

STUDENT/PARENT HANDBOOK 2011-2012

MCCPS 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.

Table of Contents

Who We Are	2
A Community of Learners.....	2
A Great Place to Be.....	2
A Commitment to Education Reform.....	2
MCCPS Mission Statement.....	3
MCCPS PARENT-TEACHER ORGANIZATION (PTO).....	7
MCCPS EDUCATIONAL FOUNDATION.....	7
VOLUNTEER COORDINATORS.....	7
Life at MCCPS	8
DAILY SCHEDULE.....	8
STAYING AFTER SCHOOL.....	10
ACADEMIC INFORMATION	11
HOMEWORK.....	12
ACADEMIC PROBATION.....	14
GENERAL INFORMATION	17
CONSTRUCTIVE COMMUNICATION PROCESS.....	17
ATTENDANCE POLICY (Rev 8/11).....	18
STUDENT CODE OF CONDUCT.....	22
EMERGENCY PROCEDURES.....	31
VOLUNTEERS/VISITORS.....	32
TELEPHONE USE/MESSAGES/CELL PHONES.....	33
MCCPS NETWORK AND INTERNET ACCEPTABLE USE POLICY.....	35
MCCPS WELLNESS POLICY.....	40
MASSACHUSETTS GENERAL LAW PROVISIONS	48
General Provisions.....	48
Provisions Specific to Civil Rights.....	48
Harassment Prevention Policy.....	49
Definitions.....	50

Complaints.....	50
Investigation.....	51
State and Federal Remedies	51
PHYSICAL RESTRAINT POLICY	56
STUDENT RECORDS	58
Acceptance of Student / Parent Handbook 2011-2012.....	64

Who We Are

A Community of Learners

You’ve probably heard the expression ‘it takes a village to raise a child.’ Well, that’s the philosophy at MCCPS, and that’s why the word ‘community’ is a part of our name. Students, faculty, staff, parents, and visitors begin the day together during Community Meeting. We eat together in a communal dining room each day, and everyone goes outside together at recess. We work together. We play together. We learn & grow together - as partners in education. MCCPS is more than just a school; it is a nurturing, inclusive, and vibrant community that is empowered by the talents of dedicated adults who are committed to doing what is in the best interest of the children we serve.

A Great Place to Be

The learning is challenging but fun, the children are respected, and parental involvement is valued and appreciated. Our community of learners includes students & families from all over the North Shore. MCCPS provides a challenging, innovative, integrated, and hands-on curriculum that includes art, music, foreign language, health & wellness, sports, and community service learning in a small school setting. Students enjoy the attention of a talented and experienced teaching staff, a full timeschool nurse, counseling & support services, 2 recesses a day, an internationally renowned breakfast & lunch program (Parents may join us for meals.), controlled internet access, & an air-conditioned building. MCCPS is committed to providing public (free) education that actively meets the needs of each student within the context of a dynamic and nurturing environment. At MCCPS, students love going to school!

A Commitment to Education Reform

Operational since 1995, MCCPS serves students in grades 4-8 from Marblehead and the surrounding cities and towns. Charter schools are public schools of choice that are open to all students regardless of income, gender, race, religion, academic or physical ability. Charter schools are independently designed and operated, and they are committed to improving the academic achievement of every student. Today, over a million children in 40 states and Washington, D.C. attend one of more than 3,600 charter schools. Throughout their 15-year history, charter schools have stood at the center of our nation's

growing effort to reform and improve public education and provide greater educational options to all families. MCCPS is proud to be a part of this effort.

A Special Place for Learning

MCCPS is the oldest charter school in the state of Massachusetts. Now entering our 15th year, MCCPS has been a model of innovative thinking. Because what happens here is carefully crafted and accomplished with great purpose, nothing at MCCPS is an accident. 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.

When you arrive, you may feel as if you're speaking a new language, but really, it's all just shorthand for the reform-minded practices that come to life at MCCPS everyday. We have *Global Themes*, individual learning plans nicknamed *My Achievement Plans (MAPs)*, *Exhibitions of Student Work*, *essential habits, standards & strands, rubrics, ALEKS, Rosetta Stone, Enrichment, the CUE Report, and more*. Each is an important part of what makes MCCPS special. These terms may sound foreign at first, but have no fear, you'll be speaking like a native in no time!

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.

At MCCPS, we believe that children are individuals, that everyone should be treated with dignity and respect, that global connections should be made to deepen learning, that assessments should be authentic and include more than just test scores, and that being a member of a community means caring about others and taking responsibility for oneself. That's why we embrace in the following mission:

MCCPS 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.

The People of MCCPS

If you ever have a question/concern about the experience or qualifications of the faculty or staff, please contact the Head of School. She will be happy to answer your questions.

<p>230 children/43 adults – that’s a 5:1 student to adult ratio</p> <p><i>Only 2 of the 43 members of the faculty/staff do not work directly with students in some capacity.</i></p>		
<p><i>Italics = returning employee w/a new responsibilities</i> Bold = New</p> <p style="text-align: right;">* full time</p>		
	Position	Name
1	Head of School	Nina Cullen-Hamzeh*
2	Managing Director	Dr. Albert Argenziano
3	Special Education Director	Jed O’Connor*
4	School Safety & Discipline Coordinator, PE Teacher, Athletics Director, & Coach	Mike Ruth*
5	<i>Student Services Coordinator</i> (Academic Probation, 504s, ELL, & Discipline), & Math/Science Depart. Chair, 7th & 8th Grade Accelerated Math Teacher	<i>Rebecca Perry</i>

6	Enrichment & After School Coordinator		Michelle Hasty White
7	Business Manager		Jeff Barry*
8	Assistant to the Head of School & Managing Director		Eileen Perry*
9	<i>Clerical Assistant & Writing Support</i>		<i>Joan Hanley</i>
10	Nurse & Health Teacher		Linda Smith*
11	Technology Coordinator & Tech Teacher		Matt Cronin*
12	Facilities Coordinator		Bob Erbetta
			Greg Shield
13	Nutrition Director		Laura Wood*
14	Kitchen Staff		Sharon Donovan
15			Kim Sergott
			Christine Bunnell
16	Events/Fundraising Coordinator & Integrated Arts Teaching Assistant		<i>Pam Haley*</i>
17	Math Specialist, 5th-8th		<i>Katie Sullivan</i>
18	Reading Specialist, 4th-8th		Ann Chandler
19	Art		Dominique Dart*
20	French		Kaitlin Bishop*
21	Spanish		Erin Hoy*
22	Music, Chorus, Jazz & Honors Bands Director		Adria Smith*
23	Concert Band Director		Matt Pert
24	Theatre Director		Jill Sampieri
25	Guidance Counselor		<i>Mike Houlihan*</i>
-	PE Teacher, Coach, Athletics Director, & School Safety & Discipline Coordinator		Mike Ruth*
26	Grade 4	<i>Math/Science</i>	<i>Katie Souza*</i>
27		Humanities	Jeanne Dowdell*
28		Inclusion Specialist	Carol McEnaney*
29	4th/5th TA & CSL Teacher, & 4th Math Support		<i>Cindie Boccia*</i>

30	Grade 5	<i>Global Studies Teacher & Humanities Dept. Chair</i>	<i>Kay O'Dwyer</i>
-		<i>ELA Teacher, Curriculum & Professional Development Coordinator</i>	<i>Pam Miller*</i>
31		Math/Science	Bill Sullivan*
32		Inclusion Specialist	Nicole Bingham
33	Grade 6	Humanities	Molly Dunne*
34		Math/Science	Griffin Booth
35		Inclusion Specialist	Steva Pierce
36	<i>6/7 TA & ELA Support, CSL</i>		Beth Lucia
37	Grade 7	Math/Science	Adam Stahl*
38		Humanities	Molly Wright*
39		Inclusion Specialist	Charlene White*
-	Grade 8	Geometry & Accelerated Algebra I, Math/Science Department Chair, & Student Services Coordinator	Rebecca Perry
40		Algebra I/Science	Glenn Blakney*
41		Accelerated Math Support	Howie Rothblatt
42		Humanities & CSL	Erin Flynn*
43		Inclusion Specialist & CSL	Stephanie Pettigrew*
44		1-on-1 Math Support & Teaching Assistant	Jon Moore*

**Staff email addresses may be found on the school website:
www.marbleheadcharter.org**

MCCPS PARENT-TEACHER ORGANIZATION (PTO)

Norma Ross	Facilitator, Parent	rossclan5@verizon.net
Kathy Cormier	Facilitator, Parent	kmcormier@aol.com
Katie Souza Teacher	Facilitator, ksouza@marbleheadcharter.com	
Avery Russell	Treasurer	averyrussell@comcast.net

MCCPS EDUCATIONAL FOUNDATION

Charlie Newhall, Chair	clnewhall@gmail.com
Dr. Albert Argenziano	drargenziano@marbleheadcharter.com
Holly Sullivan	hsullivan@tawpi.org
Letty Kerai	adkerai@mac.com
Jeff Barry	jbarry@marbleheadcharter.com
Bob Erbetta	rerbetta@marbleheadcharter.com
Eileen Perry	eperry@marbleheadcharter.com
Committee Member: Pam Haley	phaley@marbleheadcharter.com

VOLUNTEER COORDINATORS

Enrichment	Michelle Hasty-White	781-631-0777
Food Service	Laura DeSantis	781-631-0777 X 14
Fundraising	Pam Haley	781-631-0777 X 70
Events	Eileen Perry & Pam Haley	781-631-0777 X 25 or 70

**If you're having difficulty finding the person/service you need,
please contact Eileen Perry (781-631-0777 extension 25),
and she'll connect you to the person you need.**

Life at MCCPS

DAILY SCHEDULE

Hours of Operation: 7:30 am – 4:30 pm

7:30	Building Opens to Students
7:30 - 7:45	Breakfast is Served (clean-up @8:00)
7:30 - 8:15	Band Practice (Tuesdays & Thursdays)
7:45 - 8:00	Community Meeting
8:00 - 8:30	Advisory
8:30 - 10:00	1st Academic Block (A-block)
10:00 - 10:30	Recess / Fitness – Café Open
10:30 - 12:00	2nd Academic Block (B-block)
12:00 - 12:30	Lunch – Café Open
12:30 - 12:30	Recess/Fitness
1:00 - 2:30	3rd Academic Block (C-block)
2:30 - 3:15	Enrichment (D-Block)
2:30 - 4:30	Team Practice
3:15	Dismissal
3:15 – 3:45	School Store (Mondays Only)
3:15 - 3:30	Café Open
3:30 - 4:30	Counseling & Parental Support – available by appointment
3:30 – 4:30	Homework Club

- **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 7:45, and children have until 8:00 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/Breaks/Fitness** – 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. The MCCPS Fitness Program includes two ½ hour breaks – one in the morning and one in the afternoon. During these breaks, students must complete *at least* one lap (approximately ¼ mile) around the field during each recess. Students may complete more than two laps per day in order to achieve a higher fitness rating. There are also plenty of opportunities for children to run and play on the field after completing their mandatory laps. **Students must come to school prepared to go outside everyday, except in the case of heavy rain.**
- **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 A.M. 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. Purchasing an entrée without making a reservation will leave a child without the lunch he/she has ordered. 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!

