

Parent and Scholar Handbook

2023-2024



“Learning like Leo”

MCCS Contact Information

Middleburg Community Charter School

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PTO Website: <https://www.mccspto.org/>



Greetings Middleburg Family,



It's a Marvelous Day in Middleburg! Welcome back to another great year of learning! I want to welcome you to the 2023-2024 school year. I am so excited to be entering my fifth year as principal of Middleburg Community Charter School, and am looking forward to building and continuing many amazing partnerships with each family and scholar in the school community. We have an outstanding team here at Middleburg Community Charter School, who is committed to ensuring that each scholar receives a rigorous academic experience that is centered on project based learning through the lens of Leonardo da Vinci with character at the core of each content area.

The start of the school year is always a moment of great anticipation and excitement, even more so this year. This year as we add new members to our school community with new programs, I am confident that this will be the best year yet. Whether your child is new to our school, starting school for the first time, or returning after a fun-filled summer, **this is going to be a very special moment for each child**. For everyone, **scholars, parents, and teachers** alike, there is that wonderful sense of new beginning and a fresh start. It is natural for scholars to have a bit of anxiety and maybe even a few questions – what will my teacher(s) be like, who will be in my class, etc. But the focus should always be on the new upcoming **adventure** of learning and growing. Believe me when I say that the great teachers we have in our school, can't wait to work with your child or children. **Our teachers are committed to making a difference!** They want to have an impact and have probably spent much of their summer thinking of ways to make this a great school year. Enjoy the chance to know them. Great schools always come back to the **relationship** between the scholar and the teacher. Find ways to engage yourself in school life. Volunteer in the classroom, attend or lead school-wide events, or find opportunities that will truly make Middleburg Community Charter School unique. Making the educational **experience** at Middleburg "*a way of life,*" is not just the place where you send your children, but rather where they develop a love of learning that propels them into their future careers. Make it something special that you all share and benefit from together. Trust these great educators and value all that they will be doing for your child.

Prepare for an adventure! Real adventures in today's world can be rare, but this educational adventure at Middleburg is real and all about, ***inquiry based instruction, placed based education in our community,*** and a focus on ***character development***. We will continue to find ways to incorporate 21st century learning and all the opportunities to learn in new and exciting ways. Your child will learn to collaborate, communicate, think creatively and critically, and they will develop a sense of character. We will bring a sense of community this year as we launch our house system based on four principles of Leonardo da Vinci. These houses will develop student leaders and allow for more parental involvement. As we begin this 2023-2024 school year, I desire that each scholar truly enjoys their time here at Middleburg, and that you as parents are satisfied with the quality of education your scholar is receiving. If you have any questions, concerns, or suggestions, feel free to reach out to me. I look forward to an amazing school year at Middleburg Community Charter School.

Warmest regards,

Stephen Robinson

Principal

Welcome!

We are excited to welcome you to Middleburg Community Charter School (MCCS)!

MCCS is Northern Virginia's first charter school. We know a strong partnership with our families will make a great difference in your child's education. You are part of an exceptional and supportive community that is recognized for its academic progress, innovative ideas, integrated arts, and problem-based learning using STEAM principals through the da Vinci curriculum, which ties everything together. We are happy that you chose MCCS!

The Scholar Handbook will acquaint all families – new and returning – with many aspects of MCCS. In this document you will find descriptions of the services and activities available to MCCS scholars, as well as LCPS policies and procedures.

Our entire staff looks forward to working with you. We encourage you to become involved in our school community. MCCS thrives because of supportive parent and community members who spend time volunteering in the classroom, during fundraisers, and assisting with administrative duties throughout the year. We welcome and value your thoughts and insights. Education is a partnership between the charter school, scholars, parents/guardians, and the community - principles our charter school was founded upon.

The wonderful MCCS faculty, staff, and School Mission Team (SMT) feel honored to be a part of this school community. With the support and encouragement of parents and all of us here at MCCS, we are confident that your child will have an outstanding experience this year and beyond!

Sincerely,

MCCS School Mission Team



Table of Contents

Topic	Page
<i>MCCS Contact Information</i>	i
<i>Greetings from the Principal</i>	ii
<i>Welcome Letter</i>	iii
<i>MCCS Mission and Vision</i>	1
<i>MCCS Staff</i>	2
<i>The School Day</i>	3
<i>Dismissal and Transportation</i>	4
<i>Delays and Schedule Changes</i>	5
<i>Attendance</i>	6
<i>Records and Registration</i>	7
<i>Scholar Health</i>	8
<i>Food Related Information</i>	9
<i>Safety and Security</i>	10
<i>Scholar Conduct</i>	11
<i>Classroom Policies</i>	12
<i>Technology</i>	13
<i>Communication</i>	14
<i>Special Events</i>	15
<i>Educational Services</i>	16
<i>School Culture</i>	17
<i>Parent Involvement</i>	18
<i>LCPS & Virginia Policies</i>	19
<i>General School Information</i>	20



Purpose, Vision, Values

PURPOSE

Promote scholars of character who are curious, confident, and love to learn, by employing innovative educational approaches in a school that our scholars love.

VISION

Provide the greatest possible school experience meeting scholars at their learning level and style. Use Leonardo da Vinci's principles to equip scholars with life skills to be innovative global citizens.

Da Vinci's Seven Principles

Curiosity (Curiosita) – An insatiably curious approach to life and an unrelenting quest for continuous learning.

