

**CRLS
Parent
Handbook
2012-2013**

**What every parent
needs to know**

Developed by
CRLS School Council
with Parent Liaison Greta Hardina

IMPORTANT DATES, 2012-2013

HOLIDAYS & VACATIONS

Monday, Sept. 3	Labor Day (School Holiday)
Wed. Sept. 26	Yom Kippur (School Holiday)
Monday, Oct. 8	Columbus Day (School Holiday)
Friday, Oct. 26	Eid Al Adha (School Holiday)
Monday, Nov. 12	Veterans' Day (School Holiday)
Wednesday, Nov. 21	Thanksgiving Recess (1/2 day)
Nov. 21-23	Thanksgiving Recess
Dec. 24 - Jan. 1	Winter Vacation
Monday, Jan. 21	Martin Luther King Day (School Holiday)
Feb. 18-22	February Vacation
Friday, March 29	Good Friday (School Holiday)
April 15-19	Spring Vacation
Monday, May 27	Memorial Day (School Holiday)
Friday, June 18	Last Day of School
Friday, June 25	Last Day of School with 5 snow days

COMMUNICATIONS

CRLS strives to keep families informed about important events and connected to the school. There are several different ways to connect and learn about important events and activities. Please note that, for important and time-sensitive announcements, CRLS uses an automated phone call system, emails, Channel 98 announcements, and posts to the CRLS website.

CRLS Main Office Telephone: 617-349-6630 Address 459 Broadway, Cambridge MA 02139

School Day 8:05 to 2:30

CRLS website: <http://www.cpsd.us/crls>

Emergency Closing: CPSD home page <http://www2.cpsd.us/> or Emergency Closing phone number

CRLS PARENT LIAISON, Greta Hardina, 617-349-6660, ghardina@cpsd.us

Important Publications

DYK (Did You Know): Daily newsletter listing CRLS events for students. Available on the web site at <http://crls.cpsd.us/news/dyk>

Parent Newsletter: Sent via email twice a month. You **MUST SELF REGISTER** to receive this newsletter. Register from the main page of the CRLS website under the “Quick Links” list click on parent newsletter or use this direct link. http://crls.cpsd.us/news/crls_parent_newsletter Register under your child’s graduating class. You may unsubscribe at anytime.

Student Handbook: Given to every student at the beginning of the school year, also posted online. Use CRLS link <http://www.cpsd.us/crls> go to “for students”, look under “CRLS Resources”, and click on “CRLS Student Handbook.”

The CRLS Experience—Course Catalog: Given to every student during course selection time in March. Posted online at the CRLS home page under the “Quick Links” tab.

CPSD Guide to policies for students and parents: Mailed home to parents every year. The link to CPSD policies and forms in English and in translation to several languages can be found at: <http://www.cpsd.us/cpsdir/Publications.cfm>
These forms can also be found at the cpsd human resources page: http://www3.cpsd.us/HumanResources/Schools_Policies

COMMUNICATIONS

Telephone numbers and email addresses for key individuals and offices.

CRLS Main Office 617-349-6630

Damon Smith, Principal, 617-349-6630, dsmith@cpsd.us

Robert Tynes, Assistant Principal, 617- 349-6707, rtynes@cpsd.us

Greta Hardina, Family Liaison, 617-349-6660, ghardina@cpsd.us

Coordinator of Guidance, Lynn Williams, 617-349-6698,

lwilliams@cpsd.us

Rindge School of Technical Arts (RSTA), 617-349-7782

Dr. Michael V. Ananis, RSTA Executive Director, 617-349-6766,
rananis@cpsd.us

High School Extension Program (HSEP), 617-349-6880

Director of Security, 617-349-6772

Adolescent Parenting Program, 617-349-6740

Athletics, 617-349-6690/6691

Career and College Resource Center, 617-349-6697

International Center, 617-349-6785

Library, 617-349-6781

MCAS Coordinator, 617-349-6796

Project 10 East, 617-349-6486

Scholarships & Awards, 617-349-6697

Special Education, 617-349-6734

School Nurse, 617-349-6719

Teen Health Center, 617-665-1548

Tutoring Center, 617-349-4873

War Memorial Pool, 617-349-6237

Hint: The best way to contact CRLS staff is by email. Most CPSD email addresses are made up of the individual's first initial and last name. For example, John Smith would be jsmith@cpsd.us.

