

FAMILY HANDBOOK & DIRECTORY 2011-12



BALTIMORE CITY
PUBLIC SCHOOLS

LETTER FROM THE CEO AND BOARD CHAIR

August 2011

Dear City Schools Families,

Welcome to a new school year! We in Baltimore City Public Schools are looking forward to partnering with you in 2011-12, as we work together to create schools where great teaching and learning take place in every classroom. Our vision is that

every student will graduate ready to achieve excellence in higher education and the global workforce. We know that our families are critical to the success of our schools. We thank you for everything you do every day to encourage our students' growth and to help make sure that all our students get the great schools they deserve.



In this *Family Handbook*, you will find information about important policies and procedures that affect students and families, along with details of services available from City Schools. Please keep this handbook as a reference, and use it in conjunction with the *Family Information Calendar* throughout the school year. If at any time you require assistance or more information, do not hesitate to consult the handbook's directory for locations and phone numbers of schools and offices across the district.

Here's to a great year of learning in 2011-12!

Sincerely,

A handwritten signature in black ink that reads "Andrés A. Alonso".

Andrés A. Alonso, Ed.D.
CEO, Baltimore City Public Schools

A handwritten signature in black ink that reads "Neil E. Duke".

Neil E. Duke, Esq.
Chair, Baltimore City Board of School Commissioners

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This handbook provides a quick reference to important policies that affect students and families of Baltimore City Public Schools. Also included is a directory of school addresses and telephone numbers, and a listing of telephone numbers for key departments at the district office.

For more information, please visit City Schools' website at www.baltimorecityschools.org, or telephone the district office at 443-984-2000.

ATTENDANCE

Consistent, strong attendance is critical to students' success in school. City Schools needs the support of parents, families, teachers and business and community leaders in ensuring that attendance is a top priority for our students.

Maryland law requires regular school attendance of students ages 5 to 16 (unless they are home-schooled). Students are responsible for arriving on time every day; attending all the classes they are enrolled in; and requesting makeup work for assignments they miss when they are absent.

TRACKING ATTENDANCE

Attendance is taken once a day in pre-kindergarten through eighth grade, and during each period in secondary schools. If a student is in school for four hours or more, he or she is marked present for the full day; a half-day is credited for attendance of two to four hours, and a student attending for under two hours is marked absent.

ABOUT LAWFUL/ACCEPTABLE ABSENCES

Absences from school are lawful (or excused) under the following conditions. Note that, in all cases, the school must be notified in writing of the reason for the absence.

- ◆ Student illness (a physician's certificate may be required if such absences are frequent)
- ◆ Death in the immediate family (documentation may be requested)
- ◆ Court summons
- ◆ Observance of a religious holiday
- ◆ School closing (e.g., for a state-declared emergency or an official weather-related closing declared by City Schools)

- ◆ Work or other activity sponsored and approved by the school
- ◆ Suspension
- ◆ Lack of authorized transportation (as defined by City Schools)
- ◆ Other emergency or set of circumstances as determined by City Schools' CEO or a designee

Absences for any other reason are considered unlawful, or unexcused.

When students miss 20 or more days of school for any reason—lawful or unlawful—they are considered *chronically absent*. A *truant* is a student who is absent without lawful cause for a portion of or an entire school day, and a *habitual truant* is a student who is unlawfully absent for 20 percent or more of any marking period, quarter or year.

LATE ARRIVALS AND EARLY DEPARTURES

Success in school depends on students remaining in class for the entire school day. Every class and school activity provides opportunities for students to build academic and social skills and gain knowledge they need to be successful. City Schools requests that, whenever possible, families schedule doctor, dentist or other special appointments outside of school hours.

ATTENDANCE

If an appointment must be scheduled early in the school day and the student arrives late, a written explanation of the reason for the late arrival must be sent to school with the student. When a student must leave school early for an appointment, parents or guardians must submit a written request for early dismissal in advance. These notes must include the reason for the dismissal, the date and time the child is to leave school, how the child is to leave (e.g., if he or she will be picked up) and a parent/guardian contact telephone number. In addition to reviewing written notes, school staff must contact the parent or guardian by telephone to confirm. Parents or guardians who arrive at school to request a same-day early dismissal must sign the early dismissal log and provide identification.

Although schools are required to admit students regardless of the time they arrive, students are expected to be in class at the start of the school day. Sleeping late or missing the bus are not acceptable reasons for being late; it is also not acceptable to arrive late or miss school because of inclement weather, unless City Schools has announced a school closing or delayed opening. Students in pre-kindergarten through eighth grade who arrive after school has begun will be marked absent unless they obtain a late pass from the school office; secondary students who arrive after school has begun will be marked absent each period unless they obtain a late pass.

WHEN POOR HEALTH AFFECTS ATTENDANCE

Students with chronic health problems that cause frequent absences from school may be eligible for the Chronic Health Impaired Program (CHIP), which allows students to receive instruction at home or in hospital. For more information, contact City Schools' Home and Hospital Program at 410-396-0775.

KEEPING FAMILIES INFORMED ABOUT ATTENDANCE

Schools are responsible for working with parents and students to maintain the highest possible level of attendance, recognizing students with improved or excellent attendance and keeping families informed about chronic absences. Parents receive an automated telephone call from City Schools each day their student is absent, so it is important that schools have correct contact information for all students. School staff will contact parents to discuss the reasons for chronic absences or tardiness and determine whether additional assistance, support or resources are needed to help students get to school every day.

Under state law, parents have the right to appeal attendance violation decisions and question school records regarding attendance. This appeal should be made in writing to the principal. If the matter is not resolved at the school level, parents should contact City Schools' ombudsman at 410-545-1870.

If parents are asked to remove their students from school by administrators, teachers or nurses, and are not given paperwork explaining the removals, the dismissals are considered undocumented suspensions and should be reported to City Schools' Office of Student Support and Safety by calling 410-396-8672.

CONSEQUENCES FOR POOR ATTENDANCE

Students who do not attend school regularly are likely to experience difficulty with their school work, and to struggle with assignments and assessments. They are at risk of missing credits or being retained in grade, and may be more likely to drop out of school. For these reasons, City Schools considers attendance a top priority for all students and makes every effort to ensure that students are in class every day, ready to learn.

When students continue to be unlawfully absent after school support is offered, their parents are required to attend a formal attendance hearing to discuss the school's concerns, reasons for attendance problems, and options and support available to ensure students attend school every day.

If the hearing does not lead to improvement, the case is referred to the Office of the State's Attorney for Baltimore City. Parents and guardians should note that any person with legal custody or care and control of a child between the ages of 5 and 16 who fails to see that the child attends school or receives instruction is guilty of a misdemeanor. A first conviction results in a fine (up to \$50 per day of unlawful absence) or imprisonment or both; a second or subsequent conviction is subject to a fine (up to \$100 per day of unlawful absence) or imprisonment or both.

For any questions about attendance tracking or interventions, please contact City Schools' Office of Attendance and Truancy at 443-984-1714.

Snow, ice or other weather emergencies can create a situation that makes it unsafe for students, parents and staff to travel to and from school. Also, because many of City Schools' buildings lack air-conditioning, extreme heat can at times cause health concerns, particularly for students and staff with asthma or other respiratory problems.

