Ed V. Baldwin Elementary School

Student & Parent Handbook

2026-2027

State Of North Carolina Mission Statement	Ed V. Baldwin Mission Statement	Ed V. Baldwin Vision Statement
The guiding mission of the North Carolina State Board of Education is that every public school student will graduate from high school, globally competitive for work and postsecondary education, and prepared for life in the 21st Century.	The mission of Ed V. Baldwin Elementary School is to cultivate a safe, nurturing, and engaging learning environment where students, families, staff, and community partners work together to inspire growth and success. Through meaningful communication, data-driven decision-making, and high-quality instruction, we encourage every learner to reach their full potential and become confident, compassionate, lifelong learners.	Ed V. Baldwin Elementary School will be a culture of excellence that fosters meaningful partnerships among students, families, staff, and community members to inspire achievement, cultivate character, and empower every learner to become a confident, compassionate, and lifelong leader.

Office Hours--7:00 a.m.-3:00 p.m.
Instructional Hours--7:30 a.m.-2:10 p.m.

Please note that this handbook is a living document and is subject to change based on the needs of the school or the discretion of the school administration or school improvement team.

Ed V. Baldwin Elementary School
Open House Information

On behalf of the administrative team, we are excited to welcome you to the beginning of the 2026-27 school year!

We are looking forward to meeting you at our Open House, which is scheduled as follows:

Thursday, August 20, 2026: Pre-K & Grades 1-5 3:00-5:00 p.m.
Friday, August 28, 2026: Kindergarten Open House 9:00-10:00 a.m.

In our Open House sessions, you can meet your child's teacher and visit his/her classroom. If you have particular information about your child that you wish to share with the teacher, please fill out the form that will be available in each classroom, or request a parent conference with the teacher. Information about buses, school activities, breakfast/lunch, PTO, etc. will also be provided during the Open House sessions.

The first day of school for students in Pre-K & grades 1-5 is August 24, 2026. Kindergarten students will have a staggered entry from August 24-27, 2026; at the end of the staggered entry period, Kindergarten students will be assigned their teacher for the year. The staggered entry schedule is as follows:

August 24: Last Name A-F
August 25: Last Name G-L
August 26: Last Name M-S
August 27: Last Name T-Z
August 28: No School for Kinder; Kindergarten Open House from 9:00 am-10:00 am
August 31: All Kindergarten students will come to school and start in their assigned classrooms.

On behalf of the staff, we welcome you to the Baldwin family. We look forward to working with you and your family this school year to help your child succeed. Together, we are sure we will have a very productive year!

Table of Contents

Receipt of Handbook Acknowledge Form

Parental Responsibility Form

Administrative Team Welcome Letter

Table of Contents

Absences and Attendance

Academic Information:
- Grading
- Homework
- Testing
- Student Services
- Success Celebrations
- Field Trips
- Pupil Assignments

Arrival and Dismissal Procedures; Check-in/Check-out procedures

Cafeteria Procedures, Breakfast, and Lunch Information

Communication:
- General Information
- Emergency Contact Information
- Parent/teacher conferences and communication

Electronics, Internet, and Technology Information

Insurance

Parents, Guardians, Visitor, and Volunteer Information
- General Information about visiting and volunteering
- PTO

School-wide Expectations and Procedures
- CCS Code of Conduct
- School-wide behavior expectations
- Bus Safety
- Clubs & Activities
- Dress Code Policy
- Search Policy

Important Dates

ACKNOWLEDGEMENT

This Parent-Student Handbook & Calendar contains important information that will help familiarize you with opportunities and responsibilities that are yours at Ed V. Baldwin Elementary School as a parent, student, or guardian. Please read the handbook thoroughly and discuss its contents with your child, then sign the form below to confirm that you received this Parent-Student Handbook and that you have read it and discussed it with your child.

You may take out this entire page and return it to your child's teacher or cut it off and return only the bottom portion of the page.

.....

I received a Parent-Student Handbook and have read and discussed it with my child

Student's Name _____

Parent's Signature _____

Date _____

Baldwin Elementary School
4441 Legion Road
Hope Mills, NC 28348
Phone: 910-424-0145
Fax: 910-424-7359

Parental Responsibility

I understand that under State Law, I am responsible for maintaining correct and current up-to-date information on the Student Attendance/Data Card maintained in the school office. This information includes current phone numbers and addresses, along with the names and phone numbers of any and all persons who are authorized by me to pick up my child in my place. It is my responsibility to inform those who may pick up my child that they must have a current Photo ID and that their name must be on the Student Attendance/Data Card.

I understand that leaving my child unattended or allowing my child to arrive on school grounds prior to 7:00 a.m. may be considered child neglect.