Learning Community "C" 617-349-6680

Dean of Curriculum & Prog., Linda Mason, 617-349-6676

Dean of Students, Susie Espinosa, 617-349-6681

Secretary, Jean Kuropatkin, 617-349-6680

Secretary, Debbie Gentile, 617-349-6674

Guidance Counselor, Dr. George Finn, 617-349-6671

Guidance Counselor, Stephanie Richards, 617-349-6642

Learning Community "R" 617-349-6736

Dean of Curriculum & Prog., Tanya Milner, 617-349-6662

Dean of Students, Maria DiClemente, 617-349-6738

Secretary, Berhan Duncan, 617-349-6736

Secretary, Carol Correia, 617-349-6661

Guidance Counselor, Michael Tubinis, 617-349-6757

Guidance Counselor, Lorraine Suarez-Davis, 617-349-6684

Learning Community “L” 617-349-6663

Dean of Curriculum & Prog., Allan Gehant, 617-349-6637

Dean of Students, Maria Filomena Silva, 617-349-6664

Secretary, Yvette Jackson, 617-349-6663

Secretary, Miriam DaSilva, 617-349-6638

Guidance Counselor, Janani Nathan, 617-349-6641

Guidance Counselor, Lawrence Kimbrough, 617-349-6666

Learning Community “S” 617-349-6704

Dean of Curriculum & Prog., Jeffrey Gaglione, 617-349-6650

Dean of Students, Jamalh Prince, 617-348-6723

Secretary, Terry Gist, 617-349-6652

Secretary, Donna DiTucci, 617-349-6704

Guidance Counselor, Dan Weathersby, 617-349-6758

Guidance Counselor, Jodi Mace, 617-349-6655

Hint: When communicating with CRLS, it helpful if you know your child’s Learning Community, home room number, and teacher. The Learning Community will remain the same for all four years.

The CRLS Guidance Department

Coordinator of Guidance, Lynn Williams: 617-349-6697, lwilliams@cpsd.us

The mission of the CRLS Guidance Department is to foster academic and skills development along with individual responsibility and sound decision making, while preparing students for educational and career opportunities beyond high school.

Key services and features of the CRLS Guidance Department include:

- Assistance with course selection, academic progress, recommendation of services including tutoring, CORE evaluations, career and college counseling,

coordination of the college application process, and keeping students informed about educational opportunities.

- Each student is assigned a guidance counselor for all four years. (The guidance counselors name and telephone number appear on the student’s schedule and report card.)
- Course Selection begins after February break. Schedules are made available during the last few weeks of the school year.

Annual Guidance Department Events

September: Senior College Planning Night
October: College Fair
December: Financial Aid Night
March: Junior College Planning Night

Hint: Get to know your student’s guidance counselor. Parents/guardians should feel free to contact the guidance counselor whenever they have concerns or questions regarding the student’s program and progress.

CHOOSING COURSES AT CRLS:

Student course-selection is *very important*. Student should strive to take a schedule of courses that is as rigorous and challenging as possible, but not overwhelming. *Students and parents should read the CRLS course catalog carefully to learn about the many course options, and should meet with the student’s guidance counselor for help selecting classes.* (Students receive a catalog, which can also be found online on the CRLS website homepage: <http://crls.cpsd.us/>. Find it under the “Quick Links” tab).

College Prep (CP) vs. Honors: Most CRLS courses are designated as “College Preparatory” (CP) or “Honors” (HN). *Required core classes, such as Math, History, Science, and English, are offered at both levels, so that students can choose either the College Prep (CP) version or the Honors version. Both versions cover the same basic curriculum and prepare the student for college. College Prep is the standard level, and Honors is the more intensive level. Honors classes go into more depth, progress more quickly, and/or have more homework and projects. A few classes are designated as “CP (Honors Option).” This means that the student can take the class as a CP class or they can do more intensive work in the class and have it be recorded as “Honors” on their transcript.*

Advanced Placement (AP): CRLS also offers “Advanced Placement” (AP) courses primarily for 11th and 12th graders who want to do very intensive, college-level work.