The following procedures will be used on regularly scheduled school days when emergency weather conditions warrant.

An assessment of road conditions, neighborhood sidewalks, school parking lots and school walkways will be completed by City Schools' Department of Facilities. The preliminary assessment will include input from the Baltimore City Department of Transportation and the Maryland Mass Transit Administration. After reviewing the preliminary assessment of existing conditions and the most current weather forecasts, City Schools' CEO will make the decision to open schools on schedule, open two hours late or close schools.

The decision to open schools on schedule will be made when it is determined that students and staff will be able to travel safely to their school destinations. If weather conditions worsen during the school day, City Schools may announce an early school dismissal.

If the CEO's decision is to close schools or delay opening, this will be posted online at all school websites and the City Schools website, www.baltimorecityschools.org, by 5:30 a.m. The announcement will also be made by local television and radio stations, and posted to local news websites.

TWO-HOUR DELAYED OPENING

The decision to delay the opening of schools by two hours may be made when

- ◆ Travel conditions are potentially unsafe at 5 a.m. but are expected to improve
- ◆ Acceptable travel conditions exist at 5 a.m., but weather forecasts predict that conditions *may* worsen

If there is a two-hour delayed opening, all morning half-day early learning programs will be canceled and school breakfast will not be served.

An initial announcement of a two-hour delay may be followed by an announcement that schools will close for the day. Such a follow-up announcement would be made after a reassessment of travel and school building conditions indicates that schools should remain closed. The decision to close schools after previously announcing a two-hour delayed opening will be posted to all school websites and the City Schools website, www.baltimorecityschools.org, by 8 a.m. The announcement will also be made by local news media.

EARLY DISMISSAL

A decision to dismiss schools early may be made when weather conditions worsen after schools have opened, or when temperatures exceed 85 degrees by 9 a.m. News of an early dismissal will be posted to all school websites and the City Schools website, www.baltimorecityschools.org, and announced to local news media as early as possible so that school administrators can adjust schedules, transportation can be arranged and public announcements can be made.

An early dismissal means that schools close 2½ hours earlier than regularly scheduled. All afternoon pre-kindergarten, extended-day and after-school programs, including interscholastic athletic events, will be canceled, but lunch will be served in all schools.

For complete details on these policies and procedures, please contact City Schools' Office of Engagement at 410-545-1870.

STUDENT TRANSPORTATION

ELIGIBILITY CRITERIA

In general, a student is eligible for district-provided transportation in any of the following situations:

- ◆ The student lives beyond walking distance to the neighborhood or assigned school (i.e., for elementary students, more than 1 mile from school; for middle and high school students, more than 1½ miles from school).
- ◆ The student lives within walking distance but does not have a safe route to walk.
- ◆ The student lives within walking distance but has a medically documented inability to walk to school safely.
- ◆ The student lives within walking distance of the neighborhood school but, because the school has not met achievement goals, has elected the Title I Transfer Option to attend a school farther away from home.
- ◆ Under an Individualized Education Program (IEP), the student is entitled to receive transportation services.
- ◆ The student is homeless and entitled to receive transportation under provisions of the McKinney-Vento Homeless Assistance Act (see page 18 for more information).

METHOD OF TRANSPORTATION

Yellow school bus service is provided, when possible, for eligible elementary students (pre-k to grade 5), students with special needs and students who are homeless. Maryland Transit Administration (MTA) tickets are provided for eligible middle and high school students.

Transportation by taxicab is provided when deemed appropriate by City Schools' Office of Transportation Services or for temporary transportation arrangements.

STUDENT DISCIPLINE AND TRANSPORTATION

In accordance with the annual Code of Conduct, students may have their transportation privileges taken away for failure to obey the rules of proper conduct while riding on school and MTA vehicles. The decision to remove students from transportation services temporarily or permanently is made by school administrators and the director of transportation services in City Schools' Operations Office.

Find more information about student transportation by calling 410-396-7440.

IMMUNIZATIONS AND MEDICATIONS

All City Schools students must have records of up-to-date immunizations to be enrolled in school. If a student's immunizations need to be updated and the parents provide written proof of an appointment to obtain those immunizations within 20 days of the enrollment date, the student may be temporarily enrolled. The immunizations must then be recorded on the Department of Health and Mental Hygiene 896 form, available at doctors' offices and health clinics. Call the Bureau of Child Health and Immunization at 410-396-4454 for a list of free vaccination clinics.

Students entering City Schools for the first time must have a physical examination completed by a physician and on file with their schools.

MEDICATION AND MEDICAL TREATMENT

Some students require medication and medical treatments in school. Health aides and nurses are available to provide this service when treatment is prescribed by a physician, and when medication and supplies are provided by parents in the original container labeled by a pharmacist. If your child needs either of these services, please complete a Medication Request form or a Request to Administer Treatment in School form. Please note that forms need to be signed by both the physician and a parent and should be updated each school year.

Please call City Schools' Office of Health Services at 410-396-8904 for more information.

PROMOTION AND GRADUATION

To advance through the grades toward high school graduation, students must meet the following standards and requirements.

PROMOTION STANDARDS, GRADES 1 TO 5

- ◆ A grade of 60 or above in reading/language arts and in mathematics
- ◆ For first and second graders only, a score in the 23rd percentile or higher on the Stanford 10 Reading assessment (results on the Stanford 10 Mathematics assessment are not used as a promotion standard)

While students in grades 3 to 5 take the Maryland School Assessments (MSAs), these results are not used as a promotion standard.

PROMOTION STANDARDS, GRADES 6 TO 8

- ◆ A grade of 60 or above in language arts, mathematics, science and social studies

While middle school students take the MSAs, these results are not used as a promotion standard.

PROMOTION STANDARDS, GRADES 9 TO 12

- ◆ To be promoted from grade 9 to 10, students must earn at least 4 units/credits.
- ◆ To be promoted from grade 10 to 11, students must earn 5 units/credits (resulting in 9 cumulative credits earned up to that point in high school).
- ◆ To be promoted from grade 11 to 12, students must earn at least 6 units/credits (15 cumulative credits).

Many high school courses must be taken in sequence, and there may be limitations on earning more than one credit in a single subject area in a given year. In addition, high school students need to consider not just the requirements for promotion from grade to grade, but also those for high school graduation (see High School Graduation Requirements, following). For detailed information about high school promotion standards and course selections, contact your school guidance office.

PROMOTION STANDARDS FOR STUDENTS WHO ARE LEARNING ENGLISH

Students receiving English for Speakers of Other Languages (ESOL) services must meet the promotion standards listed above. A decision to retain a student in grade must be based on multiple measures, not only assessments in English. Promotion and retention decisions are made in collaboration with the Student Support Team and the Limited English Proficient committee. For more information, contact City Schools' Office of Teaching and Learning at 443-642-3990.

