

Kennedy-Longfellow School

STUDENT & FAMILY HANDBOOK 2019-20





The Cambridge Public Schools (CPS) is an equal opportunity employer and is committed to the provision of quality educational programs for all students. CPS does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender identity, sexual orientation, disability, age, veteran or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Kennedy-Longfellow School

158 Spring Street
Cambridge, MA 02141
617.349.6841
klo.cpsd.us

MISSION & VISION

To prepare our students to become life long learners. The staff is committed to providing students with “real life” curriculum connections through field experiences, which further expand learning, and promote awareness of each individual’s role in a global community.

Our school fosters a climate of respect, responsibility, and inclusiveness. Our various academic programs, partnerships, and extra-curricular opportunities enhance our continued pursuit of academic excellence.

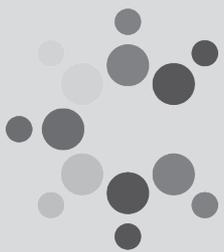
CONTACTS

Principal:
Christine Gerber
cgerber@cpsd.us

Acting Assistant Principal:
Phanenca Babio

Family Liaison:
Nancy Wyse
nwyse@cpsd.us

Clerk:
Iris Contreras
icontreras@cpsd.us



Contents

3	Daily Procedures
4	Student Attendance
5	Health & Safety
6	School Climate
9	Student Services
10	Other Resources



DAILY PROCEDURES

SCHOOL HOURS

7:40AM First bell; all students proceed to their classrooms.

7:55AM Second bell; classes begin; students arriving after this time will be marked tardy.

1:55PM Last class ends; students are dismissed.

SCHOOL SECURITY

The safety of your children is our number one priority. Please help us in maintaining that safety by following the below procedures:

- All doors leading to the outside will be locked immediately following dismissal. If you see a door open during normal school hours, please report it to the main office immediately.
- All visitors must sign-in in the main office, show ID, and get a visitor's badge.

SCHOOL MEALS

Both lunch and breakfast are available daily for students. Free and reduced price meals are offered to those who are eligible. Application forms are included with materials sent home on the first day of school as well as you can apply online.. In order to receive this reduced price, please complete the applications included in your packet of information distributed on the first day of school. If you need a new form, please contact the main office or Food & Nutrition Services.

STUDENT DRESS

In accordance with the Cambridge Public Schools Dress Code as set forth in Section 9 of the Cambridge Public Schools Rights and Responsibilities Handbook, students may not wear caps while inside the school building. In addition, they may not use personal sound systems or wear headphones while in school, unless it is a specific accommodation on an IEP or a 504 plan. While Kennedy-Longfellow School has no specific dress code, dress must be appropriate as determined by the principal or her designee.

STUDENT ATTENDANCE

ARRIVAL PROCEDURES

- Morning supervision in the cafeteria begins at 7:10AM. Please do not drop off your child prior to 7:10AM. If you arrive prior to this time, the doors will not be open and you will be asked to remain outside until 7:10AM.
- If you are dropping off in a car and want to walk your child in, **please pull your car forward past 8th street and the front entrance of the building (heading toward 7th street from Fulkerson). Do not park your car on the road in front of the school's cafeteria as that is where our buses unload.**
- Please do not park on Spring Street along the school sidewalk facing the **WRONG WAY** as you may be ticketed. Unfortunately this happened already to one person as the police are periodically checking.
- All students who need to eat breakfast should go directly to the cafeteria as soon as they arrive in the morning so they have ample time to eat.

- Students who do not need to eat breakfast should either sit on the hallway benches or line up along the front windows until the 7:40AM bell rings.
- All students in grades JK-5 must be dropped off in the main lobby. **Parents and guardians will not be permitted to walk to the classrooms.** We have staff members on each floor to assist and supervise students as they make their way to the classrooms. By this time of year all of the students know how to get to their classrooms. If you need to speak with your child's teacher, the easiest way to reach them is via email or leave a message in the main office for them.
- All Special Start parents will drop their children off directly at the outside classroom door of the room instead of coming into and through the building.
- Any child who arrives after 7:55AM must check in with the main office to get a late pass. Our instructional time and many specialists begin right at 7:55AM so please make every effort to be on time so your child does not miss important learning opportunities.
 - **Parents of students who are late are expected to drop their child off in the main office instead of walking them to the classrooms.**