I understand that failure to pick up my child after school, later than 2:20 p.m., may be considered child neglect.

I understand that repeated incidents of early drop-offs and/or late pick-ups may result in reports to Child Protective Services.

I understand that supervision of my child(ren) before and after school hours is my responsibility.

Student's Name: _____
Parent's Signature: _____
Date: _____

You will receive a copy of the Parental Responsibility Form (above) for your child(ren) at the beginning of each new school year. After reading and signing the form, return it to your child's teacher. This copy is to be left in the Parent-Student Handbook for your information.

Absences & Attendance

This year, the CCS is continuing its efforts, with the help of parents, to combat student tardiness in grades Kindergarten through 12th. When examining student data, it is noted that some students are repeatedly missing large blocks of instructional time because of tardiness or early check-outs. Many students are being checked in to school one hour late every day. We also have many who are being checked out by their parents/guardian early each day as well.

We need YOUR help because "Every Minute Counts! From start to finish, class time matters." Being tardy not only impacts the student who is late, but it impacts others in the class. Research shows that every disruption causes a gap in learning for ALL students in the class and can make the difference between a student passing a subject or having to remediate. We not only want to give our children the academic skills they need to succeed in life, but we want to give them another important life skill: being on time!

Tardy/Early Check-Outs:

~Students should be in the building by 7:25 a.m. and are considered tardy after 7:30 a.m. Students are expected to be in their classrooms ready to learn at 7:30 a.m. Students will receive written notice when they have accumulated excessive tardies; a meeting will be scheduled if your child reaches 10 unexcused tardies.

~Parents are required to sign their child in when arriving late and walk them to their classroom. **Entrances close at 7:25 a.m., and all students have to enter through the front of the school.**

~All students leaving school before dismissal must be checked out by an authorized person on the student's contact record. **There will be no check-outs after 1:30 pm**. Picture identification is required for check-out. Students will not be allowed to check out by adults, not on the authorized checklist.

~Students must be present for at least ½ the day to be counted as present; a student must check out at 10:30 a.m. or later to be counted as present; a student must check in by 10:30 a.m. or earlier to be counted as present.

~According to CCS policy, student check-out before dismissal is considered the same as being tardy. Continual check-outs from school may require a parent to attend parent education classes or truancy court.

Absences:

~In the event of an absence, a written note stating the reason for the absence must be sent to the classroom teacher on the day of the student's return after an absence. Only 10 notes from parent/guardian will be accepted in a school year.

~Physician notes must be turned in within five days of the student's return to school.

~State law allows for only the following reasons to be coded as excused absences: court appearance, death in the family, deployment activity, illness or injury, or medical/dental appointment. Appropriate documentation is required.

~All absences that occur without a note from a parent must be coded as unlawful.

~All absences and late notes will be kept on file by the homeroom teacher for the entire school year.

Academic Information

Grading:

Parents can review updated grades for their child(ren) through the Infinite Campus online program. Teachers are expected to update the online gradebook at least once a week for grades 3-5. More information about how to access your child's grades, including the option to receive notifications of grades through text, email, or your mobile app, will be available at Open House. Please take advantage of this opportunity to review your child's progress as needed in between progress reports and report cards. If you fail to find updated grades weekly for your child or you have any questions or concerns, please do not hesitate to contact your child's teacher and/or administration for assistance.

Grading Scale:

Students in grades 3, 4, and 5, within the Cumberland County School System, adhere to the following scale of Grade Averages. The grades are based on teacher judgment, student performance, and curriculum guidelines.

Grades 3-5	Grades K-2
A = 90-100	4 = Above Grade Level
B = 80-89	3 = On Grade Level/Proficient
C = 70-79	2 = Below Grade Level/Approaching Proficiency
D = 60-69	1 = Well Below Grade Level/Not Proficient
F = Below 59	

S = Satisfactory
N= Needs Improvement
U= Unsatisfactory

Infinite Campus Parent Portal:

Cumberland County Schools (CCS) has upgraded to the new student information system, NCSIS powered by Infinite Campus. This system offers enhanced features for monitoring your child's educational progress with a user-friendly mobile experience. The Campus Parent and Campus Student portals provide real-time access to grades, attendance, assignments, and schedules. These tools facilitate seamless communication between parents, teachers, and students, keeping everyone informed about school activities.

Key Features of Infinite Campus:

- Announcements
- Assignments
- Attendance tracking
- Academic planning
- Fee management
- Food service payments
- Grades and Class schedules
- Document Access
- Messaging and notifications

Homework:

~Homework will not be assigned to students at Baldwin Elementary. We believe children should have time to be kids, participate in extracurricular activities, and enjoy meaningful time with their families throughout the week.