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, students must accumulate 21 credits as listed below, complete requirements for service learning and gain minimum scores on the statewide High School Assessments (HSAs):

- ◆ 4 credits in English (sequential; students may not enroll in two English courses of varying levels in the same year, unless one is an elective)
- ◆ For students entering ninth grade in 2011 or later, 4 credits in mathematics (Algebra I, Algebra II, Geometry *and* one additional credit); for students who entered ninth grade in 2010 or earlier, 3 credits in mathematics (in the named courses above)
- ◆ 3 credits in science (Biology *and* 2 credits in Earth Science, Life Science *or* Physical Sciences, including lab components)
- ◆ 3 credits in social studies (U.S. History, American Government *and* World History)
- ◆ 1 credit in technology education
- ◆ 1 credit in fine arts
- ◆ 0.5 credits in physical education
- ◆ 0.5 credits in health
- ◆ 2 credits in a single world or classical language *or* 2 credits in advanced technology *or* 4 credits in a state-approved Career and Technology Education program

- ◆ For students entering ninth grade in 2011, 2 credits for elective courses; for students who entered ninth grade in 2010 or earlier, 3 credits for elective courses
- ◆ A combined score of 1,208 on the HSAs in English, Algebra/Data Analysis and Biology* *or* successful completion of the High School Bridge for Academic Validation Plan
- ◆ 75 hours of service learning

A Maryland High School Diploma is awarded to City Schools students who meet these requirements by age 21.

Students with disabilities who cannot meet these requirements may earn a Maryland High School Certificate if they have been enrolled in an education program for a minimum of four years beyond eighth grade and (a) are determined by their Individualized Education Program (IEP) teams, and with the agreement of their parents, to have developed appropriate skills to enter the workforce as responsible citizens, or (b) will have reached age 21 by the end of the school year.

* For students who graduated from high school between June 2005 and June 2011, an HSA in Government was also required; the combined score required for graduation was 1,602. The last administration of the Government HSA was in May 2011. Although it is no longer a graduation requirement, students who have not yet graduated but took the Government HSA prior to May 2011 can continue to count their score on that assessment toward a required cumulative score of 1,602.

PROMOTION AND GRADUATION

ABOUT SERVICE LEARNING

Service learning equips students to contribute to society by engaging them in activities that benefit their communities. For example, students may work to improve their neighborhood environment through “green” initiatives or assist classmates through peer tutoring. To graduate from high school, students must complete 75 hours of service learning (unless accommodations are identified in a special education student’s Individualized Education Program).

At City Schools, service learning is infused in the curriculum beginning in the sixth grade. Students may also earn service learning hours through independent activities (e.g., with service projects organized by community-based organizations or faith communities), as long as the activity is approved by the school’s service learning coordinator. Students are expected to complete 50 hours of service learning by the end of eighth grade and the remaining 25 hours by the end of eleventh grade.

WAIVER OF THE FOURTH YEAR

The Maryland State Department of Education requires that students attend four years of high school. However, the fourth year can be waived for students who at the end of their sophomore year (or, for those earning credits through an accelerator or other alternative program, after earning nine high school credits) declare their intention to seek such a waiver and subsequently meet the following criteria: The student must (a) receive early admission into an accredited college or approved postsecondary technical or vocational school or program; (b) meet HSA and service learning requirements; and (c) receive approval from City Schools’ CEO for the first year of postsecondary study, if this year is included in the issuance of a diploma.

Note that students who are granted a waiver are not “graduating early” and therefore do not automatically receive a high school diploma. To receive a diploma, students who have received a fourth-year waiver must, at the end of their first year of postsecondary study, submit a written request to City Schools’ CEO. The request must include a transcript of first-year results or a letter from the postsecondary institution indicating successful completion of first-year requirements.

FAMILY AND COMMUNITY ENGAGEMENT

Parents, families and communities that are engaged in their students' education make enormous contributions to those students' academic success. City Schools is committed to encouraging engagement and works to improve communication between families and schools, give parents tools to support their children's education, encourage volunteering and learning outside of school, and involve parents and communities in key decisions.

Highlights of City Schools' Family and Community Engagement Policy and Administrative Regulations are provided here, but families are encouraged to read the detailed policy at www.baltimorecityschools.org or contact the Office of Engagement at 410-545-1870.

A SUMMARY OF CITY SCHOOLS' FAMILY AND COMMUNITY ENGAGEMENT POLICY

Because of the Baltimore City Board of School Commissioners' recognition of the critical importance of family and community involvement in education, City Schools works to provide a responsive, inviting school climate and to implement research-based programs and strategies to support engagement at both the district and school level. The Board and Chief Executive Officer are kept informed of parent and community concerns and responses through regular meetings with the Parent and Community Advisory Board (PCAB) and the results of a climate survey disseminated to all school communities. In addition, City Schools seeks out opportunities for parents, families and community members to participate in discussion and decision-making related to specific district and school issues, including fulfillment of federal and state parent involvement mandates.

At the district level, City Schools ensures that

- ◆ Programs that require parent input are formally presented to PCAB
- ◆ A complaint or concern process is available for all families and the public
- ◆ Support is provided to build parent, community and school capacity for planning and implementing effective parent involvement to improve student and school performance
- ◆ Training and materials are offered to help parents monitor and support the academic achievement of their children
- ◆ Communication is open, frequent, detailed and provided in a format and language that parents can understand

Within school communities, each Baltimore City public school ensures that

- ◆ A family and community engagement program is implemented
- ◆ Parents are involved in developing school-level parent involvement plans
- ◆ An organized parent group exists (or is established)
- ◆ The school has an active School Family Council
- ◆ At least one public meeting is held each year, at a convenient time for families and to which all parents are invited
- ◆ A Home-School Parent Compact is developed to identify the responsibilities of school staff, parents, families and students in ensuring the academic achievement of all students

OVERVIEW OF ADMINISTRATIVE REGULATIONS

Detailed administrative regulations regarding family and community engagement provide specific guidance to the district office and to schools about their responsibilities in engaging families and communities. Included are requirements that

- ◆ Each school involve parents in staff professional development on topics related to parent involvement and communication
- ◆ The district develop an annual plan, with input from PCAB and other parent organizations, to support parent involvement (including in Title I schools)
- ◆ Each school's organized parent group includes at least 10 members and meets in open session at least 4 times a year
- ◆ Each School Family Council include members representing parents and community members, meet in open session throughout the year, and (either directly or by contributing to the composition of subgroups, teams or committees) provide input and advice on school budget issues, the school improvement plan, principal selection and implementation of the Family and Community Engagement Policy

Find the complete list of administrative regulations, along with the entire Family and Community Engagement Policy, at City Schools' website, www.baltimorecityschools.org, under the tab for "Family & Community" on the homepage.

City Schools offers programs and services to students who are learning English and to their families. The English for Speakers of Other Languages (ESOL) program builds social and academic language skills in English to help students succeed in and out of school. ESOL program activities ensure that federal and state requirements are followed and provide equal access to a quality educational program for students who are learning English. City Schools identifies students who may benefit from ESOL first by a home language survey, distributed to all students annually or at registration, and then by a state-required assessment in listening, speaking, reading and writing. Students identified by these means take ESOL classes in addition to their general education coursework.

For parents and family members who do not speak English, City Schools is committed to providing information and communications in a language they understand. All schools have access to a library of forms and other documents translated into many languages. Schools also have access to translation services, either through interpreters or the Language Link telephone translation service.

Families should not hesitate to request services in a language other than English. If you have questions about availability of these services or about ESOL instruction, please contact the City Schools' ESOL program office at 410-396-8544.

