



MCCPS Board of Trustees

Monthly Personnel Meeting

Amended on October 13, 2020 at 7:05 PM EDT

Date and Time

Tuesday October 13, 2020 at 7:00 PM EDT

Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: personnel meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		Artie Sullivan	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m
C. Accept Remote Participation	Vote	Artie Sullivan	2 m
<p>In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. This committee makes a motion to accept this Executive Order for this meeting of the Personnel Committee, on October 13, 2020.</p>			
D. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
<p>Approve minutes for Monthly Personnel Meeting on September 8, 2020</p>			
II. Old Business			7:10 PM
Personnel Committee			
A. Review of Remote Working Agreement	Vote	Peter Cohen	20 m
B. Review MCCPS Personnel Handbook	Discuss	Peter Cohen	30 m
C. Review of Student Parent Handbook	Discuss	Peter Cohen	10 m
D. Personnel Committee Membership	Discuss	Artie Sullivan	

Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.

E. POLICY REVIEW Discuss Artie Sullivan 5 m
 CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE

1. Links to Personnel Policies
 1. Marblehead - <https://www.marbleheadschoools.org/district/mps-policy-manual>
 1. Scroll down to section G - Personnel
 2. Salem Personnel - <https://www.salemk12.org/cms/One.aspx?portalId=268138&pageId=537199>

III. New Business

IV. Action Items **8:15 PM**

A. Review Action Items from Meeting FYI Katie Sullivan 5 m
 Review Action Items form meeting, including who is responsible, item to be completed and time frame for status report or completion.

V. Closing Items **8:20 PM**

A. Adjourn Meeting Vote Artie Sullivan 5 m

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Personnel Meeting on September 8, 2020



MCCPS Board of Trustees

Minutes

Monthly Personnel Meeting

Date and Time

Tuesday September 8, 2020 at 7:00 PM

Location

Artie Sullivan is inviting you to a scheduled Zoom meeting.

Topic: personnel meeting

Time: 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/3898394128?pwd=QndLYk9jVjcyNEJ5dXZGRWhnMDhSUT09>

Meeting ID: 389 839 4128

Passcode: MCCPS

Committee Members Present

Artie Sullivan (remote), James Rogers (remote), John Steinberg (remote), Katie Sullivan (remote), Peter Cheney (remote), Peter Cohen (remote)

Committee Members Absent

None

I. Opening Items**A. Call the Meeting to Order**

Artie Sullivan called a meeting of the Personnel Committee of MCCPS Board of Trustees to order on Tuesday Sep 8, 2020 @ 7:03 PM.

B. Record Attendance and Guests**C. Accept Remote Participation**

James Rogers made a motion to accept remote participation in accordance with Gov. Baker's permission to allow for remote meetings during the COVID pandemic.

Peter Cheney seconded the motion.

The committee **VOTED** to approve the motion.

D. Approve Minutes

John Steinberg made a motion to approve the minutes from Monthly Personnel Meeting on 08-11-20.

James Rogers seconded the motion.

The committee **VOTED** to approve the motion.

II. Old Business

A. Review Head of School Year End Review & Goals for SY20-21

The Board sent back the HOS Goals asking for measures. The committee gave some ideas for how to add some measures to each of the goals and Peter will work on them. For example, using the surveys questions to gather evidence on progress.

B. Personnel Committee Membership

We are still looking for a parent member.

C. MCCPS Leadership Organization

D. POLICY REVIEW

Peter Cohen shared several documents from the Abby Foster Charter School that the committee reviewed and discussed for his consideration including: COVID-Teacher Expectations, Remote Work Agreement, Covid FMLA Leave Expansion and Emergency Paid Sick Leave Policy, COVID Request for Emergency Leave. Peter will edit them to make them applicable to MCCPS and put them to the Board for consideration and adoption.

Peter Cheney made a motion to approve to recommend that the COVID related forms (with edits to made) to be sent to the Board of Trustees for approval.

John Steinberg seconded the motion.

The committee **VOTED** to approve the motion.

III. Action Items

A. Review Action Items from Meeting

The Board Meeting on Oct. 27th will include the presentation of the HOS Evaluation process by this committee which we will prepare for at our next committee meeting on Oct. 13, 2020.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,
Katie Sullivan

Cover Sheet

Review of Remote Working Agreement

Section: II. Old Business
Item: A. Review of Remote Working Agreement
Purpose: Vote
Submitted by:
Related Material: Remote Working Agreement 2020-2021 (1).docx



Marblehead Community Charter Public School

17 Lime Street Marblehead, MA 01945

Tel: 781-631-0777
marbleheadcharter.org

Head of School: Peter Cohen, Ed.D.
Principal: Matt Cronin
Director of Student Services: Andrea Barlow

Temporary Remote Work Agreement

MCCPS considers Telecommuting and Remote Work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs, but not for others.

This agreement, between MCCPS and (employee's name) _____, (title) _____, authorizes remote work in accordance with the following schedule. This Agreement may be terminated or modified at any time at the discretion of the Head of School.

Beginning (date) _____ Ending (date) _____

Select Days: Monday Tuesday Wednesday Thursday Friday

If remote schedule is other than full day, please outline specific schedule:

Expectations of Remote Work

- You agree to maintain a presence with your Grade Level and/or Department while working remotely. This could be through the use of technology such as laptop, computer, mobile phone, email, videoconferencing, or text messaging at the times you are expected to work.
- You will maintain regular work hours during the course of every business day. This means that you will be at your workspace regularly during the day and available for video calls as required. You will limit any time away during the day in the same way you will limit time away if you were working on-site at the School. If you need to take time away for personal reasons during the course of a day you will submit a request for either sick time or personal time in the same way you will do so under normal circumstances.
- While working remotely, you will work just as if you were in your regular work location and maintain your regular schedule, productivity, communication and responsiveness standards as if you were not working remotely.

- This Agreement does not change the basic terms and conditions of your employment at MCCPS. You will perform all your duties as listed in your job description, as well as those additional and or different duties that may be assigned during this time. You are obligated to follow all MCCPS policies and procedures, including dress code and confidentiality requirements.
- Providing you do not have a health condition that prevents you from coming into the building (documentation may be required), you will make yourself available to physically attend scheduled work meetings as requested by your supervisor or the Head of School.
- You will be solely responsible for the set up with your remote workspace (with the exception of the school issued laptop). This includes ensuring and maintaining an appropriate and safe workspace. You will make every effort to safeguard all school property and records.
- A MCCPS issued laptop may be used for working remotely. With prior approval by the school's IT department, you may be authorized to use your own personal computer. Regardless of whether you are using your own or an MCCPS device, you are responsible at all times for the access, use, security and cost of those mobile devices (with the exception of the school issued laptop).

By signing this agreement, you are confirming that you have read, understood, and will comply with all provisions of this remote work agreement. I also understand that my supervisor may inform me of other specific requirements.

You acknowledge that if, at any time, your supervisor or the Head of School deems that the remote work arrangement described in this Agreement is not working effectively, it may be terminated or modified. Every effort will be made to provide two weeks notice of such change to accommodate commuting, childcare and other issues that may arise from the discontinuation of this policy.

Understood and Agreed:

Employee's Signature

Date

Print Name/Title: _____

Approved By:

Head of School's Signature

Date

Cover Sheet

Review MCCPS Personnel Handbook

Section: II. Old Business
Item: B. Review MCCPS Personnel Handbook
Purpose: Discuss
Submitted by:
Related Material: Faculty Handbook 2020 (1).pdf

Marblehead Community Charter Public School

Navigators

Teacher Handbook

2020-2021



Peter Cohen, Head of School

Matt Cronin, Principal

Andrea Barlow, Director of Student Services

Mission Statement

MCCPS fosters a community that empowers children to become capable, self-determining, fully engaged individuals who are critical and creative thinkers committed to achieving their highest intellectual, artistic, social, emotional, and physical potential. We are dedicated to involving, learning from, participating in, and serving our school community and the community at large.

Important Dates

Professional Meetings - Hold Every Wednesday Afternoon 2:30-4:30PM

Professional Development Days
Tuesday August 25-Friday August 28 - 8:30-3:30
Monday August 31-Thursday September 3 - 8:30-3:30
Tuesday September 8- Wednesday September 9 - 8:30-3:30PM

SEPAC & ELPAC Meetings - Dates/Times to be determined
Picture Days - To Be determined

Coffee with the Leadership Team - Dates TBD

Universal Screening, ACCESS, & MCAS Testing Windows		
I-Ready & SEL screeners	Math: September 14-25	Literacy: September 14-25
ACCESS	January-February 2021	Specific Dates TBD
MCAS	TBD	

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General Responsibilities and Work Day / Work Year for All Employees:

1. Employees will act as stewards of the School's Charter and Mission. They will honor and respect the stated goals and objectives of the MCCPS Charter, Accountability Plan, and Strategic Plan.
2. Employees will comply with the expectations of the Head of School and their administrative designee(s).
3. Employees will work collaboratively and in a collegial manner with all other employees and volunteers to ensure the best possible educational program for all students and the best possible working environment for each other.
4. Employees will strive to continually enhance the school's educational program and will nurture a culture of respect that enables the children and the adults of the school to reach their highest potential.
5. Employees will act as professional representatives of Marblehead Community Charter at school and school related events.
6. Employees will be present and prepared for all student contact days, professional development days, Exhibitions, meetings, and school events as scheduled by the Head of School or their designee.
7. Employees are expected to be present and prepared for several evening/weekend events and asked to attend and participate in a variety of others. See list of required [events](#) and encouraged events below.
8. All employees are expected to sign-in/out everyday at the front office. Whenever an employee leaves the school grounds during school hours (including scheduled field trips), they must sign-out at the front desk before leaving the building and sign-in upon return to school. This process tracks attendance and ensures that in the case of an emergency, the administration is aware of who is in the building. Additionally, signing in certifies that you are well enough to be here and have not been recently exposed to positive COVID-19 cases.
9. Employees are expected to cover classes and supervisory duties for each other when necessary. It is in the best interest of the children to be instructed and supervised by those with whom the children have a relationship and for whom the children demonstrate trust and respect. In most cases, substitute teachers from outside the school's faculty/staff will not be used; teaching teams will support the students by covering for each other in the event of a colleague's absence.
10. All employees are expected to know, understand, and adhere to the contents of this *Handbook* and the current *Student/Parent Handbook*.