DISMISSAL PROCEDURES

- All Kindergarten, Junior Kindergarten and 1st grade classes on the 1st floor will dismiss directly from their exterior classroom doors. All parents picking up their child should wait on the upper sidewalk (if your child is in room 101, 102, 103, or 104). This leaves the lower sidewalk clear for bus students to get to their buses.
- All 2nd and 3rd grade students and 1st grade SEI will be dismissed outside in front of the main office. All parents should wait either to the side near the bike racks or in the front of the school. **PLEASE DO NOT BLOCK** the entrance to the building.
- All 4th and 5th grade students will dismiss outside in front of the cafeteria. All parents should wait to the side near the cafeteria window or in front of the building.
- East End House students will now gather in the Activity Room and dismiss out the doors nearest there.
- Community School students will still gather in the cafeteria near the far windows.

Bus students in grades JK-2 will be escorted by their classroom para to the buses out the side doors near the playground and will check in with the staff member assigned to each bus.

Bus students in grades 3-5 will be dismissed from the building at their designated area and walk to their assigned buses. There will be a staff member at each bus to check off each student.

EARLY RELEASE DAYS

Periodically all elementary school students are dismissed early to allow teachers time for professional development. Kennedy-Longfellow School students are dismissed at 11:55AM on early release days. Please refer to school calendar for scheduled dates.



HEALTH AND SAFETY

STUDENT HEALTH

There are times when a student should remain at home for his/her own health and welfare and for the protection of other students. When a child becomes ill at school, a parent/guardian will be notified and is expected to come for the child immediately. Children should not come to school (or must be sent home) if they experience any of the following:

- communicable illnesses (tonsillitis, flu, chickenpox, etc.),
- undiagnosed rash or skin eruption,
- fever of $+100^{\circ}$ within the last 24 hours,
- vomiting or diarrhea,
- red eyes or drainage from the eyes,
- head lice - until treated with appropriate medicine & all nits are removed,
- injuries needing medical evaluation.

FIRE DRILLS

Fire drills will be held monthly. These drills are not announced, and teachers and students are required to follow the appropriate procedures when conducting these drills. Teachers practice the routines and procedures with all students at the beginning of the school year and reinforce and remind students of them every month.

LOCKDOWN DRILLS

Lockdown drills will be conducted periodically throughout the school year. Parents/guardians, teachers, and students will be notified in advance of these drills.

SCHOOL CLIMATE

At the Kennedy-Longfellow School, we believe that the ability to collaborate with others and make a positive contribution to the community is equally as important as academic success. Students at Kennedy-Longfellow School come from many countries and speak a variety of languages at home. It is our responsibility as members of this diverse community to promote positive and respectful relationships among all community members. We expect each student, family member, and educator to be sensitive to and respectful of human differences.

SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (SWPBIS)

Kennedy-Longfellow School is a SWPBIS (School-wide Positive Behavioral Interventions and Support) school. We identified five Core Values we believe are important for students to embody to be a productive member of our school community. They are Active Learning, Respect, Responsibility, Safety, and Citizenship. We will teach, model, reinforce, and celebrate these core values throughout the course of each day and throughout the school year.

STUDENT CONDUCT

Kennedy-Longfellow School is a safe, nurturing, and respectful environment. We are committed to working with families, staff, and students to ensure that each student feels safe and free from harassment. We will teach, model, and reinforce appropriate standards for behavior through our SWPBIS model that include our core values of Active Learning, Respect, Responsibility, Safety, and Citizenship. We recognize that some students will need greater levels of support in order to conduct themselves according to these values, and we are committed to providing those important interventions to help every child succeed and be a productive member of the KLO Community.

At Kennedy-Longfellow School, we work within the CPS Rights and Responsibilities Handbook and CPS administrative guidelines and policies for student behavior. These policies are part of the Cambridge Public Schools Rights and Responsibilities Handbook. All students need to take the CPS Rights and Responsibilities handbook sign-off sheet home and have parent/ guardian sign, returning by Monday, September 12, 2016.

