



Patterson Park Public
CHARTER SCHOOL

Family Handbook
Information and Procedures
2022-2023

TABLE OF CONTENTS

Title	Pages
Mission and Vision.....	3
Welcome Letter.....	4
General School Information.....	5
School Hours.....	5
Inclement Weather/ Emergency Closing.....	5
School Calendar.....	6
Transportation.....	6
After School Pick-up.....	6
Transportation Policy and Connected Procedures.....	7
Patterson Park Public Charter School Transportation Policies.....	7
Communication + Contact Information.....	7
Connect with us on Facebook and Twitter.....	8
Change of Address and Parent/ Caregiver contact info.....	8
School Policies and Procedures.....	8
Attendance.....	8
Lateness.....	9
Perfect Attendance.....	10
Early Dismissal.....	11
General School Policies.....	11
Cell Phones.....	11
Toys.....	12
Lost and Found.....	12
Health.....	12
Health and Safety.....	12
Immunizations	13
Illness.....	13

Medication.....	13
Smoking.....	14
Meals.....	14
Safety and Security.....	14
Crisis Plan.....	14
Fire Drills and Alarms.....	14
Security.....	15
Uniforms.....	15
Uniform Code.....	15
Non- Uniform Days.....	15
Visitors.....	16
Before and Aftercare.....	18
Family and Community Engagement.....	18
Hands on Patterson Park Public (HOPPP).....	18
Mis Raices (My Roots)	18
Hekima.....	18
Maryland State Parental Information Resource Center (PIRC).....	19
Title I Family Involvement.....	19
Community School Resources.....	19
Family and Community Involvement and Engagement.....	19
Being Good Neighbors.....	19

Mission

The mission of Patterson Park Public Charter School is to be a place where students thrive as members of a vibrant and inclusive learning community supported by families, caregivers, staff, and neighbors engaged in a practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love.

Vision

Life-long learners, healthy families, and strong neighborhoods.

Purpose and References

This purpose of this handbook is to give our families an understanding of Patterson Park Public Charter School (PPPCS) and its policies.

This handbook contains information specific to the Patterson Park Public Charter School, as well as some information from Baltimore City Schools (City Schools). PPPCS also publishes Policies, which can be found on the website, and can be requested in print form in the main office. It will also be emailed to families at the start of the year. Many PPPCS policies are identical to those of City Schools, and City Schools publishes two handbooks that families should also read: the Family Information Guide and the Code of Conduct. Both handbooks are available early in the school year and PPPCS will notify families of their availability. They are also available on-line. When published, we will post a link on our web-site. Specific City Schools policies may be found at: <http://www.baltimorecityschools.org>

Patterson Park Public Charter School

27 North Lakewood Avenue

Baltimore, MD 21224

410 558 1230/ (Fax) 410 558 1003

www.pppcs.org

Dear Parents and Students,

Welcome to Patterson Park Public Charter School- Home of the Phoenixes! I am honored to be the instructional leader of this great school!

At PPPCS, our mission is to be a place where students thrive as members of a vibrant and inclusive learning community supported by families, caregivers, staff, and neighbors engaged in the practice of whole-child education. By teaching and learning from one another, we embrace unique identities and cultivate an atmosphere of love. We believe in the awe-inspiring potential of children and their abilities to challenge us, move us, and surprise us in ways large and small. They are the core of our teaching and learning community. Close cooperation between our school and your home is essential for your child's academic success. We value your commitment to supporting your child's education and look forward to partnering with you.

Patterson Park Public Charter School has a rich history of academic excellence and commitment to the community. PPPCS first opened in 2005 as a Kindergarten through 4th-grade school after several years of planning by members of the Patterson Park Neighborhood Association and other involved community members. The school was created as an opportunity to meet pressing needs for a high-quality public school option for families that would also serve as a hub for the community. Together, families, teachers, community members, and local community organizations continue to work to fulfill the vision of creating an excellent public charter school that provides an educational choice to families in Baltimore City.

The pages of this handbook are filled with information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is essential to the success of our educational program

Once again, welcome to our school community. I look forward to working with you and your child and to a wonderful, productive 2022-2023 school year filled with meaningful academic experiences. We welcome your suggestions and ideas for improvement.

Warm Regards,

Principal Miguel Cervantes del Toro

GENERAL SCHOOL INFORMATION

School Hours

The school's office hours are from 7:15am-3:15pm from Monday through Friday.

