

2022-23

CAMBRIDGE PUBLIC SCHOOLS

Haggerty

# Guidebook



At A Glance - What  
Families Need to Know



110 CUSHING ST. | CAMBRIDGE, MA 02138 | [haggerty.cpsd.us](http://haggerty.cpsd.us)

MAIN OFFICE: 617.349.6555 | FAX: 617.349.6034

SCHOOL DAY HOURS: 7:40AM - 1:55PM

# MISSION STATEMENT



The mission of the Haggerty School is to achieve high levels of learning for all students while advancing social justice and celebrating students' social and emotional development in an inclusive learning community.

## **Principal**

Nancy Campbell, EdD

## **Clerk**

Maria Williams

## **School Nurse**

Joanne Sanz, RN

## **School Adjustment Counselor**

Jessica Joseph, LMHC

## **Assistant Principal**

Sue Mapel, LICSW

## **Family Liaison**

Lissa Galluccio, PhD

## **School Social Worker**

Sosa Samura, LICSW

## **School Psychologist**

Kevin Mundt, PhD

*The school calendar and news stories on the website are kept up to date throughout the year.  
The staff directory and email addresses are also on our website.*



## Cambridge Public Schools (CPS) Policies

In addition to this guide, which offers specific and detailed information about Haggerty School procedures and guidelines, each student in the Cambridge Public Schools (CPS) must review and sign the district *Rights and Responsibilities Handbook* along with their parent/guardian.

Please note that all district policies are strictly adhered to at the Haggerty School: [https://bit.ly/CPS\\_Guide-to-Policies](https://bit.ly/CPS_Guide-to-Policies)

The 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, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

# ATTENDANCE AND ABSENCE PROCEDURES

## Attendance

Parents/guardians and students are reminded that Massachusetts law requires compulsory attendance for students. As a result, we discourage family vacations when school is in session. In addition to compromising the attendance requirements, vacations when school is open interrupt the educational process for children in ways that make-up work cannot reverse. Teachers are not required to provide assignments prior to a family trip when school is in session.

## Absences

Students should be reported absent by a parent/guardian. Please call the office to report a student absence (617.349.6555 ext. 7). If the call does not come in before 8AM, the parent/guardian will be notified informing them of their child's absence.

## Arrival

In an effort to have your students start the day with success and consistency, we are asking that parents drop-off their children by **7:55AM**. The school day begins at 7:55AM; if you arrive after that time, please have your child ring the front door bell. In every classroom, students are met with some form of "Morning Work." This includes learning and routines for students.

\*Classroom teachers need to start the day with Morning Meeting no later than 8AM.

It's important that your children have time to practice routines in the morning. This helps with their organization and independence within the classroom. Ask them what the routines and expectations are? Your praise and support of their independence will reinforce it and support a smooth start to the school day.

## Tardiness

Please make every effort to help your child arrive to school on time. Students arriving after 7:55AM are marked tardy.

# DRIVING TO AND FROM SCHOOL

## Drop-off Parking

Drivers, please drop off children anywhere except in front of the school on Cushing Street. Parking in the bus loading area is not allowed. If you need to park and escort a child to the front entrance, please allow time to find parking.

For **live drop-off** of students or staff, please pull up past the crosswalk and the crossing guard to the corner of Lawn Street. Please do not stop before the crosswalk or the crossing guard. This is a serious safety issue for the children, all pedestrians and other drivers

## Pick-Up

Please park in legal spaces and greet your children in the courtyard outside Room 102 (for Rooms 102,106, and 107), the courtyard outside Room 103 (for Room 103), outside the building on the Lawn Street side (grade 1), in the front of the building (grade 2) or the playground (grades 3-5).

# FAMILY COMMUNICATION

## Classroom Communication

The best time to reach a classroom teacher is before 7:40AM (teachers are in their classrooms with students by 7:40AM) or after 2PM. It's recommended that you email the classroom teacher and coordinate a convenient time to talk. Emails are the teacher's first name initial, last name, and the district email address (E.g., jteacher@cpsd.us). **We will not interrupt teaching time to put calls through to classroom teachers unless it is an emergency.** Emails are NOT considered confidential and are part of the record.

## Staying Informed

The most far-reaching and efficient way to access immediate news and announcements is to give the school your email address. If you do not have an email address, we will send home paper copies of all announcements and notices.

# DAILY SCHEDULE



## Arrival

7:25-7:40 AM | Bus students arrive and will gather in the playground.

7:40 AM | First Bell – All students arrive and gather in the playground.

