Welcome to

Marblehead Community Charter Public School

Marblehead, MA



2020-2021 Parent Resource Guide

Marblehead Community Charter Public School

17 Lime Street Marblehead, MA 01945 781-631-0777

Dear Parents/Guardians,

Welcome to Marblehead Community Charter Public School ("MCCPS"). Thank you for choosing our school! The 2020-2021 school year will be a year unlike any other, but we are excited to teach, learn and grow as a community. Inside this resource guide, we hope to provide useful information about our school and programs. As some information will be changing over the course of this year, we encourage you to visit the MCCPS website regularly to stay informed. https://www.marbleheadcharter.org/

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

MCCPS OVERVIEW & MISSION STATEMENT

Marblehead Community Charter Public School (MCCPS) was founded in 1995 and is the oldest charter school in MA. MCCPS serves students in grades 4-8. Our mission is to be a school that 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.

MCCPS creates an environment that promotes community and project-based/service learning. MCCPS students will generate questions for learning, be self-directed in the inquiry process, and be able to defend their findings. Each trimester culminates in an Exhibition, where students share their learning with the community.

MCCPS SCHOOL STRUCTURE

MCCPS Board of Trustees

MCCPS is a charter school. As such, our structure differs from that of a district public school. MCCPS is governed by a Board of Trustees, who are responsible for governing the school, as well as holding the charter for the school and ensuring that the school is operating in accordance with its charter. The Board strives to define the mission of the school, develop/adapt school policies, hire qualified personnel to manage the school's day-to-day operations and formulate a long-range plan and charter school accountability plan that will ensure the school's continued stability.

If you are interested in becoming a Board member or serving on a Committee, please contact Karl Smith at ksmith@marbleheadcharter.com

MCCPS PTO

The minute your child enrolls at MCCPS, you are a member of the Parent Teacher Organization (PTO)! Together, we hope to provide resources to parents, support our fantastic teachers and sponsor MCCPS community building events. The PTO strives to be a resource for parents and teachers and is a liaison to each grade's Parent Ambassadors. The PTO's main fundraisers are the pie sale in the fall and Penny Wars in the winter, as well as monthly restaurant nights. These are used to fund PTO events, including back-to-school events, school dances, teacher appreciation week and classroom/grade level program requests (eg field trips, supplies, etc). Please note that some of these events may be significantly modified, curtailed or eliminated due to the need to adhere to the state and local Board of Health COVID-19 guidelines.

The monthly PTO meeting is held via zoom the first Friday of every month from 8:15-9:15am. When we are allowed to meet in person, our meeting will be held in the Treehouse (near the teacher's lounge). We encourage anyone to attend! The PTO meeting minutes can be found on the PTO page of the MCCPS website. https://www.marbleheadcharter.org/pto1/

SCHOOL COMMUNICATION & RESOURCES

Communication

Weekly e-mails: There is currently one weekly email, sent on Thursdays from the head of school, Dr. Peter Cohen. It contains an overall view of what's happening with the school as well as upcoming events. *Please contact Katherine Koch (kkoch@marbleheadcharter.com)* to be added to the distribution list for this email, as well as any changes to your contact information.

Teacher emails: The staff directory and teachers' website pages are on the school's website. https://www.marbleheadcharter.org/staff/. Generally, email addresses are the first initial last name @ marbleheadcharter.com

Parent Ambassadors: Each grade will have at least 2 Parent Ambassadors, who are responsible for relaying grade/classroom information, addressing questions and concerns from parents or teachers and projecting a positive image of the school to our students and the broader community. You should receive a welcome email from your grade's Parent Ambassador in September, or shortly after your child joins the school. If you do not hear from the Parent Ambassador, please contact your teacher or the school secretary to receive the relevant contact information.

Realtime Parent Portal

MCCPS uses Schoology for both students and parents. This web-based reporting system allows parents to view and monitor student's progress in various subjects/assignments, track attendance and view report cards. Please contact Matt Cronin at mcronin@marbleheadcharter.com if you require assistance setting up or accessing your account.

https://www.marbleheadcharter.org/schoology-parent-view/

Resources

The MCCPS website is intended to provide a wealth of information:- calendar of events, breakfast/lunch menu, staff contact information and classroom pages. https://www.marbleheadcharter.org/

Please see the MCCPS Student-Parent handbook for communication protocol and policies for attendance, code of conduct, health/wellness and bullying. https://drive.google.com/file/d/1F2LqRnGBYqKkuDEOrqkihhQ0qj8gl s1/view

MCCPS PTO Website: https://www.marbleheadcharter.org/pto1/

MCCPS School Calendar: https://www.marbleheadcharter.org/calendar/

MCCPS Breakfast/Lunch Menu: https://www.marbleheadcharter.org/food-service/

MCCPS Grade Pages: contains a general description of the curriculum by grade level https://www.marbleheadcharter.org/explore/academics/