- **Enrichment (D-Block)**– Volunteers (parents, community members, local business people) and staff share their expertise, talents, and hobbies with students in multi-age groups during a daily 45-minute Enrichment period. 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 MCCPS community. Leading an enrichment activity is a wonderful way to fulfill the twenty (20) hours of volunteer time with MCCPS!

- Participation in Enrichment is a required part of the school day.
- Students choose the Enrichments that interest them, and every effort is made to place them in their 1st, 2nd or 3rd choices.
- Most students can choose one Independent Study per week. An additional day of Independent Study or a waiver excusing a student from Independent Study may be requested from the Advisory Teacher.
- Each student must adhere to his/her Enrichment schedule.
- **Enrichment Volunteer Opportunities:** To learn more about teaching an enrichment course or assisting with an established activity, please contact Michelle Hasty-White at 781-631-0777 x73 or enrichment@marbleheadcharter.com.
- **Dismissal:** Students will be dismissed at 3:15, and they must exit via the front door. Students who have not been picked up by 3:30 will be required to go to Homework Club until their ride arrives; parents will be charge \$5/child for this service.
- **Team Practice / Sports Teams** - Currently, MCCPS is proud to cheer our teams in track and field, cross-country (league champs 2010), soccer (league champs 2005-2010), basketball (Girls 2nd in league/Boys 3rd in league), alpine ski team. Please, contact Mr. Ruth for more information at mruth@marbleheadcharter.com.

STAYING AFTER SCHOOL

Students who need to stay after school should arrange in advance to stay 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/Homework Club

MCCPS provides an extended day program on most school days (3:15- 4:30) as well as on most half-days (12-4:30). Extended day is not provided on the day of or the day after an Exhibition, or on the day before a long weekend or a school vacation. All MCCPS behavioral expectations apply during Extended Day/Homework Club.

On a Regular School Day-

The Extended Day Program/Homework Club will operate from 3:15 until 4:30pm. Students will have an opportunity to complete their homework and use the computer lab. This after school program provides a supportive, structured environment for students who

wish to do some of their homework at school or for whom after school care is needed. This program is supervised by MCCPS teachers, who will gladly assist students with their homework, if requested. Attendance is taken each day, and a bill will be sent home each week.

Cost of Extended Day on a Regular School Day:

3:15-4:30 \$5.00/day \$10.00/family

On a Half-Day (teacher in-service day or MAP conference week)-

The Extended Day Program will operate from 12:00 until 4:30pm. The students will be supervised by MCCPS staff members. There will be some time for homework/independent study (the computer lab will be available on an as-needed basis), and there will be some time for play and exercise (inside or outside, depending upon the weather). Additionally, there may be some planned activities based upon the ages and interests of the students. Students enrolled in the program will be provided with lunch. At 3:15, students may be picked up, walk home or stay until 4:30 for the rest of the Extended Day Program. *Extended Day is not offered on the day of or after an Exhibition, or on the day before a long weekend/vacation.*

Cost of Extended Day on Half- Days (includes lunch)

12 noon - 3:15 \$20.00/day/child

12 noon - 4:30 \$25.00/day/child

The Extended Day Program will not be available for full-day in-services.

SCHOOL CANCELLATIONS / SNOW DAYS

MCCPS follows 'snow day' decisions made by the Marblehead Superintendent of Schools. *If Marblehead Public Schools are closed, MCCPS will be closed as well.* There will not be a separate announcement/listing for MCCPS. School cancellations will be announced early in the morning on WBZ radio (AM1030) and WBZ channel 4. You can also check online at www.marblehead.com/school.

ACADEMIC INFORMATION

MCCPS provides a rigorous academic program, including:

- **Global Themes** with essential questions and understanding goals provide an opportunity for students to delve deeply into big topics. They connect the learning at all grade levels and contribute to high levels of student engagement. There are three school-wide global themes per year.
- **Public Exhibitions of Student Work** are the culminating events of each trimester. 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 – Development, Assessment, & Reporting** Work habits essential for successful living are encouraged, assessed, and reported in order to assist students in becoming life-long learners and productive citizens. The habits we help them to develop are: *Responsible & Reliable, Persistent & Self-directed, Reflective & Inquisitive, Organized & Attentive to Detail, Respectful & Honest, Working Collaboratively*. Teachers formally report student essential habit performance at the conclusion of each trimester.
- **Academic Program** The MCCPS program provides a standards-driven, performance-based, student-centered integrated approach to instruction and assessment that results in high levels of student achievement.
- **My Achievement Plans (MAPs)** are individual learning plans developed collaboratively by the student, teacher(s), and parent(s)/guardian(s) to reflect the learning goal(s) of the student and establish the responsibilities of the student, teacher(s), and parent(s)/guardian(s) in achieving the goals. Students regularly write reflections to indicate and document progress toward achieving their goals. Two formal conferences per year are reserved to discuss progress and update goals.
- **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?

HOMWORK

Homework is assigned regularly at the discretion of the individual teachers to support academic achievement. To facilitate homework completion and support home/school communication, all students are provided with a school assignment book. Daily homework assignments and brief notes between parents and teachers are recorded in the assignment book. Students are expected to keep an accurate record of all assignments. Teachers will initial the assignment book indicating that the assignments have been recorded correctly. Parents are expected to initial the assignment book to indicate that they have seen their child’s assignments. All homework should be done well, with care, and in a neat and timely fashion. It is each student’s responsibility to complete all homework missed due to absence. School work will not be provided in advance of a vacation that is planned while school is in session (see Attendance Policy for more information). Students who are regularly missing and/or turn in home work after the due

date, will be subject to disciplinary action, as determined by the teacher and School Safety & Discipline Coordinator.

ALEKS – Math Tutorial

ALEKS (Assessment and LEarning in Knowledge Spaces) is a web-based, artificially intelligent assessment and learning system. ALEKS uses adaptive questioning to quickly and accurately determine exactly what a student knows and doesn't know. ALEKS then instructs the student on the topics he/she is most ready to learn. As a student works, ALEKS periodically reassesses the student to ensure that topics learned are also retained. The program is available 24/7, is very complete in the topics covered, and has only limited multiple-choice questions. Students are required to complete a minimum number of minutes per week on ALEKS as assigned by their math teacher.

CUE REPORT & PARENTS' CORNER – *the MCCPS Report Card*

The CUE Report (Communicating Understanding through Evidence) is designed to keep parents and students up-to-date regarding student progress and performance. The CUE is a comprehensive, web-based reporting system 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, the CUE 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, the following descriptors will be used:

- o **Advanced:** The student's work has demonstrated a level of understanding that exceeds the grade level standards at this time.
- o **Proficient:** The student's work has demonstrated a level of understanding that meets the grade level standard at this time.
- o **Developing:** The student's work has demonstrated a partial understanding of the grade level standards at this time.
- o **Emerging:** The student's work has demonstrated a minimal understanding of the grade level standards at this time.
- o **Not Yet Assessed:** Sufficient evidence does not exist to determine a demonstrated level of understanding, because the content and skills in the strand have not yet been presented, or the student did not complete the required work, and thus did not yet demonstrate his/her understanding.

Another important feature of the CUE is the separate reporting of the student's academic achievement and his/her work habits. Both are important, but they must be understood separately to best help the student reach his/her full potential. The following habits will be assessed each trimester:

- o Responsible & Reliable
- o Persistent & Self-directed
- o Reflective & Inquisitive
- o Organized & Attentive to Detail
- o Respectful & Honest
- o Working Collaboratively

The information in the CUE Report is password protected. Please, contact the subject matter teacher with questions about the work or grades, and contact Matt Cronin, Technology Coordinator, regarding your login or password needs.

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 Academic Probation Coordinator. Together, the student, his/her parent/guardian, teachers, and the Academic Probation Coordinator 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 him/her or if adequate academic progress is not made, retention in the current grade level may be considered.

PROMOTION POLICY

The School Safety & Discipline Coordinator, with recommendations from the teaching team, guidance counselor, parents, etc. will determine which students are eligible for promotion on the basis of academic standards and attendance. When there is a marked discrepancy between academic competency and the classroom performance of a student, the School Safety & Discipline Coordinator will investigate. Parents will be a part of the grade level placement process for their child, unless they opt not to participate.

Only those students who demonstrate academic competency will be considered eligible for promotion to the next grade level. Academic competency is determined by teacher observations/judgments, course grades, the Massachusetts Comprehensive Assessment System (MCAS), and other standardized testing administered by the school.

Parents will be informed whenever it is determined that a student is not making sufficient progress towards being eligible for end-of-year promotion. An Academic Probation Plan

will be created for the student within thirty (30) days of the determination that he/she is not making sufficient progress or that he/she is to be retained in grade. Said plan will be developed by the Academic Probation Coordinator in collaboration with the teaching team, the student and his/her parent(s), and other relevant faculty/staff.

Whenever the School Safety & Discipline Coordinator determines that a student is to be retained at the present grade level and the parent is dissatisfied with the determination, the parent may appeal the decision to the Head of School (HoS). The HoS will review the student's file, which will include CUE Reports, individual learning plan goals, Academic Probation Plan, conference reports, and other contacts, etc. The decision of the HoS shall be final.

Student success in school with regards to this policy or other areas is a jointly shared responsibility among educators, parents, and the students themselves. Parents and students are encouraged to ask questions/seek help regarding progress toward promotion, eighth grade graduation, and other educational goals.

Special Education

Unless specified in the I.E.P., special education students enrolled in regular education classes are expected to meet the promotion requirements applicable to their non-special education peers. Promotion decisions shall be based on each student's progress toward the attainment of measurable annual goals and objectives as specified in his/her Individual Education Plan (IEP). Goals and objectives must be based on evaluation data, annual review, re-evaluation (three-year) data, and current levels of performance. The goals and objectives must be developed in accordance with the standards found in the Massachusetts Curriculum Frameworks.

English Language Learners

English Language Learners are expected to meet promotion requirements. Each student's progress will be evaluated by the teaching team, the ELL Coordinator, and the student's parent(s). This team will determine the appropriate grade level placement, which could include retention in grade level or promotion, as well as summer school, completion of special assignments, online instructional programs, etc.

Promotion Requirements

Teachers will recommend each student for promotion based upon the criteria outlined in this policy and the teacher's professional assessment that the student's classroom performance indicates the ability to succeed at the next grade level. The intent is for all students to have the academic skills and habits necessary for success.

Two basic requirements (academic achievement and attendance) apply to all students. A student will be considered for promotion when he/she has met each of the following requirements:

Academic Achievement Requirement – Students must meet the criteria in items A, B, and C, below to be considered for promotion to the next grade level.

- A. Testing
 - The student demonstrates grade level competency in English Language Arts and mathematics.
- B. Teacher Assessment
 - The student has achieved the teacher expected level of understanding in the majority of strands in both ELA and math. (The teacher expected level will be “proficient” by the end of the 3rd trimester.)
- C. Assignment Completion
 - The student’s assignments must be completed in order to determine his/her progress towards meeting the promotion requirements. A minimum of 80% of all homework, classwork, projects, and other assignments must be **completed** for the student to be eligible for promotion.