7:55 AM | Second Bell – Morning announcements and instruction begin.

View the Haggerty Calendar at [haggerty.cpsd.us/calendar](https://haggerty.cpsd.us/calendar)

## Morning Meeting

All K-5 classes follow the adopted CPS Social Competency Curriculum known as Responsive Classroom. This approach is based on the belief that the social curriculum is as important as the academic curriculum, and that knowing the children we teach – individually, culturally, and developmentally – and their families is crucial to student learning. Children learn and practice the important social skills of cooperation, responsibility, empathy, and self-control and as a result help to create a positive classroom culture.

## Breakfast and Lunch

Breakfast is grab and go as students arrive in the morning. Breakfast and lunch are free for all students this year (2022/2023).

*There are two options for lunch:*

1. **Children may bring lunch from home.** Please pack lunches carefully as there is no refrigeration for individual lunches.
2. **Children may get a school lunch.** A monthly menu goes home for families to consider, and is also available online at [www.cpsd.us](http://www.cpsd.us). Children can always choose the alternative lunch choice (peanut butter and jelly, yogurt and graham crackers, or cheese sandwich) if they do not want the daily school lunch.

## Recess

Each day, grades 1–5 have roughly 20 minutes for lunch, and a 30 minute recess period. Kindergarten has a 30 minute lunch and a 30 minute recess. Students are encouraged and reminded to dress appropriately for the weather, as only in the most inclement weather is recess indoors.

## Dismissal

At 1:55PM, the final bell will ring and dismissal procedures will begin.

- Students taking the bus will be invited to their respective bus lines via an announcement.
- Students in grades JK – 3 enrolled in after school in the building will be brought downstairs to the multi-purpose room by a staff member.
- Students in grades 4 – 5 who attend after school at the Russell Youth Center will be escorted by a staff member.
- Students who walk home will be dismissed by a staff member to a parent/guardian, or specified adult (see pick-up location below). If the adult picking up is not the parent/guardian, they must have prior approval by a parent/guardian to pick up the student. If the teacher does not know this adult they may ask for photo identification.

*Pick-Up Location for Students Picked Up by Caregiver:*

- K Room 102 dismissed by their outside door to courtyard (Lawn Street side of building, by CitySprouts garden)
- K Room 106 and 107 are also dismissed at the courtyard door outside Room 102
- JK Room 103 dismissed by their outside door (playground side of building, first door on left at bottom of stairs)
- 1st grade will be dismissed by Lawn Street side door
- 2nd grade will be dismissed from the Front Door
- Grades 3 – 5 will be dismissed from the Playground

## Early Dismissal

If you need to pick up your child before the 1:55PM dismissal, please let your teacher know by the morning of the early departure. When you arrive to pick up your child, please come to the front door and ring the bell. We will assist you.

# TRANSPORTATION



The CPS Transportation coordinates all transportation to and from the school. Each school bus servicing Haggerty students has a symbol that is used as an identifier (i.e. Rainbow, Patriot, Black Panther or Pink Flamingo (PM)). Students are only permitted to ride their designated bus and may not board a different bus for any reason without a written and signed note from a parent or guardian. Students in second grade and below must have a yellow bus tag attached to their belongings in order to board a bus. These tags designate the student's afternoon bus stop for each day as well as contact information. The Transportation Office phone number is: 617.349.6862.

## What to Do If A Student Does Not Arrive At Expected Destination

If a student does not arrive at his/her expected destination, call the school at 617.349.6555 and press 0 to reach the main office. If this is unsuccessful, please call the Safety and Security Office at 617.349.6772 or the Transportation Office at 617.349.6862. Students in second grade and below must be greeted by a parent/guardian at their bus stop. If no adult is present, the student will remain on the bus until the route has been completed and will then be taken to the Safety and Security Office at Cambridge Rindge and Latin High School to wait for pick up.

## Parents/Guardians Visiting our School

If you have an appointment to visit during the school day, please sign in at the round table in the lobby. Please remember to only enter through the main entrance. If you are dropping something off for your student, please ring the front door bell, and we will make sure that your child has received the items you've dropped off.

Staff are not allowed to open the Lawn Street door or Playground door for anyone. ALL MUST RING THE FRONT DOOR BELL IN THE FRONT LOBBY..

# CLASSROOM CELEBRATIONS AND FOOD



In an effort to create a healthy school environment for all students, some guidelines have been developed to help guide teachers and families in the consumption of food during school.

