



Safety & Security Playbook

2023 - 24 School Year

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CPS Bullying Prevention

Bullying will not be tolerated in Cambridge Public Schools. We are committed to ensuring every child is treated with respect and dignity. As part of that commitment, we want to make you aware of the bullying prevention measures we have in place.

Our [Bullying Prevention and Intervention Plan](#) requires that all staff members participate in bullying prevention and intervention training every year. Our students are taught how to recognize, prevent, and intervene when someone is being bullied. Many of the practices we use focus on social skill development, building community, and establishing positive discipline. These approaches help to create an environment where individual voice is valued and uplifted.

Our [Anti-Bullying Policy](#) and [Anti-Cyberbullying Policy](#) prohibit this behavior in all of its forms and on all platforms. These policies are especially important as we recognize the impact social media has on our daily lives.

If your child is being bullied or harassed, please let your child's teacher, Assistant Principal, or Principal know. You can also file a report through our online incident reporting system, [Speakfully](#), which allows for anonymous reporting. Or, you can print and submit a [Bullying Reporting Form](#). All reports will be thoroughly investigated.

Read more about [our district's plan to prevent bullying](#).

Additional Resources:

- [What You Can Do \(stopbullying.gov\)](#)
- [Massachusetts Aggression Reduction Center](#)
- [Bullying Resource Center](#)
- [The Clay Center for Healthy Young Minds](#)
- [11 Children's Books about Bullying, Teasing, and Empathy](#)

Information for Families in the Event of an Emergency

Cambridge Public Schools strives to provide a safe and nurturing environment to support learning. There may be times when an incident inside or outside a school requires emergency action. This quick reference guide provides important instructions if there is an emergency at your child's school. We encourage you to keep this information quickly accessible. **Please understand that in emergency situations, which are continuously changing, accurate information is critical and may take time to gather. We will provide timely updates through ParentSquare, our website, and the local media.**

Parents/Guardians:

- Make sure your contact information and your child's emergency contacts are up-to-date.
- If your child has a medical condition or takes medication, make sure that information is on file with the school nurse. This information would be very important for emergency responders to know.
- High school students should provide their cell phone number to their Dean's office.

School Procedures:



Evacuation - Students and staff quickly exit the school building if there is a hazard/threat inside. If students must remain outside the school building, students may be relocated to designated sites on the right.



Lockdown - Students are protected from a security threat within the school building by hiding and remaining silent in their classrooms.



Secure & Hold - Students are kept in the school building if there is a security threat outside the school. Exterior doors will be secured but activities within the school will not be restricted.



Shelter-In-Place - Students are sheltered in the building if there is an airborne hazard, such as chemicals released from a transportation accident outside the building. Students may also be sheltered in the building if there is severe weather in the area.

In Case of an Emergency:



Please do not come to the school. Traffic around the school will impede the movement of emergency vehicles.



Please do not call the school. We will share information and timely updates through ParentSquare, our website, and the local media.

School Evacuation Sites

(Students will only be released to adults who are listed as emergency contacts. ID will be required.)

Amigos School	Morse School, 40 Granite Street
Baldwin School	Graham & Parks School, 44 Linnaean Street
Cambridge Rindge & Latin School	Daycare to Longfellow Building; Functional Academics to Media Arts Center (454 Broadway); all others to Harvard University (Memorial Hall)
Cambridgeport School	Fletcher Maynard Academy, 225 Windsor Street
Fletcher Maynard Academy	Cambridgeport School, 89 Elm Street
Graham & Parks School	Baldwin School, 85 Oxford Street
Haggerty School	Russell Youth Center, 680 Huron Avenue
Kennedy-Longfellow School	King Open & Cambridge Street Upper, 840-850 Cambridge Street
King Open and Cambridge Street Upper Schools	Kennedy-Longfellow School, 158 Spring Street
Putnam Avenue Upper School	Cambridge Rindge & Latin, 459 Broadway
Dr. Martin Luther King, Jr. and High School Extension Program	Cambridge Rindge & Latin, 459 Broadway
Morse School	Amigos School, 15 Upton Street
Peabody and Rindge Avenue Upper Schools	Graham & Parks School, 44 Linnaean Street
Tobin Montessori School	Cambridge Rindge & Latin, 459 Broadway
Vassal Lane Upper School	King Open, 850 Cambridge Street

More Information: www.cpsd.us



CPS Lockdown Drills



Each school year, our Safety & Security team arranges for a number of planned lockdown drills for our students and staff to practice staying safe.

Before these drills happen, students engage in classroom discussions about what the drills are, why they are important, and what to do in the event of a drill or emergency.

Scan the QR codes below to review the age-appropriate presentations that are shared with students as part of these discussions.

PreK - 3rd Grade



www.bit.ly/cps-lockdown1

4th - 8th Grade



www.bit.ly/cps-lockdown2

Safe Firearms Storage

Providing a safe and secure learning environment for our students and staff is a top priority for our district. Our Safety & Security team, educators, and administrators work diligently every day to ensure that our students feel and are safe in our school buildings, and the ongoing partnership with our families is a critical piece of our efforts.

Statistics show that 4.6 million children in the US live in homes where there is at least one loaded, unsecured firearm¹, and each year, nearly 350 children under age 18 unintentionally shoot themselves or someone else.²

As incidents of gun violence are on the rise in communities across the country, we want to take this opportunity to remind our families of the importance of safe firearms storage to help avoid tragedies.