Demonstration (Dimonstrazione) – A commitment to test knowledge through experience, persistence, and willingness to learn from mistakes.

Sensation (Sensazione) – The continual refinement of the senses, especially sight, as the means to enliven experience.

Smoke (Sfumato) – Becoming open to the unknown. A willingness to embrace ambiguity, paradox, and uncertainty.

Art and Science (Arte/Scienza) – Whole-Brain thinking. The development of the balance between science and art, logic and imagination.

The Body (Corporalita) – The cultivation of grace, ambidexterity, fitness, and poise. Balancing the body and mind.

Connection (Conessione) – A recognition of and appreciation for the interconnectedness of all things and phenomena. Systems thinking.

VALUES

Proposed

Respect Everyone

Respect Yourself, Respect Others, Respect Property

Do the right thing even when no one is looking

Be honest. Act with honor.

Serve and Support Each Other

Put others first

Volunteer your unique talents and gifts to the school and community

MCCS will serve and support Loudoun County and the Middleburg Community

Embrace Risk and Uncertainty

Don't worry about being perfect

Be innovative and take chances

Be humble. Admit and learn from failures.



MCCS Staff

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The School Day

7:45 - Staff Arrive

8:00- Scholars arrive and report to the playground (weather permitting) or cafeteria

8:15 - Classes Begin (any scholar not in the building when the bell rings is considered tardy)

8:20 - Morning Announcements

3:00- Bus Scholars Released

3:05 - Car Pick Up Scholars Released

3:15 - End of regular teacher day

ARRIVAL

Scholars should arrive to school between 8:00 and 8:13 a.m. Staff will be visible and present each morning to ensure a safe and orderly scholar arrival. We thank you for your help in making sure our children are safe. Please **drive carefully** as our parking lot is small, and very busy during school arrival and dismissal times! One of our friendly staff members or safety patrol officers will greet you at your car door during dismissal to transport your scholar to your vehicle.

Messages, Classroom Visits, and Volunteering

In order to protect instructional time, interruptions to pupils are kept to a minimum; therefore any non-school personnel entering the school for any reason must stop at the office. Any items (lunches, boots, instruments, etc.) and messages will be forwarded by the office. Parents will not be allowed to visit classrooms without signing in at the main office.

Visitors are welcome at MCCS. **All visitors to the building are to sign the Visitors' Log in the front office. They will also have to have a badge through our raptor system.** The front office will issue a visitor's pass to the visitor. This pass must be worn at all times while at MCCS. This policy is strictly enforced for the safety of our scholars and staff. You will not be allowed in the classrooms without the visitor's pass. Upon departure, all visitors should sign out with the receptionist and turn in their sticker badge

We ask that parents and others make appointments to see teachers. For maximum educational effectiveness, it is important that our instructional program is not interrupted. If you need to speak with a teacher, please leave a message at the front desk. Calls are not transferred into classrooms during instructional sessions. Visitors that request to meet with the Principal must make an appointment with our front office operations manager, Mrs. Jessica Corey. The procedures outlined are established to minimize disruption to the instructional program and daily routine of the school. If a parent wishes to volunteer in a classroom or stay for an extended period of time, it must be preapproved by the classroom teacher and the main office. Parents who do not schedule visits with the classroom teacher and the main office, will not be allowed to stay in the classroom during instructional time.

RECESS

Play is an important part of a scholar's educational and developmental experience at school. It is a place for them to interact with other children and challenge themselves socially, mentally, emotionally and physically. The playground should be an extension of the classroom educational experience with focus on children, their development and safety.

We need to provide an environment that is both positive, fun and at the same time encourages safety. It is critical that parents and teachers both explain the playground rules to the children and the why's of safe play. Scholars should look to follow our three R's on a continual basis.

General Playground Safety Rules:

Keep your hands and feet to yourself. Respect the rights of others and treat them as you would like to be treated. No fighting or rough play. Tag or chase is not allowed on or around the equipment. The slide is a one way slide, and scholars should not attempt to walk up it.

Recess in grades K-5 is defined as daily 15-20 minutes, staff supervised break from the instructional routine. At MCCS, we support the need for scholars to be actively engaged in collaboration both in and outside of the classroom. Therefore, we have 2 scheduled recess each day at MCCS. The staff may provide options from which scholars may choose, such as free play or organized games. Classes will go outside, weather permitting, and all scholars are expected to participate in recess, unless excused for a medical or approved reason. Scholars may go outside if the actual temperature is between 36 degrees and 100 degrees. The staff will set the guidelines for expected behavior.



Dismissal & Transportation

AFTER SCHOOL TRANSPORTATION CHANGES

All children are expected to go home or to their child care provider after school. If your child will be visiting friends after school, please send a written note or email/Parent Square message to your child's teacher and the front office, giving your permission. The information should include the name of the child whose home he/she will be visiting and the bus he/she will be riding. Children will not be allowed to use the school telephone to make such arrangements.

BUS SAFETY

It is extremely important that we maintain safety when loading, unloading, and transporting scholars to and from school. We ask for your cooperation in sharing the responsibility with MCCS in the following way:

Review bus safety information with your child:

1. Review behavior expectations for riding the bus and waiting at the bus stop.
 - A. Scholars should remain seated at all times and clear of the aisle.
 - B. Scholars should use a quiet voice, and refrain from yelling and screaming towards others.
 - C. Scholars should be positive towards others and not use inappropriate words and comments that make others feel uneasy.
 - D. Scholars should keep their hands, feet, and objects to themselves at all time.
2. Provide a written request to your child's teacher for any transportation changes.
3. In the event of an early dismissal or closing, busses will follow their normal routes.
4. Do not pass any bus with visible flashing red lights and/or stop sign displayed.
5. Only use the designated "kiss and go" lane to drop off and pick up your child.