ESOL Parents: How You Can Support Your Students

- ◆ Encourage your children to tell you about their school day. Ask what they are learning in school.
- ◆ Read with your children in your home language.
- ◆ Visit the library for books to read together.
- ◆ Encourage your children to do homework and to attend school every day.
- ◆ Visit your children's school and ask for help with an interpreter if you need one.
- ◆ Be patient—learning a new language takes time.

The No Child Left Behind Act (NCLB) requires that families be informed of student and school progress toward academic proficiency. Under the law, school districts must keep parents and guardians apprised of such things as school performance, school safety and school climate. When schools receive Title I funding under NCLB, several additional requirements come into play.

Title I refers to the part of NCLB that focuses on “improving the academic achievement of the disadvantaged,” particularly children from low-income families. In Baltimore City, Title I eligibility and funding are determined by the number of students in a school who are eligible to receive free meals under the Free and Reduced Price Meals program. For 2011-12, in Baltimore City Public Schools, Title I funding is provided to schools with elementary and middle grades where 65 percent or more of students qualify for free lunch.

There are two types of Title I programs, “schoolwide” and “targeted assistance.” A “schoolwide” Title I program offers greater flexibility, where all students and families can benefit from Title I resources. In a “targeted assistance” school, only eligible students and their families can benefit from Title I services. In Maryland, if a school is new to Title I, it is required to operate a targeted assistance program.

Of City Schools’ 204 schools and programs, 134 have been designated as Title I schools for the 2011-12 school year. This means that these schools will receive extra funding to provide services to students and families, and must adhere to additional requirements under NCLB as described in what follows. For more information about Title I and how it affects your child’s school, contact the Office of Federal Programs/Title I at 410-396-8937.

DISTRICT TITLE I PARENT INVOLVEMENT PLAN

Engaged parents are a critical part of a strong school community. This plan, which describes activities within three areas of focus, was jointly developed with Title I parents and outlines how City Schools communicates, supports and builds resources for parents, community members and educators to promote high achievement for every Title I student.

Activities That Develop Parent Knowledge

City Schools will support Title I parents and school communities by providing

- ◆ At least annually, a meeting for Title I parents to be informed about Title I, their rights, school performance and student progress data and ways the school will involve parents
- ◆ Trainings and professional development opportunities on Title I requirements and tips on implementation throughout the school year
- ◆ Sessions that work with Title I parents and educators as equal partners to support achievement with an emphasis on using technology
- ◆ Links to early learning and other community partners, including the Maryland Parent Information Resource Center, Enoch Pratt Free Library and Johns Hopkins University
- ◆ Support to schools to implement the Parent Involvement Plan (e.g., staff, online links, professional development)
- ◆ The Parent Response Line through City Schools Connect (443-984-2020)
- ◆ Links to resources for parents to support learning at home through the Parent Portal, Family Institute and trainings for school-based staff

INFORMATION FOR FAMILIES WITH STUDENTS IN TITLE I SCHOOLS

Working with Parents as Partners

At the school level, Title I parents will be engaged through various means (including, but not limited to the website, Global Connect calls, newsletters and flyers sent home with students or distributed online) to participate in development or review of

- ◆ School-Level Title I Parent Involvement Plan
- ◆ School-Parent Compact
- ◆ Title I Parent Involvement Allocation Spending Plan
- ◆ School budgets (including Fair Student Funding and Title I Parent Involvement Allocation)

At the district level, parents will be invited at least once each year to give input on the

- ◆ District Title I Parent Involvement Plan
- ◆ Family and Community Engagement Policy and Master Plan

In addition, parents can work with other district advisory councils and advocacy groups such as the Parent and Community Advisory Board (PCAB) and the Special Education Citizens' Advisory Committee (SECAC).

Access for Parents

City Schools' commitment to providing Title I parents with the opportunity to participate includes providing

- ◆ Varied meeting dates, times and locations for trainings, workshops and professional development opportunities
- ◆ Multiple methods of communication to families about opportunities
- ◆ Advocates, interpreters and translated documents when necessary
- ◆ Where possible, supports for parents to facilitate participation, such as childcare and transportation

PROFESSIONAL QUALIFICATIONS OF EDUCATORS AT TITLE I SCHOOLS

Students at Title I schools are expected to receive instruction in core academic subjects (including reading and language arts, mathematics, science, social studies and the arts) from highly qualified teachers. In fact, City Schools is working hard to ensure that all teachers in all schools meet state and federal "highly qualified" standards. City Schools is committed to ensuring that teachers and paraprofessionals are highly skilled, and the district monitors teachers' qualifications, certifications and ongoing professional development.

All parents and guardians have the legal right to request information regarding the professional qualifications of the teachers and paraprofessionals who work with their children, including

- ◆ Whether a teacher has met state qualifications and licensing requirements for the grade levels and subject areas being taught
- ◆ Whether a teacher is teaching under a waiver as an emergency, temporary or provisional teacher
- ◆ A teacher's undergraduate degree major and other education and certification background information
- ◆ A paraprofessional's qualifications

City Schools notifies parents and guardians directly when their children are taught for more than four consecutive weeks by a core subject area teacher at a Title I school who has not met the requirements to be considered "highly qualified."

THE TITLE I TRANSFER OPTION

Federal law also requires that when Title I schools fail to demonstrate “adequate yearly progress” in raising student achievement, students must be offered the opportunity to transfer to a higher performing school or to receive extra help through free tutoring (known as Supplemental Educational Services, or SES). Families of students in this situation receive notification of the “Title I Transfer Option” (TITO) and SES availability each summer from City Schools.

HELPFUL TERMS TO KNOW

City Schools Connect: By calling 443-984-2000, parents, non-school-based employees and other community stakeholders can request services and report concerns to City Schools.

Family and Community Engagement (FCE) Policy: The Baltimore City Board of School Commissioners established this policy to reinforce the expectation that family and community programming also supports the academic achievement of all students.

Family and Community Engagement (FCE) specialists: These staff members are assigned to support and monitor a school’s family and community activities and programs and to assist in coordinating district activities.

Family Institute: Family Institute offers courses, trainings, peer-to-peer learning opportunities and other programs that empower and educate parents and school staff. For more information on Family Institute, call the Office of Engagement at 410-545-1870.

Office of Engagement: The Office of Engagement, located in Room 317 of the district office at 200 East North Avenue, helps families support their students and their schools. Parents are encouraged to visit or call 410-545-1870 if they have questions or concerns that their child’s school is unable to address.

Parent Portal: The Parent Portal provides parents with online access to information (such as attendance and grades), homework resources and other tools to help them support their child’s learning. A log-in account is required to access the Parent Portal. Parents can set up an account by contacting their child’s school.

School-Level Title I Parent Involvement Plan: Parents and schools work together to create a plan for how the school will coordinate parent involvement strategies under Title I, specifically in the areas of communication, accessibility and supporting the achievement of students.

School-Parent Compact: An agreement between parents, students and school staff on how they will share the responsibility to support student achievement.

Title I Parent Allocation Spending Plan: A plan developed by Title I schools and parents to determine how federal Title I parent involvement dollars are used to support parent activities listed in the School-Level Title I Parent Involvement Plan.