Accident Reports

Every accident involving a student should be brought to the attention of the Head of School, the Principal, and the School Nurse. The incident must be documented. The date, time, circumstances, and the extent of the injury should be included in the report. This report should be submitted the day of the accident or incident to the head of school and to the principal.

Advisory

Advisory takes place at the start of each day and serves as a homeroom for students. Attendance must be taken and submitted via the PowerSchool student information system. Additionally, advisory is a time to listen carefully to announcements. Advisors must establish the routines so that this is not a time for students socializing in the hallway, particularly while morning announcements are taking place. While silent reading can be one activity, it is recommended that time also be used to frame the day, share information, and check-in on students to continuously build peer-to-peer and teacher-student relationships.

After School Student Attendance

As a safety precaution and for student accountability, anyone working with students after dismissal (3:20PM) needs to have students sign in on a sign-in form indicating the student stayed with a teacher for a club/activity, a conference, after school help etc. No student should be in the building without a staff member supervising them. All students should be out of the building by 5:30pm.

Announcements

Most announcements will be made during a Community Meeting or at Lunch. During the remote learning or hybrid learning stages, announcements may be made over the P.A. system, through video conferencing, or through a CharterTV message/video. The Head of School or the Principal will make announcements with assistance from students. This will include the pledge of allegiance. If you have an announcement, please notify the staff member in charge of the community meeting. Every effort is made not to use the P.A. system during scheduled class time.

Attendance

The official attendance is taken daily, during advisory and submitted using PowerSchool. Attendance should also be taken at the beginning of each class via Schoology to be able to track student engagement during remote, hybrid, or in-person learning.

Benefits of Employment

All benefits for part-time employees are proportional to their specific FTE. The Head of School reserves the right to make adjustments on a case-by-case basis.

A. Medical & Dental Insurance

- Medical and dental insurance shall be available to all full-time and 4/5 faculty and staff positions.
- The medical and dental insurance plans shall be selected by MCCPS and shall be a certified insurance carrier.
- For those qualifying faculty and staff members who opt to take advantage of the insurance benefit, MCCPS will pay 75% of the insurance premium and the employee will pay 25% of the insurance premium. No alternative insurance benefit or compensation is available to those staff members who opt not to take advantage of the MCCPS insurance plan.
- Under the current health plan, only employees, their spouses and/or dependents enrolled on the plan are eligible for coverage of deductibles. The deductible payments are not considered part of the medical insurance but a benefit of employment by the school.
 - Please refer to the insurance booklets for policy details.
 - The Business Manager is available to answer questions in person or via email.

B. Short & Long Term Disability Insurance

Full-time MCCPS employees are covered under the school's Short and Long Term disability policy - please read your contract to see if this applies to you. There is a small (\$25,000) Life/AD&D rider on this policy. The coverage is provided at no cost to the employee. Please refer to the insurance booklet for policy details or contact the Business Manager regarding questions.

Calendar of Events

A calendar is maintained on the MCCPS website. All clubs, sports events, field trips, special activities, etc. are included. Additions to the calendar should be given to the Office Manager via email.

Cell Phones & Smart Watches

We at MCCPS recognize that the majority of our students own a cell phone. While cell phones may be brought to school, they may not be used during the school day. They should be turned off upon entering the school and not turned on again until after dismissal from school. Cell phones may be stored in a students' advisory classroom for the day or kept in a backpack. Parents are discouraged from sending text messages to students during the school day, as cell phones should not be in use during school hours. Cell phones should not be used during the school day for any reason including, but not limited to text messages, social media, or phone calls. Violation of this practice will result in progressive discipline consequences. Repeated violations will result in articles being confiscated with students allowed to pick items up at the end of the school day. For

further offenses, the item will be held until a parent can pick it up. In addition, students are not permitted to take pictures or record video with cell phones on school property or at school-sponsored events without teacher/chaperone/coach permission.

Smart watches that have the capability to send and receive text/voice messages or phone calls should not be used during school hours.

Classroom Management/Discipline

Every effort is made at all levels to help our students assume responsibility for managing their own affairs within the school setting. Teachers have the responsibility for maintaining order both inside and outside their classrooms. A teacher is expected to develop reasonable procedures and measures for maintaining and solving their own discipline problems. The teacher should try to resolve a problem by utilizing classroom disciplinary measures.

Discipline at MCCPS should be progressive and instructive: teachers should use a variety of resources, strategies and tools to enlist students to help resolve any classroom issues. Research in adolescent development strongly notes the importance of including students in active problem solving in order to attain an environment of mutual respect.

When working with a student keeping the following questions in mind may help the student to take responsibility for their behavior:

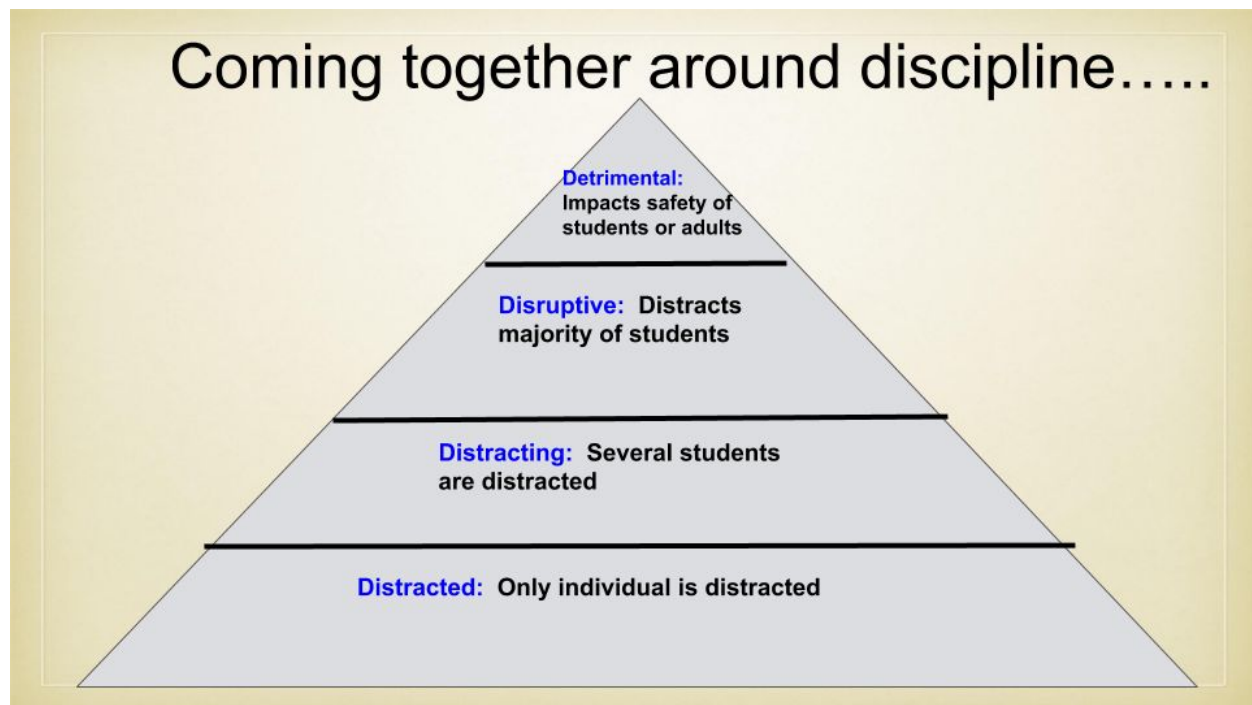
- What happened to bring you here?
- Is this behavior helping you?
- What could you have done differently in this situation?
- What do you do well to gain recognition in a positive way?
- How can I help you to change this behavior?

It is recommended that each grade level team develop consistent, team expectations for the classroom.

If a problem persists remember a team approach may be extremely helpful and is recommended. Seek the help of your team, the Guidance Counselor or School Adjustment Counselor, parents, the Principal, or the Head of School. Violations listed in the Student Handbook should be referred to the Principal.

Removal From Class: Sometimes, a student may be asked to leave a particular class where, in the teacher's judgment, the student's presence is a persistent disruption to the academic process. The office should be alerted by walkie-talkie and the student should be escorted to the office. The student will meet with the Principal or a School Counselor depending on the issue. Counselors should be utilized to help reset an agitated student, but not for discipline reasons. Classroom ejections should be used sparingly. See chart below. For students who exhibit

behaviors that indicate they are distracted or distracting others, these incidents should be handled by the classroom teacher or other support personnel in the room. For incidents where students are disruptive or exhibit detrimental behavior, the student should be removed from the classroom for a meeting with the Principal. The Head of School will be notified in case consequences are appealed by a parent or guardian. If the Principal is unavailable, contact the Head of School.



Contacting Parents/ Parent Meeting Procedure

Effective communication is a primary goal at Marblehead Community Charter Public School. Teachers are encouraged to keep in close communication with students and parents regarding student progress and behavior. Communication should reflect both the positive and the areas for needed improvement or growth. Contacting a parent directly is the most useful action that can be taken to improve student behavior and classroom grades. It lets parents know we care about their child and can greatly improve how parents perceive the staff and the school. Teachers are to contact parents via phone or face-to-face meeting whenever a student is in danger of failing, when progress has seriously deteriorated, or when there is a disciplinary problem. Teachers should call parents frequently with good news as well as concerns. If parents contact a teacher, they should receive a response within 24 hours and never longer than 48 hours later.

Parents and teaching teams may schedule a meeting with one another at a mutually agreed upon time. These meetings may be coordinated directly by the teacher or through the Guidance Counselor. In addition to conferences, teachers are strongly encouraged to continue communication through phone calls, emails, and additional progress reports when needed. While keeping the PowerSchool and Schoology grade books up to date is required, it does not take the place of direct communication with parents.