If a scholar is unable to adhere to the guidelines as stated in the first point, they may be given an assigned seat, temporary removal, or if they issues continue, a complete removal from riding the bus.

EARLY DISMISSAL

A scholar who must leave early should bring a note to the teacher that clearly states the reason and the expected dismissal time. If the teacher has this information **in writing, at the start of the day**, s/he may be able to have the scholar ready for dismissal with appropriate assignments.

CHANGES TO DISMISSAL

If the scholar has a change in dismissal, we ask that this change be communicated to the front office by **noon** on the day of the change. No child will be permitted to leave without permission from a parent or guardian. **If you are picking your child up early, you must sign in at the office and your child will be notified by our office staff. Please do not go to the classroom, unless approved by the classroom teacher and the front office.**



Delays and Schedule Changes

DELAYED OPENING or CLOSED SCHOOL

When road conditions are not satisfactory, the opening of school may be delayed for two hours. A delayed opening causes no additional changes other than a late start in the programs at MCCS. In the event that LCPS delays or closes school for the day, MCCS will also follow them for all closures.

EARLY CLOSING

When it is necessary to close schools in Loudoun County due to snow, ice, the office of public information will use our CONNECT-ED system to contact all families. You can also hear the announcement over the following TV and radio stations:

- ⇒ WASH 97.1 FM ⇒ WINC 92.5 FM ⇒ WMAL 630 AM
- ⇒ WTOP 103.5 FM ⇒ WGMS 103.9 FM ⇒ WRC TV4
- ⇒ WAVA 105.1 FM ⇒ WMZQ 98.7 FM ⇒ WJLA TV7

In the event of an early closing due to weather or other causes, each scholar must have specific instructions for getting home or to their day care provider. We will follow regular dismissal procedures unless you have an early dismissal plan on file with the school at the start of the school year. School personnel cannot call parents; nor should parents call the school as the phone lines need to be kept open for emergencies and instructions. Updated information will be available on the LCPS website as well as through the Loudoun Alert system.

DOCTOR AND DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule scholar's doctor and/or dental appointments outside of school hours. However, when this is not possible, scholars will be excused for these appointments. If a child must leave school during the school day, the parent should send a communication to the child's teacher, the morning of the appointment, and should come directly to the office to sign the child out.



Attendance

ATTENDANCE AND TARDIES

When a scholar is absent from school, documentation is required to verify the reason for the absence. Parents or guardians are required to notify the school the day of the absence by 10:30 am. This may be done through the school's front office at:

Phone: (540) 687-5048

Email: middleburgcharterschool@gmail.com

MCCS follows LCPS attendance policies and procedures. Any absence not confirmed by the parent will be considered unexcused. If the parent has not called the school to verify the absence, the school will make a reasonable effort to call the parent to verify the day's absence. Upon the scholar's return to school, a written explanation (via note or email communication) from a parent or guardian is required for each absence. The communication should include: date(s) of the absence, and reason for the absence. If you are attending an out of town trip and wish for it to be excused, please submit a request to Mr. Robinson for approval as an excused absence.

Scholars are excused for personal illness, a death in the family, medical or dental appointments, court appearances, religious holidays, illness in the immediate family, or emergencies that require the scholar to be absent. If a scholar is absent for more than 15 consecutive days, without approval, they will be withdrawn from MCCS and must reapply for enrollment.

Occasional tardiness/early dismissal for valid reasons is not a serious offense; however, repeated or habitual tardiness/early dismissals encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. When a scholar arrives tardy, parents must escort their child to the office and assist him/her in obtaining a tardy pass. This is required to ensure the safety and well-being of the scholar. In addition, the school may require the parent or guardian to provide justification to determine the reason for the scholar's tardiness. If this does not occur and documentation is not provided by the parent, as to the reason for the tardy, the tardy may be considered unexcused. If the pattern of tardiness does not improve a referral will be made to the Attendance Officer.

WITHDRAWAL PROCEDURES

Parents should notify the teacher and the front office staff at least a week before the scholar is to be withdrawn from the school. All textbooks, Chromebook, and library books should be returned. Lunch fees will not be returned if the scholar is withdrawn. We ask that parents complete an exit survey with the front office to identify the reason for withdrawal and better plan for improvements within the MCCS community.



Records & Registration

EMERGENCY CARDS

The emergency card is a vital piece of information for your child. Please notify the office staff if information on the emergency card needs to be updated. Each child is provided with an emergency card at the beginning of the school year. This must be filled out with changes and returned to the front office as soon as possible. Contact information may also be changed through ParentSquare with the MCCS Office.

RECORDS

Regulations for the maintenance of and procedures for granting access to scholar records are specified by state and federal laws. Parents may inspect the contents of their child's records by requesting access and providing identification to the school's administration. School personnel, with a legitimate educational need, interest, or instructional responsibility will also have access to scholar records. Certain non-school personnel, by law, may be provided access to records or may obtain information from them. Records are transferred, upon written request by authorized employees, to other schools in which the scholar seeks or intends to enroll.