These guidelines arrived out of concerns raised by parents after annual events (Valentine's Day, Birthdays, end-of-year celebrations, etc) about what and how many sweets their children consume at school. Family members are not present at events to limit or control what their children are consuming. Additionally, the school had no standard expectation for sweets and celebrations, which resulted in some classrooms allowing food and other classrooms not, creating an inconsistent and mixed message for our students and families.

## Birthday Celebrations

Instead of food, developmentally appropriate alternative activities are used to mark students birthdays.

## Annual Holidays such as Halloween and Valentine's Day

No candy, sweets or food will be exchanged on Valentine's Day. Out of respect for the many Haggerty families who do not celebrate Halloween, we will not have Halloween-activities. There will be no classroom activities that include holiday food.

## Curriculum and Classroom Events and Breakfasts

With the support of the school nurse, a healthy food guide can be distributed to make suggestions to families around foods that would be welcomed at a classroom event.

Teachers will have flexibility to include food for teaching purposes and when students and families are sharing their cultures.

## Food Rewards/Incentives

The use of food or candy as a reward or reinforcer is not allowed unless it is part of a formal behavior plan overseen by a district behaviorist that has been agreed upon by a parent/guardian.

During testing and throughout the year, students will not be given cake, candy, gum, or edibles for their hard work. All of the Haggerty Staff is committed to giving students specific descriptive praise for their efforts and use of strategies, none of which will come in the form of sweets.

Room parents will help distribute this information to parents and support communication to families throughout the year.

# PARENT/CAREGIVER GROUPS

## The Friends of Haggerty School

The “Friends” is a parent/guardian run 501(c)(3) organization that seeks to enhance and enrich learning opportunities for all of our students. The goals of this group are to streamline the fundraising process, look for additional sources of funding, and provide more opportunities for our students to get the most out of their education at Haggerty School. All donations to the Friends are tax-deductible.

## The Haggerty Families Community Building Committee

The Haggerty Families Community Building Committee meets virtually - schedule to be determined. These meetings are open to all. This Committee works to host community building events for the entire Haggerty community, including a Celebration of the Arts/Talent Show, family movie nights, playdates in the park, staff appreciation luncheon, and parent/guardian workshops.

## School Advisory Council (SAC)

School Councils are required to be in place for all schools in Massachusetts as part of the Education Reform Act of 1993. **School Councils are representative, school building-based committees composed of the principal, parents/guardians, teachers, community members and are required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. The purpose of a school council is to:**

1. assist the principal in adopting educational goals for the school
2. assist principal in the identification of the educational needs of the students
3. assist principal in the review of the annual school budget
4. assist principal in the formulation of a school improvement plan

The membership of the school council includes the principal, four elected parent/guardian members, three teachers and three community members. The council should broadly represent the racial and ethnic diversity of the school building and community. The Massachusetts Department of Education’s website provides *detailed information about the mission and the responsibilities of Site-Based Councils* ([www.doe.mass.edu/lawsregs/advisory/schoolcouncils](http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils)). Meetings are open and parents are encouraged to attend.

# SCHOOL PROCEDURES

## School Nurse/Health Procedures

Each year, parents/guardians who wish to have our nurse administer medications in school, must complete the appropriate paperwork, and provide us with medical authorization from the prescribing doctor. At no time should a child be transporting any prescribed medicine to or from school. Parents/guardians of students with allergies need to notify our school nurse for guidelines on providing the school with EpiPens. Parents/guardians should provide the nurse with a medical form and notify the school nurse of any changes in your child’s medical condition.

## Parent/Guardian requests for written STUDENT RECOMMENDATIONS

Parents/guardians who are requesting that the Haggerty School staff complete a recommendation/reference must speak directly to the school administration and the classroom teacher. We request that parent/guardian provide us with self-addressed stamped envelopes, releases and all paperwork **at least one month** before the due date.



## Notifications of School Closings Due to Inclement Weather

On occasion, the district will close all schools due to inclement weather. This information can be found on local news programs, typically there is a running list on the bottom of the screen on the major local channels. It is also posted on our website: [www.cpsd.us](http://www.cpsd.us). Or you can follow CPS on Facebook or Twitter for the latest information.

## Cell Phone Policy

Haggerty students may not have mobile phones on their person during the school day. If parents/guardians insist that their child carry a mobile phone, it must be stored in the student's backpack in the classroom cubby for the duration of the school day, and it must be completely powered off. If mobile phones are being used in any way, or if they ring or vibrate audibly during the school day, the following consequences will be imposed:

- *First Offense:* Student will be reminded of where the phone is to be kept.
- *Second Offense:* Classroom teacher will collect the phone and it will be returned at the end of the day.
- *Third Offense:* The phone will be turned in to Sue Mapel, Assistant Principal, and a parent/guardian must come and pick it up.