Phone calls and face-to-face meetings are highly encouraged in place of email.

During remote and hybrid learning, every student will be assigned a teacher or learning specialist as their point person. Parents should receive a phone call or email at least every other week to share progress and updates on student engagement on projects and assignments, as well as participation in video conferences. During the first contact, work with the parent to determine the most effective method of communication.

Copy Machines

Copy machines are available for teacher use in the teacher copy room. Teachers should not attempt to fix a malfunctioning copier, but should immediately report it to the MCCPS front office. Please make every effort to go paperless by posting documents online. However, during remote and hybrid learning we can and should provide packets of information and assignments for students during this unusual learning period.

Daily Teacher Procedure

Upon arrival at school, each teacher should sign in to indicate that you are present, on time, and are well. By signing in, you are stating that you have not been experiencing any COVID-19 related symptoms or been around a positive COVID case.

Each employee is encouraged to check their mailbox in the cafe area. Please notify the office ASAP if a colleague is not present and no coverage has arrived. A reminder that it is the responsibility of each employee to arrange for coverage of their classes and duties when absent.

Before the start of the school day, it is also expected that each teacher will check their email as important communications for the day are often sent the evening before or early in the morning from the office. This includes your Gmail account (@marbleheadcharter.com), and Google Classroom or Schoology where we will share resources. It is recommended that these accounts be set up on your cell phone and that you have notifications for Google Classroom and Schoology turned on so as not to miss up to date information.

During in-person learning days, all staff are expected to be present in the Community Room for our community meeting. You should arrive at school no later than 7:30am and be already in the community room by 7:45am each day.

Normal professional school operational hours for teachers are Monday, Tuesday, Thursday, and Friday from 7:30 A.M.-3:30 P.M. and Wednesday from 7:30 A.M.- 4:30 P.M.

Normal professional hours for administrators are Monday, Tuesday, Thursday, and Friday from 7:00 A.M.- 4:00 P.M. and Wednesday from 7:00 A.M.- 4:30 P.M.

Opening Procedures: All students should be in the community room by 7:45 a.m., prepared to listen to the announcements and presentations. Students will then report to Advisory for attendance.

The following will take place each morning:

- The Pledge of Allegiance will precede announcements.
- Announcements will be made either at the community meeting or over the P.A. system when we cannot have large group gatherings due to COVID restrictions.
- Students are to be quiet and attentive as important information is given during this time.

Teachers must submit their daily attendance through Powerschool by 8:15am.

During remote and hybrid learning, attendance should be taken during the virtual Advisory meeting and recorded in PowerSchool.

Corridor Supervision (Ongoing): Research shows that teacher presence in the corridors reduces the instance of bullying and other violence in schools. With this in mind, teachers are to be visible in the corridors especially during the changing of classes. Teachers are responsible for the supervision of students in and around their classrooms during the changing of classes as well as the time surrounding the lunch and recess blocks. When possible, teachers should escort students from class to class. At least one teacher should be present in the hallway during each passing time and ideally all teachers will be present with “eyes on the street.”

End of the Day Procedure: At 3:20p.m. students are to be dismissed from last period. At this time, students may go to their advisory room to collect belongings (coats) and/or leave the building. All teachers should assist with hallway supervision at this time. Teachers are expected to stay in the hallway surrounding their classroom/supervisory area until 3:25p.m. Supervision of the lobby and exits will be assigned as duties each afternoon to clear the hallways of students efficiently. These procedures will be updated for the use of multiple exits during COVID-19.

Dropped Off Items

All materials brought to school by parents for students will be left in the front office. Students are to check in at the front office. Except in time sensitive situations, classes will not be interrupted for messages.

Duties

Members of the faculty and staff may be assigned to supervise drop-off, pick-up, early arriving students, and/or recess. Specific guidance will be shared regarding each duty as assigned by the Principal or Head of School. Please report to your assign duty on time, with a walkie-talkie, and find coverage if you need to be late or absent.

Electronic Devices

Students may bring electronic devices such as cell phones, iPods, etc. to school, but should be turned off during the school day. The only exception to this rule is if a teacher has given specific students permission to use their cell phone as part of an instructive, educational and supervised activity within their classroom. An electronic device that is being used without explicit staff permission for educational purposes may be confiscated and given to the front office. Confiscation should only take place when phones are used to text or photograph without teacher permission, therefore presenting a distraction to the class. See updated Cell Phone policy above.

Educator Evaluation

The priority at MCCPS is for every educator to receive regular feedback from peers, department chairs, and the leadership team. A system for formal feedback and evaluation will be developed as a professional community.

Email

Teachers should check their @marbleheadcharter email accounts every morning as there is often important and time sensitive information posted. Email should be checked periodically during the summer months. This includes your Gmail account (@marbleheadcharter.com), Schoology, and Google Classroom. It is recommended that these accounts be set up on your cell phone and that you have notifications for Schoology and Google Classroom turned on so as not to miss up to date information.

Evening/Weekend Expectations*

See the school calendar for dates and times.

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
FULL FACULTY/STAFF presence is necessary for these events.	A faculty/staff presence is needed at each of these events.	A faculty/staff presence would be helpful at these events.	A faculty/staff presence is important to fulfill these governance functions.
Back to School Night Exhibitions Graduation	Saturday Open Houses - at least 1 member from each team is needed	Assist with or attend a Music Extravaganza or Play Performance	Board of Trustees or Committees - Join or attend a meeting
	Assist with or attend a Fundraiser or Development Event - a presence from each grade level and department is helpful	Assist with or attend Sporting Events - Dates TBD	PTO / Community Building Events

* Part-time employees are expected to attend a % of the events relative to their hours.

Expectation Letters

At the beginning of the year it is recommended that each teacher and/or team send home a letter of expectation for their class describing the course, expectations, grading procedures, list of supplies, make-up policies, etc. These letters should set a positive tone because, in most instances, this is the first communication from the teacher to the family. Letters can be posted on websites and/or emailed home. It is not necessary to send them home via snail mail. Please provide a copy of this letter for the Principal. Reminder, homework may not count for more than 10% of a student's trimester grade. Additionally, a pacing guide or curriculum map should be completed and posted on the website for every course at MCCPS. Submit updated pacing guides via Google or Word to the Principal each year. This work will be completed collaboratively in 2020-2021 to align curriculum units and lessons to the new Criteria for Excellence.

Extra Help for Students

Extra help after school is an accepted part of every teacher's professional responsibilities and is to be offered to all students whether or not it is requested. Teachers should find time to be available for video conferencing help with individual students and small project groups. Teachers may work with students before school but must coordinate this with the students and parents. When possible, keep a logbook to record this extra support. A teacher may require a student to stay after for extra-help if the student is in academic crisis. If we partner with parents, we can mandate attendance at after school hours extra-help sessions.

Faculty Meetings

Teacher attendance at Faculty Meetings is mandatory unless previously excused by the Principal or Head of School. Therefore, all appointments or other non-school related obligations should be scheduled for alternative days. In addition, all teachers are expected to stay until the end of each meeting unless previously arranged with the Principal or Head of School. Please note that meetings will be held each Wednesday from 2:30-4:30pm, and you should have that time blocked off on your calendar. These times may be adjusted during remote and hybrid learning. Teachers who are coaches for sports teams are excused from faculty meetings on game days, but practices should be canceled for faculty meetings unless cleared in advance with the Principal or Head of School.

Failing Students

If a student is in danger of failing a class for the trimester or for the year, a phone call must be made to the parents/guardians notifying them of their child's status at least two weeks prior to the close of the trimester and four weeks prior to the end of the year. The Principal and Guidance Counselor must also be notified via email of a potential student failure. If the student is on an IEP, the Director of Student Services should also be notified of a potential failure.

It is also advisable to contact the parent/guardian via an additional progress report, phone call or email, if a student's grade takes a serious dip in a term (i.e. from a C to a D- or an A to a B-, etc.).

Field Trips

Teachers requesting a field trip must do so using the proper forms. Teachers must submit their requests at least three weeks in advance of the trip. Organizers of the trip should check in with the Business Manager early on in the planning process. Arrangements for transportation are to be made by the teacher. Money collected from the students should be given to the Office Manager or Business Manager who will deposit the money in the appropriate account. Please keep all cash and/or check payments in a locked drawer or cabinet until you turn the money into the Business Manager. Please be sure to follow all of the procedures as outlined on the form before turning it into the office. Be sure to notify everyone (integrated arts teachers, kitchen, etc.) of field trips as soon as they are scheduled.

Educational field trips should be planned and conducted in accordance with the MCCPS Field Trip and Student Travel Policy. Below are guidelines to be followed when planning a field trip:

1. The teacher will review the value of the trip with the Principal or Head of School and receive approval prior to making arrangements for the trip.
2. A parental permission slip is required for each child participating in trips that present inherent risks or includes driving.
3. The teacher will provide the parents with information concerning the purpose and destination of trip, cost, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond the school day.
4. Participating students will pay a pro rata share of costs for any special transportation, admission fees, etc. However, funds may be available for students needing assistance with such expenses.
5. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the Principal or Head of School. Teachers are responsible for informing accompanying adults of their responsibilities.
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of children. Students who cannot be controlled may be excluded from field trips. All school conduct policies must be followed during school-sponsored field trips.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.
8. Students' safety will be a primary consideration, with first-aid kits required on all field trips.

9. Should an emergency situation occur, the teacher is responsible for notifying the school office or principal by telephone as soon as possible.
10. School or Coach buses ordinarily will be used for transportation. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has the required liability insurance.
11. Requests for bus transportation will be channeled through the office to the business office. Any requests for special transportation will be submitted to the school Principal.

Grading System

Students receive a numeric grade for each class using the following parameters:

A	90 or Above
B	80-89
C	70-79
D	65-69
F	Below 65

When a student is absent for a prolonged period of time near the end of a marking period, they may receive an “I” (Incomplete) on their report card. The mark is temporary and must be remedied by the end of the next trimester. Any Incomplete mark not remedied by the end of the following grading period will be changed to a Failure (60).