REGISTRATION

Any child in kindergarten through fifth grade may apply for the enrollment lottery at Middleburg Community Charter School. The enrollment lottery will be made public the first week of January, with the actual lottery, to fill open spaces and available kindergarten spots, being held early spring. By state law, scholars who will be five years old on or before September 30 are eligible to enroll in kindergarten. A child with an October 1 or later birthday cannot be considered for enrollment. Scholars enrolling in Loudoun County Public Schools are required to provide the following:

1. Complete and Signed Registration Form
2. Original Birth Certificate or other certified birth record (copies are not valid)
3. Parent/Guardian Photo ID
4. Proof of Residency: Parents seeking admission for a scholar shall present proof that the scholar actually resides within the attendance area of the school in which the parent is seeking to enroll him/her. A signed deed, settlement papers, a mortgage statement, or lease agreement for the address must be presented as proof of residency.
5. Prior Expulsion Form (if applicable)
6. Legal/ Custody Papers (if applicable)

Required to Attend:

1. Bus Transportation Form
2. Scholar Records Release
3. Valid Physical Examination Form, which:
 - * has been performed within twelve months of entry into kindergarten or elementary school
 - * has been completed and signed by a qualified physician licensed in the US,
physician's assistant, or licensed nurse practitioner
 - * indicated that a comprehensive physical was done
4. Immunization Record: Documentation for certain Immunizations, signed by a licensed physician or local Health Department employee

- DtaP, DTP, DT, or Td – minimum 4 doses. At least 1 dose after 4th birthday unless received 6 doses before 4th birthday.
- Polio (OPV)– minimum of 4 doses. At least one dose after 4th birthday unless received 4 doses of all OPV or all IPV prior to 4th birthday.
- Measles, Mumps, Rubella – minimum of 2 measles, 2 mumps and 1 rubella. First dose on/after 1st Birthday, second dose prior to entering kindergarten.
- 2nd MMR at least 1 month after 1st MMR.
- Hepatitis B – minimum of 3 doses if born after 01/01/94.
- Hib – 1 dose of Hib for pre-school to 10 months
- 2 Varicella – all susceptible children born on and after 01/01/97. First dose must be on or after the 1st birthday, 2nd dose prior to entering kindergarten.
- TB Screening no earlier than three months prior to registration or entry into school



Scholar Health

ALLERGIES

School staff must know if your child is allergic to any specific substances, animals, or foods, and the proper emergency response or treatment. In some situations, special medication is required to be kept at the school so that it may be administered immediately. This information must be shared with your child's teachers and school staff. Please notify the school in writing of any allergies or special accommodation immediately.

HEALTH CLINIC

The school clinic is located in the office area and is staffed by a health aide. Soap, water, and band-aids are the usual remedies for cuts and scrapes. The clinic aide, office staff, and classroom teachers are able to provide basic first aid when necessary.

When a child becomes ill at school (has a fever, appears to have an infectious condition, or any other condition requiring parental attention) the parent/guardian or designated adult will be notified and requested to make arrangements for the child to go home. It is therefore very important that the information on the emergency card be current and updated as changes occur.

A child who shows symptoms of illness (fever, severe cough, etc.) or a communicable disease SHOULD NOT be sent to school. Arrangements should be made for the child to remain at home until well enough to return to school. Any child with a fever should be fever free (without medication) for 24 hours prior to returning to school.

HEALTH SCREENINGS

A vision screening will be conducted for all third graders and new scholars during the first month of school. A hearing screening is performed on all third graders and scholars new to Loudoun County Schools. An optional dental inspection will be conducted for those scholars who have returned the appropriate dental form. Fine and gross motor screenings are done during the first 60 days of enrollment. Parents will be contacted if a child does not pass the screenings and encouraged to seek additional tests.

INJURIES

Any injuries (other than superficial wounds) shall be reported immediately to the parents or guardians. A quick, common sense appraisal shall dictate the sequence of action to be taken in the event of serious injuries or illnesses that occur during school hours. It is important that telephone numbers and other information on the emergency card be correct in order for the school to reach the parent or responsible adult in the case of an emergency. Please notify the office immediately of any changes.

MEDICATION

All medication is kept and administered in the school clinic by Mrs. Chinn or other individuals who are cleared to administer medication. Any medication must have the child's name on the original container with the physician's directions for administering. All medication must be hand carried to the clinic by the parent or another responsible adult. Children are not permitted to carry medication to or from school. If your child has asthma, diabetes, seizures, allergies, or other medical conditions, and must take prescription medicine, a Medication Form must be completed to inform staff of vital information. This information should include:

- Name and purpose of medication
- Dosage and time of administration
- Possible side effects and staff response
- Termination date for administration
- Parent signature
- Physician signature

Forms are available in the clinic. No medication will be given to a scholar without this information. The school must have written permission for all non-prescription medications also. This includes cough drops.



Food Related Information

LUNCH SERVICES

MCCS offers the opportunity for parents to purchase lunch from multiple vendors, three to four days a week. Options may vary depending on the quarter. Order forms will be provided prior to the start of each quarter and payments must be made either through cash, paypal, or check written to MCCS PTO. Each deadline is firm and there are no refunds once the order and money is received.

