



Baldwin Prep School

Where Childhood is Cherished

Handbook for Students & Parents

Welcome to Baldwin Prep School! We are delighted that you are here. This handbook will serve as a guide for a positive experience while you attend BPS. Please read this document carefully, and review with your child.

Table of Contents:

[Arrival and Dismissal](#)

[School Calendar](#)

[Attendance and Tardiness Policy](#)

[Make Up Work](#)

[Dress Code](#)

[General Dress Code](#)

[Special Dress Days](#)

[Prohibited Items](#)

[Backpacks](#)

[Toys and Cards](#)

[Weapons](#)

[Tobacco, Electronic Cigarettes, Juuls, Vapes, Illegal Drugs](#)

[Electronic Devices](#)

[Cell Phone Policy](#)

[Florida Clean Indoor Air Act](#)

[Code of Conduct](#)

[Discipline Policy](#)

[Medication](#)

[Lunch Program](#)

[Food Allergy Policy](#)

[School Store](#)

[Grading System](#)

[Standardized Testing](#)

[Withdrawals and Transfers](#)

[Student Records](#)

[Communication](#)

[Message from Mrs. Baldwin](#)



Baldwin Prep School

Where Childhood is Cherished

Arrival and Dismissal

School hours are 8:45 a.m. to 2:45 p.m. on Monday through Thursday and 8:45 a.m. to 1:45 p.m. on Fridays. Students can arrive at school up to fifteen minutes prior to the scheduled start time.

Drop off and pick up takes place at the South door of the building. Please enter using the gate on Wettaw Lane. As a precaution, parents are asked to stay off their cellphones during arrival and dismissal. For staff and student safety, parents should follow all stated directions by staff during drop off and pick up.

The dismissal process begins at 2:40p.m., Monday – Thursday, and Fridays at 1:40p.m. Students may be picked up as late as 3:00p.m. and 2:00p.m. respectively. BPS students are only permitted to leave with adults whose names have been filed with our office staff. Picture ID will be required.

“Corporate Hours” is a before-school program that allows our parents to drop off their children at school as early as 7:45a.m., Monday through Friday. The cost for this program is \$5.00 per day, per family. Due to safety issues, children may not arrive at school earlier than 7:45a.m.

An aftercare program is offered daily with the exception of early dismissal days, allowing parents to pick up their children as late as 5:00 p.m. Costs and activities vary and options are detailed on a monthly reservation form.

School Calendar

The school calendar notes all holidays as well as important school days, such as report card distribution. Attendance at all concerts / musical performances is mandatory and contributes to your child’s music grade.

The most up to date school calendar can be found at <http://www.baldwinprepschool.com/calendar/>

Attendance and Tardiness Policy

We at BPS believe that consistent punctuality and participation is a necessity for the success of the student.

However, no awards are given for perfect attendance. If your child is ill, please keep them home for the protection of other students as well as our staff. We encourage and appreciate an extra “healthy day at home” prior to



Baldwin Prep School

Where Childhood is Cherished

returning to school. For example, please keep children home for twenty four hours after a fever has broken, or for twenty four hours past them vomiting. In the case of a contagious illness, please notify the school staff immediately upon diagnosis. This includes, but is not limited to: pink eye, ringworm, flu, RSV, COVID, and lice.

Whenever possible, prior notice of planned absences is greatly appreciated, as teachers can then prepare for any missed work and your student can stay on track with their individual learning goals.

We thank you in advance for making every effort to practice persistent attendance and for adhering to the following guidelines:

- If your student is going to be absent on a given school day, kindly call the school between 8:30 a.m. and 9:15 a.m. and leave this information with a school staff member.
- Should you need to pick your child up early from school, please sign them out with our lobby staff and we'll call for the child to report to the office. We highly discourage the dismissal of students between the hours of 1:30pm, and 2:40pm. If your child has an afternoon appointment, please pick them up during their lunch period.
- Students are considered tardy if they arrive between 8:50 a.m. and 10:00a.m. Accumulation of four tardies in a marking quarter, will result in an after school detention, which includes a \$20.00 fee.
- Students are given a half day absence if they are away from school for more than one hour and fifteen minutes, but less than three hours.
- Time away from school that exceeds three hours is considered a full day absence.
- Should a student become ill while at school, they will report to the office where the lobby staff will call home and arrange for their pickup.

In rare cases, where situations arise that take students out of school for an excess of 10 days within one quarter, promotion and/or credit is not guaranteed.

