



Escuela Amigos School

Parent/Student Handbook
Grades Jr.K-8

AMIGOS



JAGUARES

2019-20

Escuela Amigos School

15 Upton Street
Cambridge, MA

Tel 617.349.6567 | Fax 617.349.6833

Sarah Bartels-Marrero

Principal/Directora

Marco Curnen

Assistant Principal/Subdirector

MISSION STATEMENT / Nuestra misión

(English)

The Amigos School is committed to a strong tradition of excellence in a dual language education of English and Spanish.

Our mission is to provide a child-centered environment rich in academics and interpersonal experiences.

The Amigos School develops socially responsible and critical thinkers who are competent bilingual/biliterate students.

We strive to create citizens who make positive contributions to our local community and to the world.

Our diversity is our greatest strength.

(Español)

La Escuela Amigos está dedicada a una sólida tradición de excelencia en la educación bilingüe del inglés y el español.

Nuestra misión es la de proveer un ambiente centralizado en el estudiante, rico en experiencias académicas e interpersonales.

La Escuela Amigos desarrolla pensadores críticos y sociales que son estudiantes competentemente bilingües.

Nos esforzamos en crear ciudadanos que contribuyen de manera positiva a nuestra comunidad local y al mundo.

Nuestra diversidad es nuestra mayor fortaleza.

IMPORTANT PHONE NUMBERS

Amigos Main Office617.349.6567 x0

Report an Absence or Tardy.....617.349.6567 x7

School Nurse/Health Office.....617.349.6567 x105

Family Liaison

Lillian Rater.....617.349.6315 x115

Adjustment Counselor

Sarah Miller.....617.349.6567 x106

Guidance Counselor

Mariel Santos.....617.349.6567 x413

School Psychologist

Johanna Homan.....617.349.6567 x211

AMIGOS SCHOOL BEFORE SCHOOL PROGRAM

This a service provided by the Amigos School for Parents/Guardians who have an earlier work start time.

Amigos Before School

Operates from 7:30 - 8:30AM
**(NO DROP OFF BEFORE 7:30AM -
There is no supervision)**
Occasional drop off or every day
Cost: Free
Staff: Sra. Silvia Arata
Contact: Sheila Colón at scolon@cpsd.us

Amigos Before School: Gym

Operates from 8:10 - 8:40AM
**(Students must have their breakfast before going into
the before school gym)**
Occasional drop off or every day
Cost: Free
Staff: Ms. Libby Bacher
Cafeteria: Jr.K - Grade 1
Gym: Grade 1 - 8
(If weather permits: Outdoor before school for Grade 1 - 8)
Contact: Sheila Colón at colon@cpsd.us

SCHOOL START AND DISMISSAL TIMES

The Amigos School hours are 8:55AM – 2:55PM. Students may arrive as early as 7:30AM (*no earlier than 7:30AM*) and report to the cafeteria where the before school program is held. At 8:10AM, the gym or the outside park areas are open with supervision for grades 1 - 8 only not for Jr. Kindergarten or Kindergarten. On rainy or cold days, 1st graders will stay in the cafeteria. The first bell rings at 8:40AM whereby all students are dismissed from the cafeteria, park, or gym to their homeroom.

Note: Please remind your child that they should have breakfast first, before attending the gym. Students can get and eat breakfast in the Amigos Cafeteria!

Drop Off

All parents who are dropping off their student at the Amigos School must use the main entrance located on Upton Street.

Parents may escort their student to the cafeteria or to the gym any time before 8:40AM. We ask that parents respect teacher time to prepare for the day by waiting to enter any classroom until after 8:40AM. **Parents are only permitted to go to the 2nd and 3rd floors by first checking in at the main office and obtaining a visitor pass.**

There is no parking allowed in the bus lane on Upton Street between 8AM to 9AM. This lane must remain open to allow busses to drop off students safely. If you are blocking the bus lane you may be towed (parking restrictions are also posted on Upton St.)

Parents are not allowed to park in the school parking lot during at anytime.

The main entrance door is locked at 8:55AM. Any students who come to school after that time must ring the doorbell to enter the school. **(When you ring the doorbell and the office answers, please state your name and your purpose for entering the school.)**

If you have a specific physical limitation that requires the use of the elevator, you may access the elevator through the rear door that opens to staff parking lot. Otherwise, parents/visitors are not allowed to park in the back parking lot or to use the back entrance.

If your student arrives after 8:55AM s/he is considered tardy and must sign in at the office and get a tardy pass before going to class. All late arrivals are recorded in your student's attendance record.

You may drop off your student as early as 7:30AM if you are signed up for the before-school program. It is open to all students. During this time students are engaging in arts and crafts, reading and playing board games. Breakfast is served in the cafeteria between 8:10-8:40AM.

If your student is in Junior Kindergarten and Kindergarten, they must remain in the cafeteria until the 1st bell rings at 8:40AM.

The Amigos Gym is open to all students grades 1-8 from 8:20-8:40AM. We ask all students who plan to eat breakfast to eat breakfast in the cafeteria **before** going to the gym.

HOMEROOM



All students Jk. - 8th grade must be in their homerooms no later than 8:40PM. Homeroom is an important time where teachers and students can greet each other and set a positive tone for the day.

JK-5th Grade: Morning Meeting

Teachers will have morning meeting with their students every day. The morning meeting consists of teachers and students greeting one another, building community, and recording attendance.

Upper School 6th-8th Advisory Meeting CPR

The Circle of Power and Respect (CPR) / Advisory

Each day begins with a homeroom circle in which students greet each other respectfully, share what's happening in their lives, and move around in activities that teach important social skills in a lively way. The CPR helps students make the transition from home to school and establishes a clear path into the learning day. It is an essential part of each Upper School student's day, beginning as early as 8:45AM and no later than the official beginning of the day, 8:55AM. Advisory is a part of the CPR, dedicated to building community, increasing self-management skills, and preparing adolescent learners for the academic day.

Classes starts at 8:55AM!

