

GRAHAM AND PARKS SCHOOL

Graham and Parks school houses four different programs.

- General Education (Grades JK-5)
- Sheltered English Immersion (SEI) (Grades JK-5)
- Sub-Separate Language Based Learning Disabilities (Grades 3-5)
- Special Start (3 & 4 y/o)

FIRST DAYS OF SCHOOL

Please arrive by 8:15AM | Classes begin at 8:25AM
Classes end at 2:25PM
Early Release Days (half days) classes end at 12:25PM

ALL FAMILIES

Since your child's first day of school is a full day, please send lunch and a snack. All students need a backpack for books, notices and belongings. Be sure your child's name is on his/her belongings (lunch box, backpack, jackets, etc.).

Please fill out and bring all the Annual Required Student Forms and Health Form.

MANDATORY FORMS

NOTE REGARDING EMERGENCY CARDS

Every year a NEW FORM for EACH child must be completed. The "emergency card" provides the school with names and numbers of those to reach in case your child becomes sick or injured at school. Include friends or neighbors willing to take your child home if you can't be reached. Please fill in all the information requested.

CORI Form is optional, but it is required before you can volunteer and/or attend a field trip with your child's classroom, and must be on file 2-3 weeks in advance. Please ask the main office for more information.

CHANNELS of COMMUNICATION

PHONE CONTACTS

Absent/Tardy Line 617.349.6577 x125
 School Cancellations..... 617.349.6513
 MAIN OFFICE 617.349.6577
 Secretary, Cheryl DePasquale..... x100
 Principal, Tony Byers x100
 School Operations Manager,
 Jodie Darnell x152
 Family Liaison, Lauren Morse x115
 Sheltered English Immersion
 Family Liaison, Mildrid Gédéon x120
 Nurse's Office, Jennifer Rollins x114
 School Psychologist, Sylvia Kinn x116
 Transportation Office 617.349.6862
 School FAX..... 617.349.6590
 Dragonfly Afterschool..... 617.547.1116
 Linnaean Community School 617.349.6267
 Security & Safety..... 617.349.6772

Students are brought to the Security & Safety office when they get on the wrong bus, miss their stop, etc. The office is at Cambridge Rindge & Latin School, 459 Broadway.

STAFF CONTACTS: You may leave a voice message at their extension or a voice or written message with the main office. Most staff can be emailed using this protocol: first initial and last name@cpsd.us
Example: jsmith@cpsd.us

PARENT NOTICES: Check with your child each day for notices. School communication is through notices sent home via backpack. Notices also may be sent by U.S. mail.

NEWSLETTERS: *What's Up @ G&P*, our monthly school newsletter, is sent home via backpack and email. Sign up to receive the e-newsletter at: http://grahamandparks.cpsd.us/school_news

SCHOOL EMAIL LIST

If your child is enrolled, you've provided your email at registration or on your emergency card and are automatically on the email list, which posts official school announcements. If you do not receive weekly emails from G&P, please update your email address in the Main Office. You can also join the G&P Facebook page.

SCHOOL & DISTRICT WEBSITES

G&P: <http://grahamandparks.cpsd.us>
District: www.cpsd.us

SCHOOL DISTRICT CALENDAR: The district calendar is at www.cpsd.us. Note Early Release Days in your calendars. On Early Release Days school dismissal is at 12:25PM, two hours earlier than usual.

GENERAL OPERATIONS

SCHOOL DAY HOURS: 8:25AM – 2:25PM

ARRIVAL TIME: Students can be dropped off as early as 7:45AM. Students may enter classrooms at 8:15AM. Class begins at 8:25AM.

- Children who arrive earlier than 8:15AM must go to the cafeteria. At 8AM students are invited to go onto the playground. Students remain on the playground until 8:15AM.
- Children who wish to eat breakfast may enter the cafeteria as early as 7:45AM.
- Please do not park in the staff parking lots during drop off or pick up.

ABSENCE/TARDINESS PROCEDURE: Students arriving after 8:25AM must go to the main office to obtain a 'late slip' before entering the classroom. *Teachers ask that you make every effort to have your child in school on time. Latecomers not only miss important instructional time but also disrupt the learning of others.* **If your child will be absent or tardy (late), call the absent/tardy number at 617.349.6577 x125.** An answering machine will pick up. Identify yourself, your child, teacher, classroom, and whether

your child will be absent or tardy. *Please arrange medical & dental appointments after school hours if possible.* **Please remember to call the absent or tardy number.** If you don't call you'll receive an automated message letting you know your child is not at school. Do not be alarmed. Call the main office and let them know your situation.

SABBATICAL: Students that will be absent for more than 10 days in a row are required to fill out the sabbatical form 2-3 weeks in advance. A visit to the Student Registration Center is required before returning to G&P. Please note that Sheltered English Immersion (SEI) students are not eligible for a sabbatical.

MEDICATIONS: All medications must be given to the school nurse in a labeled container with your child's name and a letter from the doctor. Epi pens and asthma medications should be accompanied with clear directions. No student should bring medication to school without telling the nurse or main office. Inform BOTH the nurse AND the classroom teacher of your child's allergies and severity of reaction.