Make Up Work:



Baldwin Prep School

Where Childhood is Cherished

All students are given the opportunity to make up any work due to an excused absence. The teacher will assign a reasonable due date for absent work. Late work policies are left to the discretion of the individual teacher.

If an absence is planned, families are should notify the student's teacher(s) to request makeup work ahead of the absence. This will ensure that your student remains on track with their individual learning goals.

Dress Code

School uniforms are to be worn to school every day with the exception of the first three days of school and last day of school. On these days, students may dress out of uniform, but must still adhere to the general dress code.

Please purchase polo-styled shirts in colors of your choice with the exception of black. All students are required to have one white polo shirt. Polo shirts can be dropped off at the front office for embroidery or heat pressing of the school logo. Embroidery is \$10.00 per shirt while heat pressing is \$5.00 per shirt.

General Dress Code:

For the ladies: jumpers, skirts, skorts, shorts and pants are permitted in our registered plaid, khaki, blue pin-stripe and navy blue. Nice blue jeans without holes or patches worn at the waist are also acceptable.

For the gentlemen: shorts and pants in khaki, blue pin-stripe, and navy blue are acceptable. Nice blue jeans without holes or patches worn at the waist are also acceptable.

Students should wear clothing that covers thier midriff and cleavage. No undergarments should be visible at school. Students are not allowed to wear or bring pocket chains to school.

Students tattoos should not be visible while at school and children are not permitted to write on themselves or each other. Administration reserves the right to ask a student to remove any peircing.

Any type of closed toe shoe, with socks, is permitted at school. However, shoes with wheels (e.g. Heelies) are prohibited. Shoe heels should be no greater than 1.5 inches while at school.



Baldwin Prep School

Where Childhood is Cherished

Please keep shorts, skirts and skorts to their original length. We ask that all shorts, skirts, and skorts be longer than two inches above the child's knee.

On days without school uniforms, students are not allowed to wear tank tops, spaghetti strapped shirts, or off the shoulder tops or dresses. Clothing should no display tobacco, drugs, alcohol, or sexual graphics.

Special Dress Days:

For P.E. days, students can wear an official BPS P.E. shirts along with navy blue elastic waist shorts. While attending P.E. classes, please do not wear flat bottom, or "skateboard" style shoes.

When attending a field trip, please dress your children in the white polo styled shirt with navy blue shorts, skorts or pants. We ask that chaperones also dress appropriately and avoid jeans, shorts, and tank tops.

For cooler days, students may wear a grey, pink, or navy blue sweatshirt, sweater, or fleece jacket. These must also be embroidered with our crest or heat printed.

Students may also purchase and wear authorized BPS long sleeve shirts. These can be purchased in the front office (when available) and are acceptable year round.

Students that attend school on their actual birthday may dress out of uniform as long as they adhere to the General Dress Code.

All students are urged to bring an apron or oversized button down shirt to wear over their uniforms during art and home economic classes.

Should a student arrive at school out of uniform, they will be given one to change into. A fee of \$25.00 per piece, will also be assessed for this infraction.

Prohibited Items

Backpacks:

Students are not allowed to carry backpacks, bookbags, or large purses at BPS. Students may carry a lunch box and a small purse for necessary personal items if needed.





Baldwin Prep School

Where Childhood is Cherished

Toys and Cards:

Unless specifically directed to do so by your child's teacher, students are not allowed to bring in toys or cards (including trading cards) to school.

Weapons:

Baldwin Prep School has no tolerance for the possession of a weapon of any kind. Please note this includes, but is not limited to pocket knives, pocket tools and metal nail files. Possession or use of a weapon is cause for immediate expulsion. Tuition is not reimbursed in the case of expulsion. Offenders will be turned over to the local police.

Tobacco, Electronic Cigarettes, Juuls, Vapes, Illegal Drugs:

BPS also follows a no tolerance policy for tobacco, electronic cigarettes, Juuls, or "vapes", and illegal drugs. Possession or use of tobacco, electronic cigarette, juuls, vapes, or an illegal drug is cause for immediate expulsion. Tuition is not reimbursed in the case of expulsion. Offenders will be turned over to the local police.

Electronic Devices:

Students are not allowed to bring electronic toys, tablets, or other electronic devices to school. Cell Phones and Smart Watches are allowed as long as they follow the school's cell phone policy.

