

putnam avenue
upper school



student handbook 2016-2017

passion

pride

and

ownership

with

balance

and

perseverance



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our vision

The “Good Life”

At the Putnam Avenue Upper School, we believe that all of our students can and will be successful in and out of school and beyond, no matter what their circumstances are. We believe that our students are headed towards the “Good Life.” That is, we believe that our students will be college-ready and will become successful and contributing members of society with the best possible quality of life. In order to live the “Good Life,” students will develop a sense of mastery of our core values of passion, pride, and ownership with balance and perseverance.

our core values

Passion

It is passion that drives our community towards excellence. More specifically, our passion is for the pursuit of **academic excellence** through effort and the pursuit of **social justice** through recognizing the different experiences that come with race, class, gender, sexual orientation, and religion. We believe it is our responsibility to use our knowledge to better the world we live in.

Pride

We take pride in our **identities** and the **impact** we have on both individuals and larger society. We think not only about the here and now, but about the future as well, considering carefully how each choice we make will impact the future of our own lives as individuals and the future of our collective community.

Ownership

A great school relies on a strong sense of ownership, and we demonstrate ownership through **reflection** and **planning**. By committing to goals, developing clear plans for achieving those goals, and regularly reflecting on the progress we have made towards reaching our goals, we are accountable to ourselves and to our community.

Balance

We believe that being well-rounded is essential to our overall success and quality of life. In addition to academic pursuits, we seek balance through participating in **activities outside of school**. We celebrate our academic and extracurricular interests and know that our school culture will be balanced and healthy only if it is made up of balanced and healthy individuals.

Perseverance

We recognize that our relentless quest towards excellence is full of obstacles and conflict. We turn stumbling blocks into stepping stones and demonstrate perseverance by **identifying challenges and striving to overcome them**. We choose not to see obstacles as moments of defeat but as moments to grow and make ourselves stronger.

2. our staff

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| <p><u>Administration</u> Mirko Chardin, Head of School Pamela Chu-Sheriff, Assistant Principal</p> <p><u>Coach & Interventionists</u> Christina Farese, Instructional Coach Andrea Baker, Literacy Interventionist/Reading Specialist Jo Quest-Neubert, Literacy Interventionist/Reading Specialist Michelle Fulkerson, Math Data & Instruction Specialist</p> <p><u>Counseling Team</u> Fergie Wheeler, School Adjustment Counselor Mathieu Perry, School Adjustment Counselor Joanne Edouard, Guidance Counselor</p> <p><u>Operations Team</u> Dayshonda Jones, Clerk Melinda Maxwell, Administrative Paraprofessional Jean Romulus, Building Substitute</p> <p><u>School Nurse</u> Jennifer (Ife) Rollins, Nurse</p> <p><u>Library/Technology</u> Marianne Bees, Library Media Specialist Kathy Buonopane, Technician Joseph Freeman, Technician</p> | <p><u>Sixth Grade</u> Dora Acosta, Social Studies, Teacher Leader Jasmine Riad, ELA Christopher Godfrey, Math Nashua Khalil, Math Co-Teacher/Special Educator Dava Wool, Science Kathryn Kupchunos, Special Educator Kristen Cunha, Special Educator</p> <p><u>Seventh Grade</u> TJ Manning, Science, Teacher Leader Michael Lubin, ELA Adrian Hoquee, Math Emily Petrow, Social Studies Lekisha Limage, Special Educator</p> <p><u>Eighth Grade</u> Stephen Moran, ELA, Teacher Leader Kareem Cutler, Math William McDonald, Science Jenny Chung, Social Studies Megan Laskarzewski, Special Educator</p> <p><u>Specialists</u> Hsiu-Fei Hsu, Chinese Gabrielle Agboola, French Paolo Cozzi, Spanish Toai Thach, Art Brandon Sciarra, Band Summar Elguindy, Drama Fatima Sammy, Health Eytan Wurman, Music & Chorus David Richardson, Physical Education Immei Wong, Strings</p> | <p><u>Special Education & ESL</u> Leslie Loomis, School Psychologist Dan Almeida, Functional Academics Phuong Bui, Basic Academics Jeanne Martin, Aide Susan Cyr, Aide Kristine Fulkerson, Aide Mary Tiernan, Speech & Language Erin O'Neill, Occupational Therapy Brad Richenburg, Occupational Therapy Kara Russo-Nies, Physical Therapy Carlos Loreda, ESL Teacher</p> <p><u>Cafeteria Staff</u> Liz Guilherme - Head of Kitchen Lina Braga - Head of Kitchen Deborah Dupont - Cashier Jean Lauture - Cashier Maureen McPeak - Cashier Janet Salvatore - Cashier</p> <p><u>Custodial Staff</u> Pat Donovan, Senior Custodian Francis Brew-Smith, Custodian Steve Harkins, Custodian Eric Munsey, Custodian Alan Resmini, Custodian</p> |
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** 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. **