FREE AND REDUCED MEAL PROGRAM

In participation with the Federal school meal program, children from households that meet Federal Income Guidelines are eligible for free meals. Applications for the Free & Reduced Meal Program are accepted throughout the year and must be completed annually. Anytime there is a change in employment status or wages, a new application may be filled out. Communication regarding the pricing for our lunch program, will be communicated from the administration, once the application is filled out and reviewed.

LUNCH VISITORS

Parents and other visitors are always welcome to have lunch at school. As always, please sign-in at the office and get a visitor badge. Lunch is held at 11:00 and 11:30 respectively for scholars in grades K-5.

CLASSROOM PARTIES or BIRTHDAY TREATS

In an effort to respect instructional time, classroom birthday parties are requested to be held in collaboration with the teacher at a proper time in the classroom, or in the cafeteria. Parents must communicate with the teacher in advance to ensure that they are prepared for the celebration and are aware of any food allergy situations. Celebration contributions should be considerate to those that do not eat unhealthy snacks. MCCS, in an effort to meet our instructional goals, discourages impromptu celebrations. **Parents must collaborate with the classroom teacher as to not interrupt any planned instruction.**

SNACK

Teachers may allow scholars to bring a nutritious snack such as fruit, vegetables, and/or water to eat as a midmorning snack. These snacks should be easily accessible and require no refrigeration or preparation. Please do not send your child with a knife to cut apples or spread toppings. The school will not provide snacks for any scholar, unless the teacher communicates this to parents in advance. Snacks must be sent in from home if desired.

ALLERGY AWARE: We will have a nut free table available for scholars. Please fill out health information and notify your teacher if your child has food allergies.



Safety and Security

EQUIPMENT USE

Our school contains a variety of instructional, safety, and maintenance equipment. Scholars are not allowed to use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the parent will be held financially responsible. School equipment will not be available for loan to the public or use after school hours.

FIRE DRILLS AND SAFETY

Schools are required by law to have a fire drill once a week during the first month of school and one fire drill per month thereafter. Other measures are taken as well to ensure the safety of all scholars. Staff members develop and are trained in a Tornado Drill Plan, an Emergency Response Plan, Shelter in Place, and an Intruder Plan of Response. Lockdown drills are practiced, reviewed and conducted throughout the year and are completed in conjunction with the Middleburg Police Department. Primary and secondary evacuation routes are posted throughout the building and are reviewed with all scholars and staff.

SAFETY AND SECURITY

For security reasons, only the main entrance is accessible during the school day and ALL visitors are required to report to the main office. All LCPS schools have security doors. All visitors are required to present photo ID at the front door and will be asked to the nature of their visit, before being allowed to enter. For our scholars' safety, ALL visitors must wear a visitor badge. Badges will be found at the sign in table in front of the main office.

SCHOLAR RIGHTS AND RESPONSIBILITIES

At the beginning of the school year, every MCCS parent will be provided online access to a handbook establishing system rules and expectations of scholar behavior. Scholars and parents must sign and indicate that they have read this information and return the signed copy to the attendance secretary. MCCS follows the procedures outlined in the LCPS Scholar Rights and Responsibilities guidebook, but we have also created a separate tiered behavior document for families to review. We use this document as a guide to address behavior concerns. If you should have any questions regarding this document, please connect with the school principal.

WEAPONS

Possession or use of a weapon by a scholar while under the control or supervision of school system personnel or on school property is prohibited. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical wellbeing of another person. Any scholar in violation of this policy shall have the weapon confiscated by school officials and appropriate disciplinary action will be enforced. The school official may, if possible, return the weapon only to the scholar's parent or guardian after a conference with such parent or guardian.



Scholar Conduct

BEHAVIOR

MCCS has adopted a school wide behavior plan PBIS (Positive Behavioral Intervention and Support) with a focus on mindfulness. “The 3 R’s of MCCS”

1. **Respect Yourself**
2. **Respect Others**
3. **Respect Property**

These three areas form the core of all behavior and discipline expectations.

MCCS will support scholars that are not meeting these behavioral expectations with positive interventions that strive to correct the behavior, allow for growth and understanding, and maintain each child’s dignity.

Behavior interventions are outlined under discipline in this handbook and/ or the Scholar’s Right and Responsibilities provided to each MCCS family. Please carefully review these guidelines with your child. By reinforcing these common behaviors, habits, and expectations both at school and at home, we hope that together we can guide children toward self-discipline and those attributes desirable for growing children.

INCENTIVE PROGRAM

Our school strives to recognize positive behavior and achievement. In addition to positive reinforcement, including verbal praise, children are recognized in many ways. The MCCS staff will implement an incentive based program, PBIS, throughout the year and will also recognize scholar achievement at the end of the year. Scholars receive special recognition at school through a variety of incentive programs. These incentives are intended to promote and recognize academic and social achievement, good citizenship, and school spirit through the 3 R’s. Teachers and parents are encouraged to promote these awards as an incentive to motivate, challenge, and support scholar success. Our PBIS program will promote positive behavior both classroom based and school-based as well. Scholars will be celebrated at that time and recognized through ParentSquare and our Facebook page.

DAMAGE TO PROPERTY

Any scholar who causes deliberate damage to school property will be expected to pay for repairs or replacement. Parents will be notified by school administration regarding the event and the corresponding costs.

DISCIPLINE

MCCS must remain a safe place for all scholars. Supports are in place to teach scholars positive social behaviors necessary in both the community and a school environment. Although, teachers and staff members have the responsibility and authority to maintain discipline, parental support is an important aspect of any positive and effective behavior plan. We encourage parents to become partners in supporting their child’s behavior to ensure a climate of respect, courtesy, and safety.

