and sometimes exceeds all expectations

B+ 87 to 89

B 83 to 86

B- 80 to 82

Satisfactory: generally meets all basic expectations

C+ 77 to 79

C 73 to 76

C- 70 to 72

Passing: minimal completion of course expectations marked by areas of weakness

D+ 67 to 69

D 63 to 66

D- 60 to 62

Failing/no credit: Unsatisfactory performance in meeting expectations

F 59 & below

Papers

Students are expected to be in school and to meet all obligations on days when papers are due. *Students should keep rough drafts of all work until the marked copy has been returned.*

Papers are to be turned in during the class period on the day they are due. If a student is ill and must stay home, she should email her written work to her teacher before the deadline. Papers turned in after the class period will be considered late and should be given in person or emailed to the teacher. Students should not leave late work on a teacher's desk or in any other undesignated location.

There will be a grade penalty for late papers: 1/3 of a grade (e.g., B to B-) for each day late. Regardless of the resultant grade, late papers must be satisfactorily completed in order to receive credit in a course.

Tests

Students are expected to be in school and to meet all obligations on days when tests are to be administered. **Tests or quizzes missed because of absence must be made up as soon as practical when the student returns to school; each girl is responsible for making these arrangements with her teacher. There will be a grade penalty for failure to do so or follow through on these arrangements: 1/3 of a grade for each day late.**

Test Calendar

Students are not expected to have more than the equivalent of two tests or papers, or three quizzes on any one day. A “test calendar” is provided outside the Upper School Office. Teachers are expected to record all major assignments on this calendar – tests, lab reports, essays, research papers, etc. Students are responsible for monitoring their own work levels and making arrangements with the last teacher to record an assignment if too many assignments are made for one day. A student’s advisor, the Dean, or the Director will assist students in resolving conflicts if needed.

Examinations

Exams are given twice a year; they form an important part of the academic year. Specific instructions for exams are published and discussed in advising groups before each exam season.

Foreign Study

The Baldwin School believes that study abroad during the academic year can be both rewarding and challenging for a student. While Baldwin recognizes that a year abroad is a valuable educational experience, the school reserves the right to verify the supervision of the student’s studies and ensure completion of requirements necessary for graduation. Application for permission to study abroad must be made in the spring of the year preceding the proposed program. More information concerning this process is available from the Director.

Academic Probation

Students who have a failing grade in any course, Ds in more than one course, or three or more C-s will be placed on Academic Probation. In addition, the Director may place a student on Academic Probation for persistent failure to complete assigned schoolwork or attend classes. When a student is placed on academic probation, she will not be permitted to exercise her cut

privileges, and she will be assigned to academic study halls.

The status of students assigned to academic probation will be reviewed at the end of each trimester. Students who remain on Academic Probation during the school year will not be offered a re-enrollment contract until the end of the year; at that time, if a student has achieved satisfactory status, she will be invited to return. In any case, a girl's place in the class will be reserved for her until her final review.

Student Support

Extra Help: at Baldwin, teachers expect and welcome requests for extra help from students; teachers will work with students to arrange help sessions during free periods or after school. Once an appointment has been made, it becomes an academic obligation that must be met.

Students who have missed work due to illness, who are unclear about class or homework assignments, or who have questions about their progress in a particular subject are expected to use their teachers' offers of extra help.

Learning Facilitator: The School's Learning Facilitator is available for students on a short-term or long term basis for periodic help sessions. Students may be recommended to the Facilitator or may seek help for themselves.

Tutoring: If it becomes clear during the course of the year that a student needs extensive help, arrangements can be made for formal tutoring on a fee basis. Department Chairs can help make recommendations, but these arrangements are made by families independent of the school.

Unavoidable lack of preparation: A student who has a legitimate reason for being unprepared on a given day should speak directly to her teacher(s), who will arrange a mutually satisfactory resolution. If she foresees difficulty meeting assignments for an extended period, she should discuss her situation with her Advisor or the Director of the Upper School.

Study Hall

In the first trimester, all students in Grade IX will be assigned to study halls during some designated free periods. Students may be assigned to study halls in the second and third trimester at the discretion of the school.

Study Hall Rules

- To leave a study hall, a student must have a note in advance excusing her.
- Students should not leave a study hall for another com-

mitment until they have spoken directly with the teacher in charge.

- To use the library during a study hall, a student must have a note from the librarian or from a teacher, in advance.
- Absence from study hall without having followed these guidelines is an unexcused class absence.

Advising

The Dean of Students is responsible for the Advising Program. Each student in the Upper School is assigned a faculty advisor who usually remains with her throughout her four years. An advising group consists of approximately ten students who meet weekly. The advisor will be a student's first resource when she has questions about policies or procedures, or needs to discuss an issue of concern. The Advising Program covers such topics as study skills, examination taking, and time management. Parents are urged to make the advisor their first point of contact when they have academic or social questions or concerns.

College Counseling

The purpose of the college-counseling program at Baldwin is to assist each student in assessing her strengths and interests, and in selecting an appropriate college or alternative program.

The College Counselor meets with all of the Upper School grades to discuss appropriate standardized testing and is available on an individual basis for academic advising and course planning. The formal college counseling process begins in January of the junior year. Through the spring of the junior year, seminar groups meet to discuss writing essays, interviewing, visiting colleges, standardized testing, and identifying criteria for selecting colleges. Students and parents also meet individually with the College Counselor to review academic credentials, extracurricular accomplishments, and educational goals.

The program of workshops and one-on-one consultation continues through the senior year as students prepare their applications and make final decisions about college. In the spring of the senior year, the focus of the program shifts from college selection to issues of separation and independent living. As the seniors prepare to leave Baldwin, the advising and college counseling programs join to help them develop strategies for a successful transition to college.

Rules and Disciplinary Procedures

At Baldwin, we expect everyone to understand and comply with the school's rules and procedures. Our rules cover daily life and major issues at school. Here are the principles on which our discipline system is based:

1. A student is under school jurisdiction as long as she is on the school campus. She is also under school jurisdiction while participating in or traveling to or from an activity sponsored by the school. She represents the School whenever she is in school uniform.