The following are expected, but are not required for promotion:

- All students are expected to exhibit proper behavior and significant effort toward meeting state standards in ALL subjects, including Community Service Learning and Enrichment. When these expectations are not met, a teacher and/or the School Safety & Discipline Coordinator may assign remediation. State standards exist in all subjects and students are expected to demonstrate the teacher expected level of understanding on all standards and demonstrate a proficient level of understanding by the end of the school year. Teachers and the School Safety & Discipline Coordinator will work with students and, as necessary, parents to achieve these expectations.
- All students will participate in Community Service Learning at each grade level. In addition, all eighth grade students are expected to serve 25 hours of community service.

Change In Grade Level Placement

If a parent requests a change in the grade level placement of a student, the School Safety & Discipline Coordinator will consider the student’s age, maturity, attendance, effort, and the student’s academic potential. The School Safety & Discipline Coordinator, based on all available information, will determine if the request will be granted. If the parent is dissatisfied with the determination, the parent may appeal the decision to the Academic Director. The Academic Director will review the request. The decision of the Academic Director shall be final.

MCAS - Massachusetts Comprehensive Assessment System

Some Background

Every year students attending public schools in Massachusetts are required to participate in the Massachusetts Comprehensive Assessment System – MCAS. These tests are mandated by a state law, the *Education Reform Act of 1993*, and a federal law, the *No Child Left Behind Act of 2001*. The primary objectives of these tests are to track

improvement in student performance and to assure curriculum alignment. To learn more about the MCAS, visit <http://www.doe.mass.edu/mcas>.

Use of MCAS Results

- The MCAS reports will illustrate how well our students and the school are achieving the learning standards described in the state's *Curriculum Frameworks*. MCCPS embraces the *Frameworks*, and all units and lessons are driven first by the state standards. MCCPS believes that our integrated, student-centered, activity-based approach to instruction enhances the students' level of achievement. The *Frameworks* are available for your review on the Department of Education's website at www.doe.mass.edu/frameworks/current.html.
- The teachers will use individual student results to focus on areas in which students need assistance to improve performance. The teachers and administrators will use the grade-level and school wide results to evaluate the effectiveness of the MCCPS curriculum in aligning with the standards defined in the *Frameworks*.

GENERAL INFORMATION

CONSTRUCTIVE COMMUNICATION PROCESS

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

The MCCPS administrators, faculty, and staff believe that effective communication contributes to increased student achievement. All MCCPS administrators, faculty, and staff maintain an open-door policy with regards to sharing information, answering questions, and discussing issues.

Goal: The goal of the Constructive Communication Process is to ensure open, honest, respectful, and constructive communication for all MCCPS stakeholders.

MCCPS administrators, faculty, and staff welcome your questions and comments; please communicate directly and often.

MCCPS administrators, faculty, and staff are generally available immediately before and after school to answer questions or engage in informal conversations. Phone calls, emails, and comments/questions in a student's MCCPS assignment book are also welcome. Parents, administrators, faculty, and/or staff members who are concerned with an issue that cannot be resolved in a brief informal conversation are welcomed and encouraged to schedule a meeting to discuss steps towards resolution. In order to ensure an orderly and efficient course of resolving each issue, please follow the process outlined below:

NOTE: All meetings and conversations at this level are documented in a Conference Report, copies of which are sent to the meeting's participants and the administration for their review and comment. All written comments become part of a documented record of the issue under consideration.

- **Step 1)** Schedule a meeting to speak directly with the person or persons closest to the issue. Meeting participants are encouraged (and MCCPS personnel are required) to invite a third party to take notes during the meeting. Follow-up meetings may be scheduled to facilitate timely resolution of issues.
- **Step 2)** If, after following step 1, an issue remains unresolved, any meeting participant is encouraged to schedule a meeting with the person or persons closest to the issue and the School Safety & Discipline Coordinator. At this stage, follow-up meetings should be scheduled through School Safety & Discipline Coordinator.
- **Step 3)** If, after following steps 1-2, an issue remains unresolved, any meeting participant is encouraged to schedule a meeting with the person or persons closest to the issue, the School Safety & Discipline Coordinator, and the Head of School (HoS). At this stage, follow-up meetings should be scheduled through Mrs. Eileen Perry the Assistant to the Directors.
- **Step 4)** If, after following steps 1-3, an issue remains unresolved, any meeting participant is encouraged to request mediation. All requests for mediation must be in writing and directed to the HoS. The school will schedule a mediation session at the Marblehead Counseling Center with all relevant parties.
- **Step 5)** If, after following steps 1-4, an issue remains unresolved, a letter of appeal should be sent to the Chair of the MCCPS Board of Trustees. The Board Chair will review all related documentation and respond in writing with a summary judgment of his/her findings.

NOTE: In order to ensure effective issue resolution at MCCPS, any communication of an unresolved issue received by a member of the MCCPS Board of Trustees is forwarded to the HoS who will facilitate the process of issue resolution explained above. A report of each issue that results in a Conference Report will be copied to the HoS to track the progress of each inquiry to its satisfactory resolution. A report of issues and resolution rates will be included in the monthly State of the School report given by the HoS to the Board of Trustees.

ATTENDANCE POLICY (Rev 8/11)

Regular and punctual school attendance is essential for success in school. MCCPS does recognize that parents of children attending our schools have special rights, as well as responsibilities, one of which is to ensure that their children attend school regularly. Students are required to be in school for all scheduled school days and Exhibition programs unless they are sick or they have permission from the school to be absent.

Students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.

2. Bereavement or serious illness in the family.
3. Weather so inclement as to endanger the health of the child.
4. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. Parents will help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

LEGAL REFS.: M.G.L. 76:1; 76:16; 76:20

The school must be called at 781-631-0777 x 13 before 8:00a.m. if the student will be absent or late, or we will call you. If the student stays home ill after his/her parent(s)/guardian(s) have left the house, and the parent(s)/guardian(s) are unaware their child is staying home, it is the student's responsibility to contact his/her parent(s)/guardian(s) and have his/her parent(s)/guardian(s) call the school.

Planned absences for special circumstances must be approved by the School Safety & Discipline Coordinator, or his/her designee in advance.

Parents guardians going out of town must notify the office as to who will be responsible for their child during the parents'/guardians' absence.

ABSENCE/DISMISSAL NOTES

A note explaining the absence must be brought to the office upon returning to school. Absences will be excused for illness, religious holidays, death in the family, or funerals. All notes must have the date of the absence as well as the reason.

Students who need to be dismissed must bring a written note from their parent/guardian to the main office before 8:00a.m. The note must state the time, date, and reason for the dismissal.

Doctor/dentist appointments should be made during non-school time. Emergency dismissals can be made at the discretion of the School Safety & Discipline Coordinator or School Nurse.

Parents/Guardians or their designee must come to the main office to personally sign out their child, with identification.

Any student with fourteen (or the equivalent of 14) or more unexcused absences will be automatically retained in the current grade (per state law), unless granted a waiver by the School Safety & Discipline Coordinator.

If a student has missed thirty-two (32) or more days of school, including excused days, the School Safety & Discipline Coordinator will contact the parent of that student to determine if retention is in the best interest of the student.

Extended vacations and taking students on vacations during school time are considered unexcused absences. Under these circumstances, students will make up the work after their return to school at the discretion and convenience of their teachers during before/after school sessions. Students are required to see each of their teachers upon returning and develop a list of missing work and specific dates for test and quiz make ups. **School work will not be provided in advance for students who will miss school due to a vacation.**

TARDY NOTES

Students who arrive after 7:45 a.m. must report directly to the main office. A parental/guardian note stating the date and reason for the tardy is necessary for the tardy to be excused.

A warning is given for the first unexcused tardy of less than 15 minutes. Students who have a second unexcused tardy of under 15 minutes will receive a 30 minute detention; an unexcused tardy beyond 15 minutes will result in two (2), 30 minute detentions. Additional tardies may be approved by the School Safety & Discipline Coordinator due to special circumstances. All students will

receive a 24-hour notice prior to serving his/her detention. The school may also count late to class minutes towards the 10% attendance rule.

CONSEQUENCES FOR ABSENCE/TARDINESS

If absences/tardies exceed 10% of the term or nine absences/tardies, an initial letter will be sent home notifying parents/guardians of the state law regarding school attendance. A letter will also be sent to the police truant officer. This letter will cite the school's concerns regarding a child's attendance and a meeting will be set up between the child's parent(s)/guardian(s) to rectify and/or clarify the situation.

While we are required by state law to follow its school attendance policy, we are also aware that some students may already have documented illnesses which are

being overseen by the school nurse and/or guidance counselors. The 10% rule does include individual classes that may be missed due to tardiness and cutting. Suspensions and field trips are not included in the 10% rule. Waivers of this policy may be granted due to illness or unusual personal/medical circumstances.

SICK STUDENT PROTOCOL/STATE MANDATED SCREENINGS (Rev 8/11)

If a student is observed to be ill or complains of illness, the student will be sent to the Health Office for evaluation. The student's temperature will be taken, and upon further evaluation, the student may be dismissed if any or all of the following occur:

- o Temperature is elevated.
- o The student is vomiting.
- o The student continues to complain of illness after an appropriate period of rest in the Health Office.
- o Consultation and/or evaluation by the school nurse determines consideration for dismissal.
- o If, upon contact with the parent, it is felt to be in the best interest of the student to be dismissed.

Changes/Concerns: If a student is noted to have any changes in behavior, functioning, gait, color, or has expressed any signs or symptoms of illness or discomfort, the school nurse should be consulted. Should a faculty/staff member become concerned about the health of a student or have any concerns about safety, the school nurse should be consulted for evaluation of the student.

Exclusion from School Due to Illness: Students with the following symptoms should be excluded from school until the illness has resolved and/or until a physician determines that the student may return to school:

Conjunctivitis, Impetigo, Diarrhea*, Vomiting*, Fever*, Undiagnosed rash**, Severe upper respiratory infection, Sore throat, Earache

*Students should be symptom free for 24 hours before returning to school

**A rash can be an indication of many things, frequently of illness that is contagious. Therefore, a student will be excluded from school until a physician determines that the student is not contagious and may return to school. If a student is dismissed from school due to a rash, the student must present a note from the physician certifying that the student may return to school.

Returning To School Following An Illness: A doctor's note is required upon return to school following: major surgery, fracture, severe illness or hospitalization (pneumonia, mononucleosis, bronchitis, asthma, etc). The note should state any limitations or accommodations necessary for class attendance, gym and recess and a plan of care to meet the student's needs while in school. The date for resumption of normal activity should also be clearly stated.

State Mandated Screenings: The Commonwealth of Massachusetts' Department of Elementary and Secondary Education requires school nurses to conduct yearly screenings

in the following areas for all students: Vision, Hearing, Scoliosis, and Body Mass Index (BMI). The screenings are conducted with the utmost regard for the students privacy and confidentiality. Parents will be notified of any concerns.

Questions: Please feel free to contact the school nurse at 781-631-0777 extension 13, with any questions regarding the return to school following illness, injury, or hospitalization and/or state mandated screenings. Students are encouraged to return to school as soon as they are physically able.

STUDENT CODE OF CONDUCT

All students are expected to be good community members, and their behavior should always reflect a seriousness of purpose and a cooperative attitude - both in and out of the classroom. MCCPS enjoys an atmosphere of trust, and all students are expected to make every effort to do their best everyday. The culture of respect at MCCPS is carefully nurtured, and the students at MCCPS respond well to these expectations.