Cell Phone Policy

Although our school handbook indicates that electronics are not to be in school, we can appreciate that our students have cell phones as a safety feature and a convenience for our parents. However, students are not permitted to make phone calls during the school day unless they call from our land line.

Cell phones must remain off during the school day and they must be turned in to our collection drawers before morning assembly. Please show support for our policy and do not attempt to call or text your child on their cell phone during school hours. Students caught with their phone or electronic will have it confiscated and





Baldwin Prep School

Where Childhood is Cherished

returned upon payment of a \$20.00 fee. This fee doubles with additional infractions.

You can reach your child by calling our office at (561) 844-7700.

Florida Clean Indoor Air Act

The Florida Clean Indoor Air Act is a state mandate which prohibits smoking in all Florida child care facilities, including schools. Please be aware that BPS does not permit smoking anywhere on campus, including the parking area. In addition, parent smokers are asked to refrain from smoking while in car line.



Code of Conduct

The administration and faculty at Baldwin Prep School are dedicated to providing quality education to our students and encouraging communication with the parents. The following guidelines must be adhered to in order to accomplish our goals:

- Follow the dress code.
- Use only clean and appropriate language.
- Do not vandalize or damage school property. Parents are held financially responsible for any damage their child causes to our property.
- Do not take or use things that do not belong to you without permission from the owner.
- Obey school personnel at all times.
- Keep hands, feet and all other objects to yourself. Do not engage in physical fighting as it is cause for immediate suspension.
- Do not gamble or bet possessions or money with other students.
- Do not distribute materials that are inappropriate or hurtful to others.



Baldwin Prep School

Where Childhood is Cherished

- Come to school clean, well-rested, and with the necessary school supplies.
- At all times refer to the staff by “Mr.”, “Mrs.”, “Ms.”, or “Miss”.

Discipline Policy

Creating a safe and productive learning environment for the students is our foremost concern. All teachers have adopted reward and consequence systems within their own classrooms. These systems allow for a warning before any disciplinary action is taken and then follows with appropriate punishments should inappropriate behavior continue.

Continued disruption is cause for removal from class and additional consequences will be assigned by the Headmistress. These include, but are not limited to, after school detentions, in school suspensions, and out of school suspensions. Please be aware that parents will be assessed a \$20.00 fee for all after school detentions.

Tracking the discipline of our students is an ongoing process. Continually disruptive students will follow due process and be removed from the school. Tuition is not reimbursed when a student is expelled from the school.

Medications

The school staff is allowed to dispense medication and can only do so with a signed [medical authorization form](#).

Prescription medications as well as any “over the counter” medicines must be stored in the school office and must be contained in the original bottle.

The use of any medication is only permitted when the parent or guardian provides written permission to dispense. This includes, but is not limited to, Tylenol, Motrin, cough drops, nasal spray and Sudafed. Medications must be provided by the parent. Please complete the [Medication Authorization form](#) found on our web site.

Lunch Program

If you don't want to pack a lunch, you may purchase lunch from the school Monday through Friday. Please refer to the lunch order form for menu selections and pricing. Lunch orders cannot be taken for “day of”





Baldwin Prep School

Where Childhood is Cherished

service. Parents must adhere to the due date deadlines for the lunch forms.

Parents are welcome to purchase other food and drop it off for their children. They are welcome to join their children for lunch. For security reasons, the school is not permitted to accept delivery orders.

High School students in good standing may eat lunch off campus, provided their parent has completed the [Lunch Policy Permission Form](#). Good standing includes grades of a C or better in ALL subjects, no more than one tardy per week, and appropriate conduct at all times. Failure to return to school on time, after lunch, will result in a suspension of this privilege.

In the case of birthdays and special occasions, please contact your classroom teacher. While we welcome birthday treats to distribute, please DO NOT conduct a birthday party during the school day.

Food Allergies: The safety and wellbeing of all students is a priority. If your child has food allergies, please alert both Mrs. Baldwin and your student's teacher. Accommodations for food allergies are made on an individual basis.

The School Store

The school runs a small school store where students can purchase snacks or lunch items.

Parents can choose to either send their students in with money to use each day at the school store or to prepay a set amount at the school store. Parents are encouraged to discuss with their child what types of snacks they are or are not allowed to buy.

Parent restrictions on purchases should be communicated directly to the school store.

Grading System

BPS operates on four nine-week quarters. Report cards are emailed home at the end of each quarter. Dates that report cards are distributed are published in the school calendar.