In instances in which a child violates LCPS policies as outlined in the Scholar Rights and Responsibilities provided to each MCCS family, disciplinary procedures will be followed. We have included a tiered intervention plan for behavior issues in the back of this handbook, that clearly outlines the expectations of behavior and what responses the school administrators in the event of behavior issues. We will work with parents to ensure that scholars are successful, however we will make sure they follow the expectations to ensure the safety of all scholars. Thank you for helping us to ensure that every child has the right to learn in a safe and respectful environment.

DRESS CODE

The primary responsibility for the proper dress and grooming of scholars rests with the parent or guardian of each scholar. The school has the responsibility, however, to see that the cleanliness, dress, and grooming of scholars does not present a danger to the health or safety of themselves or fellow classmates. In addition, dress should not prevent them from performing their regular required school activities nor should it cause a disruption of the function of the school. “Heelys,” sneakers that have rollers on the bottom, are not permitted on school grounds since they are like skates and are unsafe on our waxed floors. Hats and hoodies are also not permitted to be worn in the building during school hours unless it is part of a Scholar Council Association sponsored School Spirit Day. Scholars’ wearing apparel or accessories that are deemed inappropriate will be asked to change or remove the item. Parents may be contacted to bring appropriate clothing. Scholars are required to participate in physical education and dance, unless a medical waiver has been provided. It is essential that appropriate shoes and clothing are worn for physical activity. Even though precautions are taken to ensure clothing is not damaged, parents are encouraged to refrain from sending their child to school in expensive clothes, as they may tear, be damaged by paint, or be ruined by other unforeseen accidents.

Classroom Policies

ARTICLES BROUGHT TO SCHOOL

The school encourages children to bring educational items for sharing, as permitted by our teachers. Items for sharing should be of interest and value to the class and should be connected with scholar instruction. Parents who allow their scholar(s) to bring a cell phone, tablet or other electronic devices, will understand that the school is not responsible for lost or damaged items. In addition, teachers will determine when those devices will and can be used.

CLASS ASSIGNMENTS

When determining classroom assignments, we consider all educational factors; academic, social, and behavioral, are carefully considered by staff members. Teachers complete placement cards that include information about academic performance, work habits, careful consideration of learning styles, and resource needs. Parents are welcome to provide input on the parent information form that will be sent home in the spring. Parents are discouraged from soliciting specific teachers.

HOMEWORK

MCCS believes that homework is a support for the general instruction given in the classroom on a daily basis. In an effort to mirror our instruction, homework at times may be given that is based on the assignments given in the classroom. Homework for elementary scholars includes any activities that are a natural extension of the school day. These activities will not be graded. Homework assignments will vary according to the grade level, the individual needs of a scholar, the ability of a scholar, and the day of the week. No homework is usually assigned during the week to allow scholars to engage in extra-curricular activities at home. However, scholars may be expected to complete unfinished class work or work assignments missed due to absence during the weekend.

MAKE-UP WORK

Scholars absent from the classroom are required to make up any missed work. The initiative for making up missed assignments is the responsibility of the pupil, under the teacher's guidance.

STUDY SKILLS

A parent can help his/her child utilize excellent study skills and techniques which make learning easier and more meaningful. The following are some guidelines for achieving good study habits:

1. Come to class prepared (pencil, paper, and other necessary materials)
2. Be an active participant in class.
3. LISTEN CAREFULLY!
4. Ask questions to clarify.
5. Schedule time for work and play.
6. Apply new learning to new situations.
7. Learn from mistakes! Keep a growth mindset.
8. Put forth your best effort.



Technology

COMPUTERS

Computers are available in each classroom. They enhance instruction with educational software and programs provided through the LCPS network. We have a technology resource teacher who assists the staff and scholars to integrate technology and instructions. Scholars will not take these devices home. They will remain on-site at all times.

INTERNET SAFETY

The Internet, a global computer network, has great potential to support scholar learning. The Internet may be used in classrooms and in the computer lab as a learning resource to educate and inform scholars. If a scholar is unable to follow the expectations, they may lose use of school-based technology.

UNACCEPTABLE USES

The following uses of MCCS Network are considered unacceptable:

Personal Safety and Personal Privacy

Scholars will not post personal contact information about themselves. Personal contact information includes addresses, telephone numbers, school address, home address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Scholars will not agree to meet with someone they have met online. Scholars will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

Scholars will not attempt to gain unauthorized access to MCCS Network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. Scholars will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Scholars will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

System Security

Scholars will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. Scholars will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. Scholars will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Scholars will not post information that could cause damage or a danger of disruption. Scholars will not engage in personal attacks, including prejudicial or discriminatory attacks. Scholars will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If scholars are told by a person to stop sending them messages, they must stop. Scholars will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

Scholars will not repost a message that was sent to you privately without permission of the person who sent you the message. Scholars will not post private information, including personal contact information, about another person.

Inappropriate Access to Material

Scholars will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If a scholar mistakenly accesses inappropriate information, he/she should immediately tell a teacher. This will protect him/her against a claim that he/she has intentionally violated this Policy. Parents should instruct scholars if there is additional material that they think is inappropriate. The school fully expects that scholars will follow parents' instructions in this matter.