The Baltimore Street cafeteria doors open at 7:20. All students are eligible for a free breakfast until 7:40am, when students assemble for arrival. Students have their breakfast in their classrooms. A modified version of breakfast is generally available until 9am. Students assemble according to grade as follows:

<u>Grade</u>	<u>Location</u>
Pre-K	North Patio (Side of building near Belnord and Fairmount)
Kindergarten	Main Entrance
Grades 1-3	Main Courtyard
Grade 4-5	North Patio by Lakewood
Grades 6-8	Gym

*** In inclement weather or extreme temperatures, students go directly to their classrooms at 7:45am – No students or parents are allowed in any other part of the building except the cafeteria before 7:35am. Students also remain indoors for recess.**

Children enter the building at 7:35am. After 7:43am, no students or parents may enter the building except through the main entrance located on Lakewood Avenue. Morning announcements begin shortly thereafter and instruction begins promptly. Students not in their classroom by 7:50 am are tardy and will receive a late pass in the Front Office – Only an official appointment note will excuse a tardy.

Dismissal occurs at 2:25 pm except Wednesday when dismissal is at 1:15pm. We do not follow the District's policy of 3 hours early dismissal on the 1st Wednesday of the month. Please see the year-long calendar for any additional early release days. Students are dismissed through the same doors they entered. Teachers accompany their students at dismissal. The school building closes at 2:35 (1:25 on Wednesday) for students not participating in after-school programs. After the building closes, students are not allowed back in the building without a pass.

Parents are expected to pick up their children immediately after dismissal. If not, they are placing their child's safety at risk, and we may be forced to call school police. Your children's safety is very important, so we must insist that all adults follow the traffic laws carefully and interact with one another in a manner that models the civility that we require in our students. See the **Safety and Security** section for specific policies.

Inclement Weather/Emergency Closings

Patterson Park Public Charter School follows the Baltimore City Public Schools for emergency closings. The decision made by the City Schools CEO is announced to local television and radio stations. You can also sign up for e-mail notification at the City Schools web site and PPPCS will also generally send out a message via Parent Square. If City Schools opens two hours late, we open at 9:45 a.m, and the cafeteria will not be open for breakfast. If schools close early, every effort will be made to contact parents. In

general, all after school activities are canceled if school must close early. For recess, entry and dismissal, students are outside unless there is inclement weather or extreme temperatures.

School Calendar

PPPCS follows the Baltimore City Public Schools academic calendar, with one exception: PPPCS will not be having 3-hour early release days the first Wednesday of each month, which is the new Baltimore City schedule. PPPCS will continue to have 1:15 Wednesday dismissals for all Wednesdays. Please see the provided School Year calendar. Additions and changes to the school calendar are sent home in the Monthly Announcements, Parent Square and updated on www.pppcs.org.

Transportation

PPPCS provides bus tickets for students based on need and proximity (more than 1 mile from school for elementary school students and more than 1.5 miles for middle school students). If you are in need of transportation, please complete an application in the main office. Families are responsible for ensuring that their children arrive at school and are picked up after school on time.

After School Pick-up

It is the responsibility of parents to make arrangements for their children to be picked up within 10 minutes of dismissal time, and the safety and well-being of our students is of utmost importance to our staff. It is recommended that if a family feels that it will be unable to make arrangements to pick up a child on time, it should enroll the child in an after-school program.

We insist that children be picked up on time at dismissal. Though it is our strong preference to avoid such action, we will call the school police and/or the Department of Juvenile Services if a student is not picked up on time.

Following is the school's Policy:

- Teachers will monitor their students for 10 minutes after dismissal.
- Patterson Park Public cannot be held liable for any student not picked up within 10 minutes of dismissal due to a family's failure to make arrangements for the child's pick-up.
- On the first incident in which a child is not picked up on time, the parent will be called and the child will be overseen by office staff. School staff will have a conference with the parent.
- On the second incident, the parent will be given a citation letter and a packet of resources.
- On the third incident in which the child is not picked up on time the family and School Police are called, as the child is considered to be unsupervised and the family has neglected the responsibility of providing supervision for their child.

- Further incidents require that School Police be called, a conference with administration be held, with possible referral to Child Protective Services.

Transportation Policy and Procedures

PPPCS' transportation policy and procedure is an opportunity to live out our values and foster these values with our students, our families, and our broader community.

1. Please make every effort possible to find parking and walk to pick up your child.
2. Drivers on Lakewood or N. Belnord Avenue should pull as far forward on the block as possible to allow space for other cars during drop-off and pick-up. Please contribute to a quick and easy drop-off and pick-up by helping avoid traffic jams.
3. Drop-off should take no longer than 30 seconds, and children should exit the car on the curb side. Please help your child exit safely and quickly from the car door closest to the curb
4. Staff is available to escort students to and from cars.

