



27 N. Lakewood Ave
Baltimore, MD 21224
410-558-1230

MIDDLE SCHOOL HANDBOOK

2019-2020

EXPECTATIONS

Students will be challenged to their fullest potential during their middle school years at Patterson Park Public Charter School. Students are expected to be respectful and courteous to other students, teachers, and school staff at all times as well as follow school and classroom rules, which may differ slightly from teacher to teacher. If rules are not followed, consequences will be administered. Be aware that this DOES INCLUDE the Uniform Policy. PPPCS follows the Baltimore City Schools Code of Conduct.

TRIBES COMMUNITY AGREEMENTS

“Tribes is the process that creates a culture that maximizes learning and human development”

At PPPCS, we have adopted the TRIBES Learning Communities process. The *Mission of TRIBES* is to assure healthy development of every child so that each has the knowledge, competence, and resilience to be successful in today’s rapidly changing world. We will be positively acknowledging students whose behavior is representative of the TRIBES community agreements:

1. Attentive Listening
2. Appreciations/No put-downs
3. Mutual Respect
4. The right to pass/the right to participate

RESTORATIVE PRACTICES

Teachers and students will be responsible for engaging in restorative practices to reinforce the community agreements, to prevent conflict and resolve behavioral disruptions. Restorative practices will be used to build community, to create meaningful relationships between students and staff, and to ensure equitable consequences for misbehavior or disruptions.

CONSEQUENCES

The following consequences will be administered as appropriate if student expectations are not met:

1. Removal from class to a Buddy Teacher and behavioral reflection
2. Lunch/Recess Detention
3. Phone Call Home
4. Parent Conference
5. Referral to the Alternative Learning Center (please see Appendix 1 for more detailed information about the ALC)
6. Referral to School Administrator

See Appendix 3 for Recess/ Lunch Detention Policies

UNIFORM POLICY

All students are expected to abide by the PPPCS Uniform Policy (see Appendix 2). If students fail to comply, administrative consequences will be administered.

- Team shirts, such as NAL, basketball and robotics, may only be worn on scheduled days with approval of the staff member in charge of the organization. Baseball, football and other extracurricular programs not directly related to the school are not to be worn in place of a uniform.

EXTRACURRICULAR ACTIVITIES

As the school does its best to incorporate and engender all possible skills our students possess, activities of a competitive and/or non-academic nature may be offered; such activities include the Page Turners, Chess Club, National Academic League, Robotics, etc. Students however, will not be able to participate in these activities if they are currently earning a grade of 60% or lower in any particular class. In order to ensure safety, we require that all students have a pass when entering the building after school hours and that they exit the building immediately after programs end.

GRADING POLICY

All middle school classes will be graded on the following scale.

100-90%=A
89-80%=B
79-70%=C
69-60%=D
59-0%=F

The grading policy is based on the following categories. Assignments in each category may vary across subject areas. Please be sure to refer to the teachers' Course Outline for details.

Assessments: As per BCPSS District Policy, assessments must make up 70% of a students' grade. Assessments can take the form of tests, quizzes, daily exit tickets, projects, papers/ reports, research tasks, laboratory tasks, product creation or peer/self evaluation.

Classwork: Students are expected to complete all Classwork assignments to the best of their ability. Classwork must be turned in on time. Missing work will only be accepted from students that have been absent. This means no missing class work will be accepted after the respective due date. Work that is not turned-in by the due dates assigned will receive a zero in the gradebook and that grade will not be able to be made-up or changed.

Homework: Students will need to at least review their material every night for each of their subjects. All homework will be required to be copied in student agenda books. In order to receive full credit on homework students must submit these assignments on the day they are due. Homework and project grades will be reduced by 10% each day they are late, up to three days. Homework and projects will not be accepted after three days late. These assignments will receive a zero; that grade cannot be made up if they are not submitted within this time frame.

QUALITY OF WORK

All teachers expect students to print their first and last name on all papers that are turned in for a grade. Papers turned-in without names will not receive a grade and will be considered late. Additionally, the quality of work submitted is important. Turning in an assignment does not guarantee you receive full credit for that assignment. ***Take pride in your work!***

Academic Dishonesty: WILL NOT BE TOLERATED. Any student believed to be cheating in any form will receive a zero on the given assignment. This includes assignments ranging from homework to taking a test. Additionally, parents will be notified when academic dishonesty is suspected and multiple occurrences may lead to other disciplinary measures.

ONLINE GRADEBOOK

All Middle School teachers will be utilizing the Baltimore City Schools online gradebook through Infinite Campus. Parents are encouraged to check student grades by logging into the Campus. Please visit <http://www.baltimorecityschools.org/campus> for details and access instructions.