2. Honesty, academic and personal, is expected at all times.

3. Mutual respect and civility are expected at all times and in all situations.

4. Obedience to local, state, and federal laws is expected at all times and in all situations.

See the Handbook section, "Rules and Consequences" for a more detailed discussion of our expectations.

Daily Life

Upper School Attendance Policy

Attendance at school is essential for a sound education. Absences create a burden for student and teacher, but also diminish the classroom experience for everyone else. Therefore, the School's expectation is that students will be at school full-time. Of course, we do not want students here when they are truly ill or hurt. For their own sake and the health of the community, it is essential that students stay home to rest and recover when they are ill or injured. Please note these school policies:

1. Such unavoidable absences as illness, injury, or family emergency are "**Excused Absences**" and teachers will assist students to make up missed work. Please note that a call from a parent is not sufficient reason to grant an excused absence without adequate grounds for an absence; be aware that absences have consequences regardless of their origins (see below).

2. On occasion, when a family has given the Division Director two weeks' notice of a planned absence by submitting the "Request for Approved Absence Form" in a timely manner, the school may approve a voluntary absence when deemed appropriate. Such approvals are given for important family, cultural, religious, or educational events – such as a sibling's out-of-town wedding. In the case of an "**Approved Absence**" the burden falls on the student to complete as much work as possible in advance of the absence. Teachers will not make extraordinary efforts to keep these students up to date, and a student must make plans

with her teacher for make-up work in advance of the absence.

3. If a student misses school in order to extend a vacation, or for other personal, recreational reasons, or does not notify the School properly in advance of an absence, those absences are **“Unexcused.”** Teachers will not help students make up work missed because of an Unexcused Absence nor give credit for work due during such an absence. A history of Unexcused Absences will result in further discipline and may jeopardize a student’s re-enrollment at Baldwin.

Consequences for Repeated Absences

We take chronic absenteeism or tardiness as a sign of stress or fatigue resulting from an unhealthy lifestyle or over-scheduling. The solution to this is not a periodic voluntary absence but a reassessment of a girl’s over-all commitments and use of time, and we urge families to call the School when they feel such a situation has developed. We are happy to help her family reassess a girl’s commitments and develop a more productive approach to her school life. In addition to seeking a healthy, balanced life for all girls, we seek to ensure a level academic playing field where all girls, whenever physically possible, work together, take tests together, and participate fully in the life of the school. In regard to this, be aware of the following:

1. If a student is absent from six meetings of any given class during a trimester, her parents will be contacted, her situation discussed, and her trimester grade may be lowered if there is not sufficient medical evidence for absences. (Most classes meet about 50 times during a trimester.)

2. If a student is absent from 12 meetings of any given class during a trimester, her parents will be asked to attend a meeting, and her trimester grade will be lowered by one full grade if there is not sufficient medical evidence for absences.

3. Should a student miss 20 days or more from any class, she will be placed on Academic Probation; a conference will be held with her parents, advisor, and teachers; and credit for her course may be withheld.

4. A prolonged absence due to severe illness or injury is a special circumstance, and will be reviewed individually to determine if the normal consequences should be waived. In such a case, the parents, the Director, the Dean of Students and the School Nurses will confer and make appropriate arrangements based on the particular case. Parents should contact the school whenever a diagnosis or medical event suggests that a girl may

face a lengthy stay at home.

Dental or Medical Appointments

Appointments should be scheduled during non-school hours whenever humanly possible. When absence, early dismissal, or late arrival due to a dental or medical appointment cannot be avoided, a note from the student's parent should be sent to the School Nurse well in advance of the appointment. Students must present a doctor's note on return to school.

Absence for Illness

When it is necessary for a student to be absent because of illness, a parent should call the attendance line before 8:30 a.m. The Wellness Center has a voice-mail number for messages about lateness, illness, or other attendance problems. The number is **(610) 527-9024**. No student who is absent for illness during part of the school day may participate in sports or non-athletic after-school or evening activities without obtaining special permission from the Director of the Upper School. When a student has been absent for more than three successive days, the school reserves the right to request a doctor's note on her return to school.

Illness at School

A student who becomes ill during the school day should go to the Wellness Center. If the nurse is not available, students should go to the Upper School office, which will alert the nurses. For their own safety, students may not go home without first seeing an adult. Because the school does not send students home without parental permission, it is essential that we have on file a telephone number where a responsible adult can be reached.

School Life

1. Attendance is required at all classes, assemblies, and assigned activities, and students are expected to be on time. A student who is late to class is expected to present a note of explanation from an authorized adult. Unexcused lateness to class will result in a detention.

2. Homeroom begins promptly at 8:15 a.m. Students who arrive after 8:20 a.m. must sign in outside the Nurse's Office before reporting to class. A note or telephone call from a parent is required even on a day with an A-Block Omit. Unexcused lateness to school that results in missing one or more classes will be counted as an unexcused absence.

3. A student who leaves campus during the school day for any reason must **sign out personally**, in ink, in the Attendance Book or the Cut Sheet maintained in the Upper School office.

4. Generally, only juniors and seniors are permitted to drive to school. Written parental permission is required and a current Baldwin parking permit must be displayed in the student's car. A permit grants permission to park; it is not a guarantee of a parking space.

Leaving campus without permission or without following the appropriate sign-out procedures is considered a serious offense. Because the school is responsible for knowing the whereabouts of all students at all times during school hours, it is essential that students not leave campus without permission and that the sign-out procedures be followed carefully. Students are responsible for the clarity and accuracy of the dates and times of their signing in and out.

5. Visitors to the School must be accompanied by a Baldwin student and must register in the Upper School Office and wear an identification tag. Permission should be obtained in advance before bringing a guest to campus. Appropriate, courteous behavior is expected of guests at all times; a breach of these expectations, or failure to ask in advance, will result in the guest being asked to leave the campus. Hosts must keep their guest company throughout the visit.

6. Electronic devices are distracting and disruptive and may not be used or evident in school buildings during the school day; cellphones are permitted only in designated areas.

7. Nuts and peanuts, or food containing either, are very dangerous to allergic individuals and are therefore not permitted anywhere on campus.

8. **Baldwin has a uniform dress policy; it creates a sense of community and equity within our community and emphasizes the importance of character rather than appearance.** On Fridays, Upper School students may be given permission to come to school out of uniform if neatly and appropriately dressed. All clothing must be clean and in good repair.