Patterson Park Public Charter School Transportation Policies

The Patterson Park Public Charter School Transportation Policy is in place to foster our values of developing character and partnering with the broader community. These policies also allow for a safe and secure arrival and dismissal for all of our students and families.

1. Double parking is not allowed at any time. Double parking is illegal in Baltimore City. Please do not drive or park on sidewalks around the school. Please plan ahead, arrive early, and park your car in a legal space if you would like to walk your child to or from school.
2. Drivers may not leave their cars for any reason while waiting for students. If a driver needs to leave their car, then the car must be legally parked. Cars left unattended can be towed at the owner's expense.
3. Loitering on or around school grounds after dismissal is not permitted. No students should be on school property, which includes the entire block, unless they are supervised by an adult.

COMMUNICATIONS + CONTACT INFORMATION

Mailing Address: 27 N. Lakewood Ave. Baltimore, MD 21224.

Phone: 410-558-1230. After dialing this number, you have to dial an extension. Staff extensions are available online at <http://www.pppcs.org/about/staff/>. If you don't know the extension or would like to reach our Main Office, please dial extension 301.

E-Mail: All staff and teacher e-mail addresses are: first initial last name @pppcs.org. For example: Miguel Cervantes del Toro email address is Mdeltoro@pppcs.org

If you leave a staff member a voicemail or send them an email, please allow 2 work days for the staff member to contact you.

Fax: Our fax number is 410-558-1003.

Connect with us on Facebook and Twitter:

<https://www.facebook.com/PattersonParkPCS>

<https://twitter.com/pppcs>

Change of Address and Parent/Caregiver Contact Info

Families must inform the Main Office immediately if there is a change in home address or telephone number. It is essential that we have good contact information for emergencies and mailings. You will also be required to submit 2 forms of address based on the District's new policy.

How we communicate with families:

- The Monthly Announcements, which summarize upcoming school events, volunteer opportunities and other important information, are sent home with students the last week of every month.
- Our website is www.pppcs.org, and it features important information, the school's calendar, upcoming events, and current issues of the school newsletters.
- We use Parent Link and ParentSquare to send families automated voice messages, texts and emails with important information. Each Friday, a "Weekly What's Up" message will be sent out to all families with important information and dates for the upcoming weeks.
- We email out the Bird's Eye View monthly which highlights various aspects of school life: a timely message from the school, aspects of the thematic curriculum, student and staff success stories, etc.
- We use our Facebook account to share news and announcements.

SCHOOL POLICIES AND PROCEDURES

Attendance Policy and Procedures 2022-2023

At Patterson Park Public Charter School, your child's success depends on regular and consistent attendance. It is very important for parents to make certain that their children attend school on a regular basis. Good attendance is directly related to student achievement and success in school and beyond.

In accordance with the Public School Laws of Maryland, please authorize your child's absence from school in writing and notify us in advance or at the time of the absence. Your note and call to us will save time and help protect your child. You will receive notification from Baltimore City Schools the day your child is absent. Students are expected to attend school in person unless they submit a valid reason for an absence.

Excused and unexcused absences

Children between the ages of 5 and 18 must attend school — it's the law. But there are times when an absence is unavoidable. In Maryland, an absence is considered excused

once the parent or guardian provides a note explaining that it was due to one of these reasons:

- Death in the immediate family (a parent note is acceptable)
- Illness (a parent note is acceptable for an illness up to three days; a doctor's note is required for illnesses lasting longer than three days)
- Court summons (the student's name must appear on the summons)
- Hazardous weather conditions (a parent note is acceptable)
- Observance of a religious holiday (a parent note is acceptable)

In addition, absences for these reasons are considered excused and do not require documentation:

- School-approved activities or work
- Suspension
- Lack of authorized school transportation
- District- or school-wide closings due to inclement weather or other emergency conditions

According to state law, an absence for any other reason is considered unexcused.

At PPPCS, we request that notes or documentation be submitted to the main office within 2 week of the absence in order for us to correctly update our records to excuse the absence. Families may submit documentation to the main office directly or by emailing Front_office@pppcs.org and attaching the documentation.

Quarantines

Students that are quarantining due to COVID must not attend school in person during the quarantine period. The student should focus on getting well. This will be marked as an excused absence if the family notifies the administration of the positive COVID test and sends documentation of the positive test. For school year 22-23, students with COVID-19

Once the quarantine period ends, the student must return to school or be marked as absent.

Lateness/Tardiness

Late passes are given to students who enter after 7:50am. It is important for students to be on time for homeroom so as not to miss important instructional time. Also, the official school roll book is marked during homeroom. Excessive tardiness will be addressed by teachers and administrators, as this impacts academics and development.