3. family involvement

The Putnam Avenue Upper School believes strongly in partnering with parents and families to enhance student success and learning experiences. Strong home/school communication is essential to a child's success in school. Administrators, teachers, and staff can be reached via telephone and email. Parents and families are welcomed and encouraged to become involved in a variety of ways, including reviewing their children's agenda books; checking Aspen grades online; communicating with teachers via phone and/or email; attending whole-school, grade-level, and classroom events; volunteering at events; donating goods or services; and serving on councils and committees.

Home/School Connection

The school district uses a system called Blackboard Connect to send automated phone calls to family and staff. This system is used when school must be closed due to inclement weather, to provide families with important information, and to advertise school-wide events. In addition, Tuesdays and Thursdays at Putnam Ave. have been designated as "Take-Home Tuesday" and "Take-Home Thursday." Community-based and school flyers will be disseminated to students on these days as well as via the family email listserv. The school also has its own website located at: <http://putnamavenue.cpsd.us>.

School Council

The Putnam Avenue Upper School Council is a group of parents, teachers, and administrators who seek to enhance learning opportunities for all students. The group meets on a monthly basis to discuss family involvement opportunities, fundraising, and other pertinent school issues. The four major areas of responsibilities for the Putnam Council are, as required by Massachusetts law, to assist the principal by:

- Adopting educational goals for the school consistent with local educational policies and statewide student performance standards
- Identifying the educational needs of students attending the school
- Reviewing the annual school building budget
- Formulating a school improvement plan

Putnam Avenue Family Association

The Putnam Avenue Family Association (PAFA) is a 501(c)(3) non-profit organization whose mission is to support all students' academic, social, and emotional growth through community-building events, developing partnerships, and identifying and obtaining resources. PAFA meets on a monthly basis and has helped to coordinate a variety of events, from the annual International Potluck Night to Teacher Appreciation Day luncheons.

4. transportation

The Cambridge Public Schools Transportation Department, which can be reached at 617-349-6862, arranges for all busing to and from school. Within the district, each bus has a symbol (e.g. Black Spider, Orange Starfish) that is used to identify the route that each bus takes. Buses are equipped with video cameras and bus monitors to ensure a safe commute for all students. If students are enrolled in city sponsored after-school activities, the Transportation Office can help facilitate the appropriate bus to reach the alternate destination.

If, for some reason, a student does not arrive at his/her destination, parents and guardians should call the school office immediately at 617-349-7780. Parents and guardians can also call the Safety and Security Office at 617-349-6772.

5. attendance

Student attendance is a vital component to school success. Every effort should be made to schedule appointments and family trips during non-school hours.

Illness

If a student is sick, especially with a fever, he/she is advised to stay home. If a student needs to stay home, a parent or guardian must call the school office at 617-349-7880 before 9:15am. If a student is absent or late due to illness or medical appointments, parents and guardians are encouraged to obtain written notes from the student's doctor and should bring all written notices to the office.

Absences

In the event of an absence, a parent or guardian should call the front office before 9:15am. Parents and guardians are encouraged to send in a signed and dated note that is brought to the front office. If a parent or guardian has not called or sent in a note when a student is absent, an automated call will be made informing families of their child's absence.

Morning Tardies

If a student arrives late to school, he/she must sign in at the main office. Tardy students will receive a late pass, which will be handed to their teacher.

Frequent absences and tardies may result in a conference with a student's advisor and/or a phone call home. Excessive absences and tardies may result in a parent/guardian conference with school administration and/or related school personnel in order to discuss ways to ensure a change in the student's difficulties getting to school. If difficulties with school attendance continue, the school may file a CRA (Child Requiring Assistance) with the courts.

