

Cambridge Public Schools

2016-2017

**Escuela Amigos School
Parent/Student Handbook
Grades Jr. K - 5**



**Escuela Amigos School
15 Upton Street
Cambridge, MA
(617) 349-6567
Fax: (617) 349- 6833**

**Principal/Directora: Sarah Bartels-Marrero
Assistant Principal/Subdirector: Marco Curnen**

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 ext. 0

Report an Absence or Tardy.....617-349-6567 ext. 7

School Nurse/Health Office.....617-349-6567 ext. 105

Family Liaison

Lillian Rater.....617-349-6315

Adjustment Counselor

Sarah Miller.....617-349-6567 ext. 106

Guidance Counselor (Middle School)

Amy Hroback.....617-349-6567 ext. 317

School Psychologist

Johanna Homan.....617-349-6567 ext. 211

Cambridge Public Schools District
Academic Calendar 2016-2017

(insert a copy of the school calendar)

Amigos School Early Release Days:

All early release day dismissal are at 12:55. With the exception of the Amigos 8th Grade Graduation Day Dismissal which is at 11:55 am.

The Cambridge Public School District provides early release days to give their teachers and staff time and opportunity to continue with their professional development.

Most City of Cambridge After School Programs operate according to the school calendar. Therefore they should provide after school on early release days. We ask that you check with your child's after school program to make sure that they are open.

Below are the early release day dates;

- | | |
|---------------------------------------|--------------------------|
| 1. Tuesday September 20, 2016 | Dismissal 12:55pm |
| 2. Wednesday October 19, 2016 | Dismissal 12:55pm |
| 3. Thursday November 3, 2016 | Dismissal 12:55pm |
| 4. Wednesday November 23, 2016 | Dismissal 12:55pm |
| 5. Tuesday, March 14, 2017 | Dismissal 12:55pm |
| 6. Wednesday, May 17, 2017 | Dismissal 12:55pm |

Please note:

In November 2016 there are 2 early release days: **11/3/2016** is for professional development and **11/23/2016** is due to the Thanksgiving Break. This early release is for everyone including staff.

In June, the district provides an early release day for all Jr.K-5 schools. The Amigos School is not included in this early release day. Therefore, **June 7, 2017 IS NOT AN EARLY RELEASE DAY** for the Amigos School. Our early release day will be the day of the *Gk j y 'I tcf g' I tcf wcvlqp* in June. The date has yet be determined. We will send out notification of the date once the district finalizes the 8th grade graduation dates.

Amigos School School Holidays and Vacation

Observed

1.	Monday	September 5, 2016	Labor Day
2.	Monday	September 12, 2016	Eid Al-Adha
3.	Monday	October 10, 2016	Columbus Day
4.	Wednesday	October 12, 2016	Yom Kippur
5.	Friday	November 11, 2016	Veterans' Day
6.	Thursday	November 24, 2016	Thanksgiving Day
7.	Friday	November 25, 2016	Thanksgiving Break
8.	Thursday	Dec 26 - Jan 2, 2017	Holiday Break
9.	Monday	January 16, 2017	Dr. Martin Luther King Jr. Day
13.	Monday	February 20, 2017	Presidents' Day
14.	Tuesday-Friday	February 20-24, 2017	February Break
15.	Friday	April 14, 2017	Good Friday
16.	Monday	April 17, 2017	Patriots' Day
17.	Tuesday-Friday	April 17-21, 2017	April Break
18.	Monday	May 29, 2017	Memorial Day

Other Important Dates:

Tuesday September 6, 2016 ----- First Day of School for Grades 1 through 8.

Thursday September 8, 2016-----First Day of School for Jr. Kindergarten/Kindergarten

Tuesday June 19, 2017-----Last Day of School (180 days).

Tuesday June 26, 2017-----Last Day of School with 5 Storm Days Included.

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 - 8:20AM

Occasional drop off or every day

Cost: Free

Staff: Silvia Arata

Contact: Sheila Colón or Silvia Arata

Email: scolon@cpsd.us or sarata@cpsd.us

Amigos Before School: Gym

Operates from 8:20 - 8:40AM (begins in October)

Occasional drop off or every day

Cost: Free

Cafeteria: Jr.K - Grade 1

Gym: Grade 2 - 8

(If weather permits: Outdoor before school for Grade 1 - 8)

Contact: Sheila Colón



School Start and Dismissal Times

The Amigos School hours are 8:55 A.M. – 2:55 P.M. Students may arrive as early as 7:30 A.M. and report to the cafeteria where the before school program is held. At 8:00 A.M., the gym or the outside park areas are open with supervision for grades 1 - 5. On rainy and cold days 1st graders will stay in the cafeteria. The first bell rings at 8:40 A.M., whereby all students are dismissed from the cafeteria, park or gym to their homeroom block.

