

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](mailto:pcohen@marbleheadcharter.com)

Principal: Matt Cronin  
[mcronin@marbleheadcharter.com](mailto:mcronin@marbleheadcharter.com)

Director of Student Services: Andrea Barlow  
[abarlow@marbleheadcharter.com](mailto: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](http://marbleheadcharter.org). If you have questions or concerns, please contact Dr. Peter Cohen, [pcohen@marbleheadcharter.com](mailto: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*

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*1st Student's Signature & Grade Level*

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*Date*

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*2nd Student's Signature & Grade Level*

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*Date*

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*3rd Student's Signature & Grade Level*

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*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.*

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Parent/Guardian Signature

Marblehead Charter 2020-2021

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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;"><b>Board of Trustees &amp; Committees of the Board</b></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;"><b>PTO</b></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 &amp; assist with open house tours</p>
<p style="text-align: center;"><b>Development &amp; Community Outreach</b></p> <p><input type="checkbox"/> Share your marketing &amp; 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 &amp; organizations</p> <p><input type="checkbox"/> Share your photography or video talents</p>	<p style="text-align: center;"><b>Enrichment</b></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](mailto: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](http://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

<b>Perseverance:</b>	I am responsible for my actions and the quality of my work. I demonstrate sustained effort despite challenges.
<b>Initiative:</b>	I identify a challenge or need, create a plan, and take action.
<b>Leadership:</b>	I listen to the ideas of others, make good choices, and lead by example.
<b>Integrity:</b>	I am honest and trustworthy. I treat people kindly.
<b>Problem Solving:</b>	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 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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](mailto: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](mailto: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](mailto: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"> <li>● Remain at the designated desk/table in order to maintain social distance.</li> <li>● Only use the earbuds, school supplies, and other materials you have brought to the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>● Work from an area or room that minimizes audio and visual distractions for yourself and for others who can see you on screen.</li> <li>● 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.</li> <li>● 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.</li> <li>● Mute the microphone when not speaking in order to minimize noises and distractions for others.</li> </ul>
Collaboration and Communication	<ul style="list-style-type: none"> <li>● 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.</li> <li>● When speaking, remember to project your voice and speak slowly to help others hear and understand you.</li> </ul>	<ul style="list-style-type: none"> <li>● Be sure your entire face is on screen so that classmates and teachers can see you and engage with you.</li> <li>● Signal that you want to speak by physically raising a hand or using the hand signals to alert the teacher.</li> <li>● Ask questions or make comments silently - to excuse yourself briefly or message the teacher directly - by using the "Chat" feature in the video conference.</li> </ul>
Chromebook and Other Device Usage	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Only use Screen Share with permission of the teacher.</li> <li>● Use of Google Meet with MCCPS credentials should be for school approved classes and events only.</li> </ul>	<ul style="list-style-type: none"> <li>● Avoid using a smartphone or any other devices, unless the teacher gives permission, when participating in a virtual class to eliminate distractions.</li> <li>● Close unneeded applications on your computer to keep video and audio</li> </ul>

		<p>optimally functioning.</p> <ul style="list-style-type: none"> <li>● Use earbuds and an external mic for best hearing and speaking quality.</li> </ul>
Cell Phone & Text Messaging	<ul style="list-style-type: none"> <li>● Cell phone use is not permitted by students while in the school unless specific permission is granted by a teacher.</li> <li>● Text messaging classmates, friends, or family is not permitted during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>● Avoid using a smartphone or any other devices, unless the teacher gives permission, when participating in a virtual class to eliminate distractions.</li> <li>● 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.</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>