ATTENDANCE/TARDIES

Regular and consistent attendance is essential to learning. It enhances students' academic success and contributes to a respectful school atmosphere. The goal of the student attendance policy is to promote consistent, daily school and class attendance. The expectation at the Amigos School is that students should have a least a 95% attendance rate in school and in class. Please keep the following practices in mind this school year:

Under the Massachusetts General Laws:

ALL CHILDREN AGED 6-16 ARE MANDATED TO ATTEND SCHOOL

*When any child is absent, the parent/guardian must call the school to give notification of the absence no later than the morning of the absence. If a call is not made, when the child returns to school, he/she must bring a note from his/her parent/guardian stating the reason for the absence. These notes should be kept on file for the school year by the homeroom teacher. If a child will have an excused absence of five (5) or more days, the parent/guardian must notify the school so that arrangements for home assignments can be offered, and if the student will have a prolonged absence of two (2) or more weeks due to illness or injury, the parent/guardian must notify the school to make the necessary arrangements for homebound instruction. **When excused absences become suspect, and are developing a pattern, the school will take steps to ascertain the reason by requesting medical notes and conducting home visits.** The principal/head of upper school's office shall keep statistics and check frequent absence and tardiness for instances of chronic or irregular absences reportedly due to illness, the school's principal/head of upper school or school nurse may 10 request a physician's statement certifying such absences to be justifiable. **If a child does not attend school or a child aged 6 through 18 is habitually truant or repeatedly fails to obey school rules, the school district can file a Child Requiring Assistance (CRA) petition in the courts.***

For further information on Mandated To Attend School law please visit:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter76>

We understand that there may be circumstances which will require a student to miss school for a day or longer. It is important that families maintain open communication with school regarding their student's attendance.

There are a few ways to communicate with the school regarding your student's absence.

Call the main office at 617.349.6567 x7 to leave a message, no later than 10AM.

Email the office with a CC to your student's teacher no later than 10AM.

If the school does not receive any notification by 10AM for the reason of absence then your child will be recorded in the school records as **unexcused**.

Each teacher will keep an electronic record of student absences or tardies.

A student who enters the classroom after 8:55AM shall be recorded as tardy and needs to report to the office to get a tardy pass.

Parents/guardians will be notified of any absence and/or tardiness by a student with a computer-generated phone call.

Please review the list on the next couple page of absences that are considered excused and unexcused.

Excused Absences Include:

- a. Absences attributable to personal health;
- b. Grieving due to a death in the family;
- c. Observance of a religious holiday;
- d. Medical appointments that absolutely cannot be made outside of school hours or counseling visits;
- e. Legal matters requiring a personal appearance;
- f. Suspensions in or out of school;
- g. School-related trips, assemblies or meetings;

Unexcused Absences Include:

- a. Truancy from school or from individual classes;
- b. Trips not approved in advance by the principal;
- c. Leaving the school building during the school day without signing out in the Main Office;
- d. Oversleeping or otherwise being tardy to school
(**Three unexcused tardies will be counted as one unexcused absence**);
- e. Any other absence that is not reported by a parent/guardian or medical provider by telephone or written note
- f. After 3 unexcused absences a call or an email will be made home by the teacher, school counselor, nurse etc.
- g. After 5 unexcused absences an official letter from the principal will be sent home to the family;
- h. Should absences continue after the letter, the family, principal, counselor And Mr. John Silva from the safety department will meet to discuss options and outcomes.

Tardies Unexcused or Excused for Jk.K-8

We are aware that there are life circumstances that will cause your student to be tardy to school. Whenever your student is tardy he/she must:

- a. Report and sign in the Amigos School Office on the computer
- b. All JK-2 must be accompanied by adult
- c. 3-8th grade students must have a note if an adult is not with them
- d. If note can not be provided at time of the arrival then a phone call or email must be provided. If you are aware that your child will be tardy.
- e. No notification then your child will be unexcused tardy and you will receive an unexcused tardy call and recorded in your child's record.
- f. If you receive a call you must return the call back to the school and report your child tardy.

Absence and Tardy Calls Home

If the school does not receive notification regarding a student absence or tardy by 10AM then you will receive a call from the school stating that your child/children were absent/tardy.

After School Participation

If your students has an unexcused absence he/she will not be permitted to participate in an afterschool or an evening event. If they are absent due to an appointment and are not sick you will need to communicate with the principal and she will determine if they can participate in the afterschool or evening activity.

Please Note:

The parent/guardian/caregiver of a student who is truant, chronically absent or tardy will receive an excessive absence or tardy letter from school administration. If truancy and tardiness continues after the letter, school administration will request a meeting to discuss the matter and come up with strategies to help with situation.

Extended Absences

We understand that there are times when families need to take an extended leave of absence. Please adhere to the following policies regarding extended absences.

Sabbatical

Cambridge Public Schools (“CPS”) understands that changes in life circumstances may pull a family away from Cambridge for an extended period of time. For the wellbeing of the family and student, CPS provides Sabbatical Leaves as a means to enable families to leave Cambridge for up to a year while maintaining a child’s place at their current school.

For the purposes of these guidelines, a sabbatical leave is a leave of absence that causes a family to leave Cambridge or the United States period of time. A leave of absence may result from a family crisis or emergency, a family’s need to spend a year abroad, a short-term work assignment, and educational opportunities elsewhere. CPS also supports our international families and appreciates that visiting home and family may require extended lengths to trips abroad. Any extended absence of 10 days or more requires families to request a sabbatical.

Under no circumstances will a sabbatical leave be granted solely for the purpose for a student to attend any other school either public, private, or charter while holding a seat in CPS.

You can obtain a sabbatical application by contacting Ms. Sheila Colon in the main office and she will go over the process with you.

Below are steps on requesting a sabbatical.

1. Send a written/email sabbatical request to the Principal Marrero cc Sheila Colon.
2. Obtain the sabbatical forms from Ms. Sheila Colon from the main office.
3. Fill out the form completely and correctly.
4. Obtain a letter from your employer explaining your sabbatical leave and intent of returning to place of employment.
5. Provide proof that you will return to your place of residence in Cambridge, MA
6. Return completed forms it to the Amigos Main Office.
7. Written communication regarding approval or denial of your sabbatical will be sent to the address listed on the sabbatical application
8. Upon return from the sabbatical, students must be re-registered at
The Student Registration Center at
459 Broadway Street, Cambridge, MA 02139

****SABBATICALS ARE FOR ONLY ONE ACADEMIC CALENDAR YEAR! ****

Vacation

If you are taking a vacation and your student is going to miss more than a few days (fewer than 10) please inform the principal in writing/email.