LEGAL SERVICES FOR SPECIAL EDUCATION

The following can provide legal assistance if your child needs special education services. This list is provided for informational purposes only. City Schools is not affiliated with these service providers, and their inclusion in this guide is not an endorsement of their services.

- ◆ Lawyer Referral Services
111 N. Calvert St.
Baltimore, MD 21202
410-539-3112
- ◆ Maryland Disability Law Center
1800 N. Charles St., Suite 400
Baltimore, MD 21202
410-727-6352
- ◆ Legal Aid Bureau, Inc.
500 E. Lexington St.
Baltimore, MD 21202
410-539-5340

THIRD-PARTY BILLING PROJECT

The approved services that will be billed to Medicaid are those rendered as part of special education services. City Schools will also bill other medical services where approved for payment by Medicaid. Billing Medicaid does not present any harm or risk to the child or the family. Medicaid eligibility and services information will be kept strictly confidential. Parents have the right to choose a service coordinator.

CHILD FIND

Child Find is a process used to identify Baltimore City children, ages 3 through 20, who may be in need of special education and related services. The Child Find Hotline (443-984-1011) responds to inquiries regarding children suspected of having a disability who are enrolled in public, private or parochial schools. Children from birth to age 3 who are suspected of having a developmental delay should be referred to the Baltimore Infants and Toddlers Program at 410-396-1666.

Printed materials describing Child Find activities are available upon request; call 443-984-1561. The Child Find office plans and participates in presentations to community groups as part of an outreach effort to identify children in need of special education services.

GUIDELINES FOR FILING AND RESOLVING COMPLAINTS REGARDING SPECIAL EDUCATION SERVICES

Federal and state laws and regulations include several options that parents may use to resolve disagreements with the school district regarding the special education process. Because City Schools encourages parent involvement and is committed to ensuring that parent concerns are addressed in a timely and efficient manner, its Parent Response Unit offers an additional option to parents whose children are receiving or may be eligible to receive special education services.

The Special Education Parent Response Unit in the Office of Special Education Monitoring and Compliance offers a continuum of services and supports to help parents understand the special education process. The unit is also responsible for receiving and responding to requests, concerns and complaints that relate to special education services. In some cases, the Parent Response Unit will conduct full investigations and collaborate with other City Schools personnel to determine if proper procedures were followed regarding the provision of special education services and to resolve disagreements.

A parent, legal guardian or legally appointed representative seeking information or an understanding of the special education process may contact the Parent Response Unit in person or in writing at 200 E. North Ave., Room 207, Baltimore, MD 21202, or by telephone at 443-984-1561. An intake specialist will receive, respond to and resolve the concerns within 7 to 15 school days. Matters requiring a full investigation will be resolved within 15 to 30 school days.

Complaint forms are available upon request. Letters of complaint must include your name, address, telephone number, your child's name, the school where the problem occurred, a detailed description of the problem and a proposed resolution for proper handling of it.

Use of this option does not limit or waive a parent or guardian's right to file a complaint with the Maryland State Department of Education (MSDE) or request mediation or a due process hearing through the City Schools Due Process Unit. Parents and legal guardians wishing to explore these options may contact MSDE staff at 410-767-7770 or staff in the Due Process Unit at 410-396-8916.

SUPPORT FOR FAMILIES OF STUDENTS WHO ARE HOMELESS

The McKinney-Vento Homeless Assistance Act defines students as homeless if they lack a fixed, regular and adequate night-time residence. Under the law, the term *homeless* includes

- ◆ Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- ◆ Children and youth who have a primary night-time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- ◆ Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings
- ◆ Migratory children (as defined in Section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as homeless because they are living in circumstances described in this definition

Under the McKinney-Vento Act, when school-age children become homeless or move among shelters, they have several school options: They may continue at the “school of origin” during their period of homelessness or until the end of the academic year in which they move into permanent housing; they may transfer to an eligible school nearest the temporary shelter or place they are residing; or they may be sent to a school other than that requested by a parent or guardian (in this case, the school district must provide a written explanation to the parent or guardian of its decision and offer the right to appeal).

TRANSPORTATION OPTIONS FOR HOMELESS STUDENTS

At the request of the parent, guardian or liaison, City Schools must provide or arrange for the transportation of students who are homeless to and from their school of origin.

ADDITIONAL SERVICES FOR HOMELESS STUDENTS

- ◆ Students who are homeless and reside in shelters will receive tutoring to help them continue to meet academic standards.
- ◆ Uniforms and clothing vouchers are available through the school social worker in each school.
- ◆ School supplies are available through the school social worker or the homeless liaison.
- ◆ All students who are homeless are provided with free lunch and breakfast.
- ◆ Summer school tuition and graduation fees will be waived for students who are homeless.

For additional information or assistance, please contact City Schools’ Office of Homeless Services at 410-396-8904.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are

- 1** The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents, guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parents, guardians or eligible student of the time and place the records may be inspected.
- 2** The right to request the amendment of the student’s education records that the parents, guardians or eligible student believes are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parents, guardians or eligible student, the school will notify the parents, guardians or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents, guardians or eligible student when they are notified of the right to a hearing.
- 3** The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without such consent. One

exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Baltimore City Board of School Commissioners; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, nurse or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon written request, the school system discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5901

For additional questions concerning student records, call City Schools’ Office of Student Records at 443-642-4640. You may also visit the Office of Student Records at 200 East North Avenue on weekdays between 8:30 a.m. and 4:30 p.m.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents certain rights regarding City Schools' conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to

- ◆ Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1 Political affiliations or beliefs of the student or student’s parent
 - 2 Mental or psychological problems of the student or student’s family
 - 3 Sexual behavior or attitudes
 - 4 Illegal, anti-social, self-incriminating or demeaning behavior
 - 5 Critical appraisals of others with whom respondents have close family relationships
 - 6 Legally recognized privileged relationships, such as with lawyers, doctors or ministers
 - 7 Religious practices, affiliations or beliefs of the student or parents
 - 8 Income, other than as required by law to determine program eligibility
- ◆ Receive notice and an opportunity to opt a student out of
 - 1 Any other protected information survey, regardless of funding
 - 2 Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under state law
 - 3 Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- ◆ Inspect, upon request and before administration or use
 - 1 Protected information surveys of students
 - 2 Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
 - 3 Instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old. City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. City Schools

will also directly notify, through U.S. mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity of the specific activity or survey. City Schools will make this notification to parents at the beginning of the school year, and parents will be provided reasonable notification of the planned activities and surveys listed below, and an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- ◆ Collection, disclosure or use of personal information or marketing, sales or other distribution
- ◆ Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- ◆ Any nonemergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

INTEGRATED PEST MANAGEMENT PROGRAM

The integrated pest management program employed by City Schools is an active, monitoring-based approach to insect, rodent and weed problems. City Schools facilities are monitored at least once a month to determine the need for pest control and to properly identify any pest problem; grounds are monitored on a regular basis by staff during routine maintenance. If it is determined that control of an identified pest is necessary, the first methods used are alternatives to pesticide applications.

Whenever pesticides are used, the least toxic effective pesticide is applied. In addition, applications are made in places and at times that limit the chance for human exposure to any pesticide material. No pesticide application is made without prior identification of a pest and pest problem, the meeting of a threshold for the pest problem and the determination that nonchemical means of pest management have been exhausted.