Staff members are required to complete weekly comments on each student. Updated comments are available Sunday afternoons as per our school



Baldwin Prep School

Where Childhood is Cherished

calendar. It is the parent's responsibility to ensure that they can review their child's weekly comments.

The grading scale adopted by Baldwin Prep School for grades 1 through 12:

100% - 90%	A
89.9% - 80%	B
79.9% - 70%	C
69.9% - 60%	D
59.9% - 0%	F

Standardized Testing

Beginning in the third grade, our students participate in standardized testing. Seniors in high school are not required to participate in this testing.

We at Baldwin Prep have adopted the Iowa Tests of Basic Skills (ITBS).

Testing takes place during the third quarter of the school year. The tests are sent away for scoring and once the results are returned to the school, copies of the scores will be mailed home.

If a student is absent for more than one test session, their test will not be submitted.

Withdrawal and Transfers

Please notify the office in writing if your student will be leaving Baldwin Prep School. When all financial responsibilities are met, school documents will be forwarded to the new institution.

Withdrawal and transfers do not have tuition reimbursement. We appreciate a minimum of thirty days notice. Students that transfer to BPS during the fourth quarter are also required to pay the deposit for the following school year.

Student Records

Baldwin Prep School requires that an application be on file for all students. In addition to the admission application, we will need an emergency contact card and current immunization records.



Baldwin Prep School

Where Childhood is Cherished

All records from any previous schools should be forwarded to the admission office. BPS records will not be released until tuition obligations have been met.

Communication

We at Baldwin Prep School pride ourselves on our communication with our parents. Parents, please do your part!

- Make sure the front office has a current email address for you. Please check your email often. Mrs. Baldwin typically sends one email to all parents each week. If you believe you are not receiving school messages, please notify Mrs. Baldwin immediately.
- Read the marquis noting important dates displayed in the lobby area and Mrs. B's Love Note Board visible during car drop off and pick up line.
- Review regularly to the Baldwin Prep School website, www.baldwinprepschool.com, where all [calendar events](#), [updates](#) and [forms](#) are posted. The [News and Events Page](#) catalogs the monthly video messages from Mrs. Baldwin.
- Junior High and Upper School Families: Your child's homework will be posted on the Remind App. Download this app, and join the appropriate classes.
- Every student has a Google Doc that teachers spend a good amount of time each week updating. It is imperative that at least one parent has an account with Gmail to read this information. This document is updated on a regular schedule (see School Calendar for dates) and available by 5pm on Monday.
- Accessing your student's Google Doc:
 - You **MUST HAVE A GMAIL ACCOUNT.**
 - If you already use Gmail, you only need to be sent the link once and you will be setup to access your child's progress report. **Please be sure we have your correct Gmail address.**



Baldwin Prep School

Where Childhood is Cherished

- If you do not have a Gmail account, [set one up](#). Please make sure that your gmail account username and password are easy for you to remember as they are essential to view your child's weekly reports and report card.
 - Once you have setup your Gmail, we will send you your child's progress report every Monday. If you miss the email, you can log directly into your [Google Drive](#) where these documents are stored.
 - Questions about your child's weekly report should be directed to their teacher.
 - **DO NOT DELETE THE DOCUMENT FROM GOOGLE DOCS.** If you have more than one child, DO NOT DELETE ANY OF THEM. Your child's document is updated weekly and you will need the same document to see their progress each week.
 - If you would like a copy of your student's weekly report to keep for your records, we recommend you print a copy each week.
- In case of an emergency, Mrs. Baldwin may send group text messages to parents. Please be sure we have a current cell phone number for you to access this information.

Message from the Mrs. Baldwin:

Families,

The enrollment of your child at Baldwin Prep School indicates that you support and uphold the policies and procedures outlined in our Baldwin Prep School Handbook. This includes, but is not limited to:

- 1) Our cell phone policy
- 2) Attendance and tardiness policy
- 3) Discipline procedures
- 4) Uniform guidelines



Baldwin Prep School

Where Childhood is Cherished

- 5) Staying informed through Google Docs, Mrs. B's emails, and watching Mrs. B's monthly video.

I speak for the entire faculty when I say that we at BaldwinPrep School consider it our pleasure to be teaching your children. We strive to keep the lines of communication open with the parents of our school. If there is anything that the school staff can do to make your experience with BaldwinPrep School more positive and nurturing for your children, please do not hesitate to call me. Thank you again for your trust and faith in BaldwinPrep School.

Gena Baldwin
Headmistress & Owner
Baldwin Prep School