Should my child take College Preparatory (CP) or Honors (HN) level courses?

Students can take *all College Prep (CP) classes, all Honors classes, or a mixed schedule of Honors and CP classes*. In general, students who plan to go to college should strive to take Honors classes when they can do so without getting *overloaded or doing poorly in their classes*. The Honors level is indicated on the student's transcript and is advantageous when applying to selective colleges and universities.

Enrollment in Honors vs. CP classes is based on teacher recommendation and student choice. In each core class, teacher indicate on progress reports and/or report cards whether they recommend the student for the CP or Honors version of the next class in that subject. *However, if a teacher recommends that a student take a CP level course and the student would like to enroll in the more intensive Honors level of the course, the student and his/her parent/guardian may request that the student be enrolled in Honors instead of CP*. Similarly, *if a teacher recommends an Honors class and the student prefers the less intensive CP version, the student and his or her parent/guardian may request that the student be enrolled in CP instead of Honors*. For example, if a 9th grade English teacher recommends that a student take 10th grade *CP English*, but the student and his/her family would like the student to take 10th grade *Honors English*, they may request that change. There is a "Course Request Change Form" that the family must turn in to the guidance counselor. If a guidance counselor disagrees with the request, he/she will ask to meet with the student to discuss whether the CP or Honors course is most appropriate.

Students and their parents should consult with the student's teachers and guidance counselor if they are not sure whether the student should enroll in the CP or honors version of a course.

Should my child take Advanced Placement (AP) courses? Advanced Placement (AP) courses are the highest level of courses offered at CRLS, and are offered in English, History, the Sciences, and Art. It is advantageous for students applying to selective colleges to take one or more AP courses *if they feel able to do very high level academic work*. AP courses are *college-level courses* offered to high school students and taught by high school teachers with special training. At the end of an AP course, students are expected to take the national AP exam in that subject. *Some colleges will grant college credit to students who pass an AP exam, but some will not. Students can also take an AP exam without taking an AP course in that subject. For example, a student can take the AP U.S. History exam without taking the AP U.S. History class. If they pass, they may be eligible for college credit.*

There are several other course options at CRLS, including independent study courses, taking courses at the Harvard Extension School or UMass Boston, and work and community apprenticeship options. There is also an “Enhanced Senior Year” option that allows students to do a special project, such as an out-of-school internship, an independent study, a senior thesis, or working as a teaching assistant with a CRLS teacher.

Again, parents and student should read the course catalog carefully to learn about all of the academic options at CRLS, and consult regularly with the student’s guidance counselor.

Course Change Procedure

Course change requests will be granted ONLY when the student’s program is deemed to be educationally inappropriate. Counselors will be available for schedule changes by appointment during the drop/add period. Only those requests for course changes that satisfy the guidelines listed below will be considered:

- To correct an error;
- To drop or add a course as a result of summer school;
- To add a course in a scheduling gap;
- To add a required course;
- To balance a student’s academic courses over two semesters
- A student is scheduled to repeat a course and has the same teacher assignment;
- To change to a more appropriate level in a course in which a student is already enrolled; or
- As a result of a Special Education Team decision.

No course changes will be made during the last two weeks of a term. In order to make a program change, a student must meet with his/her Guidance Counselor.

Course Withdrawals

Students who withdraw from a class within two weeks prior to the close of grades will receive a grade for that course.

Students who withdraw prior to the two weeks of closing of grades will receive WP (Withdraw, Passing) or WF (Withdraw, Failing) as a grade for that marking period.

Graduation Requirements

To graduate, CRLS students must:

1. Obtain a minimum of 224 credits.
 - English (40 credits)
 - Science (30 credits)
 - Math (40 credits)
 - Social Studies (20 credits)
 - U.S. History (10 credits)
 - World Language (20 credits)
 - Visual, Performing or Technical Arts (20 credits)
 - Pass Health
 - Physical Education must be taken once per year (15 credits)
 - A swimming requirement must be fulfilled

2. Students must pass both the both English and Math portions of the Massachusetts Comprehensive Assessment System (MCAS) in order to graduate from CRLS and receive a CRLS diploma. Students who have not passed both the English and Math MCAS will not receive a Cambridge Rindge and Latin diploma.