To support academic success, we encourage the following at home:

- **Read for at least 30 minutes daily**, either independently or with an adult.
- **Kindergarten–2nd Grade:** Practice counting, skip counting, and review **UFLI Heart Words** regularly.
- **3rd–5th Grade:** Practice multiplication facts daily to build fluency and confidence.

These simple, consistent activities have a significant impact on student learning while allowing families to enjoy quality time together.

Testing:

~Students in grades 3-5 are required to participate in quarterly benchmark assessments. Students in grades 3-5 are also required to take the North Carolina End of Grade Test at the end of each school year.

~3rd-grade students will take a Reading Beginning of Grade Assessment during the first six weeks of school. Please note that NC Read to Achieve Legislation requires that all third-grade students score at least a level 3 on the Reading EOG to be promoted to fourth grade. Those students scoring at levels 1-2 may be required to attend summer school. More information about this will come home throughout the school year.

~As part of the NC Read to Achieve Legislation, all students in grades K-3 are also administered a reading assessment throughout the year to diagnose strengths and weaknesses regarding phonological awareness and reading comprehension. The assessment also provides the teacher with information to guide their instruction. Teachers will also provide check-ins throughout the year to follow student progress.

Student Services:

~The Student Services Team at Ed V. Baldwin aims to provide resources and support to students, teachers, and families when a child is struggling in the academic, social, emotional, or physical domains. If you ever feel a need to meet with the team, please let your child's teacher know in writing or contact the school counselor.

~The following student services personnel are available at our school: full-time school counselor, a school social worker, a school nurse, a Military Family Liaison, a school psychologist, and an Exceptional Children's case manager.

~Students and parents are encouraged to seek out appropriate support as needed.

Success Celebrations:

~Success Celebrations will occur at the end of each semester. The first celebration will recognize student success in the first and second nine weeks. The second celebration will recognize student success in the third and fourth nine weeks. Recognition will be given to students excelling in academics and other designated areas as determined by the school improvement team and/or school administration. Teachers will send notices to parents of special events at school, by way of their students; information will also be posted on the school's website, calendar, and Facebook page.

~Parents and special guests are encouraged to come to support their student(s) in celebrating successes and accomplishments. Please sign in as you enter the cafeteria.

Field Trips:

~Each grade level will plan field trips that are aligned with instructional goals for the grade throughout the year. We hope to help students make meaningful connections and have extraordinary experiences.

~All field trip money is due at least one week prior to the scheduled date, and all payments are non-refundable. Payment may also be made online at School Cash Online. There is a small convenience fee.

~Parents must fill out a Field Trip Permission Form and return it to their child's teacher with the appropriate fee for the child to attend the field trip.

~Students who do not return a parent-completed Field Trip Permission Form will not be allowed to attend the field trip; they will be assigned to another classroom while their homeroom class is off campus.

~Students must ride the school bus to the field trip location; parents and chaperones will follow the bus in a personal vehicle. Students may not be checked out at the conclusion of the field trip.

Pupil Assignments:

Parents should be aware that current pupil assignments are tentative and at the discretion of the principal only. Parents will be notified (if needed) if a need to make a change in classroom placement ever arises. Requests for specific teachers will not be honored, but parents can provide input in writing to the front office from April to June; the leadership team will take this information into consideration during the class assignment process.

Arrival & Dismissal Procedures

The classroom instructional day begins promptly at 7:30 a.m. We encourage all students to arrive on campus by 7:25 a.m. **Students who are not in their classroom will be marked tardy after the 7:30 a.m. bell rings. Students arriving at school AFTER 7:30 a.m. must be signed in at the office by a parent/guardian.**

Please note that Cumberland County Schools' Policy requires parents of habitually tardy students to attend parent education classes, or be referred to truancy court. Cumberland County Schools does not excuse oversleeping, babysitting/caring for siblings, missing the bus, personal hygiene issues, car problems, or living outside of our busing area. Doctor's appointments will be excused with a note from the doctor's office. Please plan for traffic delays as the roads around Baldwin can be congested in the mornings, especially with the numerous road construction projects occurring in the area. It is a parent's responsibility to ensure children are at school on time. Parents are encouraged to contact Ms. Crystal Munford, the school social worker, for assistance with tardy issues.

Important Reminders about Arrival:

~There is no supervision available before 7:00 a.m. Students may not be dropped off before this time.

~Students choosing to eat breakfast must go directly to the cafeteria upon arrival. They will go to class after receiving their breakfast.