- Students are expected to treat all teachers/staff, classmates, community members, volunteers, and visitors with dignity and respect at all times. Disrespectful words, actions, attitudes, or clothing will not be tolerated at MCCPS.
- Staff members are continually looking for opportunities to recognize positive behaviors. A public presentation of a “Commendation” is one way that MCCPS encourages and acknowledges exceptional student behavior.
- Inappropriate behaviors will be redirected when possible and documented via student log entry when necessary.
- **Enrichment/D-Block** is a part of the day at MCCPS, and the MCCPS school rules and consequences apply at all times during Enrichment. Students are expected to arrive to their Enrichment activities on time, and they must treat the Enrichment instructors with respect. A student may be removed from an Enrichment activity for the remainder of the class/term if his/her behavior is unacceptable.
- **Rule 230:** All students are expected to work in cooperation with all members of the MCCPS community to create a positive learning environment, and they must conduct themselves in a manner consistent with the Mission, Vision, and goals of the School. Students can check their compliance with “Rule 230” by asking themselves, “If all 230 students were doing what I’m doing now, would that be ok?” If the answer to this question is “yes,” the student’s behavior is probably appropriate/acceptable. If the answer to the question is “no,” the student should change his/her behavior.
- **Hands-Off Policy:** For everyone’s safety, students are expected to keep their hands to themselves. In general, the touching of other students (even in play or affection) is prohibited.
- **Bullying:** is conduct that is repeated by one or more students and targets another student, causing one or more of the following:

- a. physical or emotional harm to the targeted student or damage to his/her property;
- b. placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- c. a hostile environment at school for the targeted student;
- d. infringement on the rights of the targeted student at school; or
- e. material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

- **Cyberbullying:** is bullying through use of cell phones, computers or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, embarrass, or intimidate others; and posting or sending embarrassing pictures of others.

Dress Code

In general, a student’s appearance should reflect the important educational work pursued at MCCPS. All clothing should be neat and clean, free of rips/tears, and should be such that it does not cause a distraction from the learning. Please label all clothing.

Collared shirts are encouraged.

School clothing is available for purchase in the front hall. (See Ms. Haley)

No items of clothing may have offensive/vulgar images or language, references to sex, alcohol, drugs, or abuse of any kind.

Students **MUST** dress for the weather.

Pajamas are prohibited, except on school designated "Pajama Days".

Undergarments should not be visible at any time.

"Game day" attire is required of all student athletes on designated game days.

- Failure to do so results in game suspension

Shirts may be sleeveless (to the edge of the shoulder)

Tank tops, spaghetti straps, and strapless tops are not acceptable.

The length of shorts/skirts must extend to the tip of the student's middle finger when his/her arm is relaxed at his/her side.

Short-shorts & micro-minis are not allowed.

Sneakers, t-shirts, and sweat pants should be worn during fitness class.

Heelys are not allowed.

Cleats may be worn only when required for team practice.

Flip-flops should not be worn during wet/muddy weather, or for gym class.

Hats may be worn outside during AM/PM breaks, outdoor enrichments, and outdoor gym classes, but they may not be worn in the school building, except on school designated "Hat Days".

- **Students with Handicaps & Discipline:** Students with disabilities are subject to all the rules, procedures, and privileges as stated in the Student/Parent Handbook, unless specified otherwise in their IEP or 504 Plan. MCCPS follows regulatory guidelines in honoring parent requests for evaluations, including responding within time lines, assessing in all areas of concern, and providing Prior Written Notices.
 - o Consistent staff presence, emphasis on Rule 230, and the use of positive communication enable teachers to assist students in resolving their issues, following behavioral expectations, and getting their needs met.
 - o Students with emerging patterns of inappropriate behavior will be discussed at grade level Consult/Child Find meetings, and the student's Advisory teacher may inform the student's parent/guardian of the concern. A behavior plan may be generated, and the Guidance Counselor may be consulted/involved. The Inclusion Specialist at each grade level will monitor student behavior, will support a student's behavior plan, and will communicate with the parent/guardian when needed.
 - o Students with handicaps, even if on IEPs or 504 Plans, follow the same procedures for suspensions as their regular education peers, unless otherwise specified in their program or plan. If a student reaches the 7th day of suspension, a Functional Behavior Assessment will be conducted. Starting with the 10th day of suspension and for each subsequent suspension, whether in-house or out-of-school, a Manifestation Determination meeting will be held. When there is a determination that the behavior is caused by the disability, the student will not be subject to expulsion. In such instances, an appropriate plan will be developed to assist the student and support his/her continued education.

Suspension

In the event a student's behavior warrants suspension, the student and his/her parent/guardian will be notified in writing of the charges via the Discipline Report, and they will be invited to meet with the School Safety & Discipline Coordinator to discuss the situation. If the student denies the charges, he/she will be afforded an opportunity to present his/her side of the story (except where the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process). Via the Discipline Report, the parent/guardian and student will have an opportunity to respond to the situation in writing. A student who has been suspended will participate in a re-entry meeting with his/her Advisory Teacher and the School Safety & Discipline Coordinator (or his designee) before he/she returns to class. Suspensions are generally served out of school, to emphasize the seriousness of the situation and the need for the student's

behavior to be corrected. However in rare cases, an in-house suspension will be scheduled at the discretion of the School Safety and Discipline Coordinator.

- o Students are required to complete all schoolwork missed due to suspension.
- o While suspended, students will be excluded from all school activities, including but not limited to: dances, ski trips, athletic events, Exhibitions, Community Service Learning activities, and field trips.

Expulsion

A student who assaults/batters (verbally, physically, or sexually) a member of the school faculty/staff on school premises or at a school sponsored or school related event may be subject to expulsion from the school.

Possession of drugs, alcohol, or a weapon will result in expulsion.

Disciplinary Files

Each student's file will remain confidential, and it will be kept at the school for 5 years after the student withdraws or graduates. According to state law, information regarding suspension or expulsion due to a violent and/or criminal act must be forwarded to the student's new school. If a student or his/her parent/guardian wants to view this file, he/she should make an appointment to meet with the School Safety and Discipline Coordinator

Prohibited Actions and Potential Consequences (Revised 8/11)

**STAGE 1 PROHIBITED ACTIONS INCLUDE,
BUT ARE NOT LIMITED TO:**

- Skateboarding, roller-skating, roller-blading, scooter, bike, or any other type of wheeled device, riding anywhere in the building or on school grounds unless ridden to school and parked at a bike rack for the school day.

- Using/wearing radios, iPods, MP3 players, CD players, cell phones, or any other communication or music related devices during school hours.

NOTE: Cell phones and all other telecommunication devices must be shut off at all times.

- Possession/use of playthings (i.e. Gameboys, cards, toys, water balloons etc.)

- Gambling, or betting

- Chewing gum or candy

- Littering anywhere in school or on school grounds

- Tardiness to school

- Tardiness to class without a pass

- Being in building before or after school, unsupervised

CONSEQUENCES FOR STAGE 1 BEHAVIORS

MAY INCLUDE BUT ARE NOT LIMITED TO:

- Verbal warning

- Parental notification

- Conference

- Written apology

- Teacher detention

- School Detention, or in-house suspension, including re-entry meeting with the student and parent(s)

- Confiscation (possibly until conclusion of school year)

- Restricted lunch privileges/community room clean-up/work service

- Filing of 51A (Department of Social Services) or CHINS (District Court) forms

NOTE: A second offense for a Stage 1 prohibited

**STAGE 2 PROHIBITED ACTIONS INCLUDE,
BUT ARE NOT LIMITED TO:**

- Dishonesty, lying, cheating/plagiarism*
- Forgery of signatures, or dishonesty in notes or passes
- Throwing of any objects including, but not limited to, snowballs, water, or food
- Leaving any group, or exhibiting inappropriate behavior, while under the supervision of a faculty member or authorized chaperone on a field trip or other event
- Possession of a chain, including chain wallets
- Theft of any personal, private, or school property
- Disrespectful gestures, profanity, or injurious behavior directed at another person, including misbehavior towards/insubordination of any staff member, including substitute teachers
- Threats, teasing, verbal abuse, bullying or intimidating behavior of any kind. This includes verbal and visual symbols
- Any action, including vandalism and graffiti, which results in injury or damage to property, whether

**CONSEQUENCES FOR STAGE 2 BEHAVIORS
MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Parental notification
- Conference
- Written apology
- School detention, or in-house suspension, including re-entry meeting with the student and parent(s)
- Confiscation (possibly until conclusion of school year)
- Restricted lunch privileges/community room clean-up/work service
- Exclusion from school-sponsored activities and field trips
- Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school
- Police notification
- Recommendation for expulsion, including a

<p>intended or not (full restitution is required)</p> <ul style="list-style-type: none"> - Truancy or class cutting - Fighting, in which a person makes physical contact with another person - Unauthorized use or entry of any school building or property (trespassing) - Violation of the school Internet policy - Skipped school detention - Inappropriate behavior at any athletic or other event or rally (whether at home or at another site) including, but not limited to, profanity, taunting, threats, and fighting <p><i>*Plagiarism - copying words or ideas that aren't your own without citing the source.</i></p>	<p>hearing with the student and parent(s)</p> <ul style="list-style-type: none"> - Filing of 51A (Department of Social Services) or CHINS (District Court) forms <p>NOTE: A second offense for a Stage 2 prohibited action could result in a Stage 3 consequence</p>
---	--

<p>STAGE 3 PROHIBITED ACTIONS INCLUDE, BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> - Pulling a fire alarm - Posing a threat to, jeopardizing the safety of, the school community (i.e. threatening actions, letters) 	<p>CONSEQUENCES FOR STAGE 3 BEHAVIORS MAY INCLUDE BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> - Parental notification - Exclusion from school-sponsored activities and field trips
--	--

<ul style="list-style-type: none"> - Possession, use, or providing of tobacco, alcohol, drugs and/or controlled substances, or drug paraphernalia as defined by M.G.L. Chapter 94C and other statutes - Possessing or displaying sexually explicit material - Harassment - Assault and/or battery of ANY staff member or student on school premises or at a school sponsored or school related event or athletic game - Possession of dangerous weapons including, but not limited to, a gun or a knife (this includes the use of any device that could be construed as a weapon, i.e. fake guns and knives etc.) - Possession or use of fireworks, smoke bombs, stink bombs, propellants, or any other explosive or flammable devices or materials - Possession or use of a lighter or matches - Bullying 	<ul style="list-style-type: none"> - Out-of-school suspension, including re-entry meeting with the student and parent(s) on the day that the student is scheduled to return to school - Police notification - Recommendation for expulsion, including a hearing with the student and parent(s) - Filing of 51A (Department of Social Services) or CHINS (District Court) forms
--	--

NOTE: Behaviors that show a **gross neglect** for the rules of the school may result in immediate and serious disciplinary action.

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 (at or above teacher expected level in the CUE, no missing assignments, appropriate behavior) 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/athlete who receive a behavioral consequence following the Behavior Rubric during the active season will be immediately suspended from the next contest. Student/athletes receiving the second consequence (on the Behavior Rubric) for any inappropriate behavior will be removed 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 presences 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.