The Baldwin Uniform for Upper School

Kilt and Slacks: All kilts must be worn at an appropriate length. Shorts or spandex must be worn underneath the kilt but may not show below the hem.

- Blue uniform kilt. Required
Worn on "Baldwin Blue Days"
- Plaid uniform kilt. Optional
- Light blue cord kilt. Optional
Not worn after Oct. 15 or before April 1

- Navy blue corduroy slacks Optional
- Navy blue chinos Optional

Shirts and Other Tops

• White tailored shirt with collar, short or long-sleeved.
Must be worn buttoned.

• Navy blue, gray, or white solid-colored polo shirt or turtleneck, short or long-sleeved.

• Hip length untucked shirts may be worn. No bare midriffs.

• Baldwin rugby shirts

• Team jerseys permitted on game days only

• Navy blue, gray, or white sweater or sweatshirt. No design permitted except the Baldwin monogram. Collars and cuffs may not be cut or torn.

• Seniors are permitted to wear their college sweatshirt the week after they receive notice of acceptance.

Socks, Tights, Hosiery

• Plain (no pattern) socks, stockings, leggings, or tights are required.

• Socks below the ankle may be any color.

Shoes, Boots, and Sandals

• Low-heeled shoes with a back are required with a kilt. Sandals with heel straps may be worn before Thanksgiving and after Spring Break. Boots may be worn after Thanksgiving and before Spring Break.

• All of the above may be worn with pants.

Other Dress Regulations

• Uniform for Baldwin Blue Days:

Dark blue kilt

White collared shirt, must be tucked in

(Plain white sweatshirt or sweater (Baldwin logo permitted))

• Clothing items not listed above, including hats, gloves, scarves, sweatpants, and other accessories are not permitted in school buildings.

• Hair colors must be naturally occurring shades.

• Visible piercings (other than for earrings) or tattoos are not permitted.

• The Dean of Students is the final arbiter of appropriateness of dress at all times.

Lockers and Bags

Every student is assigned a book locker. These lockers should be used to store books, notebooks, etc. Valuable objects or money should not be stored in lockers or kept in student bags but kept at home or given to the Upper School office for safekeeping. Books, bags, etc., should be kept out of hallways and entries. Lockers and student bags may be inspected or

searched at any time at the school's discretion.

Homeroom

Each student in the Upper School has been assigned to a homeroom group that meets Monday to Friday for five minutes from 8:15 to 8:20 a.m. During this period, attendance for the day is taken, the Homeroom Bulletin is read, and uniforms are checked. Daily attendance in homeroom is required; those who are tardy will earn detentions.

The Homeroom Bulletin

Upper School announcements are printed daily in the Homeroom Bulletin that is read in each homeroom and then is posted in various locations throughout the school. To place an announcement in the Homeroom Bulletin, a student should submit the information, in finished form, signed and dated, to the Upper School Office by 11 a.m. on the day before it is to appear.

The Dining Room

Breakfast selections will be served daily from 7:30 to 8:15 a.m. Lunch is served Monday through Friday from 11:25 a.m. to 1:15 p.m. Students will be issued identification numbers, and food purchases will be charged to their incidentals account. During the Middle School lunch period, Monday through Friday, Upper School students may not use the Dining Room.

Student Privileges

With parental permission, students in each grade in the Upper School are permitted to leave campus during free periods for a specified number of times. Students may take these "cuts" as follows:

- Seniors may take one cut per day and have permission to leave school after their last class, provided that they return to meet all of their in-school (advising, class meeting, clubs, chorus, B-flats, Belles) and after school (sports) responsibilities. If a senior leaves during 8th period to go home, she must sign out "home" outside the Wellness Center (this is not a cut). We will continue to expect promptness to all classes and activities. Seniors are required to sign in and out according to usual school rules. If seniors are tardy to school in the morning they will not be permitted to take a cut or leave school early.

- Juniors are permitted nine cuts per year-not to exceed three per trimester

- Sophomores are permitted three cuts per year-not to exceed one per week

- Freshmen are permitted two cuts per year-not to

exceed one per week

- Students on academic or disciplinary probation will not leave campus during the school day.

The following procedures must be observed when taking cuts:

- A signed parental permission slip must be on file in the Upper School Office.

- If a student plans to drive herself or another student, she must have parental permission in writing on file in the Upper School Office.

- Students must be present daily for homeroom and all assigned classes and activities.

- All school commitments must be met. These include club meetings, tutoring sessions, work squad assignments, etc.

- A student must **sign out personally in ink** in the appropriate “cut” book at the time she is leaving, and must sign in personally in ink, at the time of her return. This is important. Failure to do so will result in a detention.

- All neighboring schools and college campuses are off limits, except with special permission.

- In the second half of the senior year, Seniors may petition the faculty for an extension of Senior privileges. At that time, with faculty permission, senior cut privileges may change.

Any privileges may be withdrawn for failure to observe school policies.

Student Lounges

There are several lounge areas in the Schoolhouse where students may gather during free time. Students are responsible for keeping the areas in respectable condition and for continuing to observe all school rules. iPods and similar devices are permitted only in these lounge areas. Students may not take male guests to the lounges.

Messages

Parents who wish to get messages to their daughters during the school day should call the Upper School Office. Please do not make calls to your daughter’s cell phone during the school day. Messages are posted on the Upper School bulletin board on the first floor of the Schoolhouse. Students are expected to check the bulletin board regularly.

Rules and Consequences

Minor Rules

These infractions are generally addressed on the spot and a warning or detention issued immediately. Minor infractions include

(though this list is not meant to be exhaustive):

1. Uniform Violations
2. Unexcused absences
3. Missing any class or other assigned obligation, such as detention.
4. Use of electronic devices during the school day outside of designated areas.
5. Tardiness and failure to check in or out properly
6. Gum, food, or drinks outside the dining hall or approved areas
7. Disruptive behavior, including public displays of affection or other inappropriate personal interaction.
8. Disrespectful behavior directed at any member of the Baldwin community, adults and girls alike.
9. Inappropriate language
10. Littering
11. Parking or driving in violation of school policy.

Minor Consequences

Minor infractions are dealt with by the Dean of Students.