1. In your written request please include the dates of departure and return.
2. We will mark your student as excused absence with reason of family vacation
3. If no notification is received then the student will be marked as unexcused
4. It is the responsibility of the parent/guardian to support their student in completing any missed school assignments

Bereavement

In a time of loss, it is very difficult to handle the many pieces of one's life. If your student will miss school due to bereavement, please notify the main office and the homeroom teacher.

PLEASE NOTE AND BE ADVISED!

When a child has been tardy five (5) times or absent five (5) days or ten (10) half-days in the previous six (6) months for which no lawful excuse for said tardies or absences has been presented, the principal of the Amigos School may report the attendance record to the Superintendent of Schools.

Any student with an excused absence from school or class will be allowed to make up the class assignments according to school policy.

DISMISSAL

Dismissal is at 2:55PM. We take our responsibility to dismiss our students safely seriously. Therefore, it is exceedingly important for the Amigos community to be aware of how critical and challenging this time of day can be. Please read below some of the guidelines that are designed to support a smooth transition during dismissal.

Dismissal Methods

Bus

Those students who take the bus home will remain in their classrooms until their bus is announced through the school paging system. When their bus is announced students are to walk down the side stairs towards to the main door and will be guided by teachers and staff to their bus.

All students grades JK-2 must have a **yellow bus tag** attached to their school backpack. We will give all JK-2 students a tag on the first day of school with the following information:

Student initials

Emergency Number

School name, Homeroom and Teacher's name.

Name of bus

Name of bus stop.

Please note: If your student is in grades JK-2 and takes the bus home, there must be an assigned adult waiting at the bus stop. If there is not an assigned adult at the bus stop, your student will remain on the bus and the bus driver will take him/her to the Cambridge Rindge and Latin School Security Office. You will receive a phone call and be asked to pick up your student at the security office.

Walkers

At 2:55PM, when the bell rings, students are dismissed and they are allowed to walk home.

Students in grades JK - 1:

Parents can pick up their student in the classroom. However, we ask that they not go into the class but rather wait outside of the classroom. We still have make sure that the bus students get on their buses safely.

Students grades 2-8:

Walkers in grades 2 and 3 will go to the cafeteria and their adult can meet them there. Walkers in grades 4-8 may leave and walk themselves home or meet their adult at the front of the building. Any student in grades 3 to 5 walking unaccompanied by an adult, will need written permission from their parent/guardian stating that their child is allowed to walk home alone from the Amigos School. (All letters should be dropped off with Ms. Sheila in the main office.)

After School Arrangements

We understand that circumstances may arise that could cause a change of plans at the end of the day. We ask families to please call the Amigos Office **no later than 2PM** and to speak with Ms. Sheila or leave a message indicating an official change of plans.

Calling before 2PM is essential in order to avoid confusion during dismissal (e.g. students missing buses) It will also help us make sure your student is leaving the building in a way that is consistent with your wishes (e.g. riding the bus, walking, being picked up, etc.).

Please Note:

During dismissal we are not able to answer the phone in the main office.

Dismissal Due to Appointment/Illness

If your student needs to be dismissed from school due to an illness or doctor's appointment, the parent/guardian must notify the office.

1. All students JK - 8th grade must be picked up by an adult. Students are not allowed to walk or leave the school without adult supervision.
2. If your student must leave school before dismissal, please notify the office on the morning of the appointment.
3. We ask that you call at least 15 minutes before you arrive to pick up your student so that he/she will be ready for dismissal.
4. When you arrive at Amigos, please come to the main office to sign your child out on the School Check In/Check Out System.
5. No student should leave or be dismissed from school without the appropriate approval!

If you are unable to pick up your student, please make arrangements for your emergency contact or other adult to pick him/her up.

ADDRESSING STUDENT CONCERNS

For any concern that your student communicates to you, **please speak directly with your student's teacher first**. We take any concern or question like this seriously. We also recognize that a student may present a concern to a parent/guardian without including all perspectives or details. Please ask the teacher about your concern from a stance of establishing the facts. We are confident that with timely (within 1-2 days at the most) and direct communication with your student's teacher (e.g. phone conversation), you will arrive at a clear understanding of what took place and what next steps, if necessary, will be taken to address this concern. We believe that by communicating directly with the classroom teacher about a student's concern, we reinforce a respectful and professional atmosphere of communication that addresses both the family's needs as well as respects the professional role of the teacher/staff member. If, after several attempts to follow these steps, you are still not satisfied with the response, you are welcome to contact the school administration.

Discipline

Discipline is usually handled by the classroom teachers; on some occasions the Assistant Principal or Principal. Our goal at Amigos is to be both firm and understanding, using the moment to enhance a student's growth and appreciation of rules and expectations.

The Amigos School subscribes to the expectations and norms set forth in our Behavior Matrix for the school, supported by the practices and approaches of Developmental Designs.

Repeated problems or a serious breach of school rules may result in suspension, as outlined in the Cambridge Public Schools Rights and Responsibilities Handbook, which is posted on the school district's website.

Responsive Classroom JK - 5th Grade

The Amigos School uses Responsive Classroom, a teaching approach developed by educators and teachers that uses classroom strategies to provide social and academic learning for students in Junior Kindergarten through grade 5. Responsive Classroom helps create learning environments where children can grow academically, socially, and emotionally. There are seven guiding principles to Responsive Classroom:

- The social curriculum is as important as the academic curriculum
- How children learn is as important as what they learn: process and content go hand in hand
- The greatest cognitive growth occurs through social interaction
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy and self-control
- Knowing the children we teach individually, culturally and developmentally is as important as knowing the content we teach
- Knowing the families of the children we teach and inviting their participation is essential to children's education
- How the adults at school work together is as important as individual competence: lasting change begins with the adult community.
- Below is a behavior matrix that the Amigos School has implemented.