Chronic absence

Students who are absent for 10% or more of school days (if they were expected to attend for at least ten days) are considered chronically absent and struggle to keep up in school. For example, a student who is registered to attend school for 30 days but is absent 3 of those 30 days is considered chronically absent.

That means that students who miss as few as 5 days a quarter or 2 days a month are at risk of becoming chronically absent and must make every effort to come to school every day to make sure they stay on track. PPPCS works with families to improve attendance

and remove barriers to learning. Students who are chronically absent will receive phone calls home, letters from the school and possible SST and court referrals.

Truancy

Truancy is a legal term used to identify students who have missed more than 20% of school days (about 3.5 days per month) without a legal reason.

If a student has missed 15 days of school without a legal reason, the school may refer the family to the district office. If the district determines that the school has made every effort to work with the family and offer support but that the student has continued accruing unexcused absences, charges will be filed against the parent or guardian in district court.

Developing good attendance habits: Tips for Families

- Make school part of your family's daily life: Set routines that your family sticks to every day and make sure the children in your family follow them. Have specific times for waking up, starting homework, and going to bed. Check in with your child in the evening to ask about her or his day at school.
- Keep in touch with your child's school: Maintain contact with your child's teachers to keep up with what's being taught and to keep an eye on your child's progress; you can also check your child's attendance through Parent Portal. Be sure to let your child's school know when he or she needs to miss school. And, don't forget to update your contact information with your child's school if your phone number or address changes.
- Have a back-up plan (and plan early): Connect with other parents or members of your community to make a list of people you can reach out to for help for days that things don't go according to plan (and you need help with things like getting your child to or from school).
- Know your stuff: Know your child's school's attendance policy and procedures and what's being taught in the classroom.
- Plan for the year: Check the district's yearlong calendar and schedule family vacations, medical check-ups, dental visits, and other appointments during school breaks or the weekend whenever possible.
- Work together: Help your child with homework to show you care about school success. And, if your child has to be absent from school, make sure to get a make-up packet from your child's teacher and complete the work together (or ask a family member or friend to help out). Stay in contact with your child's teacher and the main office regarding absences.

For more information as it relates to City Schools' policy and Maryland State Law, see the City Schools Family Information Guide. If attendance policies change for any reason, please consult City School's website for the most updated information.

Perfect Attendance

A student must be in school every day to be considered for "perfect attendance" awards. If a student is absent from school—lawfully or unlawfully—he or she no longer has perfect attendance and does not qualify for awards.

Early Dismissals

During the school year, there are times when families must ask that students be dismissed early from school. Whenever possible, doctor, dentist, or other special appointments should be scheduled after school hours to reduce the potential for lost instructional time. However, when this is not possible, a written permission request must be sent to school with the student. The note must have a valid and verifiable parent/guardian signature. Students may only be picked up by persons indicated on the emergency card, unless other permission is given in writing. **Except in emergencies, no student will be dismissed less than 30 minutes before the end of the school day (1:55 PM on every day except Wednesday, 12:45 PM on Wednesdays).**

Morning Entry Procedures:

- 7:20 AM: BREAKFAST in cafeteria
- 7:35 AM: Entry Doors Open
 - Courtyard: Grades 1- 3
 - Lakewood: Kindergarten
 - Belnord Alley
 - Belnord Side: Pre-Kindergarten
 - Lakewood Side: 4th & 5th
 - Gym/Cafeteria: Middle School

Dismissal:

- MS - Baltimore Street
- 4th and 5th - Belnord Alley - Lakewood Side
- 1st - 3rd - Courtyard
- Kindergarten - Lakewood
- Pre-Kindergarten - Belnord Alley - Belnord Side

General School Policies

Cell Phones

Patterson Park Public Charter School prides itself on keeping students safe and creating engaging learning opportunities. In recent years cell phone usage has increased and students are putting themselves and peers in dangerous situations and have trouble focusing during instruction. We've decided to change our cell phone policy for the safety and well-being of our students. This school year we will be using *Yondr*. It is a pouch that has a magnetic lock. Your child will have their own for the year. Their phone will be housed in this pouch during the school day.

Upon arrival at homeroom, students are to collect their pouch and place their phone in. If they come to school late, they are to retrieve their pouch from their homeroom, before heading to their next class.

Students will have their pouch unlocked at the end of the day.

If students do not place their phone in the pouch or break the pouch, their phone will be confiscated for a caretaker to come pick it up. A parent conference will be held to discuss the next steps which include:

Agreeing to using the pouch daily and appropriately.

Agreeing to turn in the student's phone to an administrator daily.

