

Welcome to
**Marblehead Community
Charter Public School**

Marblehead, MA



2022-2023 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 2022-2023 school year should (finally!) feel like a normal year. Regardless, the school will “navigate” our way through any challenges and present an environment conducive to learning and growing for our students and our community. Inside this resource guide, we hope to provide useful information about our school and programs. As some information may change 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 Paul Baker at pbaker@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 and guardians, 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).

The monthly PTO meeting is held on the first Friday of every month from 8:00 - 9:00 am. The officers meet in person at the school, but all parents are welcome/encouraged to attend. We will also provide a zoom link for convenience. 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 emails: 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 Emily Miner (eminer@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 as follows: 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 students' 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: the 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/1F2LqRnGBYqKkuDEOrqkihQ0qj8gl_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/lunch-menu/>

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 school day starts at 7:45 am but students should plan to arrive between 7:15 and 7:45 am. Each day begins with the school-wide community meeting from 7:45 - 8:00 am. At 8:00 am, 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, and the Enrichment block. The end of the day is 3:20 pm on Mondays, Tuesdays, and Thursdays and 2:30 pm on Wednesdays and Fridays. When there are early release days, generally the first Wednesday of the month, dismissal is at 12 pm. Please see the information below for after-school care 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 - 8:00 am. This meeting is a time for announcements and celebrations, addressing challenges that may arise, enjoying mixed-grade learning activities, and sharing community-building experiences. There is usually a theme for the day, such as Music Morning. Oftentimes, there will be student performances, staff presentations, or guest speakers. The Dean of Students will coordinate the schedule for Community Meetings.

Enrichment

On Mondays, Tuesdays, and Thursdays, the last class of the day (Enrichment) goes from 2:35-3:20 pm. Some classes such as theater and sports may run longer so please plan accordingly.

Enrichment consists of a class or activity where staff/teachers or volunteers (parents, community members, local business people) 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 and staff/teachers 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.

To learn more about teaching an Enrichment course or assisting with an established activity, please contact Stephanie Brant at 781-631-0777 x107 or sbrant@marbleheadcharter.com.

Afterschool Program (Homework Club)

MCCPS provides a wide range of after-school opportunities every day. The after-school program is run by Ellen Lodgen and is located in Room 8 Gold. It runs from dismissal until 5:30 PM on most school days (4:30 pm on Fridays). All MCCPS behavioral expectations apply during the after-school programs. After-school care is available for regular users or on an as-needed basis; forms are 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.

For more information, please see the following document:

<https://docs.google.com/document/d/1Go3cNPYB3C6k9l0LTX5EMem7vIrnZ-pQoxQD5WhFDeA/edit>

Registration is available with this form:

https://docs.google.com/document/d/1Ea-VDoa0uaBct4G_TEkW1FITVbLXcBnPhO1-5CEvT04/edit?usp=sharing

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: Tyler Kelleher (tkelleher@marbleheadcharter.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.

- Fall: cross country and soccer for grades 6 - 8
- Winter: basketball for grades 5 - 8
- Spring: track & field for grades 6 - 8

Arts

Contact: Dominique Dart (ddart@marbleheadcharter.com)

Art is an integral part of the MCCPS curriculum. All students participate in art class for 1 ½ hours each week. The art program tends to be integrated with each grade's global themes and exhibition projects. During the school year, art projects will be viewable on Artsonia (<https://www.artsonia.com/class/access>). Contact Mdm. 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 students to reach their potential. Many students 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

Contact: Nicole Poirier (nicolepoirier@gmail.com)

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 backstage.

GENERAL INFORMATION

Drop-off & Pick-up Procedure

As many of you know (or will find out), the parking area in/around MCCPS is very tight 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 are appreciated during these hectic periods.

All pedestrians and bicyclists 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 typically follows 'snow day' decisions made by the Marblehead Superintendent of Schools. However, we will also have a separate post on local TV stations when school is delayed or canceled due to weather events. We will be mentioned on CBS 4, WCVB 5, Fox 25, WHDH 7, and NBC 10.

You can also check online at <http://www.marbleheadschoools.org/>.

If you would like to sign up for school closure text messages, please follow this link: <https://www.remind.com/join/gonavs17>

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 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 tests positive themselves must stay home and follow the guidelines from 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 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, John Purdy (jpurdy@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 the school during the school day should follow these procedures.

- Visitations to the school are encouraged. Upon arrival, please sign in at the front office, receive a visitor's badge, and sign out when leaving. To visit classes or to volunteer, please schedule these visits in advance by contacting the teacher(s) or the office manager, Emily Miner at eminer@marbleheadcharter.com.
- Parents may attend Community Meeting or join your child(ren) for breakfast or lunch. Upon arrival at the school, please sign in at the front office, receive a visitor's badge and sign out when leaving.

CHARTER TRADITIONS

Community

Back to School BBQ

The PTO sponsors a back-to-school BBQ, where families can spend the day catching up or getting to know each other. The event is scheduled for Sunday, August 28th, and will take place on the field next to the school.

First Day of School

Students line up by grade and check in with their teachers on the field opposite the school. There is a procession into the school and a community meeting in our community room will kick off the new year. Parents are invited to join their child for this meeting.