Consequences may include:

Uniform violation:

- A student who comes to school inappropriately dressed will be issued a uniform violation, and will be asked to change into correct uniform.
- A student who is inappropriately dressed on a free-dress Friday will be issued a uniform violation, and will be asked to correct her appearance.
- A student who receives a uniform violation must come to school in complete, correct uniform on the next Friday, and must present herself for approval to the Dean of Students before 8:15 a.m. She must remain in uniform for the entire day.
- A student who does not come to school on the designated Friday in correct uniform will receive a weekday detention.
- A student who accumulates 3 uniform violations will be issued a weekday detention. Repeated violations become a major disciplinary matter.

Electronic Devices:

iPods, cellphones, etc., used improperly will be temporarily confiscated and a detention issued.

1. Weekday Detentions: (Tuesday/Thursday)

A student may be assigned a one-hour, after-school detention to be served on the next available detention day. Reasons for assign-

ing a weekday detention include most minor rule infractions.

2. Saturday Detentions

A student may be assigned a three-hour Saturday detention from 9 a.m. to 12noon (or from 1 to 4 p.m. when so designated).

Reasons for assigning a Saturday detention include:

- Unacceptable behavior or rudeness to any member of the Baldwin community
- Unexcused, excessive lateness to school, class, assigned activity, or scheduled appointment
- Excessive number of minor infractions
- Failure to attend class or meet other assigned obligations.

Detentions supersede all personal and extracurricular commitments

Unexcused absence from any detention will result in the student's assignment to the next Saturday detention in addition to being assigned to make up the missed time.

Major Rules

These major offenses at Baldwin threaten the well being of individuals in the community and are subject to major disciplinary proceedings as outlined in this Handbook. This list is not intended to be exhaustive.

1. Use, sale, possession or presence under the influence of alcohol, tobacco, marijuana or any controlled substance (unless it is prescription medication used in accordance with Baldwin policy), as described in the school's policy contained herein. Students who are found guilty of violating this rule are subject not only to disciplinary proceedings but may forfeit leadership positions and privileges at the discretion of the school.

2. Plagiarism. See Appendix A.

3. Violation of the school's harassment policy. See the Handbook.

4. Violation of the school's acceptable use policy for technology. See the All-School section in the Handbook.

5. Leaving school without permission or without proper sign-out

6. Theft or possession of stolen property

7. Lying or forgery

8. Inappropriate sexual conduct or displays of affection

9. Fighting

10. Possession of weapons

11. Vandalism

12. Gross disrespect to any member of the Baldwin community or its guests

13. Insubordination (failure to obey a reasonable directive from any adult member of the Baldwin community)

14. Repeated minor infractions or any infraction occurring while on disciplinary probation.

15. Any behavior on or off campus at any time, whether at a school-related activity or not, that threatens the good name of the school, its ability to attract and retain students, or may disrupt the normal functioning of the school.

Major Consequences

Disciplinary Probation

A student may be placed on Disciplinary Probation for repeated violations of school rules, major or minor or for inappropriate conduct on or off campus by the Director upon the recommendation of the Dean of Students. The Discipline Committee may also, in its deliberations, recommend that a student be placed on Disciplinary Probation. A student on Disciplinary Probation will be required to attend all weekday and Saturday detentions and will lose her cut privileges. The student and her parents will meet with the Director of the Upper School.

Discipline Committee Hearing

If an Upper School student is determined to have committed a serious infraction of school rules, she may be brought before the Discipline Committee. Out of respect for the privacy of all involved, all meetings are strictly confidential. Consequences of DC hearings may include, but are not limited to, detentions, loss of privileges or positions, loss of academic credit, disciplinary probation, suspension from school, or expulsion. In these cases, the following procedures apply.

1. The Dean of Students investigates misconduct and determines if a serious infraction has occurred. Generally, a Discipline Committee meeting will be called in cases of major offenses. However, at their discretion, in consultation with the Head of School, the Dean and Director may conclude that the Committee would be an inappropriate forum for a particular case. In those cases the Dean and Director will make a recommendation directly to the Head of School.

2. The Discipline Committee is composed of three faculty members, the Director, and the Dean of Students, who presides. In addition, three or four student Senators serve as voting members, depending on the students' availability. The Committee hears the Dean and student, weighs their presentations, and makes a recommendation to the Head of School regarding the conse-

quences of the infraction.

3. When the Dean has called a meeting, the parents are informed of the misbehavior and the disciplinary process. The student's advisor is notified as well.

4. At the meeting, the advisor and the student attend. The advisor can act as advocate and advisor for the student, but has no vote. No other persons not on the Discipline Committee may attend.

5. The Dean presents the facts of the misconduct to the Committee with the student present. The Committee may question the student as they wish, and/or permit her or her advisor to speak on her behalf.

6. When the presentation and questioning are over, the student is dismissed. The Committee meets then in private to determine a recommended consequence for the student's misbehavior. A designated member of the Committee will keep a record of the proceedings, to be kept in a confidential file in the Head's office.

7. The Committee votes on a final recommendation, which is taken to the Head of School by the Director. The Head of School (or designated substitute) may accept, amend, or reject the Committee's recommendation. The student and her family and her advisor are notified of the Head's decision, which ordinarily takes effect immediately.

8. The Head's decision is final in all cases.

9. If a student is suspended, that student will not attend any classes, athletic events or extracurricular activities for the period of time she is suspended. If the suspension extends over a weekend, the student may not attend school functions scheduled for that weekend. The student will be expected to make up all work missed, including quizzes, tests, and papers. The grade earned will be reduced by 10-points or one full letter grade. In the case of plagiarism, the assignment will receive a zero and cannot be made up.

Reporting Discipline to the Community

From time to time the Upper School administration may report to students and faculty in general terms the nature of the offenses brought to the D.C. and the consequences that have been imposed. This serves a serious educational purpose and dispels rumors and misunderstandings about the discipline process at Baldwin. Individual names will not be used in such reports.

Reporting Discipline to Colleges

Seniors who have been suspended from Baldwin or placed on probation for either disciplinary or academic reasons are personally responsible for reporting this action and the reasons for it, to colleges. The College Counseling Office will monitor compliance with this policy and provide guidance to any senior so affected.