Developmental Designs (DD) for Upper School 6th -8th grade

The Amigos School follows the practices of Developmental Designs, a social skills curriculum which offers an array of strategies designed to keep our Upper School students safe, connected, responsible, and engaged in learning. This approach is based on research – grounded in the belief that healthy and enjoyable relationships are the foundations for success in schools. In order to establish and maintain those relationships, teachers must know their students, and students must know and appreciate one another. Clear parameters for acceptable behavior must be drawn and consistently maintained, and learning must be active, exploratory, relevant and varied. The approach to behavior management is based on our belief that all students want to contribute and be successful. The purpose of correction is not to punish, but to clarify expectations, provide a chance to restore order, safety and relationship, foster new habits and help students build self-control.

The Amigos School subscribes to the expectations and norms set forth in our Behavior Matrix for the school, supported by the practices and approaches of Responsive Classroom and Developmental Designs. Repeated problems or a serious breach of school rules may result in suspension, as outlined in the Cambridge Public Schools Rights and Responsibilities Handbook, which is posted on the school district's website.

ESCUELA AMIGOS SCHOOL

Somos respetuosos con **nosotros**, a **los otros**, y a nuestra **propiedad** en ... We respect **ourselves**, **each other**, and **property** in our...

<p>Salones de clase – Classrooms</p>  <p>Enfocados – Focus Trabajando duro Work hard Cuerpos seguros Safe body Limpiando – Clean up</p>	<p>Cafeteria – Cafeteria</p>  <p>Sentados – Sit down Limpiando – Clean up Comiendo almuerzo Eat lunch Lenguaje cortés Polite language</p>	<p>Pasillos – Hallways</p>  <p>Caminando – Walk En la Fila – In line Con voces bajas Quiet voices Guardando las pertenencias Belongings put away</p>
<p>Baños – Bathrooms</p>  <p>Lavando manos Wash hands Con voces bajas Quiet voices Manos bajo control Hands to self Limpiando – Clean up</p>	<p>Recreo – Playground</p>  <p>Tomando turnos Take turns Lenguaje amable Kind words Cuerpos seguros Safe body Pidiendo permiso para salir Get permission to leave</p>	<p>Auditorio – Auditorium</p>  <p>Sentados en silencio Sit quietly Aplaudiendo apropiadamente Clap appropriately Escuchando respetuosamente Listen respectfully Limpiando Clean Up</p>

CAMBRIDGE PUBLIC SCHOOL FOOD PROGRAM



Breakfast/Lunch

Breakfast and lunch are available for all students at Amigos. Breakfast and lunch are available at a free or reduced price for those families whose income qualifies them for this benefit. Prices for the daily breakfast and lunch are listed below. Research demonstrates that students who eat a healthy breakfast are better prepared to engage in academic work and perform better overall when compared to students who do not eat breakfast. We strongly encourage all of our students to eat breakfast in the morning, either at school, or at home before they come to class.

For more information regarding school meals, monthly menu and application for free and reduced lunch fee. Please visit the Food Service Department web page at http://www.cpsd.us/departments/food_and_nutrition_services.

Elementary and Upper School Lunch Prices

	Standard	Reduced
Breakfast	FREE	FREE
Lunch	\$2.80	FREE
Milk	\$.50	-

Snack

During the day, depending on the grade level, students are allowed to have a snack. Students are encouraged to bring a healthy snack such as fruits and vegetables, whole-wheat crackers and pretzels, or nutritional bars and water.

Given the potential for serious anaphylactic reactions to nuts for some of our students, we ask that **nut-free snacks be sent to ensure the safety of all of our students.** If any student were to eat a snack with nuts on a desk that an allergic student were to use the next period, the reaction could be life-threatening.

Free and Reduced Meal Applications

Free and Reduced Meal Applications are mailed out directly from the Food & Nutrition Office the last few weeks of August. Meal applications and more information can be found on the CPS website: www.cpsd.us//cms/One.aspx?portalId=3042869&pageId=3457247

Families with newly enrolled students are encouraged to submit their application as soon as possible to ensure any earned benefits start at the beginning of school. Any meals consumed without an active approved application on file will be charged at the full standard rate. Families with returning students who qualified for free or reduced priced meal last year will have their benefit expire October 21, 2018 unless they qualify with a new application (*Please Note: If your student is approved for free or reduced price benefits AFTER meals have been consumed and charged to their account the benefit is not retroactive and all past charges will be owed).

If your income changes during the school year and you feel you may be newly eligible for free or reduced priced meals submit an application directly to the Food and Nutrition Department office at 158 Spring Street, Cambridge, MA 02141.

The Food and Nutrition Department offers an online service to pay for your child's lunch. The link is **myschoolbucks.com**! You will need to create an account using your child's school ID#. If you do not have your child's ID# please email Sheila Colon at scolon@cpsd.us and she will give you the ID#.

A copy of the school menu will go home via backpack during the first week of the month. If you lose your copy you can easily access it online via the CPS website at www.cpsd.us/cms/One.aspx?portalId=3042869&pageId=3457247.

School Health 4 - 8th grade

The Health Education program's goal is to help students adopt and maintain healthy behaviors. The program promotes the physical, social, and emotional health and safety of students through comprehensive, integrated programs and initiatives. At the Amigos School, 4 - 8th grade curriculum units are embedded into the Health class, which meets once a week.

Upper School Student Council

The Amigos Upper School Student Council provides upper school students with the opportunity to run for office--President, Vice President, Secretary, and Grade Representatives, (6th, 7th, and 8th)--and gain valuable leadership experience at the upper school level. Students on the council engage in community learning activities, develop cooperative and democratic ways of exchanging information and sharing perspectives, and develop new friendships. Over the past two years, the Amigos Student Council has planned a variety of events that included "Movie Nights", School Dances, "Spirit Days", and the design of class themed t-shirts.

8th Grade Graduation

It is the policy of the Cambridge School Committee and Cambridge Public Schools that all eighth grade students be required to attend school for 180 days and be scheduled to receive a minimum of 900 hours of structured learning time per school. Consistent with this policy, the Amigos eighth grade graduation exercises, in consultation with the Superintendent of Schools and the Office of the School Committee, will be scheduled during the last week of school, ensuring that students are present during the 179th and 180th days of their eighth grade year.