Graduation may be jeopardized if a senior is not in good standing. Further information on graduation requirements can be found in the Student Handbook.

Promotion and Retention Policy

Students are promoted from one grade to the next if they have met all requirements for the grade they are completing. Details on the policies regarding promotion and retention can be found in the CRLS Student Handbook.

Report Cards and Interim Reports

The fall and spring semesters at CRLS are each divided into two marking periods. Students receive a report card midway through each semester, and one at the end of the semester that also indicates the final exam grades for one-semester classes, or the midterm grade for two-semester classes. In addition, approximately halfway through each 45-day marking period, students receive an interim report, which is designed to help students and their families to gauge student progress. All reports are mailed to the student's home address.

College Entrance Test Information

Most CRLS students will take college entrance exams during their junior and senior years. Test date announcements are included in the CRLS email newsletter.

For information, including test dates, about the SAT general test and subject tests, visit <http://www.collegeboard.org/>.

For information, including test dates, about the ACT, visit <http://www.actstudent.org/>.

For registering for SAT exams, CRLS is test center #22-256.

For college applications, CRLS is CEEB number 220-493.

Career and College Resource Center

The CCRC is stocked with catalogs and videos from all over the country. Resources describing careers for which college graduation is not required are available. Counselors and peer tutors are on hand to help access information on the Internet and assist with every step of the college application and financial aid process. The CRLS Scholarship Program offers a variety of scholarships to seniors who apply. Information about external scholarship opportunities is updated throughout the academic year. 617-349-6698

Special Online Communications Resources

CRLS students and teachers may use three special online resources.

- Most teachers use **EdLine** to post the syllabus for each class. Family members will be given access to an EdLine account and can use EdLine to follow the progress of students' classes. For more information about EdLine, contact the student's guidance counselor.
- The Guidance Department uses **Naviance** to communicate with students, and for students to conduct research, around the college search process. Parents are given access to Naviance during the student's junior year at CRLS. For more information, contact the student's guidance counselor.
- **Moodle** is used by some teachers to enable online discussion between students in a class.

Be sure to ask your student's teacher which on-line source they use for their class.

CRLS Attendance Policy

CRLS uses a block schedule, which means that attendance at each class is vital to successful learning. Under our system, students are expected to be in each class a minimum of 95% of the time. Students cannot be absent from a class more than four (4) times each quarter to achieve this goal.

7 Unexcused Absences will result in a F for the course.

Students who have been issued an F due to an Attendance Violation will have the right to appeal to the Appeals Review Committee at CRLS.

Truancy will be treated seriously and is reported to authorities.

Parents will be notified via an automated call when your child is absent or tardy from a class without an excuse. Review the detail CRLS Attendance policy online at www.cpsd.us/crls or discuss questions and issues with your child's guidance counselor.

To report a late or absent student call the student's Learning Community Dean of Students Office. The Office should be notified by the morning of the absence or late arrival. Excused absences, including verified personal illness, will not be counted against a student. Other examples of excusable absences include:

- Observance of a religious holiday
- School-related trips, assemblies or meetings, AP exams
- College visits (two days in junior year and three days in senior year)
- Medical or counseling appointments that absolutely cannot be made outside of school hours
- One trip or educational experience of no more than five days during a student's years at the high school
- Legal matters requiring a personal appearance
- Suspensions in and out of school
- Grieving, death in the family, or personal trauma

IF YOU ARE CONCERNED ABOUT YOUR CHILD

If you have concerns about your son or daughter, there are people at CRLS to whom you can turn for help.

GUIDANCE COUNSELORS

Each student at CRLS has a guidance counselor who will remain with him/her for all four years. Counselor's names and phone numbers can be found on your student's schedule and report card. You can also find the name of their guidance counselor by calling the

secretary of their Learning Community. Guidance counselors email and phone numbers can be found at the CRLS web site under Learning Communities or <http://crls.cpsd.us/lc/lc>. Counselors are available to answer all questions about your child's academic work and about personal problems and should be contacted about classroom issues and general concerns about school progress. They will help interpret standardized tests scores and provide college and career information. Counselors will also refer parents to other sources of help both within the school and in the community. The Coordinator of Guidance is also available in the CRLS Career and College Resources Center, telephone number 617-349-6698.