If you need to contact your child during the day, please contact their teacher or the front office to relay your message. We know this may be an inconvenience, but we truly believe this is the best plan to keep your child safe and engaged throughout the school day.

Toys

Please do not allow your student to bring toys or other articles from homes that are not related to school. PPPCS cannot be responsible for lost or stolen personal items.

Lost and Found

Please label your child's items with their name and phone number. The Lost and Found box is in the cafeteria. Please check the box if your student has lost an item. The box will be emptied at the end of each month, and all items will be donated to local charities. Please only take items belonging to your family.

HEALTH

For more information as it relates to City Schools' policy and Maryland State Law, see the City Schools Family Information Guide.

Health and Safety

If your student tests positive:

- Report positive case to Ms. Suskin-Sperry (asuskin-sperry@pppcs.org) and Ms. Manning (ymanning@pppcs.org) via email or ParentSquare.
- This year we are requiring a photo of a positive test/doctor's note.
- 5 day quarantine (Day 0 is positive test)

SY22-23 Summary:

- Students/Staff may attend school if they have symptoms but are fever free and test negative on a rapid test
- Masks are optional

- Unless you have symptoms, were exposed to Covid-19, or were in a positive pool
- Bi-weekly pool testing
 - Begins 9/17
 - No longer conducting follow-up PCR testing after a positive pool result
 - Individuals who have tested positive in the past 90 days may not participate in pool testing

Health Worker

Our school has the daily services of a health worker to assist students who are ill or injured, as well as dispense prescribed medication. Parents or students may also consult with the health worker on matters related to hygiene, nutrition, substance abuse, depression, child abuse and neglect, or other issues of concern. We also have a Health and Safety Coordinator who supports health protocols related to COVID.

Immunizations

Maryland law requires children to be up to date on their immunizations to attend school. Documented proof of required vaccinations is needed for students entering Patterson Park Public Charter School. If an immunization would put your child at risk for medical reasons, you and the child's physician must sign a Request for Exemption Form. Personal or Religious Exemption forms are also available and can be obtained from the school health office. Exempt students will be excluded from school if there is an outbreak for which they have not been immunized.

Illness

The health and physical well-being of all our students is a matter of great concern to us. When a child has an accident or becomes too ill to remain in class, you or your emergency contact will be contacted. Clinic facilities for emergency care in school are very limited. We appreciate your making arrangements for taking your child home promptly for adequate care. Chronic illnesses, including allergies and food allergies, should be reported to the child's teacher and to the health worker.

Medication

The dispensing of medicines (including inhalers and aspirin substitute) to students by employees of the school without specific authorization by a licensed physician and the parent of the student is prohibited. Forms that must be signed by the physician and the parent are available from the school office.

When school personnel are asked to administer medication to students during school hours, the following conditions must be met:

- All medication must come in its original container. Prescription medication must have an unaltered pharmaceutical label attached. Over-the-counter medication, dietary supplements and other non-prescribed medication must be labeled with the student's name, medication name, directions concerning dosage, and time of day to be taken.

- The parent or legal guardian must complete and sign a Parent's Consent for Giving Medication at School. A new form must be completed at the beginning of each school year and anytime the medication or dosage changes.
- Medication must be administered and stored in the health office.
- The parent or guardian is notified when additional medication is needed and when unused or discontinued medication needs to be picked up from school.

Students may not carry or self-administer medication (including inhalers and over-the-counter drugs) or dietary supplements unless an Individualized Health Care Plan has been developed and signed by the school nurse and principal.

Smoking

Smoking is prohibited at all times in the school building and on school property. This applies to all visitors, staff, volunteers, and parents/guardians.

Meals

PPPCS has a kitchen and cafeteria that serves breakfast and lunch.

- School breakfast is served daily in the cafeteria and is available to all students at no cost.
- School lunch is served every day, including fresh fruits and vegetables. All students qualify for free lunches.
- Please do not send lunches from home that need to be heated, as a microwave is not available to students.
- If you must bring your child lunch after the school day has started, please enter the school at the main entrance on Lakewood Ave., sign in as a visitor, and deliver the lunch to the cafeteria staff. If you drop off your student's lunch before their actual lunch time, the Front Office staff will notify their teacher, and the student will be sent down to pick up lunch on their way to lunch/recess – We do not call students down at the moment.

Safety and Security

Crisis Plan

PPPCS has an Emergency/Evacuation Plan that covers all emergency situations. All staff are familiar with the plan, and drills occur periodically during the year.

Fire Drills and Alarms

All schools are required by law to conduct safety drills throughout the school year. Teachers and staff manage evacuation of students. Students are informed of the rules during a fire drill.