ATHLETICS - Fee/Sport

<u>Sport/Length of Season*</u>	<u>Price</u>	<u>Grades Eligible</u>	<u>Practice Days/Times*</u>
Soccer (Co-Ed) September 12 – November 10	\$200	6, 7, 8	Mo/Fr 2:30-4:00pm
Cross-Country Track (Co-Ed) September 13 – November 10	\$180	5, 6, 7, 8	Tu/Th 2:30-4:00pm
Basketball (Girls Team/Boys Team) December 1 – March 16	\$200	6, 7, 8	Girls - Tu/Th 2:30-4:00pm Boys – Tu/Th 4:30-6:00pm
Downhill Ski Team (Co-Ed) January 3 – February 9	\$180	5, 6, 7, 8	Practice – Tu 5:30-7:30pm Races – Th 9:00am-2:00pm
Spring Track & Field (Co-Ed) April 26 – June 2	\$180	5, 6, 7, 8	Tu/Th 2:30-4:00pm

*Please Note: Season length and practice days/time subject to change

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!

Laura DeSantis, Director of Nutrition Services, about volunteering in the kitchen

Megan Hale, Enrichment Coordinator, about Enrichment opportunities

Pam Haley, Events Coordinator, about fundraising events

Eileen Perry, Assistant to the Directors, about other ways to help

Mike Ruth, Athletic Director, about athletic opportunities

Visitors are always welcome at MCCPS. Please check in at the front desk when you arrive/depart.

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.
- 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.

Public Transit Buses

The MBTA bus runs every 30 minutes with the first bus after dismissal arriving at the Green Street stop around 3:40 pm. Students traveling to and from school using the MBTA bus can request a Charlie card, so they will pay a reduced rate. Students should be aware that riding the MBTA bus is a privilege, so students are expected to conduct themselves accordingly. Consequences for inappropriate behavior on the bus may result in the loss of this riding privilege.

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 and voicemail accounts. Email addresses are listed in this handbook and on the school's website. Voicemail accounts can be reached by calling the school's main number (781-631-0777). Extension numbers are available in this handbook in the "People of MCCPS" section.

- School Phones: There is a phone in every classroom. In the event of an emergency, students will be permitted to use the 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 the students' 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 the Student Behavior Rubric will be followed.

ELECTRONIC MUSIC/GAMING DEVICES

Game boys, cd-players, iPods, and other electronic music/gaming devices **may not be used during the school day without teacher permission.** If a student has or uses a music/gaming device without permission, it will be confiscated, and the Student Behavior Rubric will be followed.

BIRTHDAYS/CELEBRATIONS

Because it is difficult to ensure the safety of students with food allergies, food intolerances, or dietary restrictions, please check with your child's Advisory Teacher or the school nurse before bringing treats to school. Non-food celebrations or prepackaged foods are encouraged. Please consult the MCCPS Wellness Policy for more guidance.

GIFTS FOR TEACHERS

Despite the tradition of giving gifts to teachers (at the holidays and/or the end of the year), the new ethics law does not allow state employees (which teachers are) to receive gifts worth more than \$50 for doing their jobs (because they have been paid to do them). So, if you choose to give a gift, please consider the following guidelines:

- Individual gifts to teachers should be limited to under \$50 per year if given for his/her teaching expertise or as a thank you for such.
- Combined gifts - If every child in the class contributes \$10 or \$20 and they buy a combined gift for the teacher's personal use then this is against the "Ethics" law. However, if the combined gift is for something for the classroom and not for the teacher's personal use, then the gift can be accepted. A combined contribution simply cannot be accepted as the total will violate the ethics laws. However, if individual parents wanted to give the teacher an individual gift of \$10 or \$20 each, that would be acceptable.
- The rules are different if the gift is for a wedding or a new baby or for the classroom in general. Gifts for personal occasions seem to be fine as long as they are not in any way related to the performance of one's job. If the parents were to give supplies or equipment that will be used in the classroom by the students, the value of that gift CAN exceed \$49 since it is not for personal use.

- According to the law, gifts are cumulative. For example, if parents give a teacher \$20 for their first child's participation in her class and then gives another gift to that teacher when she is assigned another child from that same family, the SUM of those gifts is what is counted in the decision of whether or not the teacher has received "substantial gifts" from that family.

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. You can access the SchoolPop site to donate to the school just by doing your regular online shopping. And, best of all, you'll learn even more about our wonderful school and the extraordinary accomplishments of our talented students and staff.

Student work and photos will be posted on our website (and in ads/articles about the school) unless you inform us in writing that you do not want your child's work or picture included. If applicable, please notify Matt Cronin, Technology Coordinator.

MCCPS NETWORK AND INTERNET ACCEPTABLE USE POLICY

Introduction

The Internet is an electronic tool connecting thousands of computers all over the world to millions of subscribers just like MCCPS. Using the Internet students will be able to access a variety of sources including: information and news from educational and commercial resources; government agencies and research institutions; information about the arts, culture, politics, and society; The Library of Congress, and university libraries. There is also the potential to access dangerous, harmful, offensive, and malicious content that also populates the Internet. In order to minimize exposures to the negative elements of the Internet, it is important that we have policies and controls in place.

This Acceptable Use Policy applies to all MCCPS students, and violation of the policy will result in consequences including, but not limited to, loss of student access privileges. Although student access to the Internet will primarily take place within the classroom and the computer lab, the Acceptable Use Policy covers all use of the MCCPS network while on the MCCPS campus, regardless of actual location or time of day of access. Upon notification and review of a student infraction, the Academic Director or her designee will make the final decision determining future student access privileges. Further, even though MCCPS may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy and it is the student's responsibility to adhere to the terms of this Acceptable Use Policy. All provisions of this agreement are subordinate to local, state and federal statutes and policies.

Acceptable and Unacceptable Uses of the MCCPS Network

The use of the Internet must be in support of education and research consistent with the educational objectives of MCCPS. Any other use may be determined unacceptable and result in termination of the student's access. Use of the MCCPS Network is a privilege. The availability of the Internet as a research tool is a tremendous benefit to the faculty and students of MCCPS. We ask that students and parents understand and accept that the purpose of the MCCPS Network is educational, and that any other use is inappropriate and could result in appropriate disciplinary action taken by the school. The MCCPS Network will only be used to access and transmit material that is consistent with MCCPS's educational philosophy and curriculum.

Acceptable Use

Responsible use of the MCCPS Network requires that users:

- DO accept full liability for their actions
- DO use their own names during network communications
- DO obtain permission from the supervising teacher or staff member before accessing the Internet, obtain permission from the supervising teacher or staff member
- DO obtain permission from the supervising teacher or staff member prior to printing materials found on the Internet
- DO give credit to copyrighted materials found on the Internet and incorporated into MCCPS school work.
- DO create, use, and maintain a password that was created according to MCCPS guidelines. This password is to be used to access the MCCPS Network and any resources that reside within the network and require password access.
- DO take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. MCCPS users are responsible for all activity under their accounts
- DO request the technology coordinator change their password if a user suspects that someone has discovered their password. Additionally, users should notify their teacher if they suspect their password has been discovered or used by another person.

Unacceptable Use

It is not acceptable for users to use the MCCPS network for any of the following activities:

- interfering with the normal and proper operation of the MCCPS Network or the Internet
- adversely affecting the ability of others to use MCCPS Network, equipment, or services, including, but not limited to, placing a computer virus on any computer system, including the MCCPS system
- conducting themselves in ways that are harmful or deliberately offensive to others gaining unauthorized access to any computer or telecommunications networks, including the MCCPS network
- giving their passwords to another user, permitting other individual to make use of any
- of their passwords to access account privileges on the MCCPS Network, or making an effort to learn anyone else's password
- attempting to hide their identity or impersonate anyone else, including logging in through another person's account or attempting to access another user's password or files
- vandalizing, destroying data, invading the privacy of another's account, or posting anonymous inflammatory messages
- accessing, sending or posting materials or communications that are damaging to another's reputation; abusive, obscene, sexually oriented, threatening, defamatory, libelous, or 'hate speech' material concerning a person or group of people contrary to MCCPS's policy on harassment, harassing, or illegal.
- attempting to bypass, circumvent, or disable any MCCPS firewalls, internet filters, or other software and devices the school uses to monitor and manage internet traffic on the MCCPS Network
- engaging in any non-MCCPS commercial or fundraising purpose
- intercepting communications intended for other persons
- furthering any illegal act, including identity theft or infringement on any intellectual property rights
- downloading, uploading, storing or distributing any files, software, or other material that is not specifically related to an MCCPS educational project
- downloading, uploading, storing or distributing any illegal files, software, or other material

- downloading, uploading, storing or distributing any files, software, or other material in violation of federal copyright laws

Any attempts to use the network in an unacceptable manner will result in the revocation of Internet access privileges and may result in additional consequences as determined by the Technology Coordinator and/or the School Safety and Discipline.

Cyberbullying

Cyberbullying is defined as:

bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the following conditions:

(i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying as defined above is prohibited at the Marblehead Community Charter Public School. The prohibition of these actions extends to the following locations:

- on school grounds or any space next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school computers, internet connection or other school based technology;

- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

Students who cyberbully are in violation of the Acceptable Use Policy, the Student Code of Conduct, as well as the Policy Prohibiting Bullying. Students will be disciplined in accordance with the Code of Conduct and Behavior Rubric for these violations.

Internet Etiquette

Teachers and students are expected to follow accepted rules of network etiquette. These will include (but are not limited to) the following:

- Respect time in a manner that would not infringe upon others' attempts to access information.
- Be polite in your questions and responses (No use of inappropriate language).
- NEVER reveal your (or anyone's) personal address or phone number

No Expectation of Privacy

It should be understood that users of the MCCPS Network have no reasonable expectation of privacy (with respect to access by the system administrators or their designee) to any materials transferred through or stored within the MCCPS Network. Further, in order to prevent any abuse of the MCCPS Network or effectively maintain and repair the system, MCCPS system administrators reserve the authority to inspect any and all materials transferred through or stored within the MCCPS Network.

It should also be understood that certain materials accessible through the Internet may be objectionable and that is each student's responsibility to avoid deliberately accessing objectionable material at any time.

Personal Computers and Devices

Provided students adhere to all the specific conditions below, they will be permitted to use their personally owned computers or other devices. In order to use personal devices, students will:

- agree to abide by all elements of this Acceptable Use Policy

- not upload or transmit any files from their computer to the MCCPS Network with the exception of files associated with an MCCPS assignment or project.
- understand that there may be limited access to MCCPS Network resources such as printers and user home directories.
- acknowledge that MCCPS is not responsible for any damages incurred, including, but not limited to loss of data or damage to personal property used to access MCCPS resources.

Consequences for Violating the Acceptable Use Policy

Students may be disciplined in accordance with Code of Conduct and Behavior Rubric for any violation of this Acceptable Use Policy. MCCPS teachers and administrators will consider the seriousness of the violation when determining what disciplinary action to take.

Any intentional or malicious activity which causes damage to any MCCPS computers or the MCCPS Network will result in serious disciplinary action which may include financial responsibility for repair.

MCCPS WELLNESS POLICY

MCCPS is committed to nurturing an environment that promotes life-long wellness. We recognize that adopting a healthy life-style and achieving long-term health require each of us to make healthy food choices, get appropriate amounts of physical activity, and maintain a healthy weight. MCCPS faculty and staff are committed to encouraging the adoption of a healthy life-style for all students, and we will be continually conscious of our influence as adults.