6. daily schedule

Arrival

Bus Students

- When students arrive by bus, they must enter via the Magee St. door and immediately proceed down the yellow stairwell to the cafeteria, where they can also eat breakfast. Students are expected to follow all school rules while in the cafeteria. Students who would like to participate in morning gym or who have received permission to work with teachers or tutors before school hours must first check in with the staff member who is in the cafeteria. At 8:40am, students should proceed up the blue stairwell and head to their lockers and Advisories.
- If a school bus arrives between 8:40 and 8:55am, students must enter via the Magee St. door and proceed either down the yellow stairwell to the cafeteria for breakfast or head straight to their lockers and Advisories (7th and 8th graders should cross King St. and take the blue stairwell).

- If a school bus arrives after 8:55am, students must report to the office to sign-in and obtain a pass to their first class. Students who are on that bus may still eat breakfast if they wish.

Non-Bus Students

- Non-bus students (i.e. students who walk, ride a bike, or are dropped off) must wait in the courtyard by the main entrance until 8:40am. Non-bus students who wish to eat breakfast or who would like to participate in morning gym should enter via the Magee St. door. Non-bus students who have received permission to work with teachers or tutors before school hours should be buzzed in via the main entrance.
- Non-bus students who are on the outdoor basketball courts or the playground before school will be called in to the school building at 8:40am by the PE teacher and will enter the school via the gymnasium door.

Breakfast

Breakfast is served to Putnam Ave. students from 8:15-8:40am in the cafeteria. Non-bus students who wish to eat breakfast should enter via the Magee St. door. Breakfast cannot be taken to Advisory or eaten outside of the cafeteria. If a school bus arrives after 8:40am, students on that bus may still eat breakfast in the cafeteria if they wish.

Advisory

Every student is assigned to an advisory for the year. Advisory time is used to take attendance and provide important information to students on a daily basis. More importantly, it is also a time to build community and collaboration, have opportunities to learn what it means to be a responsible citizen, understand and build empathy, as well as learn how to advocate for oneself. This is a structured time to help students feel a sense of belonging and identity and to also have fun.

Lunch/Recess

Lunch must be eaten in the cafeteria during regularly scheduled lunch times for each grade. Students are expected to sit quietly during lunch and are required to clean up after themselves. Students are not permitted to bring food out of the cafeteria unless they have received permission and a pass in advance from a teacher who will be supervising students to eat lunch in his/her classroom.

Students will be escorted to and from recess by their teachers. Time is set aside each day for 10 minutes before lunch for students to participate in recess. As always, students are expected to follow school rules, whether participating in indoor or outdoor recess.

Early Dismissal

If a student must leave early for an appointment or other reason, he/she must bring a signed note from a parent or guardian indicating the time the student needs to leave and how he/she will be picked up. Some students are given parent/guardian permission to walk to nearby doctors and dentists; in these instances, a written, signed, and dated note explaining why and when the student is being dismissed must be submitted to the office. All notes should be brought to the main office. The office will note this in the attendance records.

Dismissal

At the end of last period at 2:55pm, all students should immediately head to their lockers and/or exit the building for dismissal. Bus students must exit via the Magee St. door. Non-bus students in the sixth grade must exit the building via the main entrance. Non-bus students in the seventh and eighth grade must take the orange stairwell and exit via the Putnam Ave. door.

7. social contract & bullying

Social Contract

Each year, advisors will guide students in developing a social contract. The purpose of the social contract is to build consensus on what needs to occur at Putnam Ave. in order for students to achieve their goals, hopes, and dreams. The social contract starts with 3-5 agreements at the advisory level, then in each grade-level, and then with representatives throughout the grades. The social contract builds a bridge between the students' goals and their behaviors and is a living document that supports a community of learners.

Bullying and Cyberbullying

The best way to prevent bullying is to build a solid foundation of a positive climate within advisories, each classroom, across grade-levels, and throughout the entire school. The school's goal is to take a proactive, educational, and problem-solving approach in order to demonstrate to students that they are responsible for their behavior while taking all necessary actions to ensure that all students are respected, cared for, and safe.

The Cambridge Public Schools clearly defines and details the policies, procedures, and protocols around bullying and cyberbullying in the Rights and Responsibilities handbook. Further information can also be found online at <http://www.cpsd.us/cms/One.aspx?portalId=3042869&pageId=3496577>.

8. acceptable use policy

Technology is a powerful and important tool in schools today. Given its power, it is everyone's responsibility to ensure that the technology is used in a safe, creative, and educational manner. The Cambridge Public Schools outlines an Acceptable Use Policy in the packet sent to students before the start of the school year. All students, along with a parent or guardian, must sign that they have read and agree to the policy before students are allowed to access technology within the school.