~Parent drop-and-go is in the circular parking lot on the side of the school until 7:25 a.m.; this is the unloading zone for parents wishing to remain in the vehicle. Do not leave your vehicle unattended in this area.

~Students may NOT be dropped off at the front of the school for any reason; this area is for bus and daycare vans only with the exception of designated handicapped parents/visitors. Do not leave your vehicle unattended in this area.

~Parents wishing to walk their children into the school must park in designated spaces at the side of the school and enter the building through the main entrance of the school until 7:25 a.m.

~After the last bus arrives on campus, students will only enter through the E Hall doorway; students arriving after 7:25 a.m. will need to enter through the front door. Instructional time begins promptly at 7:30 a.m.; students must be in class and ready to learn at this time. Students who are not in their classrooms when school begins will be marked tardy. Being in the hallway or the office when the bell rings does not constitute being on time for school.

~Parking in the front drop zone or fire lane is strictly prohibited.

Important Reminders about Dismissal:

~All parent pick-ups will be done through the carpool line located along the side of the school; each student will receive a hanging tag with their number on it; this must be displayed on the front dash of the vehicle. Vehicles will come through in two lines; please be in the right line if you need to exit to the right upon leaving, or be in the left line if you need to take a left upon leaving. Vehicles will be loaded in groups at 8 stations (two vehicles per station) beginning around 2:10 p.m.; once the cars are loaded they will be moved forward and the next set of vehicles will pull up to load.

~Parents are not allowed to get out of their vehicles to pick up children.

~All buses and daycare vans will load at the back of the school; no students will be released from this lot during dismissal. All changes in transportation need to be submitted in writing no later than 1:00 p.m. to the child's teacher.

~Walkers must live within a one-mile radius of the school and be approved by the principal. Students who are not on the approved walker list will not be allowed to leave via this route.

Cafeteria Procedures, Breakfast & Lunch Information

~All students at Ed V. Baldwin Elementary are eligible for one breakfast and one lunch at no charge

~Breakfast is served daily from 7:00 a.m. to 7:30 a.m.; students will have the opportunity to grab their breakfast each morning from the cafeteria before going to class.

~Students are also welcome to bring a healthy, balanced lunch to eat in place of a school lunch.

~Sharing of food items at breakfast and lunch is highly discouraged due to food allergies and the potential spread of illness.

~Students are able to purchase additional snack items; please send money to your child's teacher or add money directly to their student account.

~If your child has any food allergies that the cafeteria staff and teacher need to be aware of, please see the school nurse or front office staff to complete the appropriate paperwork.

~Breakfast is not provided on school days with a delay in the start time; lunch is always served regardless of a delay or early release.

Communication

~Please notify your child's teacher and the front office immediately if you change your address or telephone number.

~At times during the school year, parents may feel they need to speak to the teacher, a staff member, or an administrator concerning their child and/or the school programs. We always welcome the opportunity to confer with parents and offer our services. Please respect the teacher's busy schedule by setting up an appointment ahead of time. We encourage you to reach out to your child's

teacher first. You are encouraged to use email and/or Class Dojo messaging to communicate with your child's teacher as well.

~In order to preserve the continuity of instruction, classrooms may not be disturbed by personal messages to students unless there is an emergency. If a child needs directions for after school, please make arrangements, if possible, with your child prior to them leaving for school.

~Changes in transportation cannot and will not be accepted over the phone or through email/messaging apps for security reasons. Please send any changes in transportation in writing to your child's teacher by 1:00 p.m.; changes in bus transportation require the assistant principal's approval.

~Students will be allowed to use the phone in emergencies only. We ask that parents contact teachers between the time of 7:00-7:15 a.m. or 2:15-2:30 p.m., as this is when staff members are generally free from instructional responsibilities and student supervision.

~In the case of emergencies, our office staff will take messages and/or send messages to the staff member's voicemail.

~Teachers and staff are always accessible through their school email addresses/Class Dojo and should respond within 24 hours.

~Administrators will post schoolwide stories but will not read, monitor or respond to Class Dojo messages. We always reply to phone calls and emails within 24 hours. If you need to schedule a meeting with administration, please call the front office.

Emergency Contact Information:

It is essential for the school to have parents' home, work, cell, and emergency telephone numbers of other approved adults. The school will always follow the indicated call sequence provided by the main parent/guardian. All emergency contacts will have to show identification to check out a child. Any changes in this information needs to be provided to the office as soon as possible. **For security purposes, changes can only be made in person at the front office.** Your cooperation in this matter is of vital importance to the security and safety of our children.

Family/School Conferences & Communication:

~Families and teachers are expected to engage in open lines of communication regarding student progress. A Family/School conference can be scheduled at any time; please contact your child's teacher for an appointment.