While the school does not record disciplinary matters on the student transcript, the school will report fully and accurately any suspensions or probations from any Upper School year if asked directly, either on the Secondary School Report or by an admissions officer from any college. Baldwin will report any infractions of major school rules, resulting in suspensions or other significant disciplinary action, between the time of recommendation and graduation in accordance with *The National Association for College Admission Counseling's Principles of Good Practice*.

Appendix A

Academic Honesty

Academic honesty is the foundation of our education. Intellectual integrity and academic honesty are expected at all times, on daily work, quizzes, tests, examinations, and papers. It is assumed that a student's work is entirely her own, using only materials and information that are permitted, and that research will be thoroughly and correctly documented. Handing in work prepared by someone else, copying another student's work, using inappropriate material or information, is plagiarism, conscious or inadvertent, and constitutes a serious breach of the community's trust.

Plagiarism refers to all forms of information: printed, electronic, web-based, and otherwise. As a student, remember that:

1. You are plagiarizing when you pass off as your own someone else's story, article, essay, or theme or your own work done for another assignment.
2. You are plagiarizing when you paraphrase a story, article, essay or theme without proper acknowledgment as to original source.
3. You are plagiarizing when you use, without proper footnoting, another person's idea or interpretations, thus creating the impression that these ideas originated with you.
4. You are plagiarizing when you use study guides or outlines without documentation.

5. Any evidence of the undocumented use of secondary sources in papers will be considered plagiarism.

Student Organizations

There are many opportunities for both leadership and membership at Baldwin. Four major student organizations work with the faculty and administration to guide student activity and to ensure a forum for student opinion. The Seniors who head each of these four major organizations form a student leadership group that meets regularly with the Director of the Upper School to discuss student activities. **Student representatives must attend the meetings of all the organizations to which they have been elected. Any representative missing more than three meetings may be asked to resign from her position.**

Students in leadership positions are expected to model exemplary behavior at all times, including honoring uniform policies. Any violation of rules or expectations may result in loss of leadership position.

Procedures for Upper School Elections

Before the election process begins, in Class/Club meetings, faculty advisors and current student leaders describe in detail the requirements and responsibilities of each position. Eligibility for office is explained, and the election procedure itself is carefully outlined. The dates and purpose of all meetings for nominating and voting are announced in advance.

1. Order of Elections:

- Class Offices
- Student Senate
- Service League
- Athletic Association
- Club Offices

2. Eligibility for Office:

- A student may not hold the same Class office for two consecutive years except during Grades XI and XII.
- A student may hold two (2) offices from column A of the chart below or one (1) office from column A and one (1) from column B. No student may hold two (2) offices from column B or more than 2 from column A.

Column A

All Club head Positions

Column B

Class Officers

Senate Head or Representative

Service League Head or Representative

Athletic Association Head or Representative
Head of Yearbook
Head of Lamplighters

3. Nominations:

- In Class/Club meeting, students nominate themselves or others by standing or raising their hands.
- Nominees should be prepared to speak to the Class/Club on their qualifications for the position.
- The slate of nominees may consist of as many as five (5) people for single-position elections and as many as seven (7) people for multiple-position elections (Organization Boards). If there are more than the maximum number running for office, a run-off election will be held.
- The Class/Club advisor will supervise the nominations and will appoint one or two student tellers to assist. Nominees may not be student tellers.

4. Voting-General:

- Voting is by written, printed ballot.
- Votes may be cast only by those present. Anyone absent from school or absent from the meeting for any reason may not vote.
- All votes will be counted by the Class/Club advisor and one or two student tellers who are appointed by the advisor and who are not eligible for election. The candidates who receive the most votes, win. In the case of a tie, a re-election will be held. Results will be posted as soon as possible after each election.
- All election results must be reported as soon as possible on election day, in writing, to the Director of the Upper School.

5. Voting-Heads of Major Organizations:

- Voting for school-wide positions will take place on one day in a central location (to be announced) with a faculty proctor present to register voters and to distribute and collect ballots.
- Votes will be counted by the faculty advisors to the organizations and the current student heads of the organizations.
- All election results must be reported as soon as possible on election day, in writing, to the Director of the Upper School.
- The results of school-wide elections will be announced as indicated in the Election Schedule.

Student Senate

The Student Senate consists of elected representatives from Grades IX through XII. Four senators are elected from Grade XII, three from Grade XI, and two each from Grades X and IX. These representatives work through Senate meetings, Class meetings, and special committees to ensure open, active communication between students and

administration and students and faculty. The Senate is responsible for chartering student clubs and monitoring their activities. It organizes the annual Homecoming Dance, student elections and conducts periodic meetings to hear and respond to student concerns. Three Senators are called on to serve on the Upper School Disciplinary Committee each time that group meets.

Senators

XII	Noelle Niu, Head Gabrielle Amundson Allison Hoetzel Elizabeth Schoenberg	X	Kimberly Rouse Alexa Tzarnas
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XI	Elizabeth Auritt Hilary Gray Nadia Tareen	IX	Jaslyn McIntosh Maya Patel
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Advisor: Pooh Gephart

Class Officers

Within each grade, students meet regularly in Class meetings to conduct Class business. Each grade elects a slate of officers who plan and run Class meetings and represent the interests of the Class to the faculty and administration.

XII	Christina Maloomian, President Jennifer Newman, Vice-President Elena Stephenson, Secretary Emily Lau, Treasurer Class Dean: Christie Reed
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XI	Margit Johnson, President Shayna Fader, Vice-President Brooke Simone, Secretary Valerie Cohen, Treasurer Class Dean: Beth Cope
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X	Mable Bakali, President Julia Dewey, Vice-President Kaitlyn Hobson, Secretary Jessica Gubanich, Treasurer Class Dean: Meg Glascott-Birch
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IX	Charlotte Matthai, President Sophia Tareen, Secretary Abigail Grosskopf, Treasurer Class Dean: Kathleen England
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The Athletic Association

The entire student body belongs to the Athletic Association. It is administered by an elected governing board composed of a Head, three Grade XII Representatives, three Grade XI Representatives who are the Pep Club Heads, two Grade X Representatives, and two Grade IX Representatives. The purpose of the Association is to stimulate interest in athletics, to foster school spirit, to provide opportunities for leadership, to encourage good sportsmanship, to support all teams representing the school, and to raise funds for the athletic program. Its activities include organizing pep rallies and sports assemblies, student-faculty games, and a Homecoming Dance. In May of each year, the Association sponsors a Sports Banquet that the entire Upper School is encouraged to attend. All parents of Juniors and Seniors are invited.