This also applies to smart phones and watches, iPhones, and other mobile electronics. The school and its staff are not responsible for phones or other mobile electronics that are lost or are stolen during the school day.

If every child had one, we'd find a way to use them for educational purposes, but we don't. We also know that the executive functioning and brain development needed to use a smartphone safely without the supervision and monitoring of a caregiver can be dangerous. Thank you for your support in this.

## AFTER SCHOOL PROGRAMMING



The Haggerty Community School, run by the Cambridge Department of Human Service Programs, provides afterschool programming in the Haggerty School building from 1:55 to 5:30PM, Monday – Friday.

Contact Kristina Cook, Director at [kcook@cambridgema.gov](mailto:kcook@cambridgema.gov), for more information.

# BULLYING/CYBERBULLYING

The Haggerty School aims to prevent bullying by building a positive climate within each class, and across all grades. Our goal is to take a collaborative problem-solving and educational approach that seeks to show students that they are responsible for the kind of school they inhabit, while at the same time, taking all necessary actions to ensure all students are safe and treated with care and respect.

## Definition of Bullying

Bullying is defined as the repeated use by one or more students or a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target/victim that: (i) causes physical or emotional harm to the target/victim or damage to the target/victim's property; (ii) places the target/victim in reasonable fear of harm to himself or herself or damage to his/her property; (iii) creates a hostile environment at school for the target/victim; (iv) infringes on the rights of the target/victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. This includes cyberbullying.

State law requires that schools take action when reports of bullying are made, and track the progress after making interventions. We ask parents/guardians to review the bullying definition with their children. Students and families are reminded that acts of bullying both online and in person, are violations of the student code of conduct and students who are found to exhibit bullying tactics are subject to serious consequences up to and including either suspension or exclusion from school (MA General Law, Section 370, Chapter 71, Title XII, Part I). Additionally if there is a reasonable basis to believe that criminal charges may be pursued against the aggressor or there is a determination that there is an immediate and significant threat to the health or safety of the student or other individual the school resource officer will be notified. A complete copy of the school district's anti-bullying policy and bullying prevention and intervention plan can be located on the school district's website or you can request a copy from the school. ([https://bit.ly/CPS\\_Bullying-Policies](https://bit.ly/CPS_Bullying-Policies))

## 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.”

CPS and the Haggerty 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 is unacceptable, or creates hostile academic environment is 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. Additionally, reports can be made to the Superintendent of Schools, Deputy Superintendent of Teaching and Learning or Program Manager for Diversity Development. Further details on the reporting process are set forth below.

## Non-Discrimination Policy and Prohibition Against Sexual Harassment

CPS has a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition 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. CPS 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 CPS 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 race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran, status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition. “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:

1. 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.
2. 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 CPS 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 CPS. 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.

CPS takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the CPS 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, Program Manager for Diversity Development or Deputy Superintendent of Teaching and Learning. An employee can raise complaints with his/her supervisor, the Program Manager for Diversity Development 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 Program Manager for Diversity Development 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 Program Manager for Diversity Development 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.

## **Criminal Offender Record Information (CORI) POLICY**

It is the policy of the CPS that all parents or community members wishing to volunteer either in a classroom or attend a field trip, complete a CORI Form annually, and present the form along with a photo identification, in our office. A complete copy of the school district's CORI policy can be located on the school district's website or you can request a copy from the school principal.

## **Elevator Use**

Students are not permitted to be on the elevator at any time unless they have a pass from the Nurse or are chaperoned by a staff member.

## **Emergency Evacuations**

Each year Haggerty Staff members will review emergency evacuation procedures with students and will be given the opportunity to practice exiting in case of emergency. In the event of an evacuation, all students must exit the building in a single-file line silently. Students proceed to one of four waiting locations where they wait silently to receive instructions from a person in charge. Once instructions are given to return to the building, students may talk quietly.

Twice a year, we will also practice Lockdown drills. A lockdown would be used if the students ever needed to take cover inside their own classrooms. During these drills, an announcement of the drill would occur over the intercom, and students would find a place in the room out of the site of the door. Teachers would lock the classroom door, turn off the lights, and join their students. They all are to remain silent for about 2-3 minutes, or until the intercom announces the end of the drill.