Any infraction of rules during a safety fire drill may result in a disciplinary referral. Students must understand the importance and seriousness of fire drills. Pulling alarms is a serious offense. Students who pull fire alarms without cause are suspended.

Security

Faculty, families and students work together to ensure the safety and security of the school.

- No weapons are allowed on the campus or in the school building at any time by all stakeholders.
- After 7:43am, no one may enter the building except through the main entrance during the school day.
- PPPCS will follow the Baltimore City Public School guidance around visitors and volunteers. As policies change, we will clearly communicate with families. All visitors and volunteers must sign in with the front office and display their visitor's pass or official photo ID badge.
- During instructional time in the school day the teacher's classroom must remain unlocked.
- The classrooms are locked whenever teachers and students are not in the room.
- Teachers can lock classroom doors from the inside in the event of a lock-down.
- Teachers do not permit students to enter the building unless the student is with a teacher.
- Visitors, including volunteers, must abide by the Visitor Policy at all times.
- No one may enter a classroom without permission.
- Teachers never leave students unsupervised.
- No one may leave an outside door open and unattended under any circumstance!

UNIFORMS

Uniform Code

All students must attend school each day in uniform. Uniforms must be clean and in good condition, free of slits, holes, tears and modifications. The school's official uniform supplier is Flynn O'Hara Uniform Company. Please see Appendix 1 for details.

Non-uniform Days

PPPCS has a monthly "Phoenix Fridays," when students are rewarded for their excellent attendance in the previous month. Students will come home with their award, which tells the family the indicated date that students can come to school dressed in clothes outside of the uniform. There are also occasions that students will be invited to come out of uniform, which can be just for fun (your favorite Raven) or to reflect themes that are being taught at the time.

Because the range of allowed dress for Non-uniform days is very broad, PPPCS cannot prescribe exact rules. However, common sense applies, e.g. no vulgar text on t-shirts. In

addition, families can use the Baltimore City Exclusionary Dress Code as a guide. The full policy can be found at: <http://www.baltimorecityschools.org/Page/24475>

If a child decides not to participate in a non-uniform day, they must wear their regular school uniform.

VISITORS

In accordance with Baltimore City Public Schools Policies:

Our number one interest is in your children—our students—their education and their security. For that reason, we have established the following practical DOs and DON'Ts when it comes to visiting your school.

DO...	BECAUSE...
Before Volunteering you should go through an orientation ...sign in <u>and sign out</u> on the laptop near the front office, if you are a Family Volunteer...	...we need to know who is in the building at all times; we use the computer to track volunteer hours.
...get a Volunteer Pass and go only where you sign in for...	...if the building is to be secure, our visitors cannot wander; and we must ensure that they have a legitimate reason to be in the school; remember that our staff does not know everyone and we must treat every visitor the same.
...sign in and sign out on the Volunteer Form (and provide id) if your name cannot be found in the computer...	...we can keep track of all volunteers, and we will add your name to the system by the end of the week.
...sign in and sign out on the Visitor Log (and provide id) if you are a visitor...	...we need to know who is visiting our building to keep students safe.
...leave messages, money, goodies for your children at the front officefront office staff will make the delivery and will not distract from instruction.
... if you want to observe, call ahead or ask the front office to call up to the class to make sure it is a good time for observation...	...the class may be in a special, or taking a test, and it may not be a good time for observation.
...observe between the hours of 9:00 and 2:00...	...teachers need time to get the class settled down and ready to learn; the end of the day is a critical time for teachers to wrap up instruction, to make sure the children “got it.”
...turn off cell phones when visiting...	...buzzing and ringing cell phones will take children’s attention from instruction.

...limit the amount of time observing to that which you really need...	...long periods of observation will distract both the children and the teacher; if you feel like you need a long time, please consult with the teacher.
...make appointments when you need a conversation with a teacher...	...teachers plan their days to provide the best possible instruction; they need lunch and planning time; they must plan for conversations.
DO NOT...	BECAUSE...
...while observing in a classroom, interrupt instruction by talking to teachers or children...	...all interruptions distract from instruction and all children will learn less...
... leave children unattended when visiting the main office,the school cannot be responsible for children who are not its students or students after school hours.
...ask to return to a classroom after school is out to retrieve homework or other forgotten items...	...generally, classrooms are locked after school and office staff does not have authority to enter locked classrooms. In critical cases, consult with an administrator.