Meals:

The MCCPS Food Service Department will meet or exceed the federal meal standards for all meals sold during breakfast and lunch. Foods sold at the school store/fundraisers and foods offered in the classroom or during special activities/celebrations may or may not meet the federal standards.

Fitness:

At MCCPS, physical activity is an integral part of the day and the curriculum. Expectations for physical activity will meet or exceed the standards set by the MA Health Frameworks and the National Standards for Physical Education (NASPE).

A. NUTRITION EDUCATION GOALS

The primary goal of nutrition education at MCCPS is to expose the students to healthy eating habits, to enable them to consume a wide variety of nutritious foods, and to encourage them to adopt healthy behaviors.

Education within the classroom

- The MCCPS health education curriculum standards and guidelines will include nutrition, physical education, and recess.
- Students in all grades will receive nutrition education that is interactive and that teaches them the skills they need to adopt healthy eating behaviors (per the guidelines in MyPyramid.gov, Massachusetts Food and Beverage Standards, and the American Dietary Association).
- Nutrition education will be offered in the school dining area (Community Room) and in the classrooms (given coordination between the food service staff, school nurse, and the teachers).
- Students will receive positive nutrition messages that will be re-enforced throughout the school.
- Nutrition education outside the classroom will link classroom nutrition education to the larger school community through Enrichment programs and interactive Community Room nutrition education.
- Marketing and promotions will be consistent with MCCPS nutrition education and the school's wellness standards.

Education of Teachers and Food Service Staff

- Teachers responsible for integrating nutrition into the core curricula will be made aware of courses on integrating nutrition and physical activity across the curriculum.
- Teachers will receive nutritional guidelines for food consumption during classroom/related activities.
- Food service staff will be trained on food preparation, food safety standards, and how to prevent and/or respond to any food emergency.
- Food service employees responsible for food preparation will be supervised by a manager with ServSafe certification (as mandated by state health codes).
- The Food Service Director will participate in regional and state organizations to stay current on regulations and school nutrition guidelines.
- Professional development training will be offered in the area of nutrition education for all interested MCCPS faculty and staff.

B. PROGRAM GOALS

MCCPS shall ensure that reimbursable meals meet or exceed the standards set forth by the National School Lunch Program (NSLP) and the 7CFR part 210 and part 220 (Code of Federal Regulations, US Dept. of Agriculture).

- All food and beverages sold or served to students during school and at events or fundraisers should adhere to the expectations of the MCCPS Nutrition Department and Wellness Policy.

- Nutrient dense food items will be encouraged: whole grains, fresh fruits, and vegetables. Fats, trans-fats and products high in sugar will be discouraged. MCCPS will particularly try to omit processed foods and items containing high fructose corn syrup.
 - Students will be exposed to “whole and fresh” products in an effort to fuel their bodies and brains.
 - Students will learn that whole products eaten as part of a well balanced diet can help them to focus better in the classroom and curb behavioral problems (ie. a diet high in protein and low in sugar).
- Faculty, staff, and parents will be encouraged to recognize that some food products have little or no nutritional value and will be encouraged to set a good example by minimizing consumption of these foods. Drinking fountains will be available in the school, and students may bring water bottles to class, so that they can drink water throughout the day.

Food products

- Free fruit will be available to students and faculty/staff daily.
- Food will not be used as a reward.
- Students may purchase items from the MCCPS Food Service during breakfast, recess, lunch, after school, and during certain school events and activities.
- All food items sold as a fund-raiser, at a school sporting event, or provided by the PTO should encourage a healthy life-style.
- A nutritious snack will be given to all students before MCAS testing.
- Foods available to students will meet the Hazardous Analysis Critical Control Point (HACCP) guidelines.

Reimbursable meals

- All food products served at breakfast and lunch will meet ADA, USDA, and NSLP guidelines, and nutrient dense food items will be provided at meals and snack.
- All families will be provided with information on free and reduced-priced meals (with confidential outreach as needed).
 - o Children eligible for the free and reduced-priced meals will have the opportunity to participate (confidentially) in the National School Lunch and Breakfast Programs.
- Information on food and nutrition services (such as Food Stamps and WIC) will be available.
- Portion size will conform to USDA and ADA guideline.

Time/Place to eat

- Provided that students arrive to school on time, they will have at least 10 minutes to eat breakfast.
- Students will have at least 20 minutes to eat lunch, exclusive of time in the food serving area.

- Students will be encouraged to eat during meal times. In the event that any faculty/staff member notices a student avoiding eating or demonstrating a pattern of unhealthy habits, this concern will be brought to the attention of the school nurse.
- All students will have access to food during meal times. If a student forgets/looses his/her money, food will be provided to him/her when the situation is brought to the attention of the food service staff. If appropriate, an IOU will be forwarded to the student's parent.
- The schools will provide a clean, safe, and student-friendly dining environment for students, faculty/staff, and guests.
- The school will provide adequate space/serving areas to ensure that all students have access to school meals with minimum wait time.

Vendors

- Contracts will be held only with vendors who meet ADA and MCCPS Nutrition Department guidelines.
- Information on all food products served by the MCCPS Nutrition Department will include minimum fat/calorie and sugar/carbohydrate contents.
- Any food items containing allergens will be clearly marked, and the food service staff will be informed.

C. COMPETITIVE FOOD AND BEVERAGE NUTRITION GOALS

The MCCPS Nutrition Department has established standards to address all food and beverages sold or served to students. These guidelines have been informed by the Department of Elementary and Secondary Education and USDA. This includes food and beverages available outside of the school meal programs, including dances, sporting events, celebrations, and birthdays.

- Nutrition labels and ingredients should be available at the point of distribution to avoid allergic reactions.
- The Nutrition Department will publish a list of recommended items for celebrations/birthdays.
- Food items should be peanut free/tree nut free.
-

Foods sold for fundraising activities, sporting events, and dances

- Fundraising should comply with all MCCPS policies, including the Wellness Policy.
- Items should encourage "healthy" habits and reinforce a positive nutrition message.

Foods served during classroom parties, activities, and celebrations

- Any party or celebration should be coordinated in advance with the teacher or room parent.

- Parents should be aware of student allergies and should avoid providing foods that may cause allergic reactions.
- Healthy choices will be encouraged for parties, activities, and celebrations.
- Items should be nutrient dense, low in sugar, additives, and preservatives and should include minimum fat/calorie and sugar/carbohydrate content.
- Food projects that are connected to the curriculum are exempt from the Wellness Policy.

Nutrition guidelines

- The MCCPS Wellness Policy will be published as part of the Student/Parent and Faculty Handbooks. It will be available electronically on the MCCPS website.
- Decisions of the MCCPS Nutrition Department will be based upon the nutritional value of foods/beverages (and not on profit).
- Foods and beverages served during all-school celebrations should comply with the ADA and USDA guidelines and MCCPS Wellness Policy.
- Medically authorized/special diets are exempt from this policy.

MCCPS Wellness Policy Synopsis (Rev 8/11)

MCCPS is committed to providing an environment that enhances learning, including the development of life-long wellness habits. The MCCPS Wellness Policy addresses foods in our school, nutrition education, physical education, and physical activity. Through this policy, MCCPS promotes behaviors that support a healthy lifestyle: the maintenance of a healthy weight, the making of healthy food choices, and the incorporation of appropriate amounts of physical activity.

The policy is intended to improve the long-term health and well being of the children in our care, and our practices have historically met or exceeded all federally regulated standards. In order to do what is in the best interest of the children, all adult members of our community are asked to foster a school climate that encourages healthy choices by serving as role models who are well informed and acutely aware of their influence as adults.

Following are the more common guidelines from the policy. The complete Wellness Policy is available on the school's website (MarbleheadCharter.org), in the Student/Parent Handbook, and in the Nutrition Office. Please contact Chef Wood at 781-631-0777 x14 with questions, comments, and/or suggestions.

Adults:

- All foods/drinks served/sold at the school for any reason must comply with the school's Wellness Policy. This includes meals, snacks, fundraisers, Enrichment, sporting events, dances, and other activities that are school-sponsored.
- All adults are asked to comply with the Wellness Policy standards, including faculty/staff, Enrichment instructors, volunteers, parents, and guests.
- All adults, including faculty/staff, volunteers, and visitors are encouraged to be aware of their food choices and their responsibility as role models.
- Adults should check with the nurse regarding students w/ food allergies before providing any food/drink during lessons, activities, Enrichment classes, etc.
- Unless special permission is granted by the Head of School or the Nutrition Director, all marketing, promotions, and fundraisers should adhere to the school's Wellness Policy.
- A list of ingredients or a recipe for all food/drinks served/sold at school should be available in order to check for allergens.
- A healthy alternative should be offered alongside any 'less healthy' item.

Students:

- Students in all grades will have access to nutrition education.
- Physical education will be offered to all students at all grade levels regardless of their physical or behavioral abilities.
- Water fountains will be available to all students.
- Students will be encouraged to eat during meal times, and their choices/habits may be observed/monitored by their teachers and/or the nurse. Students will be allowed a minimum of 10 minutes for breakfast and 20 minutes for lunch, exclusive of the serving line.
- All students will have access to food during meal times even if they forget their food or money. An I.O.U. book will be used to record purchases from the breakfast/lunch service (not the café), and a parent/guardian will be notified if an I.O.U. is not repaid. Disciplinary measures may be applied if I.O.U.'s are not repaid in a timely manner.
- Food will not be used as a reward or punishment.
- A nutritious snack will be offered to students before MCAS testing.

Recess:

- Students will have two recesses a day for 30 minutes each. The bell to end recess will ring at 10:25 & 12:55.
- Recess will be an extension of the school's physical education program and will include a physical fitness requirement for all students.
- Recess will not be used as a substitute for structured physical education instruction.
- Teachers may, at their discretion, use a portion of recess for class make-up, extra-help, and/or punishment.

Celebrations:

- Foods/beverages served during school hours for the purpose of celebrations (including classroom lessons/activities, Enrichment classes, achievement, birthday parties, etc.) should be coordinated in advance with classroom teachers and the nutrition staff and should comply with the Wellness Policy.
- The school strongly encourages the use of non-food items for the celebration of birthdays.

D. PHYSICAL ACTIVITY PROGRAM GOALS

The primary goal of the MCCPS fitness program is to provide opportunities for every student to maintain physical fitness, participate in regular physical activity, and understand the short-and-long term benefits of a physically active and healthy lifestyle.

Physical education instruction

- All classes will be aligned with the Massachusetts Curriculum Frameworks and the National Standards for Physical Education from AAHPERD (ADF-2).
- Physical education will be required as a course of study for all students at every grade level regardless of physical or behavioral abilities.
- The physical education teacher will be certified through the Massachusetts Department of Elementary and Secondary Education (DESE).
- Professional development/training will be provided to faculty/staff in order to enable them to promote an appreciation for lifelong physical activity among students.
- Physical activity will be integrated into the academic curriculum by the classroom teachers when possible.
- Students will be given the opportunity for additional physical activity via a variety of Enrichment activities, intramurals/interscholastic athletics, and school events (Children's Island, ski trips, etc).

- MCCPS encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Walking/biking to school will be encouraged.
- Physical activity facilities on school property will be available to students and the community for approved after school programs.