9. emergency procedures

As with every school, the Putnam Avenue Upper School is required to have safety and emergency drills throughout the year. Given that Putnam Ave. and the King School currently share a building, it is especially important that procedures are coordinated and that students understand the importance of such drills in a way that they are taken seriously and executed in an expeditious manner.

Fire Drills

Evacuation routes are posted in every room. Throughout the year, several fire drills will be conducted. Staff teach and model these procedures with students at the beginning of the school year and conduct repeated refreshers throughout the year:

- Once the fire alarm rings, staff and students vacate the building in silent, orderly fashion via the routes posted in each room. If a planned exit is blocked, the lead teacher will determine the next appropriate exit route.

- Classes exiting via the orange stairwell/door #2 should turn right onto Putnam Ave. and then right onto Kinnaird St. Classes exiting via the blue stairwell/door #12 should turn left upon exiting the building and then right onto Kinnaird St.
- Students must then line up along Kinnaird St. Sixth and seventh graders should line up on the Kinnaird St. sidewalk closest to the building; eighth graders should line up along the sidewalk across the street--still on Kinnaird--from the sixth and seventh graders. Students must walk and line up past the basketball courts (past 99 Kinnaird St.).
- Once Putnam Ave. students are signaled to re-enter the building, students should silently re-enter the building via the Kinnaird St. door.

Lockdown Drills

In addition, all schools are mandated to perform at least one lockdown drill a year. Students, staff, and parents will be given ample time and notification to prepare for a lockdown drill. A lockdown is called when a threat is inside the school. During a lockdown, the goal is to be silent and invisible. The following steps must be followed by all in the building when a lockdown is called:

- Take refuge in the nearest classroom, office, or other room. If there is no area of refuge nearby or no clear path to safety, direct students to exit and move away from the building. Anyone outside should move away from the building.
- Direct anyone immediately outside your area into the nearest room.
- Close and lock or secure all doors. Turn lights off. Instruct students to turn off their cell phones; teachers need to silence their cell phones as well.
- Report missing or extra students or staff and information regarding perpetrator to the office via text message or email.
- Direct students to sit quietly on the floor not visible from the hallway; explain to students that this is a precaution taken when there is an intruder.
- Remain calm and reassure students. Students should not leave the room.
- Remain in lockdown and do not communicate with anyone at the door until official instructions are heard from a recognized administrator or police.
- If the fire alarm system sounds, evacuate if there are visible signs of fire; await instructions if there are no signs of fire.

If any real emergency arises throughout the school day, parents will be notified via Blackboard Connect, the district's automated phone system.

10. procedures & protocols

Hallway Passes

Students who are not in their assigned rooms must have passes in their possession. The school-standardized pass should include the student's name, date, time, destination, and the sending staff member's signature. No passes should be given within the first five minutes of class or the last five minutes of class unless there is an extenuating circumstance.

Hallway Transitions

During hallway transitions, students should move from one space to another in a timely, safe and orderly way. Transitions set the tone for a productive class and allow for positive interactions. Students should focus on the following:

- Students should begin their transitions at the end of the period.

- Movement should be purposeful—no traffic jams, no lines in the hallways/outside of the classroom.
- Students should not impede others from getting to where they are going.
- The noise level should not be disruptive to others' timely movement.
- Students should stay to the right while walking through the halls.

In addition, students are not allowed in King School classrooms, hallways, or bathrooms unless escorted by a staff member. Putnam Ave. students should consider themselves role models for the King School students at all times.

Bathrooms

When in class, students must ask the teacher for a pass to go to the bathroom and must sign in and out of the class log book. When in the bathrooms, students are expected to follow all school rules and to respect the facilities. If students notice a lack of supplies or any other problems, they can report it to their teachers or the nearest staff member. Unless there is an extenuating circumstance, students should not ask to leave the room during the first or last five minutes of class in order to ensure that all students are accounted for during transition times.

Lockers

Students may go to their lockers at times determined by each grade level team. Students will be issued a school lock and locker by their advisor at the beginning of the school year. Advisors are responsible for keeping track of which locks and lockers are assigned to students in their advisory. Students are advised to keep their lockers locked at all times and not to share their combination with other students. If a student loses his/her school lock, he/she must pay a \$5.00 replacement fee before receiving a new lock.