The following additional notes apply to visitors in our school:

- Children’s doctor and other appointments should be made outside school hours if at all possible. The front office will not call a student from class in the last half-hour of school because it is too disruptive to the instruction that reviews the entire day’s work.
- All volunteers are expected to abide by the same rules as every other member of the school community, including staff and students. At PPPCS, we celebrate family and community involvement and dedicate significant resources to ensuring that there are a variety of volunteer opportunities available with an emphasis on those activities that directly support a successful educational experience for all our students. Teachers may set their own rules for use of volunteers, including who may volunteer in the classroom.
- When someone comes to pick up a child after school, they must ask the front office to call for the student. Please wait at the front office for your child to meet you. See the section on Safety and Security.

If for any reason you feel unwelcome at our school, or if you have a situation that requires special consideration, please call Jane Lindenfelser at extension 396 or e-mail jlindenfelser@pppcs.org. We do our best to accommodate the needs of all our families.

BEFORE & AFTERCARE

PPPCS has developed a partnership with Fitness Fun and Games to provide on-site before and after care for our students. Before care hours are 6:30-7:20 am, and after care hours extend until 6:30 pm. Information, including fee structure, schedule, and activities provided, on these services are available from Fitness Fun and Games at 410 558 1230 ext 368, and www.fitnessfunandgames.org. Child care vouchers from the state are accepted (for free or reduced registration). Additionally, PPPCS offers several after-school programs and partners with other programs in the community that are available for students at no or low cost. Resources can be found on our website and are sent home with students.

FAMILY AND COMMUNITY ENGAGEMENT

Hands on Patterson Park Public (HOPPP)

We believe that we enroll families, not just students. Family involvement is an important component to a child's education. We are committed to partnering with our families to form a strong community that shares the responsibility to educate and shape our children in ways that uphold the Patterson Park Public Charter School vision and mission. Hands on Patterson Park Public (HOPPP) is the independent family and community organization through which we support that partnership; therefore, the school strongly encourages involvement in HOPPP.

Mis Raíces (My Roots)

Mis Raíces is a group that meets at PPPCS and involves Latino immigrant parents in the Patterson Park community, strengthening bi-cultural identities and preserving their heritage. Mis Raíces is a program for Latino families that offers social networking and support, builds connections during the school day and empowers families to become more involved. Mis Raíces meets weekly in the cafeteria and hosts cultural events throughout the year.

Hekima

The goal of the Hekima Roundtable at PPPCS is: Creating a community of Black parents for support, advocacy, and resource-sharing. Mission: We are here to build a community of Black parents who are aware of how systemic racism affects us and our daily lives. To join the Hekima Leadership Team, please contact us at HekimaPPPCS@googlegroups.com

Maryland State Parental Information Resource Center (PIRC)

An additional resource for families is the Maryland State Parental Information Resource Center, which has a wealth of resources to assist parents in supporting their children in school.

Maryland State Parental Information Resource Center

5272 River Road, Suite 340

Bethesda, Maryland 20816

<http://www.mdpirc.org/>

phone: (301) 657-7742 fax: (301) 657-8782

Toll-Free Bilingual Hotline: 1-877-MD-PARENTS (1-877-637-2736)

Title I Family Involvement

As a school that receives Title I funding, PPPCS engages its families in the development of plans and documents related to the involvement of families. Each year the Family and Community Engagement Lead will ask families to participate in the joint development of the Parent Involvement Allocation Budget, the Parent Involvement Plan, and the School-Parent Compact. Opportunities for feedback are generally communicated via flyers, Parent Link phone calls, or in the Monthly Announcements. The finalized documents can be found on the school's website, www.pppcs.org.

Community School Resources

The Community School effort is designed to remove barriers to learning, support families and build healthy communities. As a Community School, PPPCS offers many resources for students, families and community members in the area of academic support, health, family and community engagement, recreation, employment and adult education. If you have ideas or questions around partners and resources, out of school time programming, family and community engagement, or health and social supports, please reach out to Dr. Liz Obara, Director of Community Schools LObara@pppcs.org.

Family and Community Involvement and Engagement

We know that family involvement in education benefits students in many ways. Therefore, we ask each family to commit to being engaged in the school at least 20 hours per year. The fulfillment of family volunteer hours is flexible so that families can participate in a variety of traditional and non-traditional ways. This includes volunteering in school, afterschool and involvement in learning activities outside of school. If you are interested in volunteer opportunities, please contact the Family Engagement Coordinator, and also consult the Weekly What's Up on Parent Square for more opportunities.