BREAKFAST & LUNCH: There are three options for lunch:

1. Breakfast is available starting at 7:45AM.
2. Children may bring lunch from home. Pack lunches that do not need refrigeration.
3. Children may purchase a hot lunch. A monthly menu goes home for families to consider and is posted at www.cpsd.us. Lunch prices are subject to change each year.
4. Children may choose an alternate hot lunch. (Peanut butter & jelly, or yogurt with vegetables/fruit)

PAYMENT FOR MEALS: The food service department automatically sets up payment accounts for students. A computerized check-out system displays your child's school photo to help ensure accuracy as funds are deducted from this account when your child goes through the lunch line. Students are never asked for payment or denied access to meal items. If your child's account has a negative balance, you will receive a bill. There are three ways to pay for your child's lunch.

1. Pay by Cash or Check:

- You may pay cash using envelopes located at the school lobby lunch payment station and the Cafeteria Drop Box located in the school lobby.

Make checks payable to *Cambridge School Department*; note name of child(ren). Checks may be left in the cafeteria drop box or mailed to: Food Service Office, Kennedy-Longfellow School, 158 Spring St., Cambridge, MA 02141.

2. Pay Online by Credit Card or Bank Debit Card:

- Go to myschoolbucks.com and follow the easy steps to set up an account for your child. The system will remind you when your account balance is low and will allow you to set up automatic deductions from a credit or debit card.
- You'll need your child's student ID number in order to set up an account. This ID number is mailed to families each fall. It is also available from the main office.

3. Apply for Free or Reduced Price Meals

- To participate in this federal program simply complete a Free & Reduced Meals Program application each fall or as soon as you learn that you qualify. This application is mailed out to all families in a special mailing from the food services department. You may also download a copy from the CPS website or pick one up at the main office.
- You must re-apply each school year, but you only need to complete one form for your entire household – you may list all of your children on the same form.
- Your family's income will remain strictly confidential. Because all students use the same check-out system, the method of payment and amount paid is invisible to the other students in line.
- A number of grants and funding decisions are made based on the percentage of students who qualify for free or reduced price meals, so applying for this benefit will not only help your family, but will also help our school!

Late in August, a Guide to Policies for Students & Parents will be mailed to your home. This brochure contains an INSERT with **Annual Required Student Forms** including the Health Form. ALL Families must fill out ALL FORMS each year. Your timely attention to this is essential. **Check and CORRECT** the address label if needed. **Complete and SIGN** forms. **RETURN completed forms in ORIGINAL ENVELOPE to Classroom Teachers on the FIRST DAY of SCHOOL.**

GETTING TO & FROM SCHOOL

DROP-OFF & PICK-UP: *Everyone must enter the building through the front doors on Linnaean Street.* The street at the front of the school is reserved exclusively for school buses. Please respect this designation. This is a serious safety issue for children, pedestrians, and other drivers. Children may be dropped off on Walker or Avon Streets, or a block away from the Linnaean Street entrance (a crossing guard is stationed in front of the Linnaean Street entrance). If you need to park and escort a child inside, please allow extra time to find legal parking. Please do not park in the staff parking lots during drop off or pick up.

K – 2 STUDENTS TAKING THE BUS: A designated parent/guardian MUST be at the afternoon bus stop to meet kindergarten, 1st, and 2nd graders. The driver CANNOT drop off a student when the appropriate person is not waiting for the student. Children who are not met at the bus stop will be taken to the Security Office at Cambridge Rindge & Latin High School, after the driver completes the bus route. *Please be patient the first few weeks, as buses are sometimes delayed.*

BUSING TO DESTINATIONS OTHER

THAN HOME: The school system is responsible for busing from home-to-school and school-to-home only. Although busing your child to an afterschool program or other destination is not part of the busing service, we try to accommodate your child provided seats are available. Arrangements need to be made in advance through the School Operations Manager at 617.349.6577 x152. The classroom teacher must also be notified.

WHAT TO DO IF YOUR CHILD DOES NOT COME HOME ON THE BUS AS EXPECTED

First, call the school at 617.349.6577. Then call the Transportation Department at 617.349.6862. If no answer, call the Safety & Security Office at 617.349.7787. *The Security Office is where students are brought when they get on the wrong bus, miss their stop, etc. The office is in the Cambridge Rindge & Latin School, 459 Broadway.*

WALKERS: Parents must pick up students thru grade 3. Students in grades 4 and 5 are able to walk home alone.

AFTERSCHOOL OPTIONS

THE DRAGONFLY AFTERSCHOOL PROGRAM

This program provides childcare from 2:25 - 5:45PM, for 39 grade JK - 4 students, who are at least age 5 in September. Contact Director Jodi Rich at jodisrich@gmail.com or 617.547.1116 to get on the waitlist.

LINNAEAN COMMUNITY SCHOOL

This program is part of the citywide enrichment programs run by the Department of Human Services. Many interesting classes are offered for children and adults on afternoons and evenings. There are two sessions during the school year and a summer camp. Registration occurs on one night within the first few weeks of school. *The Fall Session begins in mid-September.* For more information, contact Director Mary Ellen Breen at mbreen@cambridgema.gov or 617.349.6267.

CITYWIDE AFTERSCHOOL OPTIONS

There is a Community School at each of the public schools and many other Afterschool Child Care programs in the city. For more info, visit www.cpsd.us or www.finditcambridge.org.



A handy reference
for the entire year!
SCHOOL YEAR

2018–19

The mission of the Graham and Parks Alternative Public School is to educate the whole child: to help every child in our school fully develop his or her unique intellectual, social, and emotional capabilities.

CPS
Cambridge Public Schools

Graham & Parks School
44 Linnaean Street
Cambridge, MA 02138
617.349.6577
grahamandparks.cpsd.us