AA Board

XII	Charlotte Damico, Head Claire Henkel Alexandra Sawin Samantha Swartzi	X	Tiffany Hau Julia Smith
XI	Alexandra Lucas Sloan Warren Jennie Wigrizer	IX	Charlotte Morris Taylor Nickens

Advisor: Deb Surgi

Service League

The Baldwin School Service League has been in existence since the school's founding in 1888. In recent years, however, a greater appreciation of the significance of service has resulted in increased participation by students and the school staff and in an expanded schedule of activities. The Service League is led by an elected board, but school-wide participation in Service League events is encouraged. The Service League carries out many major projects, such as working at the Philadelphia Food Bank, and organizing food drives for the homeless, disaster relief, and Special Olympics. Students take the responsibility for raising funds for these and other projects. The school hopes that through Service League activities students will gain an understanding of themselves and others that will encourage them to make future commitments to volunteer and service activity.

Service League Board

XII	Sarah June, Head Leila Collins Nicole Cutuli Gabi Garcia	X	Madison Noteware Jennifer Winer
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XI Alexandra Kontra
Akela Lacey
TraiAnne Peek

IX Tarlon Daryoush
Jasmine Schlichting

Advisor: Jeremiah Shepherd

Student Clubs And Activities

All students are welcome to join clubs in the Upper School. The Student Senate manages all club activities, approves new clubs, and supervises club activities. An annual listing of club leaders, sponsors, meeting times and places and club events is published by the Upper School Dean of Students before the school year begins.

Amnesty International

Amnesty International is an organization that works to protect human rights worldwide. The Baldwin chapter strives to help this effort by holding letter writing campaigns and spreading awareness of violations of human rights both in America and internationally. This year the group hopes to hold a week long letter writing campaign that will be initiated by a presentation during an assembly period that will highlight some of Amnesty's specific goals. All Upper School students are welcome.

Art Club

Art Club gives students the opportunity to be creative outside of their art classes. A special event is planned to go behind the scenes at the Philadelphia Art Museum. Other activities include making beaded rings, drawing fashion designs, and screen printing.

Asian Students Association (ASA)

The Asian Students Association welcomes Baldwin's Asian students as well as others who are interested. The Association provides an opportunity for members to discuss issues openly as well as to share their different Asian cultures with the Baldwin community through films, guest speakers, and other planned functions.

A.W.A.K.E. (Act Wise and Knowledgeable Everyday)

AWAKE was founded in memory of Alex Wake to educate the Baldwin community and the outside community about domestic violence, abuse, and self-defense. Members learn about self-defense and help plan the Alex Wake Run.

Baldwin AIDS Network (BAN)

Our primary function is to educate adolescents about the dangers of contracting the AIDS virus. The club holds fundraisers to support AIDS research and other related activities. The members meet once every other week for 50 minutes.

B.C.W.2

Members write and share poetry, plays and essays. If you write – no matter the subject or style – we want to hear your voice!

BETA (Brain Exercise and Training Association)

BETA is an organization designed to promote mathematical appreciation. BETA meets once every other week during lunch when the members come together to solve math problems in an informal setting. BETA members participate in at least one national math competition. This organization is open to students of all math abilities.

The Black Students' Union (B.S.U.)

The Black Students' Union of the Baldwin School meets monthly to promote healthy interaction and dialogue along BSU members and everyone at Baldwin; to bring awareness about and discuss issues affecting the African American community at Baldwin and in society; to enrich the experience of African American students at Baldwin; to unify the African American community; to connect and network with alumnae of color.

B.U.R.N. (Baldwin Understanding Religions Network)

BURN provides an outlet of discussion of religion and philosophy and their impact on politics, culture, and everyday life.

China Care

China Care raises money throughout the year for the China Care orphanages. It also organizes three Dumpling programs a year; these programs are playgroups for children who are adopted from China so they can meet and play with others who are also adopted from China, and can learn about their own heritage.

The Contemporary Club

The Contemporary Club welcomes students in Grades IX–XII and meets regularly. Special programs are planned such as international dinners, featured speakers, or student discussion of timely topics, local and world news. Other activities include discussions with students from other schools, and conferences on contemporary issues. The members meet once every other week for 50 minutes.

Debate Club

Organized debates both inter and intra-school give students experiences in many different kinds of debate situations. The emphasis is on informal debating in a relaxed atmosphere. Students can participate in the debates, the research side of debating, and its organizational aspects. All students in grades IX–XII are welcome. Members meet once every other week for 50-minutes.

Democrat Club

The Democrat Club is an organization for students who are passionate about their Democratic beliefs or interested in learning about the Democratic Party and the political process as a whole.

Diversity Club

The Diversity/P.E.A.C.E. Day Committee Club represents the voices of and works with a variety of people: students, parents, faculty/staff, administration, and trustees. Through ongoing activities, assemblies, advisories, the diversity newsletters, and of course, P.E.A.C.E. Day, the committee hopes to create a school that is welcoming and inclusive for all people

Earth Matters

The Earth Matters Club meets regularly to discuss ecological and environmental issues. Some meetings will include dinner and a guest speaker. In past years, the club organized Earth Awareness Days and joined with the Student Senate to sponsor recycling projects. All Upper School students are welcome to participate. Members meet once every other week for 50 minutes.

El Pimiento

El Pimiento is the Baldwin Spanish Literary Magazine. It is published at the end of the year. All Spanish students are encouraged to not only contribute Spanish poems and prose pieces, but also join the editing staff.

Fajita (The Theater Club)

Theater Club is a place for acting, directing, filming, and having fun.

Fashion 101

Fashion 101 is for students to explore styles of all kinds, examine past and present trends, and encourage students to take part in an annual fashion show. The fashion show is produced by students, who prepare by attending shows, watching TV programs and expressing individual style through fun and creative projects.

The Film Society

The Film Society meets to watch and discuss movies. It tries to show films that students might not have seen otherwise. Members meet once every other week for 50-minutes.