The Seal of Biliteracy

We are proud to share that we award the national Dual Language Seal of Biliteracy at Amigos for 8th grade students. The seal celebrates our students' commitment to their bilingual and bicultural education throughout their academic career at Amigos. For more information visit: sealofbiliteracy.com and languageopportunity.org.

Dress Code

At Amigos, students shall have the right to express themselves by the dress and hair style of their own choosing provided students meet their responsibility to dress and groom in a manner that conforms to *professional standards of health, safety, and cleanliness*. We do ask the following:

- Students will not wear hats unless the school is celebrating 'Hat Day'.
- Students will not wear shirts and sweatshirts that send a demeaning or disrespectful message to any member of our community.

Locker Guidelines

Students in 4th and 8th grades are assigned a locker.

Locker Policy

- Students will be guided in using lockers at appropriate times during the day.
- Lockers **are not** to be locked in 4th and 5th grade.
- There are no stickers or writing in lockers (Magnetic organizers, shelves, mirrors...etc. are fine)
- All decoration in lockers must be school appropriate
- Only the student who is assigned to a locker may use/place items in that locker. Students are not to keep their books or other items in another student's locker, or in an empty locker.
- 6th graders will receive their locker assignment once they have memorized their lock combination and can comfortably open their lock three times in a row.
- Exceptions can be made by teachers to allow students access to their lockers during class time. Teacher permission is required for any locker visit outside of regular times.
- If a locker is mistreated, vandalized, has inappropriate decoration, or is damaged, the student will be given a strong reminder. If mistreatment continues, the student will lose the locker privilege for an amount of time determined by the classroom teacher

Recommended Locker Access Times

8:40 to 8:55AM

Before Lunch: 11:55AM

After Lunch: 12:40PM

Before Dismissal: 2:55PM

With a teacher's permission (with a pass)

FIELD TRIPS

There are numerous field trips offered at Amigos. It is important to remember that the school needs a **signed permission slip from parents** for each field trip, any students without parental consent are not allowed to leave the building. Please encourage students to let you know **ahead of time** about field trip plans.

In the Upper School students will have an opportunity to participate in an overnight trip: 6th grade will go to the Farm School and our 8th Grade goes to New York City.

We are grateful to parents who are able to chaperone a field trip and, as a reminder, want to let parents know that they must fill out a CORI form 1 month prior to any field trip or school based activity in which they are interacting with students. It is recommended to fill out a CORI at the beginning of each school year so we can keep it on file.

Please be advised any parents/guardians who do not fill out a **CORI** form at least one month in advance of the field trip will not be allowed to chaperone or attend the trip. This rule will be strictly enforced.

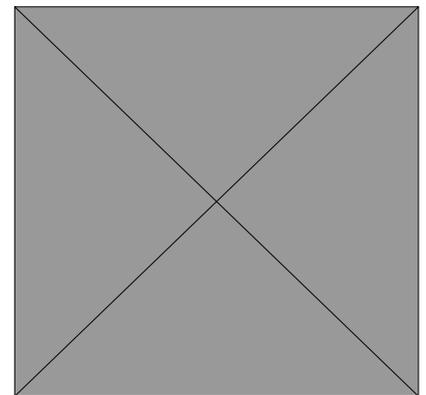
Visits to the School

To maintain safety and security, all visitors are expected to report to the main office of the school before going elsewhere in the school building. If a visitor disrupts or interferes with the work of students, teachers or other employees by behaving inappropriately or insisting on visiting at inappropriate times, the principal/head school may place limitations on the individual's ability to visit the school, including but not limited to, requiring appointments to be made before visiting, being accompanied by school staff when in the building, or being barred from entering the building. If you have questions about the school's policy on visitors, speak to the principal/head of upper school.

Parents are encouraged to visit the school for all events, parent/teacher conferences, or any question/concern regarding an individual student or teacher. **All parents visiting the school must sign in at the office and take a visitor's pass, to ensure the level of supervision and safety that all of our students deserve.** Parents are highly encouraged to email teachers ahead of time to set up an appointment to meet. Parents are discouraged from dropping in on a teacher during school hours with the expectation of having a conference during the teacher's teaching time, planning and preparation time, before, during, or after school without advanced notice. Thank you for your cooperation.

Parent Engagement and Participation

There are many opportunities for parents to engage in school activities or events at Amigos. The Amigos School Council (ASC) or Friends of Amigos (FOA) are both parent organizations that support a strong partnership between the home and school. If you are interested in sharing your expertise or volunteering at the school, please speak to your child's teachers. For more information regarding family events and partnerships with the Amigos School, please contact the Amigos parent liaison, Ms. Lillian Rater at 617.349.6567 x183.



Playground and Recess Rules

The Amigos School subscribes to the expectations and norms set forth in our Behavior Matrix for the school, and supported by the practices and approaches of Responsive Classroom.

Amigos encourages healthy, inclusive play at recess. In addition to the play areas at the school, students have the opportunity to walk to Dana Park once in a while, to engage in play activities in a larger setting. The Amigos Assistant Principal and his assistant supervise all recess activities, supporting the school's policies on fair and inclusive play. Students are not allowed to eat snacks or any part of their lunch at recess.

Policy on Anti-Bullying

The Amigos School endorses the Cambridge Public Schools Anti-Bullying Policy and Bullying Prevention and Intervention Plan which are posted on the school district's website. All staff are trained on the policies and procedures around bullying on an annual basis and lessons around safe and inclusive behaviors are modeled and integrated into morning meetings and Health Education classes.

USE OF TECHNOLOGY



Every student has the privilege to use the technology resources at school (such as gmail email accounts, Google Drive accounts, computers, Chromebooks, thinkpads, Internet, software, applications, etc.) in an ethical, responsible and legal manner, and according to CPS Acceptable Use Policy for Computer Network (AUS).

Students may use the computers at the school's computer lab and library for academic purposes as long as they have a teacher's written permission or during class. Chromebooks and Thinkpads are reserved for in-class use.

Violation of this policy may result in the loss of this privilege. (See page 49-53 CPS Guides to Policies for Students and Staff).

Media Release

CPS has established a protocol for the release and use of media that includes and protects any of our students. Please refer to the CPS Manual and the "Frequently Asked Questions About Media Releases" document to ensure that we meet such protocol. Out of respect for others' privacy, we prefer that you avoid talking pictures of students that are not your own children.