Student lockers are school property and not the personal property of the student. Lockers may be subject to search by authorized personnel at any time.

Electronics

Students at Putnam Ave. are encouraged to use their electronics in school-appropriate and responsible ways. Teachers are tasked with modeling the core values of ownership and balance by teaching students appropriate use of personal technology. Within classrooms, teachers should model and set boundaries for appropriate use according to the following guidelines:

- Cell phones should never be heard.
- Cell phones should never hurt, distract, or make others uncomfortable.
- Cell phones can be used for email communication and information gathering.
- THINK - cell phone use should be **true**, **helpful**, **informational**, **necessary** and **kind**.

Examples of appropriate use of cell phones include:

- Google Drive
- Calculator
- ixl.com
- Dictionary and thesaurus
- Reading a book or article
- Classroom apps
- Checking grades
- Recording homework
- Taking pictures of notes on the board

Outside of the classroom, cell phone use is not allowed; this includes hallways, the cafeteria, bathrooms, and at recess. However, use of cell phones can be earned in other spaces when appropriate use in classrooms has been demonstrated; this will be determined by grade level teams and the principal.

Students should be given a reminder about appropriate use if found using an electronic device without permission or in an inappropriate manner. If this occurs a second time, the staff member should confiscate the device and return it to the student at the end of the day and have a conversation with both the student and parent/guardian. If the misuse occurs a third time, the device should be confiscated by the staff member, and a parent/guardian must pick up the device. Please note that the number of offenses should be accumulated per individual teacher and not per groups of teachers or teams.

Students who need to contact their parents/guardians during the school day should go to the main office and obtain permission from the assistant principal, principal, or school clerk to use one of the school phones. Parents who wish to contact their children during the school day should call the school's main office, and the school will deliver the message to the student.

Dress Code

The district's dress code as outlined in the CPS Rights and Responsibilities Handbook is as follows:

Students are permitted to dress in compliance with this dress code in a manner consistent with their gender identity. 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 the reasonable and acceptable standards of health, safety and cleanliness, will not cause a disruption of the educational process, and is not offensive and/or does not endanger the health, safety and welfare of the student or others.

Feet must be covered (shod) at all times.

Students are prohibited from wearing clothing and accessories that have slogans, comments or designs that are obscene, lewd or vulgar; are directed towards or intended to harm, harass, threaten, intimidate or demean individual groups or individuals on the basis of sex, gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or marital status; and/or advertise alcoholic beverages, tobacco products or illegal drugs.

Students may not come to school shirtless, pantless, or shoeless. All students must be dress in accordance with this policy should not experience student or staff repercussions related to their apparel regardless of how their clothing coincides with their body type, or their gender, sexual orientation, race, color, ancestry, national origin, ethnicity, religion, age disability, genetic information, gender identity or race. More specifically, all students must be covered from mid-thigh to top of chest in non-see through apparel.

Parents/guardians will be notified if the student has arrived to school in clothing that is not suitable for school, and the student will be provided with a school-issued suitable item of clothing to wear (e.g. sweatshirt or t-shirt from the school store) to wear during the course of the school day, asked to turn clothing inside out, sent home to change their clothing or to borrow clothing from a classmate/friend to wear during the course of the school day.

Students are expected to follow all school rules with respect to wearing any protective clothing, safety glasses or other protective or safety equipment that may be required for participation in specialized programs.

Conversations about student apparel should be facilitated where both parties have an equal voice. Such conversations should not occur in front of a class or other students.

Health Procedures

Each year, parents who wish to have the school nurse administer medications in school must complete the proper paperwork and provide medical authorization from the prescribing doctor. At no time should a student transport medication to or from school. Parents or guardians who want their student to take an over-the-counter medication during the school day must arrange this with the school nurse. Parents or guardians of students with allergies must inform the school nurse as soon as possible and provide the school with any necessary EpiPens or other forms of medication.

Elevator Use

The elevator is only for staff and students whose physical condition requires the use of an elevator. Students who are temporarily unable to use stairs must obtain an elevator pass from the school nurse. Students who are without a pass or not escorted by a staff member are not permitted on the elevator.

Field Trips

Putnam Ave. staff provide numerous opportunities for students to attend day, and in some cases overnight, field trips each year. Each grade level plans their own trips based on factors such as funding, availability, chaperones, and interest level. Field trips are considered a special event, and students are expected to exhibit safe and responsible behavior as outlined in all school- and district-based rules and policies.