DEAN OF STUDENTS

Each Learning Community has two Deans: A Dean of Students and a Dean of Curriculum and Programs. They are responsible for the day-to-day discipline, attendance and general well-being of each student in the Learning Community. The Deans are an excellent resource for parental problem solving. The name of the Deans for your student's Learning Community can be found at the CRLS web site under Learning Communities at CRLS or <http://crls.cpsd.us/lc/lc>.

ACADEMIC CONCERNS

During the first two weeks of school each classroom teacher distributes a written course description as well as an explanation of homework, class grading and behavior policies. Ask your child to show you this information. Teachers will discuss their courses and classroom policies at Parent Open House night held within the first weeks of each fall and spring semester. Parent-Teacher night, an opportunity to have a private conversation with your child's teacher, is held soon after first term report cards are mailed home. Teachers are also available for conferences during the school day and at other prearranged times according to their schedules. You may contact teachers directly through email (first initial lastname@cpsd.us. For example: joe smith is jsmith@cpsd.us) to arrange meeting times.

If you have questions or concerns about a specific course or teacher, contact directly with the teacher. The secretary in each Learning Community can help you locate the telephone number at which teachers can be reached or can verify their email address. If you need further help contact the Dean of Curriculum of your Learning Community. Your child's guidance counselor can also be very helpful to both you and your student.

If a more formal conference with the teacher is necessary you should ask your Dean of Curriculum to arrange this meeting. You, the teacher, the student's Dean of Students and

Dean of Curriculum, the teacher's Dean of Curriculum, the guidance counselor and other staff members as necessary should attend the meeting. Parents who do not speak English should request that a translator be present. Teachers also have the right to invite a member of the Cambridge Teacher's Association as an observer.

If you find that your problem has not been addressed you may make an appointment to meet with the Principal.

CONCERNS ABOUT BEHAVIOR

CRLS students are expected to follow all school rules during the school day as well as during all school-sponsored activities and on their way to and from school. All Cambridge School students must abide by the Cambridge Public Schools *Rights and Responsibilities Handbook* from the Office of the Deputy Superintendent. These policies can be found in their entirety on line at http://www3.cpsd.us/HumanResources/Schools_Policies or from the Office of the Deputy Superintendent. Cambridge Schools provide families at the beginning of each school year with a *Guide to Policies for Students & Parents*. This guide outlines the Codes of Conduct for all Cambridge students. In addition, on the first day of school, CRLS provides each family with the Cambridge Rindge and Latin School Handbook outlining Cambridge School Codes of Conduct. Please look at this handbook carefully with your student and contact your Dean of Students with any questions that you may have. CRLS students are expected to adhere to these Codes of Conduct while they are in school, at a school-sponsored activity and on their way to and from school.

Suspensions and Expulsions

It is the policy of the Cambridge School Department that every effort should be made to help students solve conduct problems without resorting to extreme disciplinary measures. However, in those cases where a student's behavior is disruptive to the school, hurtful to himself/herself or others or engages in activity forbidden by the laws of the Commonwealth of Massachusetts then a suspension and/or expulsion may be warranted.

If a child is to be suspended, parents/guardians are contacted by phone by the Dean of Students. In addition, a letter is sent home explaining the suspension. Suspensions may be from one to ten days depending on the infraction. Questions regarding the process of suspensions may be directed to the Dean of your Learning Community and/or the CRLS Vice-Principal. If you disagree with the suspension you have a right to appeal to the Principal.

During the suspension period, and if the Principal's findings warrant it, the Principal shall initiate procedures to conduct a formal expulsion hearing. To initiate expulsion proceedings, the Principal shall notify the student and the student's parent/guardian in writing of an opportunity to have a hearing at the school level.