Homework

Homework is most effectively used as practice of concepts learned in class as opposed to introduction of new material. Students should be assigned reasonable amounts of homework each school night in every appropriate class (this might include reading, writing in a journal, application of concepts learned in class, continuation of work on a project, interviewing someone for information, library/web research, etc.). In the spirit of professional courtesy, notify your colleagues if you plan to assign a homework assignment or project that exceeds normal expectations and will require extra time spent out-of-school. Homework may not count for more than 10% of a student’s trimester grade on the report card. In terms of time, a student on any given night should have no more than:

4 th Grade	= 40 minutes of homework
5 th Grade	= 50 minutes of homework
6 th Grade	= 60 minutes of homework
7 th Grade	= 75 minutes of homework
8 th Grade	= 90 minutes of homework

Informal Progress Reports

In addition to the trimester progress report at mid-trimester, teachers may choose to send home additional progress reports at any time during the marking period. It is extremely important to keep parents proactively apprised of their child's progress throughout the trimester. If a student exhibits a significant change in performance or attitude, there should be communication with the home through an email, a phone call, a note, an additional progress report etc. Additionally, the guidance counselor should be notified. *Rule of thumb: No report card grade should ever come as a surprise to a parent.*

Leave Request

When needing to take a day or half day for personal or medical reasons (workshops, personal days, medical/sick day, jury duty, etc.), staff members are required to fill out the Request for Leave form prior to the requested day. The form can be found online at <https://faculty.marbleheadcharter.com/> Teachers will also need to notify the Office Manager to confirm the plan for coverage. If a staff member is out for an unexpected absence, the form must be filled out upon return to school. Coverage must be arranged by the staff member.

Leaving the Building (Staff)

During the teaching hours of 7:45am to 3:30pm, teachers who need to leave the building for emergencies or school-related business are to notify the front office before leaving and sign out/in.

Letters of Employment Agreement, Non-Renewal

1. Most MCCPS faculty/staff members are employed under a one or two-year contract.
2. At the June MCCPS Board of Trustees meeting of each academic year, the Head of School will notify the Board of Trustees of their determinations regarding the rehire, probation, or non-renewal of the faculty/staff for the following academic year.
3. Any faculty/staff member who, in the opinion of the Head of School, is in danger of receiving a probationary contract or a notice of non-renewal will be so informed by the Head of School prior to June 1st of the current academic year.
4. In cases of probation or non-renewal, the Head of School will arrange for a meeting with the individual faculty/staff member to discuss the reasons for the non-renewal or probation. Other parties may attend this meeting as needed and/or requested.
5. Unless otherwise indicated, all offered letters of agreement should be signed and returned to the Head of School no later than one week after the date of issuance. Requests for extensions of this due date may be requested of the Head of School. Approval of said requests is at the discretion of the Head of School.

6. All unsigned letters of agreement shall be considered void two weeks after issuance unless an extension has been granted in writing by the Head of School.

Library

The new Library serves faculty only until COVID-19 restrictions are lifted.

Maintenance Requests

When a staff member observes the need for a repair to the facility or a piece of equipment, they are requested to submit a Maintenance Request via email to the Business Manager or the Head of School. If after one month the repair has not taken place, please notify the Head of School. Requests should not go directly to the facilities department.

Maternity/Paternity Leave - FMLA

Under the Massachusetts Maternity Leave Act, only those employees who have completed the initial probationary period are eligible for maternity/paternity leave benefits. Additionally, leave under the FMLA is unpaid. Maternity/paternity leave is available for full-time employees who give birth to a child or whose spouse gives birth to a child, who adopt a child under the age of eighteen, or who adopt a child under the age of twenty-three if the child is mentally or physically disabled.

1. An unpaid leave of absence shall be granted for maternity purposes to full-time female employees. Such leave shall not exceed eight weeks unless approved by the Head of School.
2. An unpaid leave of absence shall be granted for paternity purposes to full-time male employees. Such leave shall not exceed eight weeks unless approved by the Head of School.
3. Unpaid extended leave may be granted for maternity/paternity purposes by the Head of School at their discretion.
4. Employees requesting maternity/paternity leave must request the leave via a "Time-Off Request" form, giving as much advance notice as possible prior to the leave (at least 4 months). Leave may be denied if an employee provides less than two weeks notice.
5. Employees who return to work within eight weeks from the commencement of a maternity/paternity leave will be restored to the same position held at the time the leave was granted or will be placed in another position with the same status, pay, length of service credits, etc.
6. Pregnant full time employees may apply for up to six weeks of partial compensation through the school's short-term disability policy in the event of an approved maternity leave. All requirements, details and provisions of the policy in effect at the time of the application apply. The school does not guarantee that the application will be approved by

the carrier nor is the school responsible for any employee compensation during the period of leave.

7. The employee remains responsible for appropriate contributions to the school's health and/or dental plan as well as any other obligations in place during the period of leave.

8. Female employees with at least five years of consecutive employment on the date on which they begin an approved maternity leave may be paid for up to six weeks of such leave.

Movies

Only videos of educational value are to be used during class time. It is the administration's opinion that very few feature films contain the educational value to justify using substantial class time.

Movies are a valuable educational tool that enhance student understanding when used properly. Oftentimes, the most powerful message can be relayed in the viewing of a series of clips, while at other times it is beneficial for a class to watch an entire movie. It is critical that when planning for the use of movies in the classroom, teachers keep in mind the following questions:

- What is the overarching objective of the unit/lesson?
- Is student learning enhanced by watching this film?
- Would showing a series of short clips achieve the same objective?
- How is the movie introduced? What activities are done prior to the showing of the movie to provide the appropriate background information?
- How will the movie be processed by students and applied to the overall unit of study?
- What will the parent perception be of the validity of this movie?

Once the teacher has previewed the movie, keeping these questions in mind, they should get permission from the Principal before showing the film. No film that is rated R should be shown in the classroom. If approval is granted, the teacher must have a signed permission slip from each parent before students may view the film.

Feature films are not to be used as a reward during class time. Movies are not to be shown as filler or right before a vacation unless there is to be appropriate and meaningful follow up which is difficult to attain when a week has elapsed.

Nurse

The Nurse is available from 7:45 a.m. to 3:30 p.m. Please radio the Nurse if you are sending a student to the clinic. If a student is feeling dizzy the teacher should send an adult escort with the student or call the front office for assistance. The Nurse should evaluate any student who is not feeling well before a call is made to request dismissal from school.

The Nurse should administer all medications unless they delegate medication administration to another adult. Students are not allowed to have any form of medication in their possession except Epipens and inhalers when ordered by a physician. If a teacher notices any medication, over-the-counter or prescription, the teacher should take that item and deliver it to the clinic. Feel free to contact the nurse if you are concerned about a student.

Please review full [Nurse's Office Procedures](#) here.

Personal Days/Professional Days

1. Employees may be granted paid/unpaid time off from school with the approval of the Head of School or their designee.
2. Requests for time off should be made electronically via the "Time-Off Request" form and should be submitted to the Head of School at least 2 weeks in advance. Failure to submit the request at least two weeks in advance may result in the voiding of the request.
 - Two (2) personal days (or the equivalent thereof) per year may be allowed. (*Half-time employees are eligible for 1 personal day.*)
 - Requests for additional personal time off, if granted, will result in a deduction of one day's wage (1/195 of the salary for 10 months employees or 1/215 for 11 month employees) for each additional personal day.
3. Faculty/staff are encouraged to pursue professional development activities outside of the school's scheduled professional development program. At the discretion of the Head of School or designee and within the budgetary constraints of the school, employees may be granted time away from school to attend conferences, visit other schools, and/or attend professional development activities.
4. For all approved time-off from school, faculty/staff must arrange their own coverage for all teaching and/or supervisory duties (including Enrichment), must communicate their substitution plans directly to their grade level team members and those covering the duties, and should identify who has agreed to substitute for them via the "Time Off Request" form.

Press Releases

Events in school, no matter how small, are important news to the students and to the community. The faculty is encouraged to promote MCCPS as much as possible to maintain and to foster our positive image in the community. All releases should be given to the Principal or the Head of School for distribution to various news and social media sources. If you want to promote something on social media, please notify the Office Manager who will coordinate posts on Facebook, Instagram, and Twitter. Please use #MarbleheadCharter and #EdThatAddsUp whenever posting on Twitter or Instagram. If your classes are doing something you want

highlighted, contact the Head of School or Principal and they will contact the appropriate news sources.

Purchases

All requests for purchases must be submitted to the Business Manager.

Retirement

1. Most faculty/staff members are required by state law to be members of the Massachusetts State Teachers' Retirement System (MTRS). Information about this program is available on their website and/or from the Business Manager.
2. Participation in other retirement and/or tax sheltered annuity programs is at the discretion of the faculty member.

School Evacuation

During a fire drill or evacuation of any type, everyone is required to leave the building. All teachers should read and be familiar with the crisis plan that will be reviewed at the start of each year.

Please also familiarize yourself with the fire drill procedure, which should be clearly posted in your classroom. Make sure that as you leave your room all windows and doors are shut and that you have your class roster. Teachers are to remain with their classes during the entire drill.

Section 504 Accommodation Plans

The MCCPS Guidance Counselor is the 504 Coordinator for our school. The Guidance Counselor will circulate 504 Plans at the commencement of the school year. Within the first week of school, staff will be required to sign a form verifying they have read the 504s for students they have in their class.

School Doors

All outside doors are to remain locked during the school day and should not be propped open at any time. Groups who go outside are to check out with the front office and take a walkie-talkie.

Student Handbook

Advisory teachers are encouraged to schedule time during the opening days of school to review the Student Handbook with students. Please discuss as a team how to best accomplish reading and reviewing our school's expectations with students.

Teacher Attendance & Sick Leave

In the event a teacher is unable to attend school and a substitute is needed, it is their responsibility to arrange for coverage. Please also notify the Office Manager as early as possible to ensure that the Leadership Team is aware of the absence and plans for coverage.