Electronics

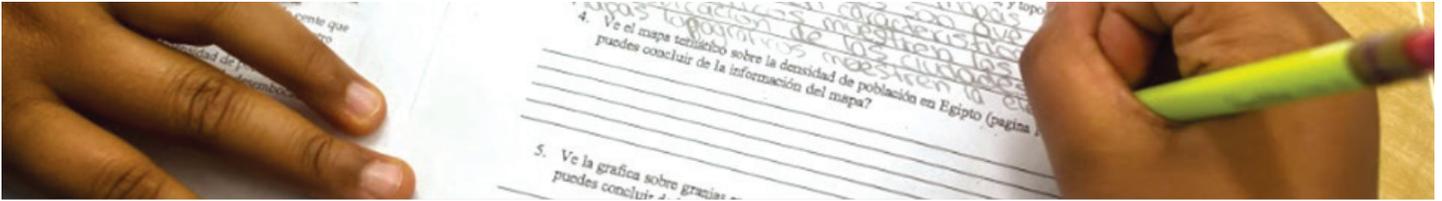
The school does not allow the use of cell phones or any wireless telecommunication devices during the school day. If students bring cell phones or electronic devices to school, we require that all phones be kept in students' lockers or backpack during the day.

- **The first time a student chooses to use his/her cell phone to make a call, take a picture or send a text during the school day, the student's cell phone will be taken by the teacher/administrator and returned to the student at the end of the day.**
- **Any subsequent times a student chooses to use his/her cell phone during the school day, the cell phone will be confiscated and turned in to the Assistant Principal or Principal. The AP or Principal will then call the family of the student who used the phone, and the parent or family member will be asked to pick up the phone in person from the Office.**

Students who need to make emergency calls during the day are asked to speak to their teachers directly. Arrangements are always made for students in these cases.

Electronic devices (I-phones, I-pads, DS's, etc.) are also not allowed for use during school hours unless associated with an educational activity.

HOMWORK EXPECTATIONS AND SUPPORT



Homework is assigned - based on grade level - on a daily or weekly basis, depending on the content area and decision of the teacher. The purpose of homework is to supplement the instruction that has taken place during the school day.

Please note that while all homework is not factored into the report card, homework completion is inextricably linked to summative assessments and thus plays an important role in the student's grade. Homework also plays an important role in supplementing skill development and building independent work habits. Ultimately, homework management and success prepare students for a smooth transition to middle, high school and college/university.

Report Card Schedule and MCAS Testing Window

JK - GRADE 5 | 2019-20

	TERM 1	TERM 2	TERM 3	TERM 4
Marks Close	NOV 9	JAN 25	APR 5	JUN 14
Distribute Progress Reports	Week of NOV 12		Week of APR 22	
Parent Teacher Conference	NOV 15		APR 23	
Distribute Report Cards		Week of FEB 4		Last Day of School

GRADE 6 – 8 | 2019-20

	SEMESTER 1 (SEP 4 – JAN 25)		SEMESTER 2 (JAN 28 – JUN 18)	
	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Reports cards sent home (and/or published)	NOV 16*	FEB 2*	APR 12*	JUN 18*
Conference Nights	NOV 15		APR 23	

* This allows time for administration to review.

Testing Dates - MCAS

Testing dates for the Massachusetts State tests are determined a year in advance. The testing windows for the ACCESS (English Language Learners), students, and for MCAS tests are:

- ACCESS for ELs – January to February, 2020
 - ELA, Math and STE (Science)

Testing Window

March 30 to May 22, 2020

Specific dates will be available after February 2020

In addition to the academic (exam) results, the school is graded on the participation of each student during the State testing period. As such, we expect that all students are in school during these important testing dates. Parents are **strongly urged** not to take their students on vacation at any time during these testing windows. Your cooperation and support in this effort is greatly appreciated.

The State of Massachusetts mandates that all students enrolled in a Massachusetts public school participate in MCAS testing.

LIBRARY



The Amigos School Library and Technology Center is the information hub for a school that strives to create a community of bilingual and biliterate students. In support of the school's commitment to educational excellence as well as multicultural learners, our librarian strives to ensure that the library collection supports both the English and Spanish component. She is dedicated to providing literature written by Latin American authors and illustrators to represent the Amigos community.

If you would like to check out/return a book with your child you can do so between the time of 8:40 - 8:55^{am}.

Before School Extended Hours for Grades 4 & 5: Mondays, Tuesdays, Thursdays and Fridays 8 - 8:40AM they are welcome in the library to work on their homework, check-out books, relax and read, or chat with their friends.

Circulation Procedures

When borrowing an item from the school library, the borrower agrees to take responsibility for the care and return of that item as it is school property.

- If an item is lost or stolen, the borrower and/or their parent/guardian must replace it with the exact item.
- For more information please visit our Amigos Library web site at, <https://amigos.cpsd.us/cms/One.aspx?pageId=3541673>
- You may contact Mrs. Melisa Paulino-Smith, the Amigos librarian at mpaulino@cpsd.us.

Book Donation Procedures

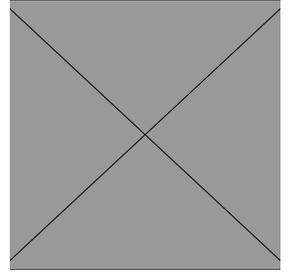
Celebrate your child's birthday by donating a copy of his/her favorite book! It can be a fiction or nonfiction book, in English or in Spanish. This is a great way to celebrate your child's birthday... with the gift of his/her favorite story in the library!

If you would like to donate new or used books to the library, please consider the following:

- Books need to be in good condition (no ripped pages, writing marks, etc.).
- Hardcover books are best for circulation. Content and level of book should be appropriate for a JK - 8 school.

Reminders from the Amigos School Health Office

Ms. Tamara Smith, RN.