Physical activity during recess

- Students will have two 30-minute recesses per day.
- All students will walk/run at least one lap around the field at each recess each day (approximately ½ mile per day).
- Recess will not be substituted for Physical Education classes.
- Efforts will be made to involve students in physical activity during recess.
- A student's behavior may result in his/her partial loss of recess for the day (as a punishment or to make up class time/work).

E. MEASUREMENT AND EVALUATION

Community/ family involvement

- MCCPS will communicate regularly with families regarding health and nutrition topics (via the MCCPS school newsletter and website).
- Parents, teachers, food service personnel, the nurse, school administrators and community members will be encouraged to participate on health and fitness committees.

Monitoring and evaluation

- Compliance with the MCCPS Wellness Policy will be monitored by the Nutrition Director and the nurse. Concerns will be communicated to the Student Services Coordinator and/or the Academic Director.
- The MCCPS Food Service Department will form a Wellness advisory group that includes teacher, parent, and student involvement.
- The Center for Disease Control School Health Index Self-Assessment and Planning Guide will be used as an ongoing assessment and evaluation tool.

LEGAL REF: Sections 204 of Public Law 108-265 June 30, 2004, Child Nutrition and WIC Reauthorization Act of 2004(ADF-R)
 The Richard B. Russell National School Lunch Act, 42 U.S.C.1751-1769h
 The Child Nutrition Act of 1966, 42 U.S.C. 1771-1789
 USDA:HACCP

Cross Reference: JJE, IHAM, KHA, EFC, KHB

References:

www.cdc.gov/nccdphp/dnpa/bmi/index.htm: Center for Disease Control Body Mass Calculator for Adults, Teens, and Children with Interpretations of BMI

www.cdc.gov/HealthyYouth/: CDC's Division of Adolescent and School Health (DASH) seeks to prevent the most serious health risk behaviors among children, adolescents, and young adults. Link to School Health Index tool for assessing coordinated school health programs.

www.dese.mass.edu/cnp: MA Department of Elementary and Secondary Education Child Nutrition Programs

www.mypyramid.gov/: Guidelines for healthy eating and physical activity

www.fns.usda.gov/tn/: Team Nutrition is an initiative of the USDA Food Nutrition Service to support the Child Nutrition Programs through training and technical assistance

www.aahperd.org/NASPE/: The National Association for Sport and Physical Education (NASPE) is a non-profit professional organization comprised of individuals engaged in the study of human movement and the delivery of sport and physical activity programs.

MASSACHUSETTS GENERAL LAW PROVISIONS

General Provisions

1. Charter Schools shall be open to all students, on a space available basis, and shall not discriminate on the basis of race, color, nation origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in English language, or academic achievement.
2. The power of the Board of Trustees, or of any teacher, administrator, other employee, or volunteer to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any student.
3. Any student who is found on school premises or at a school sponsored activity in possession of a weapon or a controlled substance may be subject to expulsion from the school.
4. Any student who assaults, verbally, physically, or sexually, a member of the school staff on school premises or at a school sponsored or school related event may be subject to expulsion from the school.
5. Any student who has been expelled pursuant to these provisions shall have the right of appeal to the Board of Trustees and shall have ten (10) days from the date of the expulsion in which to notify the Board of his/her appeal. Further, any student requesting an appeal has the right to counsel at a hearing before the Board of Trustees.

Provisions Specific to Civil Rights

It is the role of the Marblehead Community Charter Public School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual or bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation for any student, teacher, administrator or other school personnel or volunteer to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any student, teacher, administrator, or other school personnel or volunteer.

The School will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and to take appropriate action against any pupil, teacher, administrator, or other school personnel or volunteer who is found in violation.

Title VI, Title IX, and Section 504

- ❑ Title VI – prohibits discrimination based on race
- ❑ Title IX – prohibits discrimination based on gender
- ❑ Section 504 – prohibits discrimination based on disability

Title VI, Title IX, and Section 504 prohibit discrimination against persons based upon race, gender, or handicap in any program receiving federal financial assistance. In order to fulfill its obligation under these laws, MCCPS recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, and volunteers. No discrimination against any person will knowingly be permitted in any of the programs and practices at MCCPS.

MCCPS has specific responsibilities under Section 504, which include the responsibility to identify, evaluate, and if the child/adult is determined to be eligible, to afford access to appropriate support services. If a parent/guardian disagrees with the determination made by the professional staff at MCCPS, he/she has a right to a hearing with an impartial hearing officer.

The Student Services Coordinator and School Safety & Discipline Coordinator serve as the coordinators for Title VI, Title IX, and Section 504.

<p>Rebecca Perry Student Service Coordinator Coordinator 17 Lime Street Marblehead, MA 01945 781.631.0777 x 23 rperry@marbleheadcharter.com</p>	<p>Mike Ruth School Safety & Discipline 17 Lime St. Marblehead, MA 01945 781-631-0777 x 22 mruth@marbleheadcharter.com</p>
---	--

The Right of Appeal

If in the course of any disciplinary procedure, a student or parent/guardian believes that a situation was not dealt with fairly, the parent/guardian should follow the steps outlined in the Constructive Communication Process in this handbook.

Harassment Prevention Policy

Introduction

It is the goal of the Marblehead Community Charter Public School (MCCPS) to provide its students and faculty with a school environment free and safe from sexual harassment. MCCPS will not tolerate the conduct that is described in this policy, considers all allegations of sexual harassment serious, and will respond to complaints promptly following the included procedures. For allegations that are proven to be true, MCCPS will take the necessary steps to correct and eliminate the conduct, using disciplinary actions where appropriate. Retaliation in any form against any person who has filed a complaint is also considered unlawful and will not be tolerated.

While this policy describes what sexual harassment is and the procedures and consequences of such conduct, it is not intended to limit any remedial action. Conduct

within or part of the school environment that is considered unacceptable, regardless if the conduct satisfies the definition of sexual harassment, will be investigated.

Definitions

Title IX of the Educational Amendments of 1972, prohibits sexual harassment in education. Sexual Harassment is defined by the Massachusetts General Law as “*any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:*

- (i) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly as a provision of employment, benefits, privileges, or as a basis for the evaluation of academic achievement or,*
- (ii) such advances, requests, or conduct have the purpose or effect of unreasonable interference within an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.”*

In the school, sexual harassment can cover a wide range of behaviors and may encompass sexually oriented behavior that makes the school environment hostile, offensive, intimidating, or humiliating. Examples of conduct that, if considered unwelcome, may constitute sexual harassment include but are not limited to:

- unwelcome sexual advances either physical or emotional
- sexual jokes
- comments, verbal or written, about an individual’s body
- comments, verbal or written, about an individual’s sexual activity/prowess
- display of sexually suggestive objects, pictures, cartoons
- whistling, gesturing, insulting
- pulling at someone’s clothing
- forcing to kiss someone
- attempted rape and rape

Complaints

A Sexual Harassment Report must be filed in any case involving student, faculty, or volunteer that occurs while on school grounds. Reports should be filed with the Sexual Harassment Coordinator and will be kept confidential within the confines of the law.

Sexual Harassment Coordinators:

Mike Ruth
School Safety & Discipline Coordinator
781-631-0777 x 22
mruth@marbleheadcharter.com
rperry@marbleheadcharter.com

Rebecca Perry
Student Services Coordinator
781-631-0777 x 23

Investigation

Once reported, an evaluation involving separate conversations with the involved parties will be conducted to gather facts and assess the risk of the situation. Assessment of the information will include these steps:

1. maintenance of complete records
 - name of complainant
 - date(s) of complaint
 - kinds of inquiries undertaken
 - date(s) of investigative steps
 - date(s) and documentation of resolutions
 - confirmations/notices of outcomes to complainant
 - confirmations/notices of further procedural rights to complainant
 - information on implementation or monitoring of resolution(s)
2. Notification to appropriate authorities regarding complaint(s)
3. Retention of records with secure and limited access

When the investigation is complete MCCPS will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

If it is determined that inappropriate conduct has occurred, MCCPS will act promptly to eliminate the behavior and impose necessary disciplinary action.

Disciplinary Action

If it is determined that an inappropriate action has been committed, MCCPS will take action appropriate to the situation. Such action may range from referral of counseling to suspension or expulsion from school, or termination of employment as well as other forms of disciplinary action deemed appropriate and in conjunction with M.G.L. c.151B, ss.2 & 3.

Legal References

M.G.L. c.151B, ss. 2&3

MCAD policy 96-2

Title IX

Title VII, Civil Rights Act of 1964

Other Reference

Essex County District Attorney's Office

State and Federal Remedies

If you believe you have been subjected to harassment, including sexual harassment, you may file a formal complaint with either or both of the government agencies listed below. Using the MCCPS Constructive Communication Process described in this policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a statute of limitations for filing a claim (EEOC – 300 days; MCAD – 300 days).

United States Equal Employment Opportunity Commission (EEOC)
One Congress Street, 10th floor
Boston, MA 02114
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place, Room 601
Boston, MA 02108
(617) 994-6000

Springfield Office:
424 Dwight Street, Rm. 220
Springfield, MA 01103
(413) 739-2145

Anyone who knows or has reason to believe that another person is or has been subjected to harassment should likewise report the matter promptly. MCCPS will make every effort to keep reported information confidential to the extent practicable under the circumstances. All reported matters will be investigated and, where appropriate, steps will be taken to remedy the situation.

This policy applies to all students, employees (supervisory and nonsupervisory) as well as to students' and employees' interactions with non-staff, with no exception.

Policy Prohibiting Bullying

The Marblehead Community Charter Public School is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation.

A. Definitions

Bullying is conduct that is repeated by one or more students and targets another student, causing one or more of the following:

- a. physical or emotional harm to the targeted student or damage to his/her property;
- b. placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property;
- c. a hostile environment at school for the targeted student;
- d. infringement on the rights of the targeted student at school; or
- e. material and substantial disruption to the educational process or the orderly operation of the school.

Bullying generally involves “picking on” a student over time and may include conduct such as hitting and shoving; pressuring a student into taking an action he/she does not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyber-bullying is bullying through use of cell phones, computers or other technology and may include conduct such as sending mean or threatening email messages, instant messages, or text messages; creating websites that make fun of, embarrass, or intimidate others; and posting or sending embarrassing pictures of others.

Hostile Environment is when the targeted student becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, his schoolwork and other school activities.

Retaliation involves a student “getting back at” another student because of a belief that the student reported bullying or provided information about it to an adult or others who may help the targeted student.

B. Acts of Bullying (Including Cyber-bullying) And Retaliation Are Prohibited

The Marblehead Community Charter Public School prohibits bullying (including cyber-bullying) and retaliation as defined above both at school and under the following circumstances:

- on school grounds or any space next to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use any school computers, internet connection or other school based technology;

- at a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted student, infringes on the rights of the targeted student at school, or otherwise disrupts the orderly operation of the school.

C. How to Report Bullying

Students who believe they are targets of bullying, cyber-bullying or retaliation, or who know about bullying or cyber-bullying conduct, should report the conduct to **Mr. Ruth**. Students also may report the conduct to a teacher, guidance counselor, or other school staff member, who will in turn report the incident to the School Safety & Discipline Coordinator.