~Fall Family/School conferences will be scheduled at the conclusion of the first grading period; we will do our best as a school to schedule siblings on the same day.

~Spring Family/School conferences will be scheduled for students at-risk of not meeting all learning goals.

~If there are any barriers to your participation, please contact our school social worker or your child's teacher for assistance. We want to work with you and your input is valuable!

Concern Procedures:

If you have a concern about your child's treatment or academic progress, you should first express your concern to your child's teacher. The classroom teacher is your child's advocate during the school day and is the most likely person to have the information needed to address your concerns. Concerns should be addressed with the classroom teacher before they are brought to the attention of the administration.

Electronics, Internet & Technology Information

Electronic Devices:

~See CCS Board Policy 4318.

~Cell phones may be brought to school provided they are turned off and kept with the teachers, who will secure them in a locked location until the end of the day; students should not have their cell phones on their bodies or at their seats during instructional hours. Again, this is at your own risk. Teachers will confiscate any cell phone that is used during the school day. On the first offense, it will be returned to the student at the end of the day, and parent contact will be made. On the second offense, it will be confiscated by the teacher, and the parent/guardian will have to pick it up. A third offense will result in an office referral; the device will be confiscated by the Principal or Assistant Principal and not returned until a meeting with the student and parent is held.

Textbooks, Library Books, Technology, and Internet Acceptable Use:

~Students are provided with technology resources to use for educational purposes. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. Students in violation of appropriate use will receive restrictions on technology use or revocation of technology privileges.

~All students and parents must sign an Internet Acceptable Use Policy form to be kept on file at the school; students will not be granted access to the Internet without this signed form.

~All students will be assigned a Chromebook and charger, and in grades 3-5, students will be assigned a school calculator. Students are responsible for these items throughout the year or time period that it is checked out; any damages or lost items will be the responsibility of the student it is signed out to.

~Students can check out books each week. It is their responsibility to take care of them and return them on time. No additional books will be checked out to students if they have missing books.

~Students are responsible for their in-class materials, such as textbooks. Textbooks are the property of the school and should be treated as such. The board policy concerning textbooks is as follows:

Regulation 3200-R Assessing Fees for Lost or Damaged Textbooks:

The State does not provide guidelines for assessing costs for lost or damaged textbooks. Therefore, this regulation for assessing costs for lost or damaged textbooks has been established by the Cumberland County School System.

1. Lost Book: 100% of the current price will be charged until the last year of use. At that time, the price charged would be the rebound price.
2. Damaged Book, Unusable: Full price will be charged based on replacement needs.
3. Damaged Book, Usable: The amount collected will be assessed by the teacher based on the condition at the time the textbook was issued versus returned. Assessments will vary depending on the level of destruction incurred.
4. Full price charges will also be applied to any workbook that is lost or damaged beyond use. If the workbook is lost at the end of the adoption cycle, no charge is necessary.
5. Rebinding Fee: Based on the current rate and is subject to rate increases.

Replaces IFAA (Adopted July 1, 1985) and IFAA-R (Approved June 16, 1997)
Approved by Superintendent: May 10, 2011, Cumberland County Schools

Insurance

Each family is offered an accident insurance policy at a small cost per child. An application form will be sent home with each child during the first month of school. If you want your child insured, please follow the directions on the envelope form and have your child return it to school.

Parents, Guardians, Visitors & Volunteers

~Parents/community members are welcome and encouraged to visit our school anytime (safety procedures will be followed at all times).

~For security reasons, all parents/visitors must report to the main office and show proper identification to gain entry. This includes parents with teacher appointments, parents/visitors eating lunch, and ANYONE coming onto the school campus during the day.

~Every person entering the building after 7:25 a.m. must gain admission by using the front door and stating their purpose to the office staff through a buzzer/intercom system. Once admitted, the visitor must sign in at the front office and receive a pass to be on campus. Parents and visitors may come for the following reasons: lunch with students, watch awards, ceremonies or presentations, field day activities, club events, or other activities as planned by the school that do not require the direct supervision of students.

~Parents/Guardians & Visitors that wish to mentor students, chaperone a field trip, proctor for testing, volunteer in the classroom/school, or work directly with students in any way must complete a Cumberland County Schools background check and be on the approved volunteer list. This is required every year and does not roll over from year to year. If you need help finding or completing this form, please contact the front office. The form is located at: www.ccsvolunteers.com

~Volunteers are WELCOME at Baldwin Elementary School. Parents, guardians, and community member volunteers are needed to support a variety of school initiatives. If you are interested in volunteering, please let us know. If you work and cannot volunteer during the school day, contact your child's teacher or a member of the PTO board for other ways you can contribute and/or participate.