ATTENDANCE and MISSED WORK

Absent Work: Students who are absent are responsible to make-up missed work. Students should see teachers before school, during lunch, or after school to receive absent work. A student has the same amount of days absent to complete the work before it is considered late work.

Missed Work: Points will be deducted for each school day that an assignment is late. Missed work must be made up or the resulting grade will be a zero.

TARDINESS

Students are expected to be in their seats at the starting time of **each class period**.

Passing time between classes is to be used to move between rooms quickly and efficiently.

Students should be in their seats by 8:00am each morning.

In the event that a student is late without a pass to a class, the teacher of that class will administer consequences outlined above.

TEXTBOOKS and CALCULATORS

Students will be administered textbooks, workbooks, novels, graphing calculators, etc. in their classes. Students and parents will sign a materials contract (see Appendix 4) for all materials to be taken home, and will be expected to take proper care of the borrowed materials. Social Studies, Science and Math textbooks must be covered all year. Damage to or loss of materials will result in a monetary charge. Failure to pay these charges by the specified date may result in the exclusion from grade level activities and field trips, including 8th grade closing.

ACTIVITIES FEE

Individual students will be required to contribute \$40 at the beginning of the school year to cover all field trips for the 2019-20 School Year. Every student will attend at least 4 field trips during the year for academic purposes. Other field trips may occur and may require a small additional family contribution.

LOCKER POLICY

Each student will be assigned a personal locker during the first week of school. Locker cleanliness and organization is expected of students. Only school-issued locks may be used on lockers.

Students will be permitted to visit their lockers at three times during the day.

1. before homeroom in the morning
2. before lunch
3. after school

The misuse of lockers (sharing or using lockers at inappropriate times) may result in student's lock being removed or taped so a teacher must use a key to open the lock. Lost locks result in a \$5 replacement fee.

HALLWAY POLICY

Middle school students will be changing classes while the rest of the school is in session. Therefore, middle school students will be expected to exhibit responsible and respectful behaviors during passing time in the hall. Students will be expected to lead by example, by opening and closing lockers quietly when in the hall. Failure to act

appropriately will result in hallway privileges being revoked. Middle school students will give elementary students appropriate space to travel through the hallway.

No students may leave the classroom the first or last ten minutes of class. Students must sign out in the Exit Log and use the teacher's pass each time they leave a classroom. When in the hallway, they must always be carrying a pass and walk on the right side. Middle school students should use the gym bathrooms in Building 2 when attending class in the Middle school building.

ACADEMIC COACH CLASS

Coach class allows students to work with individual teachers and their specific subjects. Students can work on missing assignments, clarify questions, prepare for tests, and improve teacher/student communication. Each academic teacher will offer a coach class at least once a week after school. Coach class schedules will be provided to students during the first week of school. Schedules are subject to change due to club/sports activities during the school year. In order to ensure safety, we require that all students have a pass when entering the building after school hours and that they exit the building immediately after when programs end.

AGENDA BOOKS

Agenda books will be given out to every student during the first week of the school year. The books must be brought to class everyday. Students must use their agenda books daily to copy down assignments, and teachers will use the agenda book to communicate home. Parents and guardians are encouraged to check your student's agenda book everyday.

Lost agenda books must be replaced within one week. This second agenda book may be purchased from Ms. Augustine for \$3. Only a limited supply of extras are available

ORGANIZATION

Students will be instructed on how to organize binders and academic materials. It is important to students' success that binders and notebooks are kept organized. Students should be prepared each day with the necessary materials for class (binder, paper, pen, pencil, agenda book, textbook, novel, etc). Students who are constantly unprepared or consistently waste time looking for items will receive equitable consequences (retained from leaving class, lunch, or after school for equal amount of wasted time). Students and parents are encouraged to establish a regular time and place for daily homework

completion. Identify a quiet place free from distraction and accessible to homework materials.

PARENT/TEACHER COMMUNICATION

Parent Square (see below for instructions) is the quickest ways to communicate with your child's teacher. Please contact teachers at the email addresses below:

Ms. Augustine	Middle School Administrator	eaugustine@pppcs.org
Ms. Johnson	6 th Grade ELA	ajohnson@pppcs.org
Ms. LaHair	8 th Grade Language Arts	plahair@pppcs.org
Mr. Consroe	6 th /8 th Grade Social Studies	tconsroe@pppcs.org
Mr. Bradbury	8 th Grade Math	abradbury@pppcs.org
Mr. Willett	6 th Grade Math	jwillett@pppcs.org
Ms. Sully	7 th Grade ELA/SS	ssully@pppcs.org
Mr. Glotfelty	7 th Grade Science/Math	rglotfelty@pppcs.org
Ms. Adams	6th/8th Grade Science	jadams@pppcs.org
Mrs. Aquila	ELA/Sci/SS/Math	ahanley@pppcs.org
Mrs. Pegorsch	Art	jpegorsch@pppcs.org
Mrs. Holland-Pence	Physical Education	gholland-pence@pppcs.org
Ms. Sumano	Spanish	esumano@pppcs.org
Mr. Otto	Music	motto@pppcs.org
Ms. Brooks	Guidance Counselor	ybrooks@pppcs.org
Ms. Lindh-Payne	Social Worker	hlindh-payne@pppcs.org

School to Home Communication



PPPCS and the Middle School team will be utilizing ParentSquare to facilitate communication between the school and families. You are able to receive communications via Text, Email and App with this software. If you would like to personalize how you receive information from Teachers and the School you may download the ParentSquare App for Android or Apple products.