D. Addressing Concerns Regarding Bullying

The Principal or his/her designee will be responsible for taking steps to investigate and otherwise address reports of bullying, cyber-bullying and retaliation. Students who engage in bullying, cyber-bullying, or retaliation will be subject to discipline by the Principal or designee. In making disciplinary decisions, the Principal/designee will consider both the need for accountability and the importance of teaching appropriate behavior. The range of disciplinary action that may be taken includes, but is not limited to:

- verbal warning;
- written warning;
- reprimand;
- missing recess;
- detention;
- short-term or long-term suspension; or
- expulsion from school

In addition to taking disciplinary action, the Principal/Designee will report conduct relating to bullying, cyber-bullying or retaliation to local law enforcement if s/he believes that criminal charges may be pursued.

Nothing in this handbook provision is intended to prevent school staff from addressing and taking disciplinary action against a student for conduct that does not meet the definition of bullying/cyberbullying or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

E. Closing a Complaint Regarding Bullying

In the event school staff determines that bullying, cyber-bullying or retaliation (as defined in this handbook) has taken place, the principal or designee will, in addition to taking disciplinary action:

Notify the parent or guardian of the aggressor.

Inform parents of the targeted student of the steps that have been taken to prevent further acts of bullying, cyber-bullying or retaliation to the extent consistent with applicable legal restrictions.

Notify local law enforcement, if s/he believes that criminal charges against the aggressor may be pursued.

The above language is intended to be consistent with the Marblehead Community Charter Public School's Policy Prohibiting Bullying. A copy of the complete policy is available at www.marbleheadcharter.org.

Legal reference:

Source: MGL c71 § 1-93;

MGL c92 § 1-18 of the Acts of 2010

PHYSICAL RESTRAINT POLICY

As required by Massachusetts General Law 603 CMR 46.03, and in order to ensure the safety of all students and staff at the Marblehead Community Charter Public School, school personnel should follow the procedures outlined below:

1. In the event that any member of the school's faculty/staff observes a student who appears to pose a threat of imminent serious, physical harm to self and/or others:
 - a. First, the faculty/staff member should immediately send word through another staff member (if available) or a responsible student to alert the Head of School (if available) or his/her designee for assistance. If near a designated "walkie-talkie", contact the School Safety & Discipline Coordinator and/or Guidance Counselor for assistance. Pushing 'Intercom 87' on a phone will broadcast a message throughout the building. This should be used only when necessary and should be done in a manner that does not create panic.
 - b. Second, the faculty/staff member should use all verbal means possible to calm the student posing a threat of imminent serious, physical harm to self and/or others and should instruct any other student(s) in the immediate vicinity to remove themselves to a safe distance from the individual posing the threat.
2. Only school personnel who have received training pursuant to 603CMR46.03(2) or 603CMR46.03(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603CMR46.00 shall not preclude a member of the MCCPS faculty/staff from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious physical harm.
3. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603CMR46.05(5)
 - a. No restraint shall be administered in such a way that the student is prevented from breathing or speaking.
 - b. Restraint shall be administered in such a way so as to prevent or minimize physical harm.
 - c. If at any time during a physical restraint, the student demonstrates significant physical distress, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
4. Reporting requirements:
 - a. Any staff member involved in the physical restraint of a student shall verbally inform the Head of School or his/her designee as soon as possible after the event and shall file a written report with the Head of School or his/her designee no later than the next school day.
 - b. The Head of School or his/her designee shall verbally inform the student's parent/guardian of the incident as soon as possible after the incident and by written report no later than three school days following the use of restraint.

Homeless Education Policy & Procedures

It is the policy of the Marblehead Community Charter Public School to ensure that homeless children and youths are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Massachusetts academic standards, are not segregated on the basis of their status as homeless, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Definition of Homeless Children and Youth

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship.

It includes children and youths who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- are living in emergency shelters
- are abandoned in hospitals; or are awaiting foster care placement
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- runaway children or children who are abandoned

Homeless status is determined in cooperation with parents or in the case of unaccompanied youth the local educational agency liaison.

Procedure

School Selection

For a student determined to be homeless who is enrolled in MCCPS, the school shall, according to the child's best interest, continue the child's or youth's education at MCCPS for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the child or youth becomes permanently housed during an academic year. In determining the best interests of the child or youth to the extent feasible the child or youth will continue to attend MCCPS, except when doing so is contrary to the wishes of the child's or youth's parent or guardian, for the duration of homelessness.

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students enrolled in MCCPS, such as

- Educational services for which the child or youth meets eligibility criteria such as ESL or special education programs
- School nutrition programs
- Enrichment programs
- After School programs

Transportation

At the request of the parent, transportation will be provided for homeless children to MCCPS for the duration of the school year or until the child's family finds permanent housing. Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.

Local Educational Agency Liaison

The School Safety & Discipline Coordinator will be the liaison for homeless children and youths.

Homeless Liaison – Mike Ruth 781-631-0777 x 22

The Homeless Liaison or designee shall ensure that:

- homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies
- homeless children and youth enroll in and have a full and equal opportunity to succeed at MCCPS.
- homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services.
- the parents or guardians of a homeless child or youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- public notice of the educational rights of homeless children and youths is disseminated in such public places as schools, meal sites.
- compliance with all policies and procedures and mediate disputes.
- the parents or guardians of a homeless child or youth are informed of all transportation services.
- coordination of services between MCCPS and other homeless family service providers.
- assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- students are not segregated on the basis of their status as homeless.
- programs for homeless students are coordinated with other federal and local programs

Disputes

The Homeless Liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute. The MCCPS Constructive Communication Protocol will be followed in the event of a dispute.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The HoS/Designee will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers,

graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

MCCPS wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974, P.L. 93-380,

Amended; P.L. 103-382, 1994; M.G.L. 66:10 71:34A, B, D, E, H; Board of Education Student

Record Regulations adopted 2/10/77, June 1995 as amended June 2002; 603 CMR: Dept. Of

Education 23.00 through 23:12 also Mass. Dept. Of Education publication Student Records;

Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations pertaining to Student Records.

I. Inspection of Record

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) business days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Massachusetts's regulations establish a mandatory process for responding to student record requests from non-custodial parents. Where a parent who does not have physical custody of their child (non-custodial parent) requests access to the child's student record or other information regarding the student, the non-custodial parent is required to submit a written request for the student record with a certified court order indicating that the non-custodial parent is eligible to access information regarding the child and an affidavit verifying that the order provided remains in effect and that the non-custodial parent is not subject to a temporary or permanent protective order. Immediately upon receipt of this documentation the school shall notify the custodial parent that the school will provide the non-custodial parent with access to the student record information after twenty-one (21)

days unless the custodial parent provides the HoS with documentation establishing that the non-custodial parent is not eligible to access information regarding the student.

When student record information is provided to a non-custodial parent in accordance with the above procedures, the school will delete the address and telephone number of the student and custodial parent from all records provided to the non-custodial parent. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Non-custodial parents are required by law to submit a written request for access to their child's student record information each year stating that the parent continues to be entitled to unsupervised visitation with the student and remains eligible to access information regarding the child.

II. Confidentiality of Student Records

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student.

III. Amendment of the Student Record

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the HoS/Designee. The HoS/Designee will render a written decision on such a request within one week. The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired a copy of the regulations may be obtained from the HoS office or the Department of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MCCPS,

with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MCCPS may disclose appropriately designated "directory information" without written consent, unless you have advised MCCPS to the contrary in accordance with school procedures.

The primary purpose of directory information is to allow MCCPS to include this type of information from your child's education records in certain school publications.

Examples include:

- a playbill, showing your student's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without

a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses, and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want MCCPS to disclose directory information from your child's education records without your prior written consent, you must notify MCCPS in writing by September 15th of any given school year, to be effective for the school year starting on or about September 1 of the same year. This request to not disclose your child's information will be effective for that school year only. MCCPS has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Most recent educational agency or institution attended

Footnotes:

(P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Regulations pertaining to Student Records adopted by the State Board of Education have the force of law. These regulations apply to all public elementary and secondary schools as well as private and charter schools approved to provide special education services to children. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The applicable regulations may be found at 603 CMR 23.00. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001

PLEASE, STAY INFORMED & MAKE YOUR VOICE HEARD!

To receive email notices from MCCPS, go to marbleheadcharter.org.

On the home page (bottom left) click on "Get MCCPS Email Updates."

To receive regular updates from the Massachusetts Charter Public School Association and to be able to send emails to your state legislators visit:

<http://www.masscharterschools.org/advocacy/newsletter.html>.

STUDENT/PARENT HANDBOOK 2011-2012

MCCPS 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.

The Marblehead Community Charter Public School is committed to providing an alternative public (free) school experience that actively meets the unique needs of each student within the context of a dynamic and nurturing community.

Dear Parent/Guardian,

Thank you for choosing Charter! MCCPS is an extraordinary place, and we are so pleased that you, your child, and your family have chosen to become members of our learning community. Our student-centered, standards-driven, performance-based, hands-on approach enables students to learn the grade level content and develop their ability to think critically, work intensively, and care deeply. MCCPS is one of the most dynamic educational institutions on the North Shore, and we hope that you will enjoy your time with us.

Inside the Student/Parent Handbook, you will find information about who to contact with questions, comments, concerns, and suggestions, how to volunteer, school policies, discipline procedures, the dress code, etc. The teachers and administrators will discuss

the contents of this handbook at school, however it is imperative that you review it with your child as well. When you have questions, please let one of us know right away; we'll be glad to help. After reading the handbook, please complete the signature sheet (one per family), and return it to school.

Although this handbook contains a great deal of useful information, it does not include everything you need to know about everything. Our website is a collection of useful current and historical information about the school and your child(ren)'s grade level(s). Please, visit it often: marbleheadcharter.org. Also, our PTO has created a *Parent Buddy Program* to help new families learn about the culture and community that exists at MCCPS. If you would like to be paired with an "experienced" MCCPS mom or dad, please contact Eileen Perry at 781-631-0777 or eperry@marbleheadcharter.com. Everyone who has participated in this program has found it to be helpful. We are very grateful to our PTO for providing this important community-building service.

Please, know that this is your school, too. If you need something, don't understand something, want to help with something - just let me know. We're going to enjoy a fabulous year together. Thanks for being a part of it!

Sincerely,

Nina Cullen-Hamzeh
Academic Director
nch@marbleheadcharter.com
781-631-0777 ext 11

Commitment to MCCPS
(one per family)

Acceptance of Student / Parent Handbook 2011-2012

Please, complete and return to school.

Please review the *Student/Parent Handbook* carefully and often with your child(ren). It can be found on the school's website: marbleheadcharter.org. If you have questions or concerns, please contact Mr. Ruth at mruth@marbleheadcharter.com or 781-631-0777 x22.

As a student at MCCPS, I pledge to:

- ~ read and follow the rules outlined in the Student/Parent Handbook.***
- ~ be responsible for my actions;***
- ~ show respect for my school, my teachers, my classmates, and guests.***

Student's Signature & Grade Level

Date

Student's Signature & Grade Level

Date

Student's Signature & Grade Level

Date

As a parent at MCCPS, 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), rested and ready to learn, prepared for the day ahead.***
- ~ volunteer to help at school, as often as possible***
- ~ keep myself informed about school happenings by reading the notices/emails that come home, attending a PTO, Board, or other meetings at school when possible.***

Parent's Signature

Date

MCCPS 2011-2012