

# GRAHAM & 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)

## GENERAL OPERATIONS

**SCHOOL DAY HOURS:** 8:25AM – 2:25PM

Please arrive by 8:15AM | Classes begin at 8:25AM

Classes end at 2:25PM

Early Release Days (half days) end at 12:25PM

**ARRIVAL TIME:** Students can be dropped off as early as 8:15AM. Breakfast will be served at 8:15AM and students wishing to eat breakfast at school should be dropped off by that time. Class begins promptly at 8:25AM.

### 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 x1.* An answering machine will ask you to 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.

### LONG TERM ABSENCE (SABBATICAL):

Students who 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. Sabbatical forms are available online and in the Main Office.

**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 the Main Office. Inform BOTH the nurse AND the classroom teacher of your child's allergies and severity of reaction.

### BREAKFAST & LUNCH:

- **All Breakfast and Lunch will be free for the 2021-22 school year.**
- Breakfast is available at 8:15AM.
- Children may bring lunch from home. Pack lunches that do not need refrigeration.
- Children may request a hot lunch. A monthly menu goes home for families to consider and is posted at [www.cpsd.us](http://www.cpsd.us).
- Children may choose an alternate to hot lunch (peanut butter & jelly, or yogurt with vegetables/fruit).

**DROP-OFF & PICK-UP:** *All students must enter the building through their assigned door.* 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 school). Linnaean Street is reserved exclusively for school buses. Please do not drop off children directly in front of the school. This is a serious safety issue for children, pedestrians, and other drivers. If you need to park and escort a child to the building, 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 guardian MUST be at the afternoon bus stop to meet a student in JK-2. 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 CRLS, 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 Main Office. 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.

**WALKERS:** Parents must pick up students in JK-3rd Grade. Students in grades 4 and 5 are able to walk home alone when written notes are provided from families.

### CHANGES TO DISMISSAL PLANS:

Any changes to dismissal plans must be communicated in writing to your child's classroom teacher and the Main Office as early as possible. In an emergency, you must call the Main Office to communicate any changes before 12PM.

## WHAT TO BRING TO SCHOOL

### ALL FAMILIES

Please send your child with two clean masks, a water bottle, and a snack everyday. They can bring lunch from home or opt to receive free lunch at school. All students need a backpack for books, notices and belongings. Be sure your child's name is on their belongings (lunch box, backpack, jackets, etc.).

Please dress students appropriately for the weather including hats, gloves, jackets, and boots during winter months. On the days that a student has Physical Education, they should be wearing sneakers. Please reach out to our Family Liaisons if you need support getting these items.

## CHANNELS OF COMMUNICATION

### PHONE CONTACTS

Absent/Tardy Line	617.349.6577 x1
School Cancellations	617.349.6513
Main Office	617.349.6577
School Clerk, Cheryl DePasquale	617.349.6577 x0
Principal, Claudie Jean-Baptiste	617.349.6577 x0
Assistant Principal, Jennifer Lavallo	617.349.6577 x0
Family Liaison, Lauren Morse	617.349.6577 x7944141
SEI Family Liaison, Mildrid Gédéon	617.349.6577 x7944101
Nurse's Office, Bonnie Walsh	617.349.6577 x7944218
School Psychologist, Sylvia Kinn	617.349.6577 x7944118
Transportation Office	617.349.6862
School Fax	617.349.6590
Dragonfly Afterschool	617.547.1116
G&P Community School	617.349.6267
Security & Safety	617.349.6772

**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*

**FAMILY NOTICES:** Check your child's backpack each day for notices. School communication is also sent home via email and through US Mail.

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

**SCHOOL EMAIL LIST:** When you enrolled your child in CPS, you provided an email address. This email was automatically added to our email list, which sends official school announcements. If you do not receive weekly emails from G&P, please update your email with the Main Office.

**SCHOOL DISTRICT CALENDAR:** The district calendar is at [www.cpsd.us](http://www.cpsd.us). Note: on Early Release Days school dismissal is at 12:25PM, two hours earlier than usual.

## MANDATORY FORMS

### NOTE REGARDING EMERGENCY CONTACT INFO

Annual forms are due on the first day of school. Forms can be completed online at the CPS Family Portal. Paper copies and translations are also available in the Main Office.

Every year a NEW FORM for EACH child must be completed. The emergency contact info 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.

*A 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. A new CORI must be completed each school year. More information will be shared at a later date.*

## AFTERSCHOOL OPTIONS

### DRAGONFLY AFTERSCHOOL PROGRAM

This program provides childcare from 2:25 - 5:45PM, for students ages 5 years old to 4th grade. Visit [dragonflyafterschool.org](http://dragonflyafterschool.org) or contact Director Jodi Rich at 617.547.1116 or [jodisrich@gmail.com](mailto:jodisrich@gmail.com) to learn more.

### GRAHAM & PARKS COMMUNITY SCHOOL

This program is part of the citywide programs run by the Department of Human Services. This is an afterschool program for JK-5th graders on Mondays through Fridays from 2:25 - 5:30PM. For more information, contact Director Mary Ellen Breen: 617.349.6267 or [mbreen@cambridgema.gov](mailto:mbreen@cambridgema.gov).

### 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](http://www.cpsd.us) or [www.finditcambridge.org](http://www.finditcambridge.org).



Graham & Parks School  
44 Linnaean Street  
Cambridge, MA 02138  
[grahamandparks.cpsd.us](http://grahamandparks.cpsd.us)  
617.349.6577



A handy reference  
for the entire year!

SCHOOL YEAR  
**2021 - 2022**

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 their unique intellectual, social, and emotional capabilities.



**CAMBRIDGE**  
PUBLIC SCHOOLS