Grades 4-5: https://www.marbleheadcharter.org/grades-4-5/

• Grades 6-8: https://www.marbleheadcharter.org/grades-6-7-8/

Social Media

Please note that each grade may have its own social media accounts or pages MCCPS School Facebook Page: https://marbleheadcharter.org/facebook/

Instagram: @marbleheadchartermccps

Twitter: @mccps

STUDENT INFORMATION

Daily Schedule

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. Each day begins with the school-wide community meeting from 7:45-8:00am. At 8:00am, students will go to their advisories, where attendance is taken and time is spent framing the day. The rest of the day will consist of academic blocks, with time built in for teacher check-ins, lunch and recess/break. Since MCCPS moved to Phase 2, the end of the day will be 2:35pm (3:20pm for those who have enrichment or need extra help). Dismissal will be at 3:20PM when we are running a full day schedule. There will be after school supervision available- see below for options.

Community Meetings & Music Mornings

We believe this is part of what makes MCCPS special. In keeping with our community philosophy, each school day begins with a school-wide community meeting from 7:45-8:00am. This meeting is a time for announcements and celebrations, addressing challenges that may arise, enjoying mixed-grade learning activities, and sharing community-building experiences.

During remote learning restrictions due to COVID-19, Community Meetings are Mondays, Wednesdays and Fridays, while Music Mornings are on Mondays.

Enrichment

Due to COVID-19 restrictions, MCCPS is currently not offering enrichment programs. Parents will be updated when MCCPS can offer this program again.

During normal times, the last class of the day consists of an enrichment activity, where 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. In the past, parents have taught courses in music, embroidery, baking/cooking and outdoor gardening, amongst many other things. 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 run from 2:30-3:20PM, but some (eg theater, sports, etc.) run longer.

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.

Afterschool Program (Homework Club)

MCCPS is currently not offering an afterschool program due to COVID restrictions. Parents will be informed of registration details when this program is available again.

MCCPS provides a wide range of after school opportunities every day. The after school program is run by Ellen Lodgen and located in Room 8L. It runs from dismissal until 5:30PM on most school days. All MCCPS behavioral expectations apply during the afterschool programs. After school care is available for regular users or on an as needed basis- forms required and fees apply. The cost of after school care and homework club is based on an hourly rate, billed by the half hour.

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.

When COVID restrictions are lifted, registration forms and details will be made available on the MCCPS website. If you have any questions, please contact Ellen Lodgen at afterschool@marbleheadcharter.com.

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.

MCCPS STUDENT PROGRAMS

Athletics

Contact: Joe Mangano (jmangano@marblecharter.com)

Currently, MCCPS is proud to offer teams in track and field, cross-country, soccer and basketball. Per MCCPS Athletic rules and regulations, all student athletes will be held accountable for the following: 1) Parent/Guardian Permission; 2) Physical Examinations; 3) Birth Certificates; 4) Academics; and 5) Student Behavior.

Arts

Contact: Dominique Dart (ddart@marbleheadcharter.com)

Art is an integral part of the MCCPS curriculum. All students participate in art class for 1½ hours each week. The art program tends to be integrated with each grade's global themes and exhibition projects. During remote learning, art projects may be submitted via Schoology, email or through Artsonia (https://www.artsonia.com/class/access). Contact Ms. Dart for the student access code.

Music

Contact: Adria Smith (asmith@marbleheadcharter.com)

Music is BIG here at MCCPS! It is well supported and provides ample opportunities for children to reach their potential. Many kids play multiple instruments and/or participate in extra music classes like choir, band and jazz band. Each grade has a required General Music class, and many of the projects are integrated with other subjects. Students interested in performing during Music Mornings, MCCPS Concerts or in band/chorus should contact Ms. Smith.

Theater

Due to COVID restrictions, this program is currently not being offered.

The Theater Program at MCCPS is a vital element of the school's enrichment program. At least two musicals are produced each year. Students from all grade levels may participate in the cast or the crew. High quality direction and instruction are provided via a partnership with the North Shore Children's Theater. Parent volunteers are requested for snack/baked good donations, ticket and concession sales and back stage.

GENERAL INFORMATION

Drop-off & Pick-up Procedure

As many of you know (or will find out), the parking area in/around MCCPS is very small, with limited space/parking in the parking lot and immediate area. As such, when dropping off or picking up your child(ren), PLEASE be considerate of others ahead or behind you and **PULL FORWARD TO THE VERY FRONT OF THE LINE**. Staff or teachers will be on hand to direct traffic, but everyone's help and cooperation is appreciated during these hectic time periods.

All pedestrians should use the sidewalk and the crosswalk on Lime Street when going to and from the school.

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.

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.marbleheadschools.org/.