It is recommended that every teacher complete an emergency substitute teacher folder. This folder should be kept in an easy to locate spot in your classroom.

This folder will be utilized by a colleague who is covering for you in the event of teacher absence where current plans are unavailable and should therefore contain the following:

- Class rosters
- Class schedule
- Seating charts
- One copy of three generic lesson plans to be used in the event of an unplanned absence

1. In order to maintain a healthy work environment, please stay home when feeling ill. Please complete the [leave request form](#) as soon as possible when you know you will be out.

- Employees may request a sick day(s) for illness, either of the employee or of the employee's parent, spouse, or child(ren).
- Sick days may not be used for any other purpose. The use of sick days to rest, catch-up on paperwork, or to extend a vacation/holiday is prohibited. Employees who violate this policy may be subject to disciplinary action, including but not limited, to a deduction in pay.

2. If sick time is approved, the employee must contact their team members and arrange for coverage of all classes and duties.

3. The employee must provide a substitute plan (via e-mail or text) and should indicate all coverage that is needed to address teaching and/or supervisory responsibilities for the day.

4. Medical verification by a physician may be required for an absence of *three consecutive days* unless notification of the need to quarantine has been provided. If quarantine is required, the staff member is still expected to work remotely. If the employee is too ill to teach remotely, medical documentation will be required.

- In the case of absence of three or more consecutive sick days for which there is no medical verification by a physician, the absence shall be considered unpaid leave and a deduction of salary may result.

5. If an employee becomes ill during the school day, they must report to the Nurse for evaluation. If it is determined that they must go home for the day, the Head of School or their designee will be informed. Symptoms may be documented for contact tracing purposes. The employee must then arrange for coverage of any additional duties for the day (or ask a colleague to do so). They must then sign out at the front desk before leaving the building for the day.

6. All employees are limited to a maximum of 10 paid sick days each year. (*Half-time employees are eligible for 5 sick days.*) If an employee takes more than their allowed days, a deduction in pay equivalent to a day's wage for each additional day taken will occur.

7. Before/upon returning to school after being out sick, employees must complete a Time Off Request and indicate the date(s) missed due to illness and who provided coverage of classes/duties.

Bereavement:

Faculty members may take bereavement time of up to 3 days for immediate family with approval from the Head of School or their designee. A "Time-Off Request" form should be completed before time is taken for bereavement when possible or before 3:00PM on the day of return after taking time off for bereavement.

Termination of Employment

- The Head of School may terminate a faculty/staff member's employment immediately and without further payment obligation in the event that any dishonest or fraudulent act against the school is committed.
- The Head of School may terminate a faculty/staff member's employment for incompetence or dereliction of duty. The Head of School may only effectuate such a procedure after notification in writing of the faculty member's lack of adequate performance.
- The Head of School may terminate a faculty/staff member's employment for immoral behavior or for insubordination.
- The initial 90 days of employment shall be considered probationary for all new employees and employees in new/different positions. The Head of School may terminate a new faculty/staff member's employment during this period without cause or explanation.

Trimester Grade & Progress Reports

Grades are to be completed in PowerSchool. Report cards will be issued for all students in all areas all three trimester marking periods. The trimester Progress Report is used to inform students and parents of the student's achievement level midway through the marking period. See above for recommendations on communicating with parents. Grades should be entered in PowerSchool at least once every 10 school days.

Acknowledgment of receipt/acceptance of the

MCCPS Faculty/Staff Handbook,

Directions: Put a completed copy in the mailbox of the Head of School. Thank you.

My signature below indicates that ***I have access to and have read the current MCCPS Faculty/Staff Handbook.*** I understand that it is my responsibility to know, understand, and adhere to the contents of the current *MCCPS Faculty/Staff Handbook.*

Further, I understand that although every effort has been made to include within the *Handbook* the necessary and useful information, descriptions, and expectations for the proper and reasonable functioning of the school, it should not be considered exhaustive. ***I understand that the Administration reserves the right to amend the contents of this handbook and/or revise school policies and/or procedures as needed.***

Name (please print)

Signature

Date

Cover Sheet

Review of Student Parent Handbook

Section: II. Old Business
Item: C. Review of Student Parent Handbook
Purpose: Discuss
Submitted by:
Related Material: Student_Parent Handbook 2020 (1).pdf

Welcome to

Marblehead Community Charter Public School

Marblehead, MA



2020-2021 Parent/Student Handbook

Marblehead Community Charter Public School
17 Lime Street
Marblehead, MA 01945
781-631-0777

Head of School: Peter Cohen, Ed.D.
pcohen@marbleheadcharter.com

Principal: Matt Cronin
mcronin@marbleheadcharter.com

Director of Student Services: Andrea Barlow
abarlow@marbleheadcharter.com

September 2020

Dear Parents/Guardians & Students,

Welcome to Marblehead Community Charter Public School. The 2020-2021 school year will be a year unlike any other. Inside our Student/Parent handbook, we have provided a great deal of useful information about our school. As some information will be changing over the course of this year, we encourage you to visit our website regularly to stay informed about our school.
<https://marbleheadcharter.org/>

Our Advisory teachers will be encouraged to discuss the contents of this handbook with students at the start of the year. It is imperative that parents review this handbook with their child as well. After reading the handbook, please complete the signature sheet (one per family) and return it to the school.

At MCCPS, community is our middle name. This is our school. We are partners in ensuring that every student has access to the high quality curriculum and our outstanding educators. In order for our students to be successful we must have open lines of communication between parents and teachers.

On the North Shore, we know that you have many choices for where to go to school. We thank you for choosing Marblehead Community Charter Public School. While this year will be a little different than what we are all used to, we are excited to teach, learn, and grow as a community of learners with you.

Commitment to Marblehead Community Charter
(one per family)
Acceptance of Student / Parent Handbook 2020-2021
Please, complete and return to school.

Please review the *Student/Parent Handbook* and linked policies carefully and often with your child(ren). It can be found on the school’s website: marbleheadcharter.org. If you have questions or concerns, please contact Dr. Peter Cohen, pcohen@marbleheadcharter.com or 781-631-0777.

As a STUDENT at Marblehead Charter School, I pledge to:

- ~ read and follow the rules outlined in the Student/Parent Handbook*
- ~ abide by the Marblehead Charter Network and Internet Acceptable Use Policy*
- ~ be responsible for my actions*
- ~ show respect for my school, my teachers, my classmates, and guests*

1st Student’s Signature & Grade Level

Date

2nd Student’s Signature & Grade Level

Date

3rd Student’s Signature & Grade Level

Date

As a PARENT at Marblehead Charter School, I pledge to:

- ~ read the school handbook, know the school rules, and recognize the right of the school to establish rules and to provide for their enforcement.*
- ~ cooperate fully with the intent and procedures outlined in the Handbook and ensure that my child(ren) will also.*
- ~ ensure my child(ren) arrive(s) to school on time (entering the school by 7:40am during in-person learning), rested and ready to learn, prepared for the day ahead.*
- ~ ensure my child(ren) are connected and on time for video classes during remote learning*
- ~ volunteer to help at school, as often as possible: see Parent Volunteer Form*
- ~ keep myself informed about school happenings by reading the emails that come home, attending a PTO, Board, or other meetings virtually or at school when possible.*

Parent/Guardian Signature
Marblehead Charter 2020-2021

Date

Navigating the Charter Way

Marblehead Community Charter Public School

Ways to help my child and the school community by doing the following:

1. I will make sure my child comes to school ready to learn by:
 - a. Making sure my child gets at least eight hours of sleep each school night.
 - b. Creating a smooth start to the day that includes a good breakfast (at home or at school).
 - c. Ensuring that my child is prepared with supplies and assignments.
 - d. Set up a learning environment in the home that is free from distractions.
2. I will keep the lines of communication open with my child's teachers and inform the school if there is a family situation that could impact my child's day at school.
3. I will promote daily attendance. If my child is sick, home is the best place. Otherwise, my child will be in school, on time, every day.
4. I will read with my child and ensure that my child is reading every day.
5. I will volunteer to support the school in at least three different ways this year. (See Parent Volunteer Form)

Marblehead **Community** Charter Public School

Volunteer Interest Form

Show your support for MCCPS Students
 Share your interests & expertise
 Learn more about MCCPS
 Meet fellow parents
 Have Fun!

Please Join Us!

Name: _____

Email: _____ Cell Phone: _____

- Please check off your skills, hobbies and areas of interest below
- If your area of interest is not listed, please add it below

<p style="text-align: center;">Board of Trustees & Committees of the Board</p> <p><input type="checkbox"/> Academic Excellence</p> <p><input type="checkbox"/> Board of Trustees</p> <p><input type="checkbox"/> Finance Committee</p> <p><input type="checkbox"/> Development Committee</p> <p><input type="checkbox"/> Governance Committee</p> <p><input type="checkbox"/> Personnel Committee</p> <p><input type="checkbox"/> Building Committee</p>	<p style="text-align: center;">PTO</p> <p><input type="checkbox"/> Join the PTO Board as the Secretary or Fundraising Chair</p> <p><input type="checkbox"/> Volunteer for a PTO event/dance</p> <p><input type="checkbox"/> Help plan teacher appreciation events</p> <p><input type="checkbox"/> Be a Parent Ambassador for your child's grade</p> <p><input type="checkbox"/> Welcome new families & assist with open house tours</p>
<p style="text-align: center;">Development & Community Outreach</p> <p><input type="checkbox"/> Share your marketing & design skills</p> <p><input type="checkbox"/> Offer your party planning skills on our Spring Event Committee</p> <p><input type="checkbox"/> Assist with communication strategies</p> <p><input type="checkbox"/> Help us partner with local businesses & organizations</p> <p><input type="checkbox"/> Share your photography or video talents</p>	<p style="text-align: center;">Enrichment</p> <p><input type="checkbox"/> Partner w/ another parent to share new skills and activities with students</p> <p><input type="checkbox"/> Provide supervision for an MCCPS student to lead a class</p> <p><input type="checkbox"/> Help us connect with community organizations and individuals who may be interested in teaching a class</p> <p><input type="checkbox"/> Share your Enrichment class ideas</p>

Thank you! We will be contacting you soon to connect you with volunteer opportunities.