Soon we will be entering flu season. Here are some friendly reminders to help insure the safety and health of students and staff :

- Do not send your child to school when he/she has an elevated temperature 100.4 or over or if your child has a lower temp and is clearly not feeling well.
- Keep your child home for 24 hours after having a fever with NO fever medicine (example, Tylenol)
- A younger child who cannot blow his/her nose or remember to cover his/her mouth should be kept home when cold symptoms are severe
- Students needing antibiotics for contagious illnesses (example- strep/conjunctivitis) must take them for 24 hours before returning to school
- Keep your child home for 24 hours after having 2 more episodes of vomiting and/or diarrhea

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home helps prevent the spread of illness in our school community and allows your child the opportunity to rest and recover.

REMEMBER:

Encourage all family members to cough and sneeze in their sleeves instead of hands WASH HANDS often!

Thanks in advance for taking the time to read this. Please call me, or stop by for any questions and concerns you may have.



How to Communicate with the Amigos School

Office

Please call the Amigos main number 617.349.6567, to speak to the school secretary, Ms. Sheila Colón, or to leave a message on the school's voice mail. If you are leaving a message, please be sure to speak slowly, leave the time and date and a number where we can reach you. Our office staff is bilingual and can receive and respond to your inquiries in either Spanish or English.

Classroom Teachers

Parents may reach teachers in a number of ways. First, you may call the office to speak to the school secretary and leave a message with her. If your message is urgent, we ask that you call to speak to the school secretary as teachers are not required to pick up their phone during the day and cannot be interrupted during instructional hours. Some teachers and staff may elect to provide families with their cell phone numbers. This form of communication is optional and based on teacher preference.

All of the teachers may be contacted through the CPS First Class Email. Parents should be reminded that **teachers are not expected to read or respond to email during the school day** and that all teachers should be given at least 24 hours to respond to an email message.

JK-5 Staff and Email Addresses

Mrs. Noelle Danian	ndanian@cpsd.us	Jr. K Teacher
Mrs. Christina Jurado	cjurado@cpsd.us	Jr. K Paraprofessional
Mrs. Yesenia Stewart	ystewart@cpsd.us	Kindergarten Teacher
Mrs. Laura Ferreira	lferrerira@cpsd.us	Kindergarten Paraprofessional
Mrs. Garisbel McDonough	gmcdonough@cpsd.us	Kindergarten Teacher
Ms. Karina De Los Santos	kdsantos@cpsd.us	Kindergarten Paraprofessional
Ms. Patricia Londoño	plondoño@cpsd.us	Kindergarten Aide
Mr. Nelson Arroyo	narroyo@cpsd.us	Kindergarten Aide
Mr. Oscar Carrillo	ocarillo@cpsd.us	Kindergarten Teacher
Ms. Gloribel Buruca	gburuca@cpsd.us	Kindergarten Paraprofessional
Ms. Alicia Outing	aouting@cpsd.us	1st Grade Teacher
Mrs. Marlene Ramos	mramos@cpsd.us	1st Grade Paraprofessional
Mrs. Lucia Rudd	lrudd@cpsd.us	1st Grade Teacher
Ms. Johanna Rodriguez	jrodriguez@cpsd.us	1st Grade Paraprofessional
Mrs. Christel Cazorla Bo	ccazorla@cpsd.us	2nd Grade Teacher
Mrs. Janet Williams	jwilliams@cpsd.us	2nd Grade Paraprofessional
Ms. Catherine Brophy	cbrophy@cpsd.us	2nd Grade Teacher
Mrs. Silvia Arata	sarata@cpsd.us	2nd Grade Paraprofessional
Mrs. Margaret Lewis	mlewis@cpsd.us	3rd Grade Teacher
Mr. Ernesto Gonzales	egonzales@cpsd.us	3rd Grade Teacher
Mrs. Margarita Manso-Rosa	mmansorosa@cpsd.us	4th Grade Teacher
Mrs. Katie Hohimer	khohimer@cpsd.us	4th Grade Spanish Teacher
Mrs. Andrea Padilla	apadilla@cpsd.us	5th Grade Teacher
Mrs. Marta Guerrero	mguerrero@cpsd.us	5th Grade Teacher
Mrs. Nefertiri López	nlopez@cpsd.us	5th Grade Aide

Upper School Staff

Ms. Dacey Sartor	dsartor@cpsd.us	6th & 7th ELA Teacher
Sra. Caroline Butler – Rahman	cbutler-rahman@cpsd.us	6th & 7th ADLE Teacher
Ms. Laurie Ferhani	lferhani@cpsd.us	6th & 8th Science Teacher
Sr. Michael Batt	mbatt@cpsd.us	7 & 8th Spanish Social Studies Teacher
Mr. Agustin Romero	aromero@cpsd.us	6th Spanish Social Studies Teacher
Mrs. Caryn Collins	ccollins@cpsd.us	6-8th ESL/8th ELA Teacher
Sra. Vionette Matos	vmatos@cpsd.us	3-5 Spanish Intervention/8th ADLE

Mrs. Rebecca Sawady	rsawady@cpsd.us	7 & 8th Math Teacher
Mr. Ryan Civello	rcivello@cpsd.us	7th Science Teacher 8th Math Teacher
Ms. María Rodríguez Fernández	mrodriguezfernandez@	6th & 7th Math Teacher

Specialists

Ms. Libby Bacher	lbacher@cpsd.us	Physical Education Teacher
Mrs. Catalina Riano	criano@cpsd.us	Physical Education & Health Teacher
Ms. Sharon Hamel	shamel@cpsd.us	6 - 8th Chorus / Music Teacher
Ms. Ginamari Martinez-Jimenez	gmartinez-jimenez@ cpsd.us	Art Teacher
Ms. Arika Nabutovsky	anabutovsky@cpsd.us	6 - 8th Drama Teacher
Mr. Tony Babecko	tbabecko@cpsd.us	5 - 8th Woodwinds Teacher
Mr. Richey Tally	rtally@cpsd.us	5 - 8th Strings Teacher
Mr. Matt Brady	mbrady@cpsd.us	5 - 8th Brass Teacher