It is important that all contact information is up to date with the school in our system to enable this system to work. Please make sure that your contact information is up-to-date with the front office.

You can sign up and find more information at www.ParentSquare.com.

Additional announcements and updates can be found on our middle school website: www.pppcsmiddleschool.weebly.com. This will be the same information posted on the Middle School ParentSquare Page.

Appendix 1: Alternative Learning Center

It is the policy of PPPCS and BCPSS to use Alternative Learning Center (ALC) for behaviors that exceed classroom expectations yet do not warrant an out of school suspension. A student will be required to spend a period of time in the ALC as determined by a multidisciplinary team at the site and approved by the administrator. The Alternative Learning Center is used so those students may continue their academic requirements while taking consequences for severe inappropriate behavior. The Classroom staff will need to have an appropriate set of assignments gathered for the student so that they do not miss any of the academic material that would be covered in the regular class setting.

Appendix 2: PPPCS Uniform Policy (Grades 6-8)

Regular Uniform Girls (Grades 6-8)

Mandatory Daily except Gym Days:

- Plaid PPPCS uniform skorts or skirts
- Light blue PPPCS uniform Oxford shirt
- Solid navy blue or white socks OR Solid navy blue or white tights
- Brown, black, or navy school shoes (no canvas, no tennis shoes, no boots)
- No high heels (greater than 1 inch)

Optional:

- Plaid PPPCS uniform skirt
- Clean navy blue PPPCS uniform trousers (two styles)
- Navy blue PPPCS uniform walking shorts
- Solid navy blue PPPCS uniform cardigan sweater
- Solid navy blue PPPCS uniform sweater
- Solid navy blue PPPCS uniform vest
- Plaid PPPCS uniform tie or cross tie

Reminders:

- Hemlines are to be at no more than 2 inches above the knee.
- No make-up
- No bracelets, necklaces, or dangling earrings
- Only PPPCS uniform sweaters/sweatshirts may be worn over uniform.
- No long pants/jeans may be worn under girls' skorts or skirts. White or navy leggings or uniform sweat pants can be worn on cold days.
- Gym uniform and tennis shoes (nonmarking soles) must be worn to school on scheduled gym days.
- No jumpers
- For 2009-2010 school year, light blue uniform polo shirts will be phased out for the middle school. In 2010 and beyond, they will no longer be allowed.

Regular Uniform Boys (Grades 6-8)

Mandatory Daily except Gym Days:

- Clean navy blue PPPCS uniform trousers
- Dark belt with inconspicuous buckle

- Light blue PPPCS uniform Oxford shirt
- PPPCS middle school uniform tie
- Solid navy or white socks
- Solid white, light blue or navy undershirt/layering (if worn)
- Brown, black, or navy school shoes (no canvas, no tennis shoes, no boots)

Optional:

- Navy Blue PPPCS uniform walking shorts
- Solid navy blue PPPCS uniform cardigan sweater
- Solid navy blue PPPCS uniform sweater
- Solid navy blue PPPCS uniform vest
- PPPCS sweatshirt

Reminders:

- Belts must be worn with trousers.
- Shirts must be tucked in, allowing the belt of the pants to show.
- Ties must be worn with uniform Oxford shirt
- Pants can be no larger than 1 measured size.
- No bracelets, necklaces, or dangling/hoop earrings.
- Only PPPCS uniform sweaters/vests/sweatshirts may be worn over uniform.
- Gym uniform and tennis shoes (nonmarking soles) must be worn to school on scheduled gym days.
- For 2009-2010 school year, light blue uniform polo shirts will be phased out for the middle school. In 2010 and beyond, they will no longer be allowed.

Gym Uniforms (Boys and Girls grades K-8)

Warm weather (Sept.–Oct. 15 & April 30–End of school year)

Cold weather (October 16– April 30)

- Navy PPPCS uniform gym shorts or uniform sweatpants
- PPPCS t-shirt
- White socks
- Tennis shoes (non-marking soles)
- Navy PPPCS uniform gym sweatpants

Optional

- PPPCS sweatshirt

Gym uniform and tennis shoes (non-marking soles) must be worn to school on scheduled gym days.