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 Kennedy-Longfellow School are committed to providing an atmosphere in which all students can learn and to 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, interfere with their freedom to learn, or create hostile academic environment are unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, degradation, 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

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. 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 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.

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 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 discrimination, harassment, or retaliation complaint is similarly unlawful and will not be tolerated.



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, 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 with their teacher, principal, head of upper school, dean, Affirmative Action Officer, or Deputy Superintendent of Teaching and Learning. An employee can raise complaints with his/her supervisor, 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, MA. The telephone number for the Affirmative Action Officer is 617.349.6456; Human Resources is 617.349.6438; 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.



STUDENT SERVICES

PEER MEDIATION

Peer mediation is a technique for helping students resolve conflicts, reduce violence and conflict, and improve the climate of the school for students and staff. Though it is not appropriate for all situations, peer mediation can help students who are in conflict with one another come to a solution that is acceptable to all.

Peer mediation is voluntary, non-judgmental, and confidential and is intended to help students learn to resolve conflicts without violence. If successful, peer mediation ends with an agreement among students that is monitored by the School Adjustment Counselor.

OFFICE OF STUDENT SERVICES

The Cambridge Public Schools Office of Student Services is involved overseeing the delivery of service to students receiving special education and related services pursuant to an individualized education program (IEP) or receiving accommodation and modification pursuant to a Section 504 Plan. The Kennedy-Longfellow School Psychologist coordinates special education services for students with IEPs; the school's Assistant Principal coordinates services for students with 504s. It is important that all aspects of either an IEP or a 504 are implemented, as they are legal documents.

READING RECOVERY

Reading Recovery is an early intervention program that targets the children with the greatest need in first grade reading. Reading Recovery provides students with individual lessons for 30 minutes each day. During these 30-minute lessons, they read several short books and write their own stories and messages. Almost every minute of the lesson engages the child with real reading and writing. A skilled teacher works alongside the student to demonstrate and draw attention to specific information that will encourage the child's use of effective reading and writing strategies. Kennedy-Longfellow School has two Reading Recovery teachers for the 2019-20 school year.

TITLE I

Title I is a federally funded supplemental reading/math program for low-income students that helps students develop the basic skills of reading and math and teaches them to use reading as a tool for learning. Title I teachers also try to help students develop an appreciation of literature and inspire a lifelong enjoyment of reading.

Kennedy-Longfellow has been designated a Title I school for the 2019-20 school year. Student selection for these services will be determined by the Title I teacher in conjunction with the classroom teacher and supporting test data.

STUDENT HEALTH SERVICES

A Pediatric Nurse Practitioner provided by and supervised by the Cambridge Health Alliance staffs the Kennedy-Longfellow School. The Nurse Practitioner is not designated to take care of seriously ill students or those needing extended care. We cannot provide special tests or evaluations such as those offered by health care clinics or hospitals. However, we can assist families in obtaining health care services and administer appropriate care for routine accidents and discomfort.

The Nurse Practitioner is the only staff member to dispense medication to students who need it during the school day. First, the parent/guardian should come to the nurse or principal with their request and sign a permission form. Parents/guardians will be asked to provide information about the child's past medical history, present medical condition, name of physician treating the child, reason for medication, name and dosage of medication, and expected duration of treatment. The medication must be in a pharmacy-labeled container with the patient's name in full, the medication, and the dosage. All medications will be kept under lock and dispensed by the nurse.

COMMUNITY SCHOOLS

The Kennedy Neighborhood Council sponsors after-school enrichment classes for students in the Kennedy-Longfellow School. For more information, call Shirley Santos, Director of Community Schools at 617.349.6308.

OTHER RESOURCES

This handbook is not intended to be a complete directory of all laws and policies relating to Cambridge Public Schools students and families. Federal and state laws and CPS policies, procedures, and practices are subject to change. Many CPS policies are summaries in the Guide to Policies for Families and Students, and many policies and the Rights and Responsibilities Handbook can be accessed via the school district's website at www.cpsd.us. The Cambridge School Committee's entire policy manual can be accessed at www.cpsd.us/school_committee. The Rights and Responsibilities Handbook and copies of individual policies can also be requested through Human Resources.



klo.cpsd.us



158 Spring Street
Cambridge, MA 02141
617.349.6841