Support Personnel

Mrs. Johanna Homan	jhoman@cpsd.us	School Psychologist
Ms. Fabiola Cordano	fcordano@cpsd.us	Special Education Teacher
Ms. Anya Kroytor	akroytor@cpsd.us	Speech & Language Specialist
Mr. Diego Mathó	dmatho@cpsd.us	Inclusion Specialist Paraprofessional
Ms. Sarah Miller	smiller@cpsd.us	School Adjustment Counselor
Ms. Linda Santiago	lsantiago@cpsd.us	Special Education Teacher
Mr. Carlos Swaby	cswaby@cpsd.us	Special Education Teacher
Ms. Brigitte Valerio	bvalerio@cpsd.us	Special Education Teacher

ICTS (Information, Communication and Technology Services), Support Staff: School Librarian and Technology Teacher

Ms. Melisa Paulino	mpaulino@cpsd.us	Librarian
Mr. Javier Gonzalez	jgonzalez@cpsd.us	Technology Teacher/Math Interventionist
Mr. Ivan Forde	rmarcus@cpsd.us	Technology Specialist

Literacy and Math Coach

Ms. Erika Fredrickson	efredrickson@cpsd.us	Biliteracy Coach
Ms. Sarah Collazo	scollazo@cpsd.us	Math Coach
Mrs. Johanny Hlatshwayo	jhlatshwayo@cpsd.us	Math Coach

Early Literacy Intervention and Language Literacy Intervention

Ms. Maria Gonzalez	mgonzalez@cpsd.us	ELI & Reading Recovery
Ms. Luis Quintanilla	lquintanilla@cpsd.us	Language Interventionist

ESL

Mrs. Caryn Collins	ccollins@cpsd.us	ESL Teacher
Mrs. Rebecca Ludovico	rludovico@cpsd.us	ESL Teacher

Adminstration / Office and Health

Mrs. Sarah Bartels-Marrero	smarrero@cpsd.us	Principal
Mr. Marco Curnen	mcurnen@cpsd.us	Assistant Principal
Ms. Sheila Colon	scolon@cpsd.us	Senior Clerk
Mrs. Lillian Rater	lrater@cpsd.us	Family Liaison
Ms. Yara Liceaga	yliceaga@cpsd.us	Building Substitute

Rights and Privileges

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: “[no] person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.”

Cambridge Public Schools and the Amigos School are committed to providing an atmosphere in which all students can learn and participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden. Moreover, any behaviors that insult the dignity of others, interferes with their freedom to learn, or creates a hostile academic environment is unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, humiliation or other retaliatory conduct of students will not be tolerated and shall result in disciplinary action being taken. School staff will not attempt to impede or discourage students or their parents/guardians from reporting such conduct to school officials. Any such interference should be reported immediately to the school principal or head of upper school. Additionally, reports can be made to the Superintendent of Schools, Deputy Superintendent of Teaching and Learning or Affirmative Action Officer. Further details on the reporting process are set forth below.

Non-Discrimination Policy and Prohibition Against Sexual Harassment

The Cambridge Public Schools has a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, religious beliefs, disability, genetic information, or age are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. The Cambridge Public Schools strictly enforces a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, coworker, vendor, or other third party, as such conduct is contrary to the mission of the Cambridge Public Schools and its commitment to equal opportunity in education and employment. Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, religion, age, disability, genetic information, marital status, gender identity, or sexual orientation. “Sexual harassment” is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, nonverbal or physical conduct of a sexual nature when:

Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions.

Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment. Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. The Cambridge Public Schools will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual’s school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace are prohibited by law and will not be tolerated by the Cambridge Public Schools. For purposes of this policy, “workplace” or “school” includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment, including without limitation, extracurricular and athletic activities and programs, traveling to and from school or on a school sponsored field trip. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

The Cambridge Public Schools takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the Cambridge Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline, up to and including suspension and/or expulsion/exclusion of a student from school. A student can raise complaints regarding alleged discriminatory practices may be raised informally with a student’s teacher, principal, head of upper school or dean, Affirmative Action Officer or Deputy Superintendent of Teaching and Learning. An employee can raise complaints with his/her supervisor, the Affirmative Action Officer or the Executive Director of the Office of Human Resources. The offices of the Affirmative Action Officer, Human Resources and Deputy Superintendent of Teaching and Learning are located at 159 Thorndike Street, Cambridge, Massachusetts. The telephone number for the Affirmative Action Officer is 617-349-6456, the telephone number for Human Resources is 617-349-6438 and the telephone number for the Deputy Superintendent of Teaching and Learning is 617-349-6418. The Affirmative Action Officer also handles formal complaints regarding alleged discriminatory practices. In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school’s investigation into your complaint. A complete copy of the school district’s nondiscrimination policy and prohibition against sexual harassment can be located on the school district’s website or you can request a copy from the school principal or head of upper school.



AFTER SCHOOL PROGRAMS



The Amigos – Cambridgeport Community School

ACS is based at the Amigos School and works closely with the administration and staff to provide extracurricular activities that enrich and support students at the Amigos School, as well as those in the larger Cambridgeport community. For more information, please contact Community Schools Office their telephone number is: 617.349.6824.

Agassiz Baldwin Community (ABC) Afterschool Program (Grades K - 5)

20 Sacramento Street (near/at Baldwin School) | 617.349.6287 x11

Operates a 5-day per week after school program for children in grades K-5. <http://agassiz.org/childrens-programs/>

Cambridge Community Center (K-5 program is called CCC Enriches)

5 Callendar Street (close to King and Amigos Schools) | 617.547.6811

<http://www.cambridgecommunitycenter.org/>

Cambridge Family YMCA

820 Mass Ave (close to King, Amigos School, and Central Sq) | 617.661.9622 x705

<http://www.cambridgeymca.org/preschool-programs/after-school-childcare/>

Community Art Center

119 Windsor Street (close to Fletcher Maynard Academy) | 617.868.7100

<http://www.communityartcenter.org/>

East End House

105 Spring St. (close to Kennedy-Longfellow School) | 617.876.4444

<http://www.eastendhouse.org/>

Kesher Community Hebrew After school (Grades K - 12)

617.576.0830 <http://www.kesherweb.org/all-programs/after-school-program/>

Margaret Fuller Neighborhood House (Ages 5 - 12)

71 Cherry St. (close to Fletcher Maynard Academy) | 617.547.4680

<http://www.margaretfullerhouse.org/>

Thank you for your ongoing support and collaboration!

Wishing you all a successful 2018-2019 school year at the Amigos School!