For students with special needs there are special procedures that are followed. Please refer to *Rights and Responsibilities Handbook*, section 18.0, for appropriate information regarding these procedures. If your student is on a 504 you may contact the Dean of Curriculum in your Learning Community for additional information. If your student is on an IEP you should contact the Office of Special Education located at 159 Thorndike Street. Telephone: 617-349-6500.

Suspensions and expulsions may be appealed to the Superintendent of schools.

When a student is suspended the student and the student's family are encouraged to remain in contact with the school for academic support. The Dean of Students in the student's Learning Community and the student's guidance counselor are available to help navigate academic challenges and explain options for continuing schoolwork while the student is out of school awaiting resolution to the disciplinary action.

If at any time students or families are in need of counseling or support CRLS provides information regarding available resources to all members of our community. You may contact the Teen Health Center, a part of the Cambridge Health Alliance, at 617-665-1548. Or you may refer to the list of organizations provided under "The Cambridge Community" listing on the CRLS *For Families* web page http://crls.cpsd.us/for_crls_families.

CONCERNS ABOUT HEALTH

If your child has a special medical situation about which the school should be aware, you should notify both your Dean of Students and the school nurse. Be sure both the school nurse and the Dean of Students have your emergency numbers.

If your child becomes sick or injured at school, the school nurse or other health care provider at the Teen Health Center will assess him/her. If treatment beyond first aid is required, or if it is decided that the child should go home, you or another adult that you designate will be contacted. Students will not be sent home unless an adult is notified.

The Teen Health Center is a part of the Cambridge Health Alliance. If you choose to register your child as a patient of the Teen Health Center, she/he may receive primary care at the Center. For more information please call the Teen Health Center at 617-665-1548. Or the school nurse at 617-665-3310 or 617-349-6719.

OFFICE OF SPECIAL EDUCATION

The Office of Special Education offers many programs at CRLS. These programs are designed to provide students with the necessary supports, placement and learning approaches to address their learning abilities. For more information contact:

Christine DeYeso, Teacher In Charge of Special Education at CRLS, 617-349-6734 or cdeveso@cpsd.us

Website: http://www3.cpsd.us/department/specialeducation/Special_Education

Individual Education Plan

An IEP is designed to help qualifying students access academic content through a tailored spectrum of supports in and out of the classroom. The IEP describes how a student learns and best demonstrates their learning as well as how approved teacher and service provider supports will be implemented. IEPs are reviewed annually to determine renewed need and measured attainment of proscribed goals. An IEP can be maintained and updated up to high school graduation or prior to the student's 22nd birthday. For more information, contact the Office of Special Education: 617.349.6500

504 Accommodation Plan

If a student needs accommodations due to a disability (learning, physical, emotional, health, etc.) they may be eligible for a 504 Accommodation Plan. For more information contact the Dean of your students Learning Community:

- Learning Community C: Linda Mason, Dean of Curriculum: lmason@cpsd.us, 617.349.6676
- Learning Community R: Tanya Milner, Dean of Curriculum, tmilner@cpsd.us, 617.349.6662
- Learning Community L: Allan Gehant, Dean of Curriculum, agehant@cpsd.us, 617.349.6637
- Learning Community S: Jeffrey Gaglione, Dean of Curriculum, jgaglione@cpsd.us, 617.349.6650
High School Extension: Danya Ferraro, Guidance Counselor, 617.349.6880

Or you may contact the Coordinator of Guidance, Lynn Williams, at [617-349-6698](tel:617-349-6698)

Cambridge Parent Advisory Council (C-PAK) on Special Education

The mission of the Cambridge Parent Advisory Council (C-PAK) on Special Education is to work for better understanding, respect, and support of all children with special needs in the community.

Our purpose is to educate and support parents in advocating for their children.

Our goal is to have an active network of parents who work together to provide the best services and programs for our children.

C-PAC offers a parents-only support list, an informational website (<http://cambridgepacse.org/>) and monthly programs with expert speakers. Invited presenters address topics that help parents learn more about supporting their child with their disability.