Homeroom

All Jr.K.- 5 students should report to their homeroom at **8:40** am. Teachers will take attendance in the morning, provide important daily announcements and go over the day's schedule. In the afternoon, they return to their homerooms, where teachers clarify homework assignments, hand out flyers and information to go home in backpacks, and provide closure to the day.

Addressing Student Concerns

For any concern that your child communicates to you, *r ngcug'lr gcmfkt gewf 'y kj 'lqwt 'bj kf au'lgcej gt 'Ht uo* We take any concern or question like this seriously. We also recognize that a child 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 child'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 child'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 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.

Responsive Classroom

□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.

Attendance/Absences

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.



Please keep the following practices in mind this school year:

- Parents/Guardians must call the school to give notification of an absence by no later than 10:30 am.**
- Parent please call **839/56; /8789'bz.v09** to report an absence/tardy.
- If a call is not made, a note from the parent/guardian or the student's medical provider is due on the day that the student returns to school explaining the absence. No student, however, shall be sent home to obtain a written explanation

from his/her parent/guardian during a school session.

- d. In the instance of a chronic or irregular absence due to illness, the school principal may request a physician's statement in order to justify the absence.
- e. If an extended absence of a student is foreseen, the parent/guardian should contact the principal to make arrangements for the completion of academic requirements.
- f. A student who is truant, chronically absent or tardy will be referred to the Office of Safety and Security.

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:

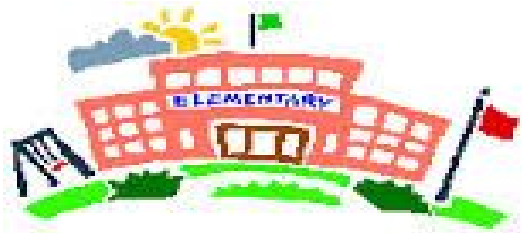
- a. Truancy from school or from individual classes;
- b. Trips not approved in advance by the principal;
- c. Leaving the school building during the school day without signing out in the Main Office;
- d. Oversleeping or otherwise being tardy to school (**Three unexcused tardies will be counted as one unexcused absence**);
- e. Any other absence that is not reported by a parent/guardian or medical provider by telephone or written note;
- f. After 6 unexcused absences a call will be made home by the teacher, school counselor, nurse etc.
- g. After 9 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 John Silva from the safety department will meet to discuss options and outcomes.

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

who enters the classroom after 8:55 a.m 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.

When a child has been tardy five (5) times or has been 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 school in which such child is enrolled 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.



Visits to the 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 should**

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.

Below is a Copy of the CPSD Visitor Policy from District

CPSD Visitors Policy

“Safety First” for our schools

Cambridge Public Schools has a Visitor's Policy to ensure the safety of our students and staff. The visitor's policy has many purposes.

- To enhance the safety of students and staff while maintaining a welcoming environment
- To easily identify visitors, volunteers and parents.
- To assist administrators, school staff, Safety personnel and police in identifying trespassers.
- To provide administration with the names of people in the school in the event of a school emergency.

Procedure: Every visitor entering a Cambridge Public School during school hours is required to check in at the Safety Desk/ Main Office at the Main Entrance. After signing in (print name), stating whom they wish to visit, the purpose of their visit and showing proof of identity a visitor's pass will be issued. They will be asked to wear the visitors pass while they are in the building and return the pass and sign out when they leave.

Security/Office staff will verify appointments. Circumstances may warrant someone walking visitors to their destination.

All campus doors will be locked throughout the day except for the Main Entrance when supervised by assigned staff.

Note: Visitors should not be permitted to enter the school via any other entrance under any circumstances. Staff entering doors other than the Main Entrance should be cognizant of people trying to follow them in.

Dwkwf lpi 'laxh'ij qwf 'dg'gpeqwt ci gf 'lq'lp lqto 'xkxqtu'qhl'ij g'rtqegui'lpf 'lgv'ij g'O clp 'QHtegllUclgv' "
QHteg'hpqy 'hl'ij gf 'ctg'gzrgew'pi 'lqo gppg0'

While some of these measures may be perceived as creating inconvenience or delay, they are necessary steps to provide the safest and most secure learning environment possible.

Thank you for being a partner in this important effort.

Drop Off

Uej qqrlact w'lv'! <77co 'cpf 'lwfgpvw'lj qwf 'dg'kp 'vj gk 'j qo gtqqo u'd{ '! <62 'q'lt w'dgm'
All parents who are dropping off their child at the Amigos School must use the main entrance located on Upton Street.