- [Massachusetts state law](#) requires all firearms owners to securely store firearms in homes and vehicles when they are not under the direct control of an authorized individual.
- State law regarding child access prevention of minor age children also states that if a child can gain access to a firearm without carrying the firearm, using it or causing any injury, the authorized adult is liable.

The American Academy for Pediatrics (AAP) says that the absence of guns in homes is the most effective deterrent of suicide, homicide, and other firearm-related incidents. However, AAP also acknowledges that storing guns unloaded and locked, with ammunition kept in a separate place, can reduce the risk of a child being injured by a firearm. You can learn more and find helpful resources, including a [secure storage fact sheet](#) and [suggestions for how to discuss firearms safety \(Spanish\)](#), at [besmartforkids.org](#).

Thank you for your continued commitment to the safety of our children both inside and outside of school buildings.

¹ Deborah Azrael et al., "Firearm Storage in Gun-Ownning Households with Children: Results of a 2015 National Survey," *Journal of Urban Health* 95, no. 3 (June 2018): 295–304, <https://doi.org/10.1007/s11524-018-0261-7>.

² Everytown for Gun Safety Support Fund, "Preventable Tragedies: Findings from the #NotAnAccident Index," August 30, 2021, <https://everytownresearch.org/report/notanaccident/>. For more information on unintentional shootings by children, see: everytownresearch.org/notanaccident.



SPEAKFULLY

What is *SpeakfullyNow*?

SpeakfullyNow is an incident reporting system that provides a simple way to report any issues or concerns, including anonymously.

Who can submit a report?

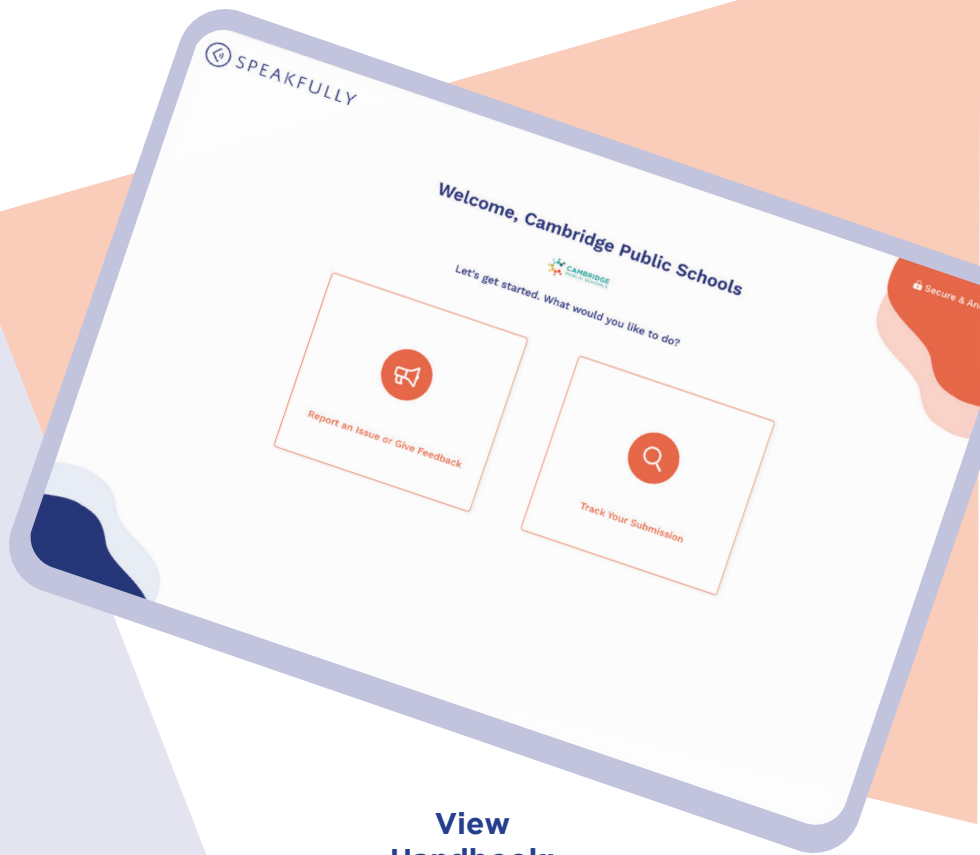
Any student, caregiver or staff member can submit a report.

What happens next?

Once a report is submitted, a secure process will begin to quickly address the situation with real-time information.

How will I be updated?

SpeakfullyNow has a secure messaging feature where you can communicate with the CPS Administrator responding to your report. You can add additional details to your report, receive and respond to follow-up questions and check the status of your report; all anonymously, if you choose.



View Handbook:



bit.ly/cps-speakfully-handbook

View Presentation:



bit.ly/cps-speakfully-present

REPORT AN ISSUE



cps.speakfullynow.com

Keep your key code (cps -xxxx -xxxx) and password to track your submission.

Remember, you can always reach out to a CPS adult you trust like your teacher, principal, or counselor to report an incident.

If you have any questions, please do not hesitate to reach out to the Office of Equity, Inclusion, and Belonging at equity@cpsd.us.