Please note that the MCCPS school calendar already takes into account snow days so there will be no change to the last day of school, regardless of how many snow days there are. **Also, during COVID-19 restrictions, 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.

School Health Policy

School Health Policy

Families should inform the school nurse by email if a student is absent due to illness. Students should stay home if they have a fever (100 degrees F or higher) and should not return to the school until they are fever-free for 24 hours without the use of fever-reducing medication. Any student who is experiencing COVID-19 symptoms or has had close contact with anyone experiencing COVID-19 symptoms should stay home and contact their primary care provider. Students who have close contact with someone who tests positive for COVID-19 or who test positive themselves must stay home and follow the guidelines form the local Board of Health and state Department of Health.

All medications must be kept in the nurse's office, labeled with your student's name and accompanied by a valid physician order. All medications must be administered by the school

nurse or a designated member of the school's administration or staff. Please contact the school nurse, Lauren Donadio (Idonadio@marbleheadcharter.com), with any questions.

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:

- During remote learning restrictions due to COVID-19, visitations to the school will be limited 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. Check 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.
- 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, please schedule these visits in advance by contacting the teachers and the office manager.

CHARTER TRADITIONS

Please note: these events may be eliminated or curtailed due to COVID-19 guidelines and restrictions

Community

First Day of School

Students line up by grade and check in with their teachers on the field opposite the school. There is a ceremony and procession, led by the Glover's Marblehead Regiment. The students then file into the school.

Fall Community Building Event

In the past, the PTO has sponsored a barbecue in September to welcome current and new families and facilitate mingling between parents and students. However, due to COVID restrictions, we have asked the Parent Ambassadors to come up with activities for each grade.

Grandparent's Day

In the past, this was sponsored by the PTO in March. However, due to COVID restrictions, the event was moved to a virtual celebration this past September.

Students

Children's Island Trip

In the past, the whole school enjoyed a trip to Children's Island in Salem Harbor in early September. This trip is meant to foster camaraderie and to give students a day of fun learning activities. Due to COVID-19 restrictions, we could not sponsor such a trip.

Exhibition

At the conclusion of each 13-week trimester, all students are required to exhibit a variety of interdisciplinary exhibition projects as part of their academic evaluation. Due to COVID-19 restrictions, there will only be two exhibitions in 2020-2021 (January and June 2021).

During this evening event, students are given the opportunity to publicly demonstrate, explain, and defend what they have learned and are able to do. Exhibitions require students to develop and use a wide range of analytical, communication and critical thinking skills. Exhibition projects are geared toward enhancing academic success, encouraging productive attitudes, and developing habits of lifelong learning.

PTO Dances (Three times a year)

In the past, the PTO sponsors a dance for the students each fall, winter and spring. Due to COVID-19 restrictions, we may have to curtail or eliminate these dances.

In past years, the 3 dances were: 1) Halloween (October); 2) Black Light (February); and 3) Spring/Luau (May). The PTO is responsible for selling tickets and coordinating volunteers before the dance (decorating) and during the dance (supervise, sell baked goods and/or participate in activities).

HOW YOU CAN SUPPORT MCCPS

There are many opportunities to support MCCPS throughout the year, either as a volunteer, through financial support, or a combination of both. However you decide to invest in MCCPS, it will always be very much appreciated!

Why do we need to fundraise?

While MCCPS is a public school and does receive a per-student allocation from the state as a Charter school, the funding is capped and does not provide enough to support the full programming, operations, and services needed to run the school. *MCCPS is responsible for the costs that are not incurred by regular (district) public schools, such as enrichment, snow and waste removal, maintenance and renovations, the mortgage of the building, and health insurance for employees.* As a result, the MCCPS Development Committee and the PTO organize and coordinate various fundraisers throughout the year to bridge this funding gap.

MCCPS Development Committee

The Development Committee seeks to cultivate prospective donors beyond the school's parent body. Alumni, grandparents, businesses and community members who support quality education will be approached and cultivated. The Development Committee will embody a professional, broad, long-term and visionary approach to fundraising, including grant writing and corporate donations/matches.

The two main funds are the Student Success Fund and the Marblehead Charter Education Fund (MCEF).

- Student Success Fund: This is CRITICAL and funds various student program & activities, including the Children's Island trip, enrichment, assignment books, free fruit at lunch & recess, playground and gym equipment, music programs, student magazine subscriptions, books for classroom libraries, scholarships for field trips and technology devices/programs. https://www.marbleheadcharter.org/student-success-fund-3/
- Marblehead Charter Education Fund (MCEF): this is the school's 501 (C) (3) non-profit fundraising entity and is managed by the fund's officers, with support from the Development Committee. The fund seeks to raise funding for the school's operations and facilities and for teachers' professional development.