Parents may escort their children 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 8:00am to 9:00am. 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.)

The main entrance door is locked at 8:55am. Any students who come to school after that time must ring the door bell to enter the school. *Y j gp "{ qw'tkpi "vj g" f qqt "dgm'cpf "vj g" qhkeg'cpuy gt u." rncug'lxvg "{ qw'pco g'cpf "{ qwt "rwrqug'ht "gpvgtkpi "vj g'uej qqrl0"

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 child 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 child's attendance record.

"

You may drop off your child 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 child 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 *dghqt g* going to the gym.

Dismissal

Dismissal is at 2:55pm. This is a very busy time of day. We take very seriously our responsibility to dismiss our students safely. Therefore, it is exceedingly important for parents of the Amigos community to be aware of how critical and challenging this time can be when dismissing all 385 students at once. 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 safely.

All students grades Jr.k-2 will need to have a **yellow bus tag** attached to their school backpack. We will give all those students a tag and the tags will contain the following:

Uwf gpv'lpkk nu''

Go gti gpe{ 'Pwo dgt ''

Uej qqhpcog. 'J qo gtqqo 't'pf 'Vgcej gta'pco g0'

Pco g'qhldwu'

Pco g'qhldwu'taqr 0'

Please note: If your child is in grades **Jr.k-2** and takes the bus home, please be sure that there will be an assigned adult waiting for your child. If there is not an assigned adult at the bus stop to pick up your your child, he/she will remain on the bus and the bus driver will take your child to the Cambridge Rindge and Latin School Security Office. We will call you and ask you to pick up your child at the security office.

Walkers

At 2:55pm, when the bell rings, students are dismissed and they are allowed to walk home. Any other student under grade 6 will need a letter of permission from their parents stating that their child is allowed to walk home from the Amigos School. (All letters should be dropped off with Ms. Sheila in the main office.)

Pick up

Students in grades Jr.K - 1, parents can pick up their child or children at their classroom. However, we ask that parents 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 2-5: will go to the cafeteria to meet their parents for pick up.

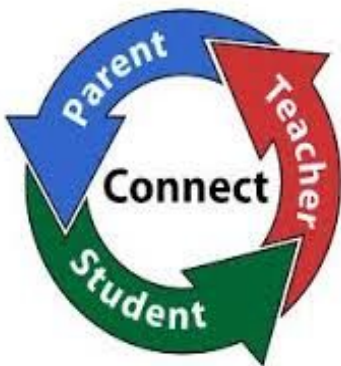
We understand that circumstances may arise that could cause a change of plans at the end of the day. We ask families to please call the Amigos Office **no later than 2:00pm** and to speak with Ms. Sheila or leave a message indicating an official change of plans. This will allow Ms. Sheila or another member of our office staff to locate the student and give them the message of the change in plans. By calling before 2pm, it will help us avoid confusion during dismissal (e.g. students missing buses) and help us in making sure your child is leaving the building in a way that is consistent with your wishes (e.g. riding the bus, walking, being picked up, etc.).

If you are planning to pick up your child early due to an appointment or personal matter, please call the office at least 15 minutes before you arrive. This will give us time to find your child so that s/he will be ready when you arrive. Parents/Guardians must come to the office and sign their child out in the early dismissal book.

Ko rqt w p v###''

*Rrgcug't ght clp'lt qo 'ecnlpi 'erqug'iq'fkw kucl'wlo g'4<77ro +'cu'y g'y knlpqv'
dg'cdig'iq'l wct cpvgg'ij cv{lqwt 'b guaci g'y knlt gcej '{qwt 'ej kf 0'*

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, ext. 183.

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 and the monthly menu, please visit the Food Service Department web page at http://www.cpsd.us/departments/food_and_nutrition_services.

Prices 2016-2017	Elementary/Upper Schools	
	Standard	Reduced
Breakfast	\$1	\$.30
Lunch	\$2.75	\$.40
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 a 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.

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 *rtqlgudkqpcnlwcpfctfu'qhlj gcnj . 'wchgv' 'cpf ergcprkpgu0* We do ask the following

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

Lockers



Students in 4th and 5th grades are assigned a lockers.

Locker Policy

Students will be guided in using lockers at appropriate times during the day.

- Lockers **are not** to be locked.
- 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/put items in that locker. Students are not to keep their books or other items in another student's locker, or in an empty locker.

Recommended Locker Access Times

- 8:40 to 8:55 am
- Before Lunch: 11:55am
- After Lunch 12:40pm
- Before Dismissal 2:55pm
- With a teacher's permission (with a pass)

Locker Guidelines

- 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.