Parent-Teacher Organization (PTO):

Supporting the PTO – Parent Teacher Organization is a way of showing you care about Baldwin Elementary School. Your time and participation will make a difference in our students' success. Please get involved - we want you! The PTO will meet monthly to present school updates and to plan for support of school initiatives.

School-wide Expectations and Procedures

CCS Code of Conduct:

Teachers and the administration at Ed V. Baldwin Elementary School believe that an atmosphere of safety and order is essential if learning is to take place. Each child will receive a Code of Conduct as outlined by Cumberland County Schools, and it will be reviewed with students during the first 10 days of the school year. These are specific rules and consequences that each student is expected to follow as set by the CCS Board of Education. Please read and discuss the code with your child. School codes and rules are applicable on the school premises, on any school bus, or during any school activity, function, or event on or off school property. In School Suspension and/or after-school detention may be used prior to out-of-school suspension. The CCS Code of Conduct will be followed at all times.

School-wide Behavior Expectations:

At Baldwin Elementary, all staff will implement a school-wide initiative known as positive behavior interventions and support. This approach to behavior focuses on modeling and teaching

appropriate behavior expectations, recognizing a job well done, and providing appropriate consequences with reteaching when students are struggling.

~Baldwin students and staff will follow ROAR expectations (Respectful, Optimistic, Accountable, and Responsible in all areas of the building. The ROAR expectation matrix is located at the end of this handbook.

~All students will receive individual recognition throughout the day for meeting and/or exceeding ROAR expectations. Students will have the opportunity to earn rewards and incentives based on the positive points they earn. Positive points will also be used as part of class and school competitions; teachers may also opt to implement classroom challenges.

~Students will participate in a daily morning meeting with their teacher; the morning meeting is designed to build a community within the classroom and to provide a time to focus on social-emotional well-being.

~Students may be assigned an intervention or appropriate consequence to include a social skills/behavior lesson, time out of class, a behavior reflection sheet, a referral to the counselor or social worker, or other predetermined intervention.

~Students that need more intensive support will be brought to the Student Services team for an individualized plan of support that may include a daily behavior contract, daily check-in, an assigned mentor, small group social skills lessons with a counselor or social worker, individual time with counselor/social worker, etc.

~Our school values respectful, productive communication as an essential part of a positive learning community. Students, families, and staff are expected to interact with one another in a courteous, professional, and respectful manner, even when addressing concerns or disagreements. Communication or behavior that is threatening, abusive, harassing, or disruptive is not acceptable and may result in appropriate action.

Bus Safety:

~The safe transportation of our students to and from school is very important; please help us in reviewing bus expectations with your child.

~Please be at your stop at least seven minutes in advance of the scheduled pick-up/drop-off time and wait at least seven minutes after the designated time before calling the school.

~Bus transportation is a privilege that may be revoked at any time for unsafe or disruptive behavior. Bus suspensions can be for one to ten days and can result in expulsion for the year.

~The Assistant Principal handles all bus concerns including bus discipline; student conferences and warning letters from the bus driver are usually the first attempts to address bus misbehavior before administrative conferences or issuing a bus suspension.

~Incidents of misbehavior on the school bus that may result in a suspension of bus riding privileges include failure to obey the driver, teasing and annoying the other students, shoving, hitting and pushing, throwing objects, profane or abusive language, vandalism, fighting, throwing objects out of the bus, unsafe bus behavior/bus stop behavior or disruptive behavior.

Clubs and Activities:

At Baldwin Elementary School, we believe that providing extracurricular activities beyond the classroom is an essential role in building a well-rounded student prepared for the 21st century. Activities and clubs beyond the classroom are designed to be engaging learning experiences where students

can develop as leaders. Club and after-school activities typically occur after school on Wednesdays. Families are required to provide transportation at dismissal from these activities; failure to pick your student up on time can result in removal from the afterschool program.

~**Battle of the Books** (4th & 5th Grades)--Students read a predetermined list of books and compete as a team in a trivia-like challenge later in the school year against other students.

~**Junior Beta Club** (4th & 5th Grades)--Students are invited to join based on academic merit and teacher recommendation; members in this prestigious group focus on growth in leadership and service.

~**K-Kids** (3rd-5th Grades)--Outreach of the Hope Mills Kiwanis Club; service and leadership oriented. Students meet weekly after school to grow in the areas of social skills, leadership, and service to their school and community.

~**Pearls of Wisdom** (Girls 3-5)--Students stay after school to participate in activities focusing on mentoring to cultivate young girls into ladies of distinction who are well equipped to handle daily life skills and challenges.