Notification: If a pesticide application is deemed necessary, City Schools will notify parents or guardians of all students, regardless of grade level, and all staff in the affected City Schools facilities 24 hours prior to treatment. (For exterior uses of a pesticide—that is, out of doors and not within a school building—Maryland state regulations allow a postponement of application not longer than 14 days after notice is sent to parents/guardians due to weather or other extenuating circumstances. If application must be postponed more than 14 days, written notice must be re-issued, informing families of the new date of application.) Material Safety Data Sheets for each pesticide or bait used on City Schools property are maintained centrally and in an Integrated Pest Management notebook located in

the main office of each facility. The Integrated Pest Management notebooks are available for review by staff, parents and visitors on request through the main office of each school.

The following are commonly used pesticides that are likely to be applied in one or more City Schools buildings or on school grounds following determination of need, exhausting nonchemical options and notification as described above. (Note that unanticipated pest problems may arise during the school year that could warrant the use of a pesticide that is not listed.)

Trade Name	Common Name
Maki Mini Blocks	Bromadiolone (7173-202)
Maki Pellet Packs	Bromadiolone (7173-188)
Sting X-2	Tetramethrin (1769-370)
Permacide Plus	Propoxur (6218-24)
Drax Ant Gel	Boric acid (9444-131)
Maxforce	Hydramethylnon (432-1259)
CB-80	Pyrethrin (444-096)

If you have questions concerning the Integrated Pest Management program, contact City Schools' Office of Health and Safety, Pest Control at 200 E. North Ave., Room 407A, Baltimore, MD 21202; e-mail LTCarter@bcps.k12.md.us; phone 443-642-2106.

ASBESTOS MANAGEMENT PLANS

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act. Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require schools to inspect for friable and nonfriable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

City Schools' program for fulfilling these responsibilities is outlined in the asbestos management plan for each school. These plans, located in each school's administrative office, contain the inspection reports and the appropriate response actions, along with plans for periodic reinspection and postresponse activities.

A copy of each plan is also located at the City Schools' district office and is available for public review during regular business hours. The plans may not be taken from the building. For additional information, contact City Schools' Office of Health and Safety at 410-396-8679.

MEETINGS OF THE BOARD OF SCHOOL COMMISSIONERS

The Baltimore City Board of School Commissioners generally meets on the second and fourth Tuesday of each month during the school year, and less frequently during holiday months. The executive session begins at 3 p.m. at City Schools' district office at 200 East North Avenue. Open office hours with cabinet members to handle any concerns occur from 5 to 6 p.m. prior to each Board meeting. The public session begins at 6 p.m. and may last three to four hours.

For the 2011-12 school year, the tentative meeting schedule is as follows:

2011	2012
August 9	January 10
August 23	January 24
September 13	February 14
September 27	February 28
October 11	March 13
October 25	March 27
November 8	April 24
December 13	May 8
	May 22
	June 12

Schedule changes are publicized on the district website and other available channels. For additional information about Board meetings, call the Board office at 410-396-8709.

PUBLIC COMMENT PERIOD POLICY

The Board recognizes the importance of receiving public comment on matters of educational interest and is committed to designating a portion of each of its regularly scheduled public business meetings to receive public comment on agenda items.

Subject matter:

- ◆ All public comments should address agenda items or items of educational interest.
- ◆ No speaker may use the opportunity of the public comment period to air employee grievances, make complaints on behalf of individual students or discuss any matters that might come before the Board for appeal.

Registration:

- ◆ A representative from the list of recognized organizations is preregistered to speak before the Board for up to five minutes if the organization notifies the Board executive by close of business the Thursday prior to the Board meeting. For the list of recognized organizations (and to see the full Board policy), visit the Open Access area of the Board section of City Schools' website, www.baltimorecityschools.org.
- ◆ Up to 10 members of the public may register for an opportunity to speak by signing the public comment sign-up sheet. The sign-up sheet is available in the lobby outside the Board meeting room from 4:30 to 5:45 p.m. on the day of each Board meeting.

MEETINGS OF THE BOARD OF SCHOOL COMMISSIONERS

Procedures:

- ◆ Groups must designate one person to speak on their behalf. No more than one entry on the sign-up sheet will be recognized for any one group.
- ◆ Individuals who have not fully completed the public comment sign-up sheet will not be called for public comment.
- ◆ Each speaker shall be limited to three minutes, and an audible warning shall be given at the conclusion of the three minutes of allotted time.
- ◆ Speakers may not yield their time to another individual.
- ◆ The Chair shall rule out of order the comments of any speaker who verbally and personally attacks a school district employee or Board member and of any speaker who strays from the agenda item or topic on which the person signed up to speak. Comments made after the speaker is ruled out of order are not included as part of the formal record of the meeting.
- ◆ A person attending an open session of the Board may not engage in any conduct that disrupts the session or that interferes with the right of members of the public to attend and observe the session.
- ◆ The Board reserves the right to modify this policy for good cause.