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.

Homework 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.

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 – Jan. 5, – Feb. 8, 2017**
- **ELA, Math and STE (Science)**

Testing Window

April 3 to May 26, 2017

Specific dates will be available after February 2017

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.



AMIGOS REPORT CARD SCHEDULE
2016-2017
JK- GRADE 5

	1st Term	2nd Term	3rd Term	4th Term
Marks Close	November 10	January 27	April 7	June 19
Distribute Progress Reports and Parent Teacher Conferences	Week of November 14 November 16, Conference Night		Week of April 24 April 26, Conference Night	
Distribute Report Cards		Week of February 6		Last Day of School



Library

Library Hours: Monday - Friday 8:40 - 3:15

Before School Extended Hours for Grades 4 & 5: Mondays, Tuesdays, Thursdays and Fridays 8:00 - 8:40

Students 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 if a student) must pay the replacement cost. If the item is damaged beyond normal wear, the borrower (and/or their parent/guardian of a student) must pay the costs for repair or replacement. For more information on circulation procedures, please visit our district library page or talk to Ms. Melisa, the Amigos library teacher.

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... 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.).

Hard cover books are best for circulation.

Content and level of book should be appropriate for a JK - 8 school.

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. *Kil' qwt 'o guuci g'ku'wti gpv'y g'cuni' vj cv'f'qw'ecm'vq'ur gcm'vq'vj g'uej qqrl'uget gwt }* 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 *vgej gtu'ctg'pqv'gzrgev'vq'tgcf'qt'tgur qpf'vq'go chlfwtlpi 'vj g' uej qqrl'fc }* 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	<i>pf cpkcpB eruf 0uu</i>	<i>'Lt0M''''Vgcej gt "</i>
Miss Sidia Maricela Escobar	<i>ugueqdctB eruf 0uu</i>	<i>Lt0M''Rctcrtqlguukqpcn'</i>
Miss Angela Letelier	<i>o rgyvrgtB eruf 0uu</i>	<i>Mkpf gti ctvgp'Vgcej gt "</i>
Mrs Erika Jimenez	<i>glko gpkgl/B eruf 0uu</i>	<i>Mkpf gti ctvgp'Rctcrtqlguukqpcn'</i>
Mrs Marta Guerrero	<i>o i wgtt gtqB eruf 0uu</i>	<i>Mkpf gti ctvgp'Vgcej gt "</i>
Ms Karina De Los Santos	<i>nfucpvquB eruf 0uu</i>	<i>Mkpf gti ctvgp'Rctcrtqlguukqpcn'</i>
Mr. Oscar Carrillo	<i>qecttknqB eruf 0uu</i>	<i>Mkpf gti ctvgp'Vgcej gt "</i>
Ms Gloribel Buruca	<i>i dwtwecB eruf 0uu</i>	<i>Mkpf gti ctvgp'Rctcrtqlguukqpcn'</i>
Miss Alicia Outing	<i>cqwkipi B eruf 0uu</i>	<i>3uw'I tcf g'Vgcej gt "</i>
Mrs. Brigida Jimenez	<i>dlko gpgl/B eruf 0uu</i>	<i>3uw'I tcf g'Rctcrtqlguukqpcn'</i>
Miss. Luisa Quintanilla	<i>rwkpwprkrcB eruf 0uu</i>	<i>3uw'I tcf g'Vgcej gt "</i>
Miss. Yesenia Herrera	<i>{j gttgtcB eruf 0uu</i>	<i>3uw'I tcf g'Rctcrtqlguukqpcn'</i>
Miss Anne Sargent	<i>cucti gpvB eruf 0uu''</i>	<i>4pf 'I tcf g'Gpi rkuj 'Vgcej gt "</i>
Mrs. Janet Williams	<i>lcy knko uB eruf 0uu</i>	<i>4pf 'I tcf g'Rctcrtqlguukqpcn'</i>
Miss Catherine Brophy	<i>edtqrj {B eruf 0uu''</i>	<i>4pf 'I tcf g'Urcpkuj 'Vgcej gt "</i>
Mrs. Silvia Arata	<i>uctcxvB eruf 0uu''</i>	<i>4pf 'I tcf g'Rctcrtqlguukqpcn'</i>
Mrs. Margaret Lewis	<i>o rgy kuB eruf 0uu''</i>	<i>4pf 'I tcf g'Gpi rkuj 'Vgcej gt "</i>
Miss. Anna Dominesey	<i>cfqo kpgug{B eruf 0uu''</i>	<i>5tf 'I tcf g'Gpi rkuj 'Vgcej gt "</i>
Ms. Johanna Rodriguez	<i>ltqf tki wg/B eruf 0uu''</i>	<i>5tf 'I tcf g'Rctcrtqlguukqpcn'</i>
Mrs. Kathy Conlon	<i>neqprqpB eruf 0uu''</i>	<i>6vj 'I tcf g'Gpi rkuj 'Vgcej gt "</i>
Mr. Francisco Hernandez Salgado	<i>lj gtppcf g/ucni cf qB e ruf 0uu''</i>	<i>6vj 'I tcf g'Urcpkuj 'Vgcej gt "</i>
Mrs. Cristina Jurado	<i>elwtcf qB eruf 0uu''</i>	<i>6vj 'I tcf g'Rctcrtqlguukqpcn'</i>
Mrs. Sarah Collazo	<i>ueqnc/qB eruf 0uu''</i>	5th Grade English Teacher
Mrs. Margarita Manso Rosa	<i>o o cpuatqucB eruf 0uu''</i>	5th Grade Spanish Teacher