F.L.A.B. (Food Lovers at Baldwin)

FLAB draws together students who appreciate food by learning how to cook many varieties of dishes. Students learn the basics and provide members with recipes at each meeting. Favorite dishes will be brought in for members to taste and discuss how they are prepared. Recipes will be distributed to members so they can experiment over the summer. Students plan to create a cookbook for the Community Gala and host a dinner for other students, family, and faculty to demonstrate their talents. Members meet once every other week for 50 minutes.

Florilege - French Literary Magazine

Florilege is a French Literary Magazine. Including essays, poetry, short stories, restaurant reviews, games and puzzles, Florilege is written, designed, and partially edited by Baldwin students. Dedicated to spreading French throughout the school, we accept submissions from all French students and publish two anthologies of their work each year.

Girls Learn International (G.L.I.)

The Baldwin chapter of Girls Learn International© is dedicated to leading girls in fun, informative activities that educate them about the obstacles girls face around the world in getting an education. GLI is a New York-based organization with chapters in over 50 American schools. Our chapter is linked with the Partner Classroom – the all-girls Khanote School in Pakistan. Members communicate with our partner school through creative and fun Cultural Exchange Projects. Students also fundraise for the Khanote School throughout the year.

The Hourglass

The school newspaper, *The Hourglass*, is published periodically during the school year and serves as a record of events at school and as an organ of student opinion. The staff meets once every other week for 50 minutes.

Lamplighters

Students who enjoy meeting new people, and like being friendly and outgoing, are encouraged to join the Lamplighters. The Lamplighters give all of the tours for admissions visitors and are key participants in prospective Parents Days and other special school events, and are the official hostesses for students new to Baldwin. Membership is limited; students apply for a place in the group.

The Maskers

The Maskers is the oldest continuing organization at Baldwin. The members are interested in and dedicated to the theater. Any student in Grades IX through XII is eligible to audition for a role in the fall and/or spring productions and/or to officially join the Maskers. The Maskers are in charge of the major components of getting a show ready. The behind-the-scenes work is divided into three areas: public relations, construction, and technical work. Each of these areas requires a different amount of work and meets at various times throughout the rehearsal process. Each of these crews is headed by one of the Masker's junior or senior leaders.

Medical Awareness

In Medical Awareness Club, members discuss medical cases encountered in popular television shows. They analyze the accuracy of the symptoms, diagnoses, and treatments, and the impact of illnesses in real life. Membership is limited; students audition for a place on the team.

Mock Trial Team

The Mock Trial Team gives students an opportunity to explore the legal profession and learn about the legal system. The mock trial team receives a fictitious case from the Pennsylvania State Bar Association. Using the affidavits sent, the young women involved prepare and participate in every aspect of the trial as lawyers and witnesses. Their preparation culminates in presentations against other teams in the Montgomery County Court House before a practicing judge and a jury composed of local attorneys. Members meet once a week after school for two hours. Members may not also participate in Model UN or Model Congress.

Model Congress

Model Congress is composed of twenty girls who travel to participate in the Harvard University-sponsored program. Model Congress researches and suggests solutions to national and international problems. Membership is limited; students audition for a place in the group. Members may not also participate in Mock Trial or Model UN.

Model United Nations

Model United Nations is composed of twenty girls who travel to participate in the Georgetown University-sponsored program. Model UN researches and suggests solutions to international problems from various countries' viewpoints. Membership is limited; students audition for a place in the group. Members may not also participate in Mock Trial or Model Congress.

Modern Science Club

The Modern Science Club members prepare for and participate in the regional Science Olympiad and take field trips to the Franklin Institute and other science museums. There may also be guest presenters and laboratory activities at the meetings. Members meet once every other week for 50 minutes.

Partnership

Partnership is an Exchange Program for grades IX–XI that brings together The Baldwin School and Overbrook High School in Philadelphia. The schools meet about four times during the year and complete projects that help to build relationships, as well as

give back to the community. The program promotes friendship and bonding, recognizes differences, and celebrates similarities between the two schools.

Peer Counseling

The Peer Counseling Program, under the supervision of the School Psychologist and School Counselor, provides students with a system that enables them both to give and to receive help and support when faced with problems. Students from the Junior and Senior Classes may apply to be Peer Counselors. Selections are made in the fall. The group consists of approximately 10 to 15 young people who are interested in helping others and are dedicated enough to spend extra time in this pursuit. Peer Counselors are trained in how to listen, how to communicate with someone who needs help, how to recognize someone who is in trouble and needs extra help, and when to report concerns to the school psychologist. They are taught to be confidential and to limit themselves to passive, supportive roles, without getting too involved in another student's problems or attempting to make her decisions. Pairs of Peer Counselors are assigned to incoming IXth graders and girls new to Baldwin to aid in their transition to life in the Upper School. Meeting times are held during lunch every few weeks or other selected times. Membership is limited; students apply to join.

The Prism

The Prism is the yearbook of the Senior Class. The board of *The Prism* is made up of Seniors who have expressed interest and shown ability in editorial work, photography, or the business aspects of producing the yearbook. Underclassmen are also encouraged to participate on the staff. Meeting times are usually from 10 a.m. to 1 p.m. every Saturday.

Republican Club ("Red Elephant")

Red Elephant is a political club that discusses the philosophies, policies, and current events of the Republican Party. The club's goal is to facilitate a better understanding of the GOP and get girls involved in the political community through research, service, and activism.

Roman Candle

The Roman Candle is the Upper School literary magazine. It serves as a forum for creative writing, analytical pieces, black and white artwork, and photography submitted by any interested student or faculty member in the Upper School. The magazine is published at the end of the year.

S.A.D.D. (Students Against Destructive Decisions)

SADD is an open forum for students to discuss the struggles they face throughout their young adult lives. The main goal is to raise students' awareness about making decisions that are potentially harmful to themselves and people around them.

Straight And Lesbian Student Alliance (SALSA)

SALSA meetings provide a safe environment for students, faculty, and staff to talk openly about issues concerning sexual orientation and acceptance in both the Baldwin and outside communities.

The hope is to bring awareness and break down barriers by initiating productive discussions.