SCHOOL AND PROGRAM DIRECTORY

School No.	School Name	Street Address	Zip Code	Telephone No.
50	Abbotston Elementary	1300 Gorsuch Ave.	21218	443-984-2685
427	Academy for College and Career Exploration High (middle/high)	1300 W. 36th St.	21211	410-396-7607
413	Achievement Academy at Harbor City High	2555 Harford Rd.	21218	410-396-6241
337	Afyra Public Charter Middle	2800 Brendan Ave.	21213	410-485-2102
145	Alexander Hamilton Elementary	800 Poplar Grove St.	21216	410-396-0520
859	Alternative Elementary	3301 Carlisle Ave.	21216	443-642-3536
234	Arlington Elementary/Middle	3705 W. Rogers Ave.	21215	410-396-0567
243	Armistead Gardens Elementary/Middle	5001 E. Eager St.	21205	410-396-9090
164	Arundel Elementary/Middle	2400 Round Rd.	21225	410-396-1379
430	Augusta Fells Savage Institute of Visual Arts High	1500 Harlem Ave.	21217	410-396-7701
366	Baltimore Antioch Diploma Plus High (middle/high)	2555 Harford Rd.	21218	443-642-2021
480	Baltimore City College High	3220 The Alameda	21218	410-396-6557
343	Baltimore Civitas Middle/High	2000 Edgewood St.	21216	443-642-2938
367	Baltimore Community High (middle/high)	6820 Fait Ave.	21224	443-642-2035
866	Baltimore CORPS	5000 Gwynn Oak Ave.	21207	443-642-3344
382	Baltimore Design School (middle/high)	1101 Winston Ave.	21212	443-642-2311
423	Baltimore Freedom Academy Middle/High	1601 E. Lombard St.	21231	443-642-2158
335	Baltimore International Academy Elementary/Middle	3515 Taylor Ave.	21236	410-426-3650
378	Baltimore IT Academy (middle/high)	900 Woodbourne Ave.	21212	443-642-2067
348	Baltimore Leadership School for Young Women (middle/high)	128 W. Franklin St.	21201	443-642-2048
365	Baltimore Liberation Diploma Plus High (middle/high)	2801 N. Dukeland St.	21216	443-642-2055
336	Baltimore Montessori Public Charter Elementary	1600 Guilford Ave.	21202	410-528-5393
383	Baltimore Montessori Public Charter Middle	1600 Guilford Ave.	21202	410-528-5393
403	Baltimore Polytechnic Institute (high)	1400 W. Cold Spring Lane	21209	410-396-7026
344	Baltimore Rising Star Academy at Laurence G. Paquin (middle)	2200 Sinclair Lane	21213	443-642-2126
415	Baltimore School for the Arts High	712 Cathedral St.	21201	443-642-5165
428	Baltimore Talent Development High	1500 Harlem Ave.	21217	443-984-2744
54	Barclay Elementary/Middle	2900 Barclay St.	21218	410-396-6387
124	Bay-Brook Elementary/Middle	4301 Tenth St.	21225	410-396-1357
246	Beechfield Elementary/Middle	301 S. Beechfield Ave.	21229	410-396-0525
217	Belmont Elementary	1406 N. Ellamont St.	21216	410-396-0579
239	Benjamin Franklin High at Masonville Cove	1201 Cambria St.	21225	410-396-1373
334	Bluford Drew Jemison STEM Academy Middle	1130 N. Caroline St.	21213	410-276-3095
364	Bluford Drew Jemison STEM Academy WWest (middle/high)	2000 Edgewood St.	21216	443-642-2110
130	Booker T. Washington Middle	1301 McCulloh St.	21217	410-396-7734
231	Brehms Lane Elementary	3536 Brehms Lane	21213	410-396-9150
251	Callaway Elementary	3701 Fernhill Ave.	21215	410-396-0604
256	Calvin M. Rodwell Elementary	3501 Hillsdale Rd.	21207	410-396-0940
854	Career Academy (high)	101 W. 24th St.	21218	410-396-7454
454	Carver Vocational-Technical High	2201 W. Pressman St.	21216	410-396-0553
7	Cecil Elementary	2000 Cecil Ave.	21218	410-396-6385
34	Charles Carroll Barrister Elementary	1327 Washington Blvd.	21230	410-396-5973
159	Cherry Hill Elementary/Middle	801 Bridgeview Rd.	21225	410-396-1392
862	Chesapeake Center for Youth Development	301 Patapsco Ave.	21225	410-355-8160
326	City Neighbors Charter Elementary/Middle	4301 Raspe Ave.	21206	410-325-2627
346	City Neighbors Hamilton (elementary/middle)	5609 Sefton Ave.	21214	443-642-2052
376	City Neighbors High	5609 Sefton Ave.	21214	443-642-2119
8	City Springs Elementary/Middle	100 S. Caroline St.	21231	410-396-9165
307	Claremont High	5301 Erdman Ave.	21205	410-545-3380
31	Coldstream Park Elementary/Middle	1400 Exeter Hall Ave.	21218	410-396-6443
97	Collington Square Elementary/Middle	1409 N. Collington Ave.	21213	410-396-9198
27	Commodore John Rodgers Elementary/Middle	100 N. Chester St.	21231	410-396-9300
325	ConneXions Community Leadership Academy High (middle/high)	2801 N. Dukeland St.	21216	443-984-1418
432	Coppin Academy High	2500 W. North Ave.	21216	410-951-2602
247	Cross Country Elementary/Middle	6100 Cross Country Blvd.	21215	410-396-0602
323	The Crossroads School (middle)	802 S. Caroline St.	21231	410-685-0295
207	Curtis Bay Elementary/Middle	4301 West Bay Ave.	21225	410-396-1397

SCHOOL AND PROGRAM DIRECTORY

School No.	School Name	Street Address	Zip Code	Telephone No.
39	Dallas F. Nicholas, Sr. Elementary	201 E. 21st St.	21218	410-396-4525
201	Dickey Hill Elementary/Middle	5025 Dickey Hill Rd.	21207	410-396-0610
416	Digital Harbor High	1100 Covington St.	21230	443-984-1256
250	Dr. Bernard Harris, Sr. Elementary	1400 N. Caroline St.	21213	410-396-1452
160	Dr. Carter Godwin Woodson Elementary/Middle	2501 Seabury Rd.	21225	410-396-1366
254	Dr. Martin Luther King, Jr. Elementary/Middle	3750 Greenspring Ave.	21211	410-396-0756
58	Dr. Nathan A. Pitts-Ashburton Elementary/Middle	3935 Hilton Rd.	21215	410-396-0636
25	Dr. Rayner Browne Elementary/Middle	1000 N. Montford Ave.	21213	410-396-9239
884	Eager Street Academy (middle/high)	401 E. Eager St.	21202	410-209-4091
368	East Baltimore Community School (elementary/middle)	1101 N. Wolfe St.	21213	443-642-2060
62	Edgecombe Circle Elementary/Middle	2835 Virginia Ave.	21215	410-396-0550
67	Edgewood Elementary	1900 Edgewood St.	21216	410-396-0532
400	Edmondson-Westside High	501 N. Athol Ave.	21229	410-396-0685
262	Empowerment Academy Elementary/Middle	851 Braddish Ave.	21216	443-984-2381
11	Eutaw-Marshburn Elementary	1624 Eutaw Place	21217	410-396-0779
178	Excel Academy at Francis M. Wood High	1001 W. Saratoga St.	21223	410-396-1290
241	Fallstaff Elementary/Middle	3801 Fallstaff Rd.	21215	410-396-0682
45	Federal Hill Prep Elementary/Middle	1040 William St.	21230	410-396-1207
406	Forest Park High	3701 Eldorado Ave.	21207	410-396-0753
85	Fort Worthington Elementary	2701 E. Oliver St.	21213	410-396-9161
76	Francis Scott Key Elementary/Middle	1425 E. Fort Ave.	21230	410-396-1503
95	Franklin Square Elementary/Middle	1400 W. Lexington St.	21223	410-396-0795
450	Frederick Douglass High	2301 Gwynns Falls Parkway	21217	410-396-7821
260	Frederick Elementary	2501 Frederick Ave.	21223	410-396-0830
339	Friendship Academy of Engineering and Technology Middle/High	2500 E. Northern Parkway	21214	443-642-5616
338	Friendship Academy of Science and Technology Middle/High	801 S. Highland Ave.	21202	443-642-3182
75	Friendship Preparatory Academy at Calverton (elementary/middle)	1100 Whitmore Ave.	21216	410-396-0581
206	Furley Elementary	4633 Furley Ave.	21206	410-396-9094
125	Furman L. Templeton Elementary	1200 N. Pennsylvania Ave.	21217	410-396-0882
211	Gardenville Elementary	5300 Belair Rd.	21206	410-396-6382
212	Garrett Heights Elementary/Middle	2800 Ailsa Ave.	21214	410-396-6361
42	Garrison Middle	3910 Barrington Rd.	21207	410-396-0735
177	George W.F. McMechen Middle/High	4411 Garrison Blvd.	21215	410-396-0980
22	George Washington Elementary	800 Scott St.	21230	410-396-1445
107	Gilmor Elementary	1311 N. Gilmor St.	21217	410-396-0820
235	Glenmount Elementary/Middle	6211 Walther Ave.	21206	410-396-6366
213	Govans Elementary	5801 York Rd.	21212	410-396-6396
240	Graceland Park/O'Donnell Heights Elementary/Middle	6300 O'Donnell St.	21224	410-396-9083
332	The Green School of Baltimore Elementary	2851 Kentucky Ave.	21213	410-488-5312
377	Green Street Academy (middle/high)	201 North Bend Road	21229	443-642-2068
224	Grove Park Elementary/Middle	5545 Kennison Ave.	21215	410-396-0822
214	Guilford Elementary/Middle	4520 York Rd.	21212	410-396-6358
60	Gwynns Falls Elementary	2700 Gwynns Falls Parkway	21216	410-396-0638
236	Hamilton Elementary/Middle	6101 Old Harford Rd.	21214	410-396-6375
55	Hampden Elementary/Middle	3608 Chestnut Ave.	21211	410-396-6004
47	Hampstead Hill Academy Elementary/Middle	500 S. Linwood Ave.	21224	410-396-9146
37	Harford Heights Elementary	1919 N. Broadway	21213	410-396-9341
35	Harlem Park Elementary/Middle	1401 W. Lafayette Ave.	21217	410-396-0633
210	Hazelwood Elementary/Middle	4517 Hazelwood Ave.	21206	410-396-9098
425	Heritage High	2801 Saint Lo Dr.	21213	410-396-6637
215	Highlandtown Elementary/Middle	3223 E. Pratt St.	21224	410-396-9381
237	Highlandtown Elementary/Middle	231 S. Eaton St.	21224	443-642-2792
21	Hilton Elementary	3301 Carlisle Ave.	21216	410-396-0634
122	The Historic Samuel Coleridge-Taylor Elementary	507 W. Preston St.	21201	410-396-0783
229	Holabird Elementary/Middle	1500 Imla St.	21224	410-396-9086
303	Home and Hospital Program	6900 Park Heights Ave.	21215	410-396-0775
333	Independence School Local I High	1250 W. 36th St.	21211	410-467-1090