2020 – 2021 Directory

MCCPS Board of Trustees

Arthur Sullivan, III - Chairman
Paul Baker - Vice Chairman
Karl Smith - Clerk
Rudi Herve - Treasurer
Peter Cheney
Richard Doron
Ian Hunt
Ellen Lodgen
Rebecca Whidden
Jessica Xiarhos

Interested in becoming a member of the Board? Contact Karl Smith ksmith@marbleheadcharter.com

MCCPS Admin Team

Peter Cohen, Ed.D., Head of School
Matt Cronin, Principal
Andrea Barlow, Director of Student Services
Jeff Barry, Business Manager
Katherine Koch, Office Manager
Susan Hauck, Director of Development
Danette Russo, Director of Food Services

MCCPS Student Services

Lauren Donadio, School Nurse
Judith Nunez, School Counselor, 504 Coordinator
Jessica Naugler-Roy, School Adjustment Counselor
Peter Michaud, English Learner Coordinator

Email addresses can be found on our website www.marbleheacharter.org or
you can contact the front office at 781-631-0777

Mission Statement & Essential Habits

Mission Statement

MCCPS fosters a community that empowers children to become capable, self-determining, fully engaged individuals who are critical and creative thinkers committed to achieving their highest intellectual, artistic, social, emotional, and physical potential. We are dedicated to involving, learning from, participating in, and serving our school community and the community at large.

Essential Habits

Perseverance:	I am responsible for my actions and the quality of my work. I demonstrate sustained effort despite challenges.
Initiative:	I identify a challenge or need, create a plan, and take action.
Leadership:	I listen to the ideas of others, make good choices, and lead by example.
Integrity:	I am honest and trustworthy. I treat people kindly.
Problem Solving:	I identify and understand a problem, consider the best strategy, apply it, and evaluate the solution.

Policies

Please Review each of these policies:

[Attendance Policy](#)

[Code of Conduct](#)

[Acceptable Use Policy - Network, Internet, Mobile Devices](#)

[Promotion Policy](#)

[Health Education, including teaching about substance abuse prevention](#)

[Wellness Policy](#)

[Translation Policy](#)

[Massachusetts General Laws & Policies: Bullying, Harassment, Student Records, Restraint, FERPA](#)

A Brief History of Our School

Marblehead Community Charter Public School (MCCPS) is the oldest charter school in the state of Massachusetts. MCCPS has been a model of innovative thinking. Because what happens here is carefully crafted and accomplished with great purpose, nothing at Marblehead Charter is done without careful consideration. We believe that students experience success in their education through a challenging program of core academic studies, the integration of learning opportunities, the reinforcement of productive attitudes toward work, community, school, friends, and self, a focus on the individual strengths and weaknesses of each student, and an institutional and personal investment in community service learning. In addition to the learning gained from working on projects and participating in activities, the students learn about themselves, enhance their skills and talents, and work cooperatively with other students and members of their community.

Improving student achievement is imperative, but we don't teach to the test. At MCCPS, (and all other public schools), the students are required to learn the state standards in each subject, but what is unique at MCCPS is the way these standards are taught and assessed. The content is put into context; there is a continuous focus on individual learning styles; the processes by which student understanding is assessed are varied and authentic; and the emphasis on personal responsibility throughout the curriculum builds character and produces higher academic achievement. Not only are MCCPS students interested in their learning, but they perform well on the MCAS, too. We know that if the students are engaged, respected, challenged, and supported they will do well academically, and our students' performance on the MCAS tests has supported this fact.

Parent Involvement

At MCCPS we rely on parent support and parent volunteers. Active participation in our school community is essential to our success. There are many ways to get involved in our school. Parents are encouraged to join the PTO, join the Board of Trustees or a Committee of the Board, volunteer to teach an enrichment course, assist with fundraising events, or make a donation. Please see the Parent Volunteer Form for more information. Please note that Massachusetts law now requires that all volunteers who may have unsupervised contact with students have a Criminal Offender Records Information (CORI) check and a Sexual Offender Registry Information (SORI) check. Appropriate forms are available in the school office.

Visiting MCCPS

Parents are encouraged to become actively involved in the school life and educational experience of their child. Parents and volunteers who wish to visit school during the school day should follow these procedures:

At times when the school is fully open for in-person learning without restrictions in place due to COVID-19: Parents may attend Community Meeting or join us for lunch at any time. Upon arrival at the school, please sign in at the office, receive a visitor's badge, and sign out when leaving. To visit classes to volunteer or observe, please schedule these visits in advance by contacting the teachers and the office manager.

During remote learning restrictions due to COVID-19:

Visitations to the school will be limited during the pandemic in order to maintain the safety of our learning environment for students and staff. If you need to accompany your child into the school or attend a meeting, please schedule your visit or meeting in advance of your arrival. Sign in at the front office upon arrival. Receive a visitor's badge and sign out when leaving. Visitors will be required to wear a mask. If you are feeling ill, are experiencing and COVID-19 related symptoms, or have been exposed to a positive COVID-19 individual, please postpone your visit.

Daily Schedule

Students should arrive at school by 7:40AM. Each day begins in our Community Room where the entire faculty and student body will gather for a community meeting at 7:45-8:00AM.

At 8:00AM, students will move to their Advisory room, which serves as their homebase. Attendance is taken and time is spent framing the day.

The daily schedule will vary during the 2020-2021 school year based on what phase of the reopening plan we are in at the time. The [Reopening Plan](#) will be up to date.

Dismissal will be at 3:20PM when we are running a full day schedule.

There will be after school supervision available. See information on the Homework Club option.

Additional Information About the Day (Full Day)

- **Breakfast** - A full hot breakfast, and other items (cereal, yogurt, fruit, juice, milk, and hot chocolate) are available for purchase. Breakfast is served from 7:30 until 7:45AM, and children have until 8:00AM to finish eating. Parents and guests are welcome to join us for breakfast.
- **Community Meeting** – In keeping with our community philosophy, each school day begins with a 15-minute whole-school community meeting. As the first class of the day, this meeting is a time for announcements and celebrations, addressing challenges that may arise, enjoying mixed-grade learning activities, and sharing community-building experiences. Students are encouraged to discuss what they have learned and progress they have made toward achieving their individual learning goals. Attendance is required and guests are always welcome.
- **Advisory** - Following Community Meeting, students report to their advisory room for 30 minutes. During advisory time, teachers greet students, take attendance, and engage students in

academic reflections, activities, and/or classroom chores. This is a time for checking-in, getting extra help (academic or social/emotional), and sustained silent reading.

- **Academic Blocks** - The curriculum provides students with a well-rounded and rigorous program in the areas of math, science/technology, humanities, and the arts. Students are given the opportunity to learn by doing: investigating, researching, building, presenting, discussing, and demonstrating. The MCCPS curriculum is driven by the state's curriculum framework, is hands-on, student-centered, and performance-based.
- **Recess** – We love to play outside, but recess is more than that! Research shows that good health and regular exercise positively affect student achievement, and we know that students benefit from fresh air and outdoor play. Regular breaks keep students refreshed and ready to learn. Each day includes two ½ hour recess breaks – one in the morning and one in the afternoon. **Students must come to school prepared to go outside everyday, except in the case of heavy rain, extreme cold, etc.**
- **Lunch** – Delicious and nutritious describe lunch at MCCPS, where our wonderfully talented kitchen staff creates restaurant-quality meals for students, staff, and guests! A full lunch program, salad bar, snacks, desserts, and beverages are available for purchase. Students sit with peers and staff at round tables for lunch. Games and books are not allowed during lunch in order to encourage meal-time conversation.

Parents and guests are always welcome, and are encouraged, to join students for lunch at any time. If you'd like to order the main entrée, please make reservations via the front office or through your child's advisory teacher prior to 9:00AM. If you are unable to reserve a lunch before 9 in the morning, you are still welcome to join us, but please select a salad or something from the café instead of purchasing the hot or cold entrée. To operate efficiently, the kitchen prepares only the number of meals ordered each day. Also, please sign in/out at the front office when you arrive/before you leave. We love company, so we look forward to seeing you often!

During the remote and hybrid phases of reopening, we will not be serving lunch at the school, but may provide grab & go lunches.

- **Enrichment** – During the last class of the day, volunteers (parents, community members, local business people) and staff share their expertise, talents, and hobbies with students. This is an opportunity for students to explore areas of interest and participate in activities that enhance and enrich their regular academic day. In addition to the learning gained from the project/activity, students learn about themselves and their peers, gain skills and further develop talents, and witness adults providing a valuable community service. Enrichment programs are made possible by volunteers. Their enthusiastic participation enables the Enrichment program to offer a wide variety of experiences to our students. We greatly appreciate the generous contributions of time and energy made by these essential members of the Marblehead Charter community. Participation in Enrichment is a required part of the school day.
 - Most Enrichments are chosen by the students, however there are required courses at each grade level. Every effort is made to place the students in their 1st, 2nd or 3rd choice classes.
 - Most students can choose to have one Independent Study per week.

- Each student must adhere to their Enrichment schedule. Changes/transfers will not be made after the schedules are finalized.
- Most Enrichments run from 2:30-3:20PM. Some end longer (eg. theater, sports, etc.).
- **Enrichment Volunteer Opportunities:** To learn more about teaching an Enrichment course or assisting with an established activity, please contact Beth Taranto at 781-631-0777 or btaranto@marbleheadcharter.com.
- **Dismissal:** Students will be dismissed from Enrichment at 3:20PM, and they will then go to their Advisory to pack up. Students must exit via the front door unless they are in a carpool. Carpooling students may exit via the gym doors. Students who have not been picked up by 3:35PM will be required to go to Homework Club until their ride arrives; parents will be charged for this service.
- **Team Practice / Sports Teams -** Currently, MCCPS is proud to offer teams in track and field, cross-country, soccer, and basketball. Please, contact Mr. Mangano for more information at jmangano@marbleheadcharter.com.