Contact **Rosalie Rippey, C-PAC Coordinator** for more information at:

rrippey@cpsd.us

phone 617-593-4402

<http://cambridgepacse.org/>

TUTORING CENTER/CAMBRIDGE SCHOOL VOLUNTEERS

High school students who need academic help or support are encouraged to contact the Cambridge School Volunteers **Tutoring Center**, Room 2132 of the Arts Building, at CRLS. You can contact Rene Meshon, Tutoring Center Manager, at 617-349-4873 or speak to your child's teacher or guidance counselor to contact the Tutoring Center on their behalf. Students needing help with math can walk into the **Drop-In Math Center at CRLS** any weekday morning from **7:30 to 8:00 am**. Parents are also invited to contact the Tutoring Center for guidance on how to support the academic needs of their children. Cambridge School Volunteers also offers a college planning, application and essay writing assistance program for seniors.

Contact Laura Margosian at lmargosian@cpsd.us or jfries@cpsd.us for more information.

The **Homework Help Center** is held in the Pearl K. Wise Library at CRLS on Mondays, Wednesdays, and Thursdays from 2:30 - 4PM. Tutors are available.

If you need help: Doing your homework, studying for a test, doing a research project, catching up with assignments for a class or if you need a place to study and need to use a computer.

ENRICHMENT PROGRAMS

Cambridge-Harvard Summer Academy

The Cambridge-Harvard Summer Academy represents an exciting and innovative partnership between Cambridge Rindge & Latin School and Harvard University. The

program, which is designed to provide academic Assistance to students at CRLS, pairs veteran educators and Harvard Teacher Education Program interns as teachers in the classroom. The program allows for personalized instruction in the four core subject areas: language arts, social studies, science and mathematics. The program is free and open to all current CRLS students, as well as rising 9th graders from Cambridge Public Schools, private and charter schools. Talk to your child's guidance counselor to register for summer classes.

MIT/Wellesley Upward Bound Program

The MIT/Wellesley Upward Bound Program is a year-round (from time of entrance until graduation from high school), federally sponsored, educational program serving seventy (75) low-income and/or first generation college-bound students from the Cambridge community. The Program stresses the development of academic skills and motivation for students who might not traditionally be considered college-bound. The Program is open to CRLS students and rising 9th graders who will be attending CRLS. Students can apply to Upward Bound between 8th and 10th grade. For more information please contact: 617-253-5124.

OTHER INFORMATION

Food Services

The newly renovated CRLS dining hall and kitchen offers students breakfast and lunch using six food court-style serving stations that provide fresh, tasty and nutritious food. The stations feature self-serve and Grab & Go, and offer a fresh salad bar, soups made from scratch, a selection of sandwiches and wraps made to order, and healthy hot entrees.

Meals can be prepaid online at www.mylunchmoney.com or with cash at a kiosk in school, or by check mailed to CPS Food Service Department, 158 Spring Street, Cambridge, MA 02141. For questions contact Melissa Honeywood, Food Service Director at 617-349-6858 or mhoneywood@cpsd.us

http://www3.cpsd.us/departments/food/Food_Services to get an application for free and reduced lunch.

Current Meal Prices:

	Standard	Reduced
Breakfast	\$1.50	\$.30
Lunch	\$2.75	\$.40
Milk	\$.50	

Transportation

Students use a variety of transportation methods to get to school. Walking, biking, and public transportation are the most popular. There is no parking for students at CRLS. Those who drive to school (a very small number) must find street parking.

The school and MBTA provide a Student Monthly CHARLIE CARD “T” pass to students for \$20 (MBTA rates may increase). These are purchased through the Dean of Students for each Learning Community. **Students can replenish the card at the MBTA station or through their Learning Community Dean of Students Office.** For more Information students should contact their Dean of Students

There are 2 special MBTA Buses that make a special stop at CRLS in the morning and afternoon: Bus #72 from Huron Avenue and a special bus to Russell Field in the afternoon.

MCAS Support and the MCAS Center

The MCAS Center offers review classes for students who have not passed the MCAS. Instruction is individualized based on students’ areas of weakness.

The MCAS Coordinator is responsible for implementing the appeals process including portfolio development and cohort appeals. Parents and students are encouraged to call Mrs. Gail Stein with MCAS questions. She can be reached at (617) 349-6796.