Students

Exhibition

After each 13-week trimester, all students are required to exhibit a variety of interdisciplinary exhibition projects as part of their academic evaluation.

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. Each dance has a specific theme and is open to all students. ***Please let the PTO know if you are interested in chairing a dance committee. Contact Connie DeBoever (cfang73@yahoo.com) if interested.***

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 (supervising, selling baked goods, and/or participating 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 programs & 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 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 provide 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.

MCCPS SEPAC - Special Education Parent Advisory Council

The mission of the Charter SEPAC is to work for the understanding of, respect for, and support of all children with special needs in the community. This is a group open to everyone involved with MCCPS. Speakers share information on topics we want to learn more about (i.e. mindfulness, executive functioning, self-care, energy regulation, and navigating the cyber world). Please reach out to Andrea Barlow, Director of Student Services, at abarlow@marbleheadcharter.com with any questions.

<https://www.marbleheadcharter.org/sepac/>

Our 2022-23 meetings will be on the following dates from 6:30 - 7:30 via Zoom: Sept 12, Oct 3, Nov 7, Dec 5, Feb 6, March 6, April 3, and May 1.

MAJOR ANNUAL EVENTS & 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 \$180 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 1st

Winter

- Giving Tuesdays: TBD
- 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
- Giving Tuesday: November 29, 2022
- Electronics Recycling Event: June 3rd, 2023

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 1st Place Spiritwear at <https://1stplacespiritwear.com/schools/MA/Marblehead/Marblehead+Community+Charter+Public+School>
- 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 - March: 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 with negative points
- Spring: Family Fun Run which consists of a 3-mile walk/run starting and ending at MCCPS.

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, assisting with fundraising events, athletic opportunities, and many more! Please see the Volunteer Form for more information.

If you are interested in volunteering, please fill out the last page of this packet and return it to the front office. Questions? Contact Connie DeBoever at cfang73@yahoo.com.

* 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 at the front office.

SCHOOL DIRECTORY: 2022-2023

Board of Trustees

Tim Wadlow- Board Chair

Artie Sullivan- Vice Chair

Will Rockwell- Clerk

Rudi Herve- Treasurer

Paul Baker

Ian Hunt

Jessica Gelb

Nick Santoro

Ndack Toure

Jessica Xiarhos

If you are interested in joining the Board or a Board Committee, please contact Paul Baker (pbaker@marbleheadcharter.com)

MCCPS Admin Team

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

Principal: Matt Cronin (mcronin@marbleheadcharter.com)

Dean of Students: Stephanie Brant (sbrant@marbleheadcharter.com)

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

Business Manager: Jeff Barry (jbarry@marbleheadcharter.com)

Human Resources: Kim Ginsberg (kginsberg@marbleheadcharter.com)

Front Office Manager: Emily Miner (eminer@marbleheadcharter.com)

Assistant Office Manager: Meg Upton (mupton@marbleheadcharter.com)

Admissions Coordinator: Beth Taranto (btaranto@marbleheadcharter.com)

Director of Food Services: Danette Russo (drusso@marbleheadcharter.com)

MCCPS Wellness Team

John Purdy, School Nurse (jpurdy@marbleheadcharter.com)

Sarah Biltcliffe, School Counselor (sbiltcliffe@marbleheadcharter.com)

Melissa DeLeo, School Psychologist (mdeleo@marbleheadcharter.com)

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 x148

PTO Officers

Connie DeBoever, President (cfang73@yahoo.com)

Andrea Daniels, Vice President (amdaniels1282@gmail.com)

Molly Teets, Treasurer (mmputnam@gmail.com)

Ceilidh Waddington, Secretary (ceilidhwaddington@gmail.com)

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 interest below:

<p style="text-align: center;">Board of Trustees & Committees of the Board</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic Excellence Committee <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Finance Committee <input type="checkbox"/> Development & Comms Committee <input type="checkbox"/> Governance Committee <input type="checkbox"/> Personnel Committee <input type="checkbox"/> Strategic Planning Committee 	<p style="text-align: center;">PTO</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dance Chair or chair a PTO dance <input type="checkbox"/> Fundraising Chair <input type="checkbox"/> Be a Parent Ambassador for your child/children's grade/s <input type="checkbox"/> Welcome new families & assist with open house tours
<p style="text-align: center;">Development & Community Outreach</p> <ul style="list-style-type: none"> <input type="checkbox"/> Share your marketing & design skills <input type="checkbox"/> Offer your party planning skills on our Spring Event Committee <input type="checkbox"/> Assist with communication strategies <input type="checkbox"/> Help us partner with local businesses & organizations <input type="checkbox"/> Share your photography or video talents 	<p style="text-align: center;">Enrichment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Partner w/ another parent to share new skills and activities with students <input type="checkbox"/> Provide supervision for an MCCPS student to lead a class <input type="checkbox"/> Help us find organizations/individuals who may be interested in teaching or co-teaching a class <input type="checkbox"/> Share your Enrichment class ideas
<p style="text-align: center;">SEPAC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-chair(s) (Facilitate meetings and be a resource for parents) <input type="checkbox"/> Secretary (Take and distribute notes) <input type="checkbox"/> PR (Social media and website) <input type="checkbox"/> Speaker (Present on a topic of interest) 	<p style="text-align: center;">Other areas of interest/talent:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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