Specialists

Miss. Katelyn Greene Mr. Patrick Kantlehner	m tggpgB eruf 0u" rncpvvj pgt B eruf 0u"	Rj {ukecn'Gf wecvkap'Vgcej gt "
Ms. Sharon Hamel	uj co grB eruf 0u"	Owuke'Vgcej gt "
Miss Annette Colon	ceqrqpB eruf 0u"	Ctv'Vgcej gt "

Support Personnel and Email addresses:

Support Services: *Ur gekn'Gf wecvkap'Vgcej gt.'Uej qqnEqwpugnt.'epf'Uej qqnRu'ej qnqi kw*

• Mrs. Johanna Homan	lj qo cpB eruf 0u
• Mrs. Sarah Miller	uo kngt B eruf 0u
•	
• Mrs. Elizabeth Dooley	gf qqrqf B eruf 0u"

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

School Librarian and Technology Teacher

• Miss Melisa Paulino	o rcwkpqB eruf 0u
• Mr. David Albert	f cndgtvB eruf 0u

Literacy and Math Coach

• Elika Fredrickson (Literacy Coach)	efredrickson@cpsd.us
• Johanny Canada Hlatshwayo (Math Coach)	jhlatshwayo@cpsd.us

Adminstration / Office and Health Email addresses:

• Mrs. Sarah Bartels-Marrero	uo cttgtqB eruf 0u
• Mr. Marco Curnen	o ewtpgpB eruf 0u
• Ms. Sheila Colon	ueqrqpB eruf 0u
• Mrs. Lillian Rater	ncvgt B eruf 0u
• Miss Dilcia Martinez	fo ctvkgf/B eruf 0u"
• Ms. Susan Greenberg	ui tggpdgti B eruf 0u

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. 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 prior to any field trip or school based activity in which they are interacting with students.



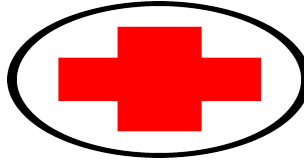
Playground and Recess Rules



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.



Reminders from the Amigos School Health Office
Susan Greenberg, APRN.

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.

Sincerely,

Susan R. Greenberg APRN
School Nurse
617-349-6567 X105

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.



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)

42 "Uet co gpvq "Ut ggv"pgct lcvDcrf y kp "Uej qqn"~83906; 084: 9"z33"

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)

7 "Ecmgpf ct "Ut ggv"erqug"vq "Mpi "cpf "Co ki qu"Uej qqn"~839076908: 33"

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

Cambridge Family YMCA

: 42 "O cui "Cvg"erqug"vq "Mpi . "Co ki qu"Uej qqn"cpf "Egpvt cnUs +~83908830 844"z927"

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

Community Art Center

33; "Y kpf uqt "Ut ggv"erqug"vq "Hrgvej gt "Oc {pctf "Cecf go { +~8390 8: 0322"

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

East End House

327 "Urt kpi "U0"erqug"vq "Mgppgf {/Nqpi hgmqy "Uej qqn"~8390 9806666"

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

Kesher Community Hebrew After school (Grades K - 12)

83907980: 52" <http://www.kesherweb.org/all-programs/after-school-program/>

Margaret Fuller Neighborhood House (Ages 5 - 12)

93 "Ej gtt { "U0"erqug"vq "Hrgvej gt "Oc {pctf "Cecf go { +~8390769068: 2"

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

Thank you for your ongoing support and collaboration! Wishing you all a successful 2015-2016 school year at the Amigos Upper School!