Policy on Physical Education

At Baldwin, all Upper School girls participate in physical activity. Students may try out each season to play a team sport or join a physical education class. The School believes that both team sports and physical education classes provide an important opportunity for students to learn important life-long skills including fitness activities, teamwork, self-discipline, and competition.

Medical Excuses

A note is required for any excuse from Physical Education class or team sports. The note must be given by the student directly to the Coordinator of Physical Education.

1. Short term excuses (two weeks and under): Students are required to attend class/practice even though they will be excused from active participation.

2. Long term excuses (more than two weeks): Students are required to assist in the Physical Education Department.

Athletic Guidelines

The full details of philosophy, eligibility, and expectations for student athletes and parents can be found on the Baldwin website by logging into the parent portal and clicking on Athletics.

Independent Physical Education

1. A student may apply for IPE if she competes at a nationally ranked level and participates in that sport at Baldwin or in a sport that Baldwin does not offer (e.g., figure skating, equestrian events). The Athletic/P.E. department will make the

final decision on the national ranking eligibility.

2. Application forms are available from the P.E.

Coordinator's office in the Athletic Center. All completed applications are due to the P.E. Coordinator prior to the first week of each athletic season. Applications will be review each trimester by the Athletics/Physical Education Department.

The Baldwin School Library

The Library is open Monday through Friday, 8 a.m. to 4 p.m., with extended hours Monday through Thursday until 6 p.m. Services and resources include: the Quest online catalog; Access Pennsylvania/POWER library databases, inter-library loan (ILL), electronic journal, newspaper and reference databases; the reference collection; non-fiction materials including atlases, current periodicals and newspapers; adult and young adult fiction, paperbacks, story collection; rare books and foreign language materials.

The Quest catalog is networked throughout the Baldwin libraries and includes the entire Pre-K to XII library collection. All materials can be accessed by author, title, subject, call number, and keyword. Students are free to borrow books from all library locations within Baldwin.

Reserve materials are set aside for students for special projects and units of study. These materials circulate overnight only and may be reserved in advance for pickup at the end of the school day. They are due back in the library before 8:15 a.m.

A photocopier/printer is available in the library for student use.

Inter-library loan (ILL) is a network of school, public, and academic libraries organized for the purpose of sharing books with other libraries. The Baldwin School Library collection is part of the statewide Access Pennsylvania database of over 3,000 libraries whose holdings total more than 67 million titles. See the Librarians for assistance.

Borrowing Procedures

1. Bring materials to the circulation desk.
2. Material and patron barcodes are scanned, and a date due slip is inserted in the book.
3. Books have a two-week circulation period and may be renewed; videos and DVDs circulate for one week.
4. Reference books and reserve materials circulate overnight only.
5. Magazines do not circulate.

Overdue notices are generated within a week after the material is due, and are distributed through homeroom advisors. It is important that students respond immediately to overdue notices in order to limit the accumulation of fines. The fine for overdue materials is 5¢ per item per day, including weekends and holidays. It is expected that overdue fines and charges for lost materials will be paid in the Library; those that remain unpaid are charged to the student's incidentals account, with a non-refundable processing fee added.

Upper School Traditions & Special Events

Banner Assembly

Each IXth Grade Class designs and produces a banner featuring its Class color. The Class presents it to the School in a special, surprise assembly.

Class Ring

In Xth Grade, students purchase silver or gold signet school rings. Students receive their rings at a Class dinner. The following day is Ring Day, when the Xth Grade students dress in their Class color and wear their new rings for the first time.

Tree Planting

In the spring, the Xth Grade Class may elect to plant a tree purchased with funds from the Class treasury.

Junior-Senior Banquet

At this banquet, held before spring vacation, each Junior presents her Senior with a specially designed poster that is meant to portray the Senior.

Arts Banquet

Each year the Art Department and Art Club sponsor a banquet honoring all the arts at Baldwin.

Senior Blazers

The Senior Blazer in the Class color is designed and purchased in the Junior year, but may not be worn until the Marching-In Dinner in the late spring.

Marching-In Dinner

The Marching-In Dinner is held in the late spring. It is attended

by the Junior and Senior Classes. The Juniors wear their Class blazers for the first time and sing their newly-composed Class song.

Senior Externships

In May, Seniors are required to work for 3 weeks on an approved project. They are required to present their projects in some formal way on Senior Externship Day during the week of Commencement. Parents of Seniors are invited to attend the presentation. A Pass/Fail grade is given for this project on the student's final transcript.

The Prom

Juniors and Seniors and their optional dates are invited to attend a formal dinner dance in the spring. The Prom is planned by the Junior Class.

AA Banquet

The entire Upper School is invited to this spring banquet where athletic awards are presented. New officers and team captains are announced. Parents of Juniors and Seniors also are invited to attend, and the White Blazer recipient is announced.

Class Day

Class Day is an academic awards ceremony for the Upper School. It is held just prior to Commencement. At Class Day, Departmental awards are announced, and the Junior Class College Book winners are named. Other special awards of the day include recognition of those who have made an Outstanding Contribution to the Life of the Upper School and the presentation of the Baldwin Award to the student *“who in her years at Baldwin has distinguished herself in pursuit of excellence in academics, in the arts, in leadership, in service, and in sensitivity to other people, whose sense of fair play and loyalty has won her the respect of faculty and students alike.”* **Attendance at Class Day is required.**

Commencement

Commencement is the culmination of the school year. The Senior Class helps select a guest speaker and elects a speaker from the Class. Attendance is required at Commencement and at all rehearsals for all Upper School and Grade VIII students. Seniors wear white dresses and white shoes. All other students wear white dresses or white skirts and blouses and white shoes.

School Song

*Hail, Baldwin, Alma Mater,
our leader and our Guide,*

O hear us sing our praise of thee.

*Thy standard bright and glorious,
let us bear it far and wide,*

Thy faithful heralds let us be.

*We love thee, we praise thee,
this we make our aim,*

*That we may ever worthy be
to bear thy name.*

*We pledge to thee forever
our faith and loyalty,*

O Alma Mater, fair and strong.

*For what our lives accomplish,
Mother wise we owe to thee.*

O Alma Mater, hear our song.

*And as from year to year,
new friends here meet and part,*

*The echoes of thy praise resound
from every heart.*