Library & Media Services

The Pearl K. Wise Library’s mission is to ensure that students are effective users of ideas and information. Library teachers collaborate with classroom teachers to provide instruction to classes, small groups, and individual students in utilizing library resources and navigating the research process.

All ninth graders receive an orientation to the resources and policies of the library. The library has a collection of over 20,000 books for students to use in course assignments, as well as to read for personal interest and pleasure. There are thirty computers for students to use in accessing the library’s large collection of subscription research databases, free Web resources, and Microsoft Office applications. Extended hours before and after school daily from 7:30-4:00 allow students to check books in and out, finish homework, or just relax and read. Students must present a CRLS ID to access computers. The CRLS Homework Center meets in the library after school and provides students with tutorial help for their schoolwork.

Library faculty, Alice Chen and Holly Samuels: (617) 349-6781.

FAMILY INVOLVEMENT

CRLS School Council

The CRLS School Council is composed of family members, teachers, students, school administrators, and community representatives, and it is co-chaired by a parent and the principal. The forming of a Council is mandated at all public schools by the State Education Reform Act of 1993.

The CRLS School Council usually meets monthly on a Tuesday and is responsible for advising the principal in setting educational goals, identifying educational needs, reviewing the school's budget, and creating a school improvement plan.

Parents/guardians serve staggered two-year terms so that some members are always new and some are experienced. Elections are publicized each spring, and interested candidates must submit a nomination form to have their names included on the ballot. Contact CRLS Parent Liaison Greta Hardina for more information. ghardina@cpsd.us

Friends of Cambridge Athletics

The Friends of Cambridge Athletics (FOCA) is a non-profit, volunteer group of parents and community members who support the teams and coaches of the CRLS Department of Health, Physical Education and Athletics. FOCA goals include: ensuring gender equity by increasing athletic opportunities for girls, guiding the development of new teams, enhancing ninth-grade and club sports, and sponsoring recognition of student-athletes and coaches at an annual event. FOCA sponsors three main fundraising events: the Walk-a-Thon in the fall, the Winter Raffle, and the CityRun in the spring, and the sale of athletic gear throughout the year. Funding for teams and clubs is provided by the FOCA Development Fund. For more information call the CRLS Athletic Office at 617-349-6690.

Arts Committee

The CRLS Arts Committee is a parent group developed to help support the students, programs, performances and exhibits of the Visual and Performing Arts Department. Activities include providing receptions for the opening night of arts events; staffing performances by ushering or selling tickets; and organizing fundraisers and publicity.

Friends of CRLS

FOCRLS is a 501(c)3 tax-deductible non-profit public charity founded in 2007. Its mission is to raise private funds from within the Cambridge community to support and enrich the academic and social development programs at CRLS and, in so doing, promote achievement for all students and a greater community investment in the future of Cambridge youth. FOCRLS supports the following programs, all of which seek to broaden opportunities for and recognition of CRLS students and teachers: The Unsung Heroes student incentive program, Faculty Innovation Grants, Student Travel Fellowships, First Scholars Awards, The Dr.Christopher Saheed Scholarship Fund, and Faculty Distinction Awards. FOCRLS also acts as fiscal sponsor for other CRLS fundraising entities, such as the CRLS Arts Committee and school-sponsored overseas travel.

Friends of CRLS meets several times each year, and encourages interested family members to attend. Dates will be posted on the FOCRLS website www.focrls.org and in the school calendar before the start of the school year. For more information or to volunteer, visit: www.focrls.org, (617) 275-6338

To make a tax-deductible donation to FOCRLS, go to:
<http://www.focrls.org/donate>.

Opportunity, Diversity, Respect

CRLS Mission Statement:

The mission of the Cambridge Rindge and Latin School is to provide a quality education to every student through rigorous, comprehensive, and personalized teaching and learning. Working in partnership with families and the wider community, we maintain a nurturing, respectful, and safe environment where educators and students hold themselves to high standards.

We value academic excellence, creativity, diversity, perseverance, collaboration, and responsible decision-making.

Within and across our learning communities, we prepare lifelong learners who participate thoughtfully, responsibly, and productively in a global, democratic society.