~**Science Olympiad** (3rd, 4th & 5th Grades)--students compete in a variety of science-based challenges; students participate in a county-wide competition later in the year.

~**Other Clubs and Opportunities**--Other clubs and after-school activities vary from year to year; these activities are based on staffing and student interests. The student services team also will facilitate several school-wide initiatives and some student-based groups; examples include Red Ribbon Week, Month of the Military Child, Kindness Club, Military Kids Club, etc. Resource teachers and/or other staff may host other clubs throughout the year related to their content area.

~**Crocheting Club**–{Grades 3rd, 4th, & 5th Grades}-- to provide students (or participants) with a supportive and creative space to learn and practice the art of crocheting while developing patience, focus, and a sense of accomplishment. It also fosters community, collaboration, and service.

Dress Code Policy

~Appropriate student dress and appearance contribute to our safe & orderly school atmosphere and teaches students self-respect. Students with questionable dress/attire/appearance will be sent to the office to change clothes or call home for assistance.

~All clothing will be free of offensive language or pictures relating to violence, drugs, profanity, race, or sex.

~Blouses/shirts will cover chests, sides & midsections; sleeveless shirts should be at least 3 fingers in width.

~Please use a permanent pen to write your child's name in clothing or items before they wear or bring them to school so staff may quickly identify them and give them back to your child as needed. (inside labels or tags work well)

~Head coverings (hats, caps, hoodies on the head, etc.) and cold weather wear are not worn inside the building at any time.

~Any hairstyles which could be disruptive to the school environment are prohibited at school.

~Skirts & shorts should be at or below fingertip length when standing – no biker or spandex shorts

~Jeans/pants/slacks/shorts/shirts/shoes will fit the person wearing the clothes – no baggy/sagging attire or too tight attire.

~Absolutely no PAJAMAS unless it is a school-wide event or celebration.

~Closed-toe footwear is required for your child's daily physical activities. No open-toed sandals, high heels, slippers, or wheels on shoes are permitted at any time. Students are encouraged to wear closed shoes with a strap or athletic shoes at all times; students participate in outdoor recess, PE, and/or physical activities daily and safety is our number one concern. Students will not be permitted to change their footwear before physical activities. They must come to school already dressed for PE/Recess.

~Crocs are not permitted.

~Rolling backpacks are prohibited.

Search Policy

~School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342 – Student Searches. The purpose is to maintain a safe, orderly environment and uphold the standards of conduct established by the Board. A "school official" is a school administrator or a school resource officer acting in conjunction with and under the direction of the school administrator. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

~If reasonable suspicion exists as outlined above, searches may be conducted of a student's person, and personal effects, including purses, bookbags, outer clothing, wireless communication devices, and motor vehicles subject to the requirements of the policy. Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers, and other school-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons.

~Policy 4342 may be viewed at the CCS website, www.ccs.k12.nc.us

Important Dates

~The district calendar for the current school year can be found at: https://www.ccs.k12.nc.us/page/districts-board-approved-calendars

~The full school calendar with all events can be found at http://evbes.ccs.k12.nc.us/. Additionally, we will strive to continue to provide updates regarding school events and other important information through the website, Class Dojo, Facebook, newsletters and face-to-face communication.

Title I Expectations

Please be aware that Ed V. Baldwin Elementary is a Title I School. As part of the program components and the regulations of the No Child Left Behind legislation, we have been asked to ensure that each parent is informed of the following **Parent Right-to-Know Statement** . As required by **The No Child Left Behind Act (NCLB) of 2001**, Title I Part A, information is available at our school to include but is not limited to the following:

~The School Improvement Plan

~Qualifications of your child's teacher

~Professional development opportunities for teachers and assistants to ensure highly qualified personnel

~Opportunities for parent involvement and input

~The Cumberland County Schools Improvement Plan.
~The Cumberland County Title I Parent Involvement Plan and School Parent Involvement Plan
~Cumberland County System Report Card & School Report Card

It is our hope that this Handbook will help you and your child have a very successful year at Ed V. Baldwin. If you have any questions or concerns, please do not hesitate to let us know. We look forward to what we will accomplish together this school year!