TELEPHONE USE

Scholars may use the office telephones only for an emergency. The school office staff will determine if a scholar can use the office phone. In accordance with Loudoun County policy, cell phone use is prohibited during instructional hours, including field trips or school sponsored events. Scholars that bring cell phones to school do so at their own risk.



Communication

COMMUNICATION

It is critical to each child's education, growth, and development that staff, scholars, and parents communicate effectively. Beginning this year, MCCS has implemented ParentSquare, which will serve as a main form of communication between stakeholders. Parents should create an account and be on their child's teachers class roster for communication. At MCCS, our focus will be on communicating scholar achievement, expectations, and important events in a timely manner to promote a strong partnership between the school and home. The expectation is for teachers to communicate weekly classroom assignments and additional items that relate to the academic success of your scholar. They will also post pictures and videos of the exciting learning experiences that are occurring on a daily basis. Questions or concerns that require an immediate response should be directed to the office as teachers may be unable to respond to email or phone messages during the instructional day. Staff will make a reasonable effort to respond to questions and concerns within 24 hours during the business week.

Please note that school staff may not exchange confidential information about scholars in email communication.

CONFERENCES

Children respond more readily to school and home expectations when parents and teachers are partners. Therefore, all parents may schedule a conference with the classroom teacher to discuss scholar progress, strengths, and weaknesses if desired. In addition, the classroom teacher may also reach out during or after each quarter to discuss their scholar's progress. Parents are encouraged to also request conferences when a need arises. Teachers are on duty from 7:45 - 3:15 and are not available to conference during the school day unless it is scheduled in advance. Please honor our scholars' needs and refrain from interrupting instruction for a "brief conference" in the hall.

INTERIM REPORTS and PROGRESS REPORTS

Parents can expect continuous communication from teachers concerning scholar progress. It is important that you talk to your child about his/her report card and develop strategies to improve performance. Parents should also contact teachers to schedule a conference, if necessary.

Report cards are sent home four times each year. Report cards provide an assessment of your child's ability, motivation, participation, development, and achievement. When a scholar is having academic or social difficulty, the teacher will either call the parent or send a note to the parent. Report cards are sent home at the end of each marking period and should be reviewed and discussed with the child to support your home/school partnership. Because the report card is unique to MCCS, parents are encouraged to reach out to the principal or classroom teacher for clarification and guidance.

Special Events

CLASS PARTIES

The details of class parties are decided by the teacher and organized by the room parent. Information will be shared through ParentSquare if a class party will occur. If you would like to support a class party or potentially organize one at anytime during the year, please reach out to your child's classroom teacher.

AFTER SCHOOL ACTIVITIES

If your child is participating in a PTO or school sponsored activity, please be sure to arrange to pick your child up at the conclusion of the event. All school rules apply for children participating in school sponsored activities with a separate document for parents to sign agreeing to the expectations. If a scholar cannot participate appropriately, they may be asked to be removed from that program.

Ms. Ko, our PE teacher will lead the afterschool activities and will serve as the point of contact for this program. There will be a fall, winter and spring slate of activities. The number of weeks will vary, but generally they last for 7-10 weeks. The cost for each program will cover the staff rate and any additional materials that are required. Payment must be received prior to beginning the program. The activities are non-refundable, even when a scholar is dismissed for behavior infractions.



Educational Services

ENGLISH LANGUAGE LEARNERS

The English Language Learner (ELL) program at MCCS serves our non-English speaking scholars. The goal of the ELL program is academic and social integration of non-English scholars into the Loudoun County Public School System and culture.

ENRICHMENT

Scholars in every grade level demonstrate many diverse talents and skills in academics, fine arts, or athleticism. Teachers provide differentiated instruction, as appropriate, to challenge scholars and to motivate children to be active participants in their educational journey. Throughout the year, enrichment opportunities will be accessible to scholars that support the LCPS and/or MCCS curriculum and grade level objectives.

SPECIAL EDUCATION SERVICES

Special education services are available to eligible scholars whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should contact their child's teacher or the principal to initiate an "Intervention" process. An Intervention team will include core members of the instructional team and other support services within the LCPS community. An Intervention is not necessarily a road to Special Education, but rather provide supports to assist a scholar in the classroom.



School Culture

FIELD TRIPS

Field trips always relate to the curriculum and extend what the scholar has learned in the classroom. At times, a fee will be charged to defray the cost of admission or transportation. Parents may request a waiver from this fee and should submit requests directly to the principal. School buses are used for local transportation with school personnel and parents responsible for supervision. Parental permission and proper classroom behavior are required before any pupil is allowed to participate in a field trip. Parents may not drop off their scholar at a field trip and join the school-based activities. Scholars must leave from M CCS and return back to M CCS via the planned transportation. School administration may allow for parents to leave from the field trip with their school, but it must be approved prior to the field trip. However, they must arrive in the morning at school and leave with their class or they will be counted as absent.

LEO NIGHTS

Leo Nights are held at the end of the quarter. This is an evening where parents and community members can gather and celebrate the achievements of the scholars and the work that they accomplished within their thematic units in the classroom. We encourage our families to come out and support all scholars with their quarterly projects. Please monitor your scholars at all times to ensure proper safety of our community.

There are two parking spaces that are raffled off and reserved for special events at M CCS, such as Leo Night. Please do not park in these spots during these events.

SCHOOL COLORS AND MASCOT

The Middleburg Community Charter School mascot is the Thoroughbred.

Our school colors are Green & Gold. We encourage scholars to display these colors on special days as symbols of school spirit and pride.