STAYING AFTER SCHOOL

Students should make arrangements in advance to stay after school with a specific teacher. In cases where a teacher requests that a student stay after school for extra-help, discipline, or other reason, a call will be placed to the parent prior to the end of the day. Arrangements for transportation should be made prior to a student staying after school. To ensure student safety, no student may stay after school without the permission and supervision of a teacher. Student/athletes who need extra time after school *must* enroll in homework club.

EXTENDED DAY/AFTERSCHOOL PROGRAM (Homework Club)

MCCPS provides a wide range of after school opportunities every day. After school care and clubs are offered. The program runs from dismissal until 5:30PM on most school days. All MCCPS behavioral expectations apply during the after school programs. After school care is available for regular users or on an as needed basis.

Students who are participating in the after school program report to Room 8L following dismissal. They will have time for a snack when they first arrive. Students may bring their own snack, take fruit from the fruit basket, or purchase a snack from the snack bar. Due to COVID19 restrictions, the fruit may be distributed in an alternative way.

Homework club provides a supportive, structured environment for students who wish to do some of their homework at school. This program is supervised by MCCPS teachers who will gladly assist students with their homework, if requested. If your child is in homework club, you will be billed by the hour as for after school care.

We are happy to announce that the cost of after school care and homework club is staying the same as last year. The cost is \$8.50 per hour and you will be billed by the half hour. There is a 25% discount for siblings that will be applied to the lowest bill. The sibling discount is only available to families whose children who participate with a regular schedule. Attendance is taken each day and

a bill will be sent via email bimonthly. Payment of bills is expected within two weeks of receipt in order for students to continue to participate.

Registration forms are available on our website. If you have any questions, please contact Ellen Lodgen at afterschool@marbleheadcharter.com.

SCHOOL CANCELLATIONS / SNOW DAYS

MCCPS follows ‘snow day’ decisions made by the Marblehead Superintendent of Schools. *If Marblehead Public Schools are closed, Marblehead Charter will be closed as well.* There will not be a separate announcement/listing for Marblehead Charter. You can also check online at <http://www.marbleheadschoools.org/>.

Note: During COVID-19, there will be no snow days. If there is a “snow day” we will switch to the Remote Learning schedule and count the day as an official school day.

ACADEMIC INFORMATION

MCCPS provides a rigorous academic program, including:

- **Public Exhibitions of Student Work** are the culminating events of each semester. During this evening event, students are given the opportunity to publicly demonstrate, explain, and defend what they know and are able to do. It is an authentic assessment and an alternative to a traditional final exam. Exhibitions provide a means for a “real world” application of knowledge that directs the students towards more sophisticated use of the skills or knowledge. Exhibitions require students to develop and use a wide range of analytical, communication, and critical thinking skills.
- **Essential Habits** – Work habits essential for successful living are encouraged, assessed, and reported in order to assist students in becoming lifelong learners and productive citizens. The habits we help them to develop are: ***Problem Solving, Leadership, Perseverance, Initiative, and Integrity.*** Teachers formally report student essential habit performance at the conclusion of each trimester.
- **Academic Program** - MCCPS program provides a standards-driven, performance-based, student-centered integrated approach to instruction and assessment that results in high levels of student achievement.
- **Portfolios/Individual Learning Goals** Students will establish learning goals (some individual and some group). Students will reflect frequently about their progress toward achieving the goals, and they will document their progress in a portfolio that will be presented during Exhibition and/or at a Student-Led Conference.
- **Critical and Analytical Thinking** challenge students to think beyond the content and apply their knowledge to new and different situations. They grow to understand and appreciate the purpose and benefits of thinking critically. Students regularly participate in learning reflection

activities where they respond to the following questions: What did you learn? How did you learn it? Why is it important?

HOMEWORK POLICY

To support academic achievement, homework will be assigned regularly at the discretion of the individual teachers. To develop organizational skills, facilitate homework completion, and support home/school communication, all students will be provided with an assignment book to be used by the child, parent(s), and teachers.

To be recorded in the assignment book:

- Daily/long-term homework assignments
- Brief notes between parents and teachers about homework
- Notes from teachers about missing work/detention

Responsibilities:

- **Students** are expected to keep an accurate record of all assignments. Students should write neatly, so that they, their parents, and teachers can read each entry.
- **Teachers** will initial the assignment book to indicate that the assignments have been recorded correctly.
Exception: to facilitate the transition to high school, assignment books will not be checked in 7th and 8th grade unless a student's academic performance, organizational challenges, or IEP require it.
- **Parents** are asked to initial the assignment book to indicate that they have seen their child's completed assignments.

Quality/Timeliness:

- All homework must be completed; it should be done well, with care, and on time.
- When a student does not complete his/her work by the assigned due date, he/she will be assigned to in-school detention (12:30-1:00PM) until the work is completed and turned in to the teacher. In-school detention will be communicated to parents via the assignment book or email.
- Repeated failure to complete homework assignments may result in the student being placed on Academic Probation.
- Students are expected to make up work missed due to sickness/absence (assignments and due dates to be determined by the teacher).
- **After any absence**, the student must consult with his/her teachers to determine missing work (including tests/quizzes/projects) and due dates.

Extended Absences

- State law requires that students be present in school whenever school is in session, so vacations/extended absences during school time are strongly discouraged (and may be reported to the truant officer).
- School work will not be provided in advance for students who will miss school due to a vacation.
- Students must make up all work after their return to school; the teachers will determine what work can be completed and the due dates for each assignment.

- Exceptions may be made at the teacher's discretion for family emergencies or bereavement. They will determine due dates for work missed due to an emergency or bereavement.

REPORT CARDS /PowerSchool

It is the School's goal to keep parents and students up-to-date regarding student progress and performance. PowerSchool is a comprehensive, web-based reporting system supported by that provides on-going, detailed, and timely assessment of student work. Students and parents can keep track of assignments, can know the results of tests as soon as teachers post them to their grade books, and can identify academic areas that need extra attention. When checked regularly, PowerSchool can be a very effective tool for students and parents.

As a public school, MCCPS must teach the content and skills that are described in the *Massachusetts Curriculum Frameworks*. In the *Frameworks*, each subject is divided into strands. It is our goal that students will demonstrate a proficient level of understanding in each strand in each subject by the end of the year. All student work is viewed as evidence toward this goal. At the end of each trimester, the student's work will be evaluated. The grades will not be averaged, but instead the student's demonstrated level of understanding will be determined

ACADEMIC PROBATION

Academic Probation is intended to assist students who are having difficulty fulfilling their academic obligations. Students may be placed on Academic Probation at the request of their parent/guardian, teacher, or the Principal. Together, the student, their parent/guardian, teachers, and the Principal will identify the student's needs and will develop an action plan to assist in helping the student demonstrate academic achievement. The plan may include student participation in counseling, additional independent studies, extra help sessions with teachers/tutors, Homework Club/Extended Day, etc. If the student fails to make adequate academic progress, the plan may be adjusted accordingly. If the student refuses to follow the plan designed for them or if adequate academic progress is not made, retention in the current grade level may be considered.

GENERAL INFORMATION

COMMUNICATION PROTOCOL

(What to do if you have a problem with something that's happening at school)

The goal of the MCCPS Communication Protocol is to ensure open, honest, respectful, and timely communication between and among all members of the MCCPS community. We believe that effective communication contributes to a healthy community, a safe environment for all, and increased student achievement. All MCCPS administrators, faculty, and staff maintain an open-door policy with regards to answering questions and discussing issues. Please communicate directly and often.

Any issues brought to the attention of a member of the MCCPS Board of Trustees will be forwarded to the Head of School who will facilitate the process of resolution.

Informal Communication

MCCPS administrators, faculty, and staff are generally available immediately before school (7:30-7:45AM) and after school (3:20-3:35PM) to answer questions or engage in informal conversations.

Phone calls, notes, emails, and comments/questions in a student's assignment book are welcome and encouraged. A response will be made as soon as practicable, and in most cases, within 2 school days.

Formal Communication

Parents, administrators, faculty, and/or staff members who are concerned with an issue that cannot be resolved in an informal manner should request a meeting to discuss the issue/concern.

All formal communication will be documented in a Conference Report, copies of which will be sent to the meeting's participants for their review and comment; all written comments will become part of the documented record of the issue/concern. A copy of each report will be copied to the Principal who will track the progress of each issue/concern.

In order to ensure the effective resolution of an issue/concern, please follow the process outlined below.

Step 1) Schedule a meeting to speak directly with the person(s) closest to the issue. (*ie. If you're concerned about your child's math grade, make an appointment to talk to their math teacher.*) Contact information for all employees is available on the school's website. Meeting participants are encouraged (and MCCPS personnel are required) to include a third party to take notes during a meeting. Follow-up meetings with the same participants should be scheduled, as needed, to facilitate a satisfactory resolution of the issue/concern.

Step 2) If, after following step 1, an issue remains unresolved, any meeting participant may request a meeting with the person(s) closest to the issue and the Principal. At this stage, the meeting should be scheduled through the Principal. Follow-up meetings with the same participants should be scheduled, as needed, to facilitate the resolution of the issue/concern.

Step 3) If, after following steps 1 and 2, an issue remains unresolved, any meeting participant may request a meeting with the person(s) closest to the issue, the Principal, and the Head of School. At this stage, meetings should be scheduled through the Head of School. Follow-up meetings with the same participants should be scheduled, as needed, to facilitate a resolution of the issue.

Step 4) If, after following steps 1-3, a meeting participant believes that the issue remains unresolved, they may submit a letter of appeal to the Head of School. The Head of School will review the documentation related to the issue and will respond in writing with a judgment of his/her findings.

Step 5) If, after following steps 1-4, a meeting participant believes that the issue remains unresolved, they may submit a letter of appeal to the Chair of the Marblehead Charter Board of Trustees. They will review the documentation related to the issue and will respond in writing within 30 days with a judgment of his/her findings.