Ed V. Baldwin Elementary Bears Behavior Expectations Matrix

	Voice Level 0 Hands and feet to self Walking feet only Be caring towards others	Use inside voice levels Be caring towards others Use manners Use materials appropriately	Be courteous to others Voice Level 0 Respect others' privacy	Use good manners Voice Level 1 in line Voice level 2 at table Include others	Be a good sport Be a team player Voice level 4 Hands & Feet to self	Voice Level 1 Hands and feet to self Listen and follow directions	Sit up straight and stay seated Voice Level 0 Hands & Feet to self Applaud at appropriate times
	Smile at others Silent Finger Wave Look ahead	Believe in yourself Always try your best Be open-minded	Smile Be courteous to others	Use positive talk Smile or silent finger wave at others Be a risk-taker, try new foods	Be active & have fun! Be a good sport Be a team player Help others	Smile at others Silent Finger Wave Help others	Engage in learning Actively listen Be open-minded
	Know where you are going and go straight there Have pass and buddy On right side at all times	Be a communicator and thinker Actively participate and complete work Set goals and be reflective	Always Flush Wash Hands Throw Away Trash	Know your lunch number Eat a healthy lunch Line-up quickly	Keep playground clean Use equipment correctly Follow playground rules	Walking feet Be ready to load and unload safely Enter & exit quickly and quietly	Focus on the presentation /speaker Raise hand to participate
	Follow adult directions Pick-up trash Take care of school property	Listen Share Hands and feet to self	Listen to adults Use time wisely Clean-up after yourself	Use time wisely Clean-up after yourself Raise hand for help	Line up quickly when called Stay in assigned area Report unsafe behavior	Be a problem solver Report unsafe behavior Follow bus safety rules	Raise hand to participate Enter and exit in straight line at voice level 0 Follow directions

Ed V. Baldwin Elementary School
Discipline Flow Chart

TEACHER/ STAFF
Managed behaviors

OFFICE
Managed behaviors

Is the behavior **TE ACHER/ STAFF** or **OFFICE** managed?

Redirect student in a positive manner
(Remind student of RO AR expectations; model expe ctation)

Intervention 1:
Reteach appropriate behavior to meet ROAR expectations
Give appropriate consequence
Notify parent
Document MINOR in PBIS Rewards System

Intervention 2:
Parent phone call required
Reteach &giveappropriate consequence
Discuss behavior one-on-one;
Review ROARexpectations
Document MINOR in PBIS Rewards System

Intervention 3:
Reteachand give appropriate consequence
ABE Social Skills Module assigned
Conference 1-1 with student
ParentContact Required
Document MINOR in PBIS Rewards System

Intervention 4
(Minors become Major (3 of same behavior or 5 of different behaviors):
Document in PBIS Rewards System as a Major and send to administrator

Teacher/ Staff Managed Problem Behaviors	Office Managed Problem Behaviors
Inappropriate language -name calling -curse words	**Abusive Language-** -Racial taunting -Repeated negative remarks
Physical Contact- (reaction) -Wrestling w/ peer or horseplay - pushing/ shoving/ kicking -biting (w/no mark)	**Physical Aggression (intent)** -Fighting -kicking, hitting, pushing, shoving, biting, ETC, w/ intent to do harm
Disrespect- -Eye rolling/lip smacking -Talking back to an adult -	*** Leaving school grounds w/out permission** Leaving class or assigned area without permission
Defiance- -Not completing work -Not following directions -Non compliance	*** Vandalism of school property** -Drawing on walls/school property -Destroying school property (valuable)
Observable Misbehavior -Running in hall/ breeze ways -Poor line behavior -Throwing items (food, paper, etc)	**~~Weapons/ dangerous items~~** -knives, bullets, lighters, matches, etc. **~~Disruptive Behavior~~** -disrupts learning of others -destruction of classroom -unsafe/dangerous behavior
Property Misuse -Damage to or throwing property (minor) -Writing/drawing on property (minor)	**Lying/ Cheating** -Forgery -Plagiarism
Dress Code Violation -inappropriate clothing or attire -unsafe footwear	**Harassment** -bullying -verbal threats
Stealing -petty theft (item of little or no value)	***Theft** -major theft of item(s) (high value)

Teacher Steps:

Notify parent of referral

Request removal of student if necessary by calling the front office

Consult with PBIS Coach on additional interventions/strategies

Write MAJOR referral in PBIS Rewards system immediately and provide detailed information as soon as possible.

Administration Steps:

Administration determines and assigns consequences according to school/county policy

Parent Contact made

Administration should provide teacher with feedback and support

If behaviors continue and Tier II interventions are not modifying behaviors, student should be referred to Student Services Team for further support (required after 3 ODRs)

Teachers should consistently use teaching, modeling and preventative strategies in addition to the school-wide common language on the ROAR matrix to prevent student misbehavior.

Focus on building positive student and parent/guardian relationships.
Students should start each day on a CLEAN slate. Do NOT dwell on previous day or week's behavior.
Provide praise as students show improvements.