Being Good Neighbors

Please remember that our school is part of a larger community, and that we need to be respectful of the neighbors that live around the school. **Please do not park on sidewalks, double-park, or leave your car unattended and blocking other cars. Please be courteous about noise, garbage and language as well.**

APPENDIX 1: Uniforms

Families may purchase FLYNN O'HARA uniforms at any time on-line, by mail, by phone, or at their local retail store. Their local store is located in Parkville, MD. You may also order on-line at www.flynnohara.com. There are several programs available for assistance, including Uniform Sales and an assistance application.



SCHOOL UNIFORM

UNIFORME ESCOLAR

**Patterson Park Public
CHARTER SCHOOL**

**DAILY UNIFORM PRE-K
OPTIONS**

- Navy uniform gym shorts
- Navy uniform sweatpants
- Light Blue PPPCS t-shirt
- Navy blue PPPCS Sweatshirt
- Or, the K-5th uniform

**DAILY UNIFORM K-5TH GRADE
OPTIONS**

Daily Uniform:

- Navy blue uniform trousers or walking shorts (no leggings or jeans)
- Light blue uniform PPPCS polo
- Navy blue uniform cardigan sweater, sweater vest or plain navy sweatshirt--No Hoodies
- Blue Plaid uniform jumper

Gym Day Uniform:

- Navy blue uniform gym shorts
- Navy blue sweatpants
- Light blue uniform PPPCS t-shirt
- Navy blue PPPCS sweatshirt

**DAILY UNIFORM 6-8TH
GRADE OPTIONS**

Daily Uniform:

- Navy blue uniform trousers or walking shorts (No leggings or jeans)
- Blue Plaid uniform skirt or skort
- Light blue PPPCS uniform Oxford shirt
- Navy blue uniform cardigan sweater or sweater vest or plain navy sweatshirt--No Hoodies

Gym Day Uniform:

- Navy blue uniform gym shorts
- Navy blue sweatpants
- Light blue uniform PPPCS t-shirt
- Navy blue PPPCS sweatshirt

UNIFORME DIARIO PARA PRE-K

- Shorts deportivos de uniforme azul marino
- Pantalones deportivos de uniforme azul marino
- Camiseta celeste de PPPCS
- Sudadera azul marino PPPCS
- O, el uniforme de K-5o grado

UNIFORME DIARIO PARA KINDER A 5 GRADO

Uniforme Diario

- Pantalón o shorts de uniforme azul marino (no leggings o jeans)
- Camisa polo uniforme celeste de PPPCS
- Sueter Cárdigan o chaleco o sudadera uniforme azul marino (no diseños)--No capuchas
- Vestido de cuadrados uniforme azul marino

Uniforme del Día de Gimnasio

- Shorts de gimnasia de uniforme azul marino
- Pantalón de sudadera azul marino
- Camiseta uniforme celeste de PPPCS
- Sudadera PPPCS azul marino

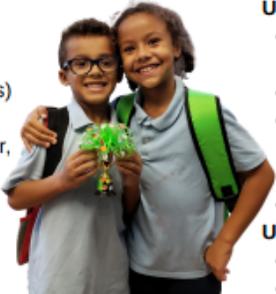
UNIFORME DIARIO PARA 6, 7, y 8 GRADO

Uniforme Diario

- Pantalón o shorts de uniforme azul marino (no leggings o jeans)
- Falda o falda pantalón de cuadros uniform azul
- Camisa Oxford de uniforme celeste de PPPCS
- Sueter Cárdigan o chaleco o sudadera uniforme azul marino (no diseños)--No capuchas

Uniforme del Día de Gimnasio

- Shorts de gimnasia de uniforme azul marino
- Pantalón de sudadera azul marino
- Camiseta uniforme celeste de PPPCS
- Sudadera PPPCS azul marino




Shoes: Black, navy blue or brown flat-heeled closed-toed shoes. Sneakers with non-skid soles for gym days. **Zapatos:** Zapatos cerrados de tacón plano de color negro, azul marino o marrón. **Tenis con suela antideslizante para los días de gym.**

Other: Students may wear navy blue or white leggings or tights under uniform skirts or jumpers. Students may wear long sleeved, solid-colored (navy blue or white) shirts under short sleeved uniform shirts. **Otro:** Los estudiantes pueden usar medias o mallas azul marino o blancas debajo de las faldas o jumpers del uniforme. Los estudiantes pueden usar camisas de manga larga de un solo color (azul marino o blanco) debajo de las camisas de manga corta del uniforme.



Patterson Park Public
CHARTER SCHOOL

Child(ren)'s Name(s): _____

The Patterson Park Public Charter School Family Handbook is full of useful and important information.

We have received the Patterson Park Public Charter School Family Handbook and understand the information outline therein. We are aware of the policies and understand them as outlined in the handbook. I/We have read and will discuss this information with my/our child(ren).

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date