Visitors

Upon arrival, all visitors must use the Putnam Ave. main entrance and proceed to the main. Visitors may sign in at the main office, receive a visitor's pass, and be directed by the clerk. Students may not bring friends or relatives to class as guests unless permission is granted in advance by an administrator.

Entrances and Exits

- The main entrance (door #2) is the primary door at the front of the school building that leads out to the courtyard. Non-bus students may enter the building through this door during morning arrival beginning at 8:40am. Non-bus students who have received permission to work with teachers or tutors before 8:40am need to be buzzed in via the main entrance. Sixth grade non-bus students should also exit via the main entrance during dismissal at the end of the day. Students who are tardy or who are being dismissed early must use the main entrance. Lastly, visitors to the school must be buzzed in via the main entrance and sign in at the office.
- The Magee St. door (door #19), located on the side of the school building on Magee St., is to be used for bus arrival and dismissal, breakfast, and morning gym (think "buses, breakfast, and basketball").
- The orange stairwell door (door #3), located at the bottom of the orange stairwell and which opens onto the sidewalk on Putnam Ave., should only be used by seventh and eighth grade non-bus students exiting the building during dismissal at the end of the day.
- The blue stairwell door (door #12) should be used when exiting the building for outdoor recess and when entering the building from the basketball court and playground in the morning at 8:40am.
- The gym doors (door #11 and the garage doors) leading to the basketball court and playground are to be used when students using those spaces are called in to the building from morning gym at 8:40am.
- The cafeteria back doors (doors #14 and #15) are only to be used when entering the cafeteria for lunch from outdoor recess.

- The Kinnaird St. door (door #10) is not to be used by Putnam Ave. students at any time during the regular school day.

Stairwells

- The blue stairwell (stairwell #3) is the primary stairwell to be used by Putnam Ave. students and staff during transitions. The blue stairwell leads out to door #12.
- The yellow stairwell (stairwell #4) should only be used during morning arrival for students who take the bus, students who are eating breakfast, or students who are participating in morning gym. The yellow stairwell leads out to door #16.
- The orange stairwell (stairwell #2) is only for arrival to and dismissal from the French classroom (Rm. 2220) and for seventh and eighth grade non-bus students exiting the building via the Putnam Ave. door during dismissal at the end of the day. The orange stairwell leads out to the Putnam Ave. door (door #3).
- The pink stairwell (stairwell #1) is to be used by the King school and is off limits to Putnam Ave. students. The pink stairwell leads out to door #20.

11. curriculum

An overview of the curriculum for each subject will be available for all parents and guardians at the first Back to School Night in September. The teachers at Putnam Ave. have aligned the curriculum with the common core standards set forth by the Massachusetts Department of Elementary and Secondary Education.

Agenda Books

Every student at Putnam Ave. will receive an agenda book at the start of the year. Students are expected to record all of their homework assignments in their agenda books on a daily basis. In order to help students track assignments and projects, teachers and parents will also be expected to monitor the content of students' agenda books and as well as the work that is completed.

12. report cards, progress reports & warning notices

All of the upper schools in the district run on a quarter system. Report cards will be sent to families at the end of quarters 2 and 4 (i.e. semesters 1 and 2) for a total of two times throughout the school year. Progress reports will be sent home at the end of quarters 1 and 3. Warning notices will be sent midway through each quarter for a total of four times a year.

13. out-of-school time programs

Each quarter, Putnam Ave. offers a variety of on-site after school clubs, ranging from basketball and cross country to Model United Nations and Hip Hop dance. After school programs run on Tuesdays, Wednesdays, and/or Thursdays from 3:00-4:15pm, and students can take the late bus home on any of these days. Information about club offerings as well as registration forms will be disseminated each quarter through Advisory.

The city of Cambridge has an abundance of opportunities for students to participate in academic, recreational, athletic, civic, and other programs during out-of-school time. The Cambridge Middle School Network works closely with the school to connect students to various after school activities across the city. More information can be found at: <http://www.agendaforchildrenost.org/middle-school-network.html>. In addition, East End House, a non-profit organization based in East Cambridge, provides numerous programs to the youth and families of Cambridge. More specifically, they provide an after school program for the Putnam Avenue Upper School on site. For more specific information about this program, please contact East End House at 617-876-4444. Additionally, Putnam Ave. students are welcome to join any other programs offered by the city and private non-profits in the area. For more information on these programs, please visit www3.cpsd.us/For_Students.