SCHOLAR COUNCIL ASSOCIATION

Scholars are encouraged to participate in additional activities during school and after school. Scholar Council is a very important part of our school and is run by the School Culture Chair. The team is open to scholars in the fourth and fifth grade who apply for membership. These members will learn leadership traits and responsibilities of working with a team.

YEARBOOKS

A yearbook will be published and distributed at the end of the school year. A flyer stating the cost of the yearbook will be sent home with your child during the school year. All yearbooks will be purchased "pre-paid". Additional yearbooks will not be available at the end of the school year; therefore, if your child wants to purchase a yearbook, it must be purchased at the time of sale.



Parent Involvement

BUSINESS PARTNERS

MCCS is associated with various Business Partners. One way parents can support their children is to designate MCCS as their school of choice at the following stores: Harris Teeter, Target, Giant, Safeway, and Bloom. Specific Directions can be obtained from the main office and the MCCS or PTO websites.

FUNDRAISING AND SOLICITATION

The PTO and the school periodically hold fundraising activities in order to enrich the schools programs. Please be advised that Virginia law prohibits elementary scholars from participating in any door- to-door selling, soliciting, or fundraising without a parent or guardian.

PARENT VOLUNTEERS

Families at MCCS are encouraged to volunteer regularly at school and for school programs. We would like each family to volunteer for at least one major school event. Parent volunteers are greatly appreciated at MCCS. They provide assistance to teachers, scholars, and office staff. Volunteers are needed during the school day to assist with laminating, photocopying, serving as classroom helpers and more. Parent volunteers also are needed for after school events. If you would like to volunteer, please contact the classroom parent for opportunities.

Pre-scheduled volunteers are welcome and permitted during instructional time (8:15 - 3:00); however, siblings are not permitted in classrooms to avoid disruption of instruction.

Volunteers during the school day must have an approved LCPS Volunteer/Mentor Application on file in the front office.

Our biggest event of the year, is Breakfast with Santa. This is held on the first Saturday of December and we encourage that all family members volunteer in some capacity for this event.

PARENT OBSERVATIONS

Parents may observe in their child's classroom on an approved/pre-arranged basis by completing the Observation Request Form. Completed forms should be submitted to the principal for approval prior to the observation. Contact Mr. Robinson or the office to access this form. **Approved observations will be no longer than 60 minutes and must be convenient to the observer and class schedule.**

PARENT TEACHER ORGANIZATION (PTO)

All parents and teachers are automatically part of the PTO. The MCCS PTO Leadership meets one day each month. The PTO enhances the education of the children through its support of school activities, programs and financial aid to staff for additional educational materials. More information about parent groups can be found on the MCCS or PTO websites referenced on the contact page at the beginning of this handbook.



LCPS & Virginia Policies

CHILD ABUSE AND NEGLECT

Under Virginia Law, school employees are required to report suspected cases of child abuse or neglect to the Department of Social Services. This law was designed for the protection of children.

DRUGS AND ALCOHOL

The possession, use, or distribution of drugs or alcohol on school property is prohibited by law. Scholars who violate this law will be subject to criminal prosecution as well as school punishment. A more detailed explanation of this policy is available in the Scholar Code of Conduct, located in the school office.

HOMEBOUND INSTRUCTION

Instruction in the home or at a more restricted environment is provided by Loudoun County Schools for scholars who must be absent from school for an extended period of time due to illness. A certified teacher provides this instruction at no cost to the parent. Parents should contact the principal if there is a need to request homebound instruction.

INSURANCE

Information concerning insurance is made available to you at the beginning of the school year. LCPS does not provide scholar insurance.

MINUTE OF SILENCE

The Code of Virginia requires that a "Minute of Silence" be held at the opening of each school day. During the minute of silence, the teacher responsible for each classroom shall take care that all pupils remain silent and make no displays that interfere with, distract, or impede other pupils in the like exercise of individual choice. To implement the law, we will begin each day with the announcement, "As we begin another day, let us pause for a minute of silence." We will follow the minute of silence with the Pledge of Allegiance. All persons within the school are expected to allow others the right to observe this minute of silence.

TESTING

The Commonwealth of Virginia requires that certain standardized tests be given to scholars during the course of the school year. In addition, Loudoun County Schools may give supplemental standardized tests to monitor the effectiveness of the instructional program and to evaluate the achievement of scholars. The classroom teacher and the school administration communicate the dates and the purposes of tests to parents via letter or the school's newsletter. Parents are permitted access to and may obtain copies of their child's test scores. The classroom teacher and the administration are available to help with the interpretation of these scores during the course of the school year.

General School Information

LOST AND FOUND

Each year, scholars lose items such as gloves, coats, hats, backpacks, etc. These items will be placed in the lost and found bin, where all scholars can regularly check for lost belongings. We encourage parents to check for lost items as well. All items that are not claimed will be cleaned and donated to a charitable organization at the end of each quarter.

PICTURES

Individual scholar pictures will be taken in the fall. Purchase of the pictures is optional with various package choices. Additional individual pictures and class pictures will be offered in the spring. You may request that your scholar's photo not be published in the yearbook by opting out on the LCPS media release form distributed at the beginning of the year, in your first day packets.

SUBSTITUTE TEACHERS

In the event that a teacher is absent for a personal or staff development reasons, a qualified substitute teacher will implement the instructional objectives in his/her absence.