MCCPS PTO

The PTO will primarily run school-based activities and events for currently enrolled students and their parents, as well as providing support for teachers and their classroom needs. The PTO's fundraising seeks to cover the costs for these activities and events. These events include the three school dances, teacher appreciation week and teacher classroom/program requests.

MAJOR ANNUAL FUNDRAISERS

Development Committee

Ongoing: Amazon Smile: We all shop on Amazon so why not use this to help MCCPS?! All you need
to do is designate MCCPS as your charity and go to Smile. Amazon. com every time you shop. MCCPS
receives 0.5% of all eligible purchases. For more information, please see the

website at

https://smile.amazon.com/gp/chpf/homepage/ref=smi_chpf_redirect?ie=UTF8&ein=47-5074358&ref_=smi_ext_ch_47-5074358_cl

Fall

- September-October: Student Success Fund. MCCPS requests \$150 per student or \$250 per family to fund the student activities and programs described above. Families can pay via check or online at https://www.marbleheadcharter.org/student-success-fund-3/
- Electronics Recycling Event: October 24th

Winter

- Giving Tuesdays: December 1, 2020
- January-February: Annual Appeal. We ask our MCCPS community to support Marblehead Charter Education Fund (MCEF) with a monetary donation to fund operations and facilities/maintenance

Spring

- Early April: online auction and spring fundraiser. The online auction will feature various items for online bidding. The spring fundraiser may be held in-person or virtual, depending on the COVID-19 guidelines and restrictions
- Giving Tuesdays: TBD
- Electronics Recycling Event: June 5, 2021

PTO

- Stop & Shop (ongoing): sign in or register for an account at Stop & Shop and link your card to the school. MCCPS will earn money on your qualified purchases during the program period (August-March). https://stopandshop.com/school-rewards/
- MCCPS spirit wear (ongoing): see the front office for t-shirts and hoodies for sale with the MCCPS logo. For those interested in additional items, please visit the MCCPS school store on SquadLocker at https://teamlocker.squadlocker.com/#/lockers/marblehead-community-charter-school? k=50ghsf
- October: Lyman Pie Sale. Ahead of Thanksgiving, the PTO sells various pies from Lyman Farms, which are delicious and make great gifts for the Thanksgiving holiday
- February: Penny Wars. This event takes place over 3 days. Each class determines a strategy to get the most amount of points. Each coin and dollar bill has different points associated with them, with pennies associated with positive points and the other coins/bills negative points

VOLUNTEER OPPORTUNITIES

As a community school, we rely on parent support and volunteers. Active participation in our school community is essential to our success. MCCPS offers many volunteer opportunities that serve our students and school, including leading an enrichment, volunteering in the kitchen, assist with fundraising events, athletic opportunities, and many more! Please see the 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.

MCCPS Volunteer Interest Form

Show your support for MCCPS Students! Share your interests & expertise! Learn more about MCCPS! Meet fellow parents! **Please Join Us!**

Name:	
Email:	_ Cell Phone:
 Please check off your skills, hobbies and areas of If your area of interest is not listed, please add it 	
Board of Trustees & Committees of the Board	РТО
Academic Excellence Board of Trustees Finance Committee Development Committee Governance Committee Personnel Committee Building Committee	Join the PTO Board Volunteer for a PTO event/dance Help plan teacher appreciation events Be a Parent Ambassador for your child's grade Welcome new families & assist with open house tours
Development & Community Outreach	Enrichment
Share your marketing & design skills Offer your party planning skills on our Spring Event Committee Assist with communication strategies Help us partner with local businesses & organizations Share your photography or yideo talents	Partner w/ another parent to share new skills and activities with students Provide supervision for an MCCPS student to lead a class Help us find organizations or individuals who may be interested in teaching a class Share your Enrichment class ideas

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

SCHOOL DIRECTORY: 2020-2021

Board of Trustees

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

If you are interested in joining the Board or a Board Committee, please contact Karl Smith (ksmith@marbleheadcharter.com)

MCCPS Admin Team

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)

Business Manager: Jeff Barry (<u>jbarry@marbleheadcharter.com</u>)
Office Manager: Katherine Koch (kkoch@marbleheadcharter.com)

Director of Development: Susan Hauck (shauck@marbleheadcharter.com)
Director of Food Services: Danette Russo (drusso@marbleheadcharter.com)

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 at https://www.marbleheadcharter.org/staff/ or you can contact the front office at 781-631-0777

PTO Officers

Connie DeBoever, President (<u>cfang73@yahoo.com</u>)
Kim Sullivan, Vice President (<u>kimbersul17@gmail.com</u>)
Melissa Hanson, Treasurer (<u>melissa@melissahanson.net</u>)
Ceilidh Waddington, Secretary (<u>ceilidhwaddington@gmail.com</u>)
Colleen Connor, Fundraising Chair (<u>colleenconnor7@gmail.com</u>)