EMERGENCY PROCEDURES

The staff at MCCPS takes the safety of your children very seriously. Our building is equipped with a security camera at the front door. Students are supervised at all times. All staff members have been trained in emergency response procedures. In the event of a school emergency, parents/guardians will be contacted as soon as possible with information and/or instructions.

MEDICATIONS

All medication must be administered by the School Nurse or a designated member of the school's administration or staff. Students are not permitted to keep any medication with them without the permission of the school's nurse.

ATHLETICS - Student Eligibility

Per MCCPS Athletic rules and regulations, all student athletes will be held accountable for the following:

1. Parent/Guardian Permission- a signed and dated parent/guardian form must be submitted and kept on file at the school.
2. Physical Examinations- each student athlete is required to pass a physical examination performed by a registered physician one year prior to participation. Physical examinations are good for one year from the date of examination and must be continually renewed to remain eligible. A copy of this exam must be filed with the school nurse.
3. Birth Certificates- an original copy of each student athlete's birth certificate/official documentation must be submitted to the athletic office no later than two weeks into the athletic season.
4. Academics- student athletes must be in good academic standing to remain on a team. Students who fall below the expected levels will be given one (1) opportunity to get back on track. If the student continues to fall below the expected level, a discussion of the student's academic performance with all core subject teachers will be held, and if determined, the student will be removed from the team.
5. Student Behavior- student athletes who receive a behavior referral during the active season will be benched for the next contest. Student athletes receiving a second referral will be benched for a period of time to be determined by the Athletics Director. Any further behavior issues may result in removal from the team.
6. Injuries-
 - 6.1. If any injury or illness occurs during the season, which requires medical attention, the student athlete must submit written approval from the attending physician to the health office prior to returning to athletic participation.
 - 6.2. Any student athlete who is injured or ill prior to the start of a season, which required medical attention but would join the team at some point during the season, must submit written approval in accordance with 6.1.
7. Student Handbook- all student athletes are subject, first and foremost, to school rules and regulations governing student behavior as cited in the school's student handbook. Violations of school rules resulting in suspension (in/out of school) from school will automatically disqualify student involvement in athletic contests.
8. Alcohol/Tobacco/Drugs- during the course of the season, student athletes are prohibited from using, consuming, possessing, purchasing, giving away or being in the presence of any beverage containing alcohol, tobacco products, marijuana, steroids or controlled substances. Penalties will be determined on a case-by-case basis by the coaches and the administration of the school and handled in accordance with the school's student handbook.
9. Steroid Use- use of Anabolic Androgenic Steroids is strictly prohibited.

10. Amateur Status- all student athletes must be of amateur status. An amateur is defined as an athlete/participant who competes for the intrinsic value of the game and at no time, under any circumstances accepts money or compensation for his/her efforts involving the activity in question.

VOLUNTEERS/VISITORS

As a community school, MCCPS offers many volunteer opportunities that serve our students and school.

Our school's mission states that, "We are dedicated to involving, learning from, participating in, and serving our school community and the community at large." As valued community members, it is expected that parents/guardians serve a minimum of twenty (20) volunteer hours. Some volunteer opportunities include: leading an enrichment, volunteering in the kitchen, fundraising events, athletic opportunities, and many more!

Visitors are always welcome at MCCPS. Please check in at the front desk when you arrive/depart. During COVID-19 pandemic, we will not be able to allow most visits to the school.

GETTING TO & FROM SCHOOL

Drop Off/Pick Up

- All pedestrians should use the sidewalk and the crosswalk on Lime Street when going to and from the school.
- Cars should not pull up to the front stairs, but rather to the end of the drop-off line.
- Drivers should use the turn-about for drop-off/pick-up only. Pull into the turnabout as far as you can without re-entering Lime Street. Tell your child/carpool to enter/exit the car as quickly as possible, so that you can move out of the turn-about and allow the next group of cars to move up.
- Cars should not park in or block the turn-about at any time. If your child/carpool requires more than a moment for drop-off/pick-up, please park in the lot to allow enough time to unload/load. After school, if you're in the turn-about, but your child is not visible and moving toward your car, please go around the turn-about again (or pull into the lot and park) to allow the traffic to continue to move.

Bicycles/Skateboards/Rollerblades

Students who ride a bike/skateboard/scooter/rollerblades to school are required to wear a helmet/protective gear for their safety. The school provides a bike rack, and students should use a lock, as the school is not responsible for the loss of bikes or other equipment. Bicycles, skateboards, scooters, and rollerblades may be ridden on school property only while traveling to and from home. They may not be used during school hours.

TELEPHONE USE/MESSAGES/CELL PHONES

To facilitate home/school communication, all faculty and staff have email accounts. Email addresses are listed in this handbook and on the school's website.

- School Phones: In the event of an emergency, students will be permitted to use the front office phone. *School phones are not to be used for planning after school activities/play dates.*
- Messages: To protect instructional time from disruptions, phone messages will be delivered to students during break times.
- Cell Phones: Although MCCPS understands the need for many students to carry cell phones, it is important that parents and students are aware that cell phones may not be used during school hours for any reason without teacher permission (including listening to music, taking pictures, etc.). Students' cell phones must be turned off during the day and left in their backpacks. If a student uses his/her cell phone without permission or has it in his/her possession during the day, it will be confiscated and a Student Behavior Referral will be issued. The consequences for subsequent violations will be determined by the Principal in accordance with School Policy.

ELECTRONIC MUSIC/GAMING DEVICES

Electronic music/gaming devices may not be used during the school day without teacher permission, and must be turned off and kept in student backpacks upon entering the building. If a student has or uses a music/gaming device without permission, it will be confiscated, and a Student Behavior Referral will be issued.

BIRTHDAYS/CELEBRATIONS

At MCCPS we recognize that most cultures celebrate with food, so we would like to give you the opportunity to order celebratory treats for your child's birthday. Because we have had growing concerns and safety for students with allergies, our new policy regarding food for birthdays and celebrations during school will be purchased and supplied only by our kitchen. This will provide a treat and cover the cost for each student in that grade. In addition, 10% of the proceeds will go to help support the MCCPS Garden. The Wellness Policy has more guidance. Please contact the Director of Food Services or the front office for pricing.

WEBSITE

The MCCPS website is an excellent source of information – past, present, and future. We hope that you will visit <http://marbleheadcharter.org> frequently. There is a calendar of events. You can see the month's menu and purchase breakfast/lunch tickets. The classroom pages are a combination of delightful memories and useful documents. There are many historical and governance pages. And, best of all, you'll learn even more about our wonderful school and the extraordinary accomplishments of our talented students and staff.

During remote and hybrid learning, teachers and students will be participating in classes both on campus and via video conferencing (Google Meet or Zoom). In order to optimize the teaching and learning experience for all members of our community, all members of our community must agree to participate using these guidelines as we use technology to collaborate and communicate.

Area of Focus	In School Classrooms at MCCPS	Virtual Classroom via Google Meet (or other video conferencing platform)
Learning Environment	<p>All students, whether in school or participating remotely, are required to abide by the published dress code. Please dress for a school day, even when learning at home.</p> <ul style="list-style-type: none"> ● Remain at the designated desk/table in order to maintain social distance. ● Only use the earbuds, school supplies, and other materials you have brought to the classroom. 	<ul style="list-style-type: none"> ● Work from an area or room that minimizes audio and visual distractions for yourself and for others who can see you on screen. ● Be mindful of lighting: Be sure your face is lit from the front so all can see it and the background lighting does not create glare or darken your face. ● Keep the device on a solid surface and set the camera to face you directly to keep your hands free for taking notes or completing work. ● Mute the microphone when not speaking in order to minimize noises and distractions for others.
Collaboration and Communication	<ul style="list-style-type: none"> ● While students and teachers will be wearing masks, everyone should make an effort to look at others who are speaking, whether in the classroom or via video conference, to show attention and respect. ● When speaking, remember to project your voice and speak slowly to help others hear and understand you. 	<ul style="list-style-type: none"> ● Be sure your entire face is on screen so that classmates and teachers can see you and engage with you. ● Signal that you want to speak by physically raising a hand or using the hand signals to alert the teacher. ● Ask questions or make comments silently - to excuse yourself briefly or message the teacher directly - by using the "Chat" feature in the video conference.
Chromebook and Other Device Usage	<ul style="list-style-type: none"> ● Students and teachers will not record audio or video during classes either in person or via video conference without the permission of all who are in attendance. ● Only use Screen Share with permission of the teacher. ● Use of Google Meet with MCCPS credentials should be for school approved classes and events only. 	<ul style="list-style-type: none"> ● Avoid using a smartphone or any other devices, unless the teacher gives permission, when participating in a virtual class to eliminate distractions. ● Close unneeded applications on your computer to keep video and audio

		<p>optimally functioning.</p> <ul style="list-style-type: none"> ● Use earbuds and an external mic for best hearing and speaking quality.
Cell Phone & Text Messaging	<ul style="list-style-type: none"> ● Cell phone use is not permitted by students while in the school unless specific permission is granted by a teacher. ● Text messaging classmates, friends, or family is not permitted during the school day. 	<ul style="list-style-type: none"> ● Avoid using a smartphone or any other devices, unless the teacher gives permission, when participating in a virtual class to eliminate distractions. ● Remote learning days are official school days. Avoid group texts. If text messages disrupt the learning of others, parents will be contacted and restricted use of text messaging will be encouraged.
Social Media	<ul style="list-style-type: none"> ● We want to tell our story, highlight teaching and learning, and celebrate our school, students, and staff. Social media posts must be coordinated by teachers and administrators. Snapchat, Tik Tok, Instagram, Twitter, and Facebook should not be used in school unless specific permission is granted by a teacher or if a student is assigned as an ambassador of the school. 	<ul style="list-style-type: none"> ● Any social media posts that disrupt the learning of others and that are brought to the attention of the school are subject to disciplinary action. Even when learning at home, you represent our school and community. Social media posts are permanent.