Appendix 4: Materials Contract Needed

Parent Signature

Dear Parents/Guardians:

This year your student will be assigned various materials in his or her classes to take to and from school and home. These materials may include the following:

- Mathematics Textbook (\$70)
- Social Studies Textbook (\$70)
- Language Arts/Spanish novels (\$15 each)
- Graphing Calculator: 8th Grade Only (\$110)
- Science Textbook (\$40)

It is expected that these materials be cared for both in school and at home.

Should any of these materials become lost or damaged during the year please notify the respective teacher as soon as possible. **Students will be responsible for the full cost of the item if lost or damaged.** Students will not be issued any additional materials until the replacement fee is paid. Additionally, students may not be eligible to participate in field trips or extracurricular activities if he or she has outstanding fees.

Please sign and detach the form below indicating your understanding of this policy.

Sincerely,

Middle School Team

I have read and discussed the above Materials Contract with my student.

Student Name

Parent/Guardian Signature

Date

Appendix 5: Field Trip Contract Needed

Parent Signature

Dear Parents and Guardians,

In order to participate in school-sponsored field trips in Middle School, students must display model behaviors in the school building. Field trips are an opportunity to extend student learning beyond the classroom. As PPPCS students, we always seek to positively represent ourselves and our school in the Baltimore community.

If a student fails to meet the behavior expectations outlined in the Baltimore City Schools Code of Conduct, he or she will not be permitted to join us on field trips for the quarter. ****Behavior and eligibility will be reviewed each quarter as new field trips are scheduled.****

Yours in learning,

The PPPCS Middle School Team

FIELD TRIP ELIGIBILITY FORM

Please sign below to verify that the above expectations have been reviewed, and return the signed portion to the student's homeroom teacher. **Students will only be considered for field trips once this form has been returned.**

Student Name

Student's Signature

Parent/Guardian Signature

Date

Appendix 6: Technology Use and Expectations Contract

Parent Signature Needed

Google Chromebook Laptops: Student User Agreement Contract

- Students are to follow the Baltimore City Public Schools Code of Conduct and may not visit any unauthorized sites or any sites that are deemed inappropriate for school. If a site is not being used for the class/assignment, the site should not be visited during school time or while on school property.
- Students may not use the Chromebook for personal use outside of class or for personal use not related to our class.
- Students may not have food, drinks or gum (NO EXCEPTIONS) during class at any time, but *especially* not when using a Chromebook.
- Each student will be assigned a Chromebook and may only use that one; they may not use any other student's Chromebook for any reason.
- Students are expected to be aware of the district and school rules and use their best judgment when using computers or Chromebooks at school.

TECHNOLOGY USE AND EXPECTATION CONTRACT

Consent: I have read, understood and I am willing to comply with the rules established. I will accept the consequences stated if I should refuse to abide by them. I acknowledge my responsibilities for caring for and use of my Chromebook in class.

Student Name

Student's Signature

Parent/Guardian Signature

Date

Appendix 7: Handbook Contract Needed

Parent Signature

Student Name (Last, First)

Homeroom Teacher

I have reviewed the PPPCS Middle School Handbook **with my teachers**.

Student Signature

Date

I have reviewed the PPPCS Middle School Handbook **with my child**.

Parent/Guardian Signature

Date

Dear Parents/ Guardians:

Welcome to the 2019-20 School Year!

In the following packet, you will find four forms that require your signature regarding the policies and procedures of the PPPCS Middle School. It is essential that these forms are signed so that your student has access to all materials and is able to participate in all activities during the school year.

If you would like to see the most recent Middle School Handbook, it is available via your child's PPPCS Email address or available on Parent Square (more information about how to access ParentSquare is also included in this packet). If you would like a paper copy of the handbook, please indicate that you cannot access the digital copy, and a paper copy can be made available to you from the school.

We are looking forward to a great year, and we are excited to have all of you back!

Sincerely,

The PPPCS Middle School Team

Estimados padres / tutores:

¡Bienvenido al año escolar 2018-19!

En el siguiente paquete, encontrará cuatro formularios que requieren su firma con respecto a las políticas y procedimientos de la Escuela Intermedia PPPCS. Es esencial que estos formularios estén firmados para que su estudiante tenga acceso a todos los materiales y pueda participar en todas las actividades durante el año escolar.

Si desea ver el Manual de escuela intermedia más reciente, está disponible a través de la dirección de correo electrónico PPPCS de su hijo o está disponible en Parent Square (también se incluye más información sobre cómo acceder a Parent Square en este paquete). Si desea una copia impresa del manual, indique que no puede acceder a la copia digital y que la escuela puede proporcionarle una copia en papel.

Esperamos un gran año y ¡estamos emocionados de tenerlos a todos de vuelta!

Sinceramente,

El equipo de PPPCS Middle School