SCHOOL AND PROGRAM DIRECTORY

School No.	School Name	Street Address	Zip Code	Telephone No.
329	Inner Harbor East Academy Elementary (elementary/middle)	200 N. Central Ave.	21202	410-537-5890
435	Institute of Business and Entrepreneurship High	2801 N. Dukeland St.	21216	443-984-3330
10	James McHenry Elementary (elementary/middle)	31 S. Schroeder St.	21223	410-396-1621
144	James Mosher Elementary	2400 W. Mosher St.	21216	410-396-0506
61	John Eager Howard Elementary	2011 Linden Ave.	21217	410-396-0837
228	John Ruhrah Elementary/Middle	701 Rappolla St.	21224	410-396-9125
16	Johnston Square Elementary	1101 Valley St.	21202	410-396-1477
342	KASA Middle/High	201 North Bend Rd.	21229	443-642-2670
347	KIPP Harmony (elementary)	2810 Shirley Ave.	21215	443-642-2027
324	KIPP Ujima Village Academy Elementary/Middle	4701 Greenspring Ave.	21209	410-545-3669
12	Lakeland Elementary/Middle	2921 Stranden Rd.	21230	410-396-1406
86	Lakewood Elementary	2625 Federal St.	21213	410-396-9158
5	Langston Hughes Elementary	5011 Arbutus Ave.	21215	410-396-7827
857	Learning, Inc. (middle/high)	1234 W. 36th St.	21211	410-662-8049
245	Leith Walk Elementary	1235 Sherwood Ave.	21239	410-396-6380
64	Liberty Elementary	3901 Maine Ave.	21207	410-396-0571
261	Lockerman Bundy Elementary	301 N. Pulaski St.	21223	410-396-1364
313	Lois T. Murray Elementary/Middle	1600 Arlington Ave.	21239	410-396-7463
88	Lyndhurst Elementary	621 Wildwood Parkway	21229	410-396-0503
203	Maree G. Farring Elementary/Middle	300 Pontiac Ave.	21225	410-396-1404
53	Margaret Brent Elementary/Middle	100 E. 26th St.	21218	410-396-6509
431	Maritime Industries Academy High	5001 Sinclair Lane	21206	410-396-0242
150	Mary Ann Winterling Elementary at Bentalou	220 N. Bentalou St.	21223	410-396-1385
204	Mary E. Rodman Elementary	3510 W. Mulberry St.	21229	410-396-0508
29	Matthew A. Henson Elementary	1600 N. Payson St.	21217	410-396-0776
331	Maryland Academy of Technology and Health Sciences Middle/High	4701 Greenspring Ave.	21209	410-545-0955
249	Medfield Heights Elementary	4300 Buchanan Ave.	21211	410-396-6460
410	Mergenthaler Vocational-Technical High	3500 Hillen Rd.	21218	410-396-6496
734	Middle Alternative Program at Lombard	1601 E. Lombard St.	21231	410-396-1720
321	Midtown Academy Elementary/Middle	1398 Mount Royal Ave.	21217	410-225-3257
381	Monarch Academy Public Charter School (elementary/middle)	6802 McClean Blvd.	21234	443-642-2402
44	Montebello Elementary/Middle	2040 E. 32nd St.	21218	410-235-4801
105	Moravia Park Elementary/Middle	6201 Frankford Ave.	21206	410-396-9096
220	Morrell Park Elementary/Middle	2601 Tolley St.	21230	410-396-3426
66	Mount Royal Elementary/Middle	121 McMechen St.	21217	410-396-0864
221	The Mount Washington School (elementary/middle)	1801 Sulgrave Ave.	21209	410-396-6354
421	National Academy Foundation (middle/high)	500 N. Caroline St.	21205	443-984-1594
422	New Era Academy High	2700 Seamon Ave.	21225	443-984-2415
345	New Hope Academy (middle/high)	900 Druid Hill Ave.	21201	410-396-0774
322	New Song Academy Elementary/Middle	1530 Presstman St.	21217	410-728-2091
81	North Bend Elementary/Middle	181 North Bend Rd.	21229	410-396-0376
49	Northeast Middle	5001 Moravia Rd.	21206	410-396-9220
401	Northwestern High	6900 Park Heights Ave.	21215	410-396-0646
330	The Northwood Appold Community Academy (NACA) Elementary	4417 Loch Raven Blvd.	21218	410-323-9546
349	The Northwood Appold Community Academy (NACA) Freedom and Democracy II (middle/high)	2500 E. Northern Parkway	21214	443-642-2031
242	Northwood Elementary	5201 Loch Raven Blvd.	21239	410-396-6377
163	Patapsco Elementary/Middle	844 Roundview Rd.	21225	410-396-1400
405	Patterson High	100 Kane St.	21224	410-396-9276
327	Patterson Park Public Charter Elementary/Middle	27 N. Lakewood Ave.	21224	410-558-1230
414	Paul Laurence Dunbar High	1400 Orleans St.	21231	443-642-4478
223	Pimlico Elementary/Middle	4849 Pimlico Rd.	21215	410-396-0876
341	The REACH! Partnership School (middle/high)	2801 Saint Lo Dr.	21213	443-642-2291
419	Reginald F. Lewis High	6401 Pioneer Dr.	21214	410-545-1746
433	Renaissance Academy High	1301 McCulloh St.	21217	443-984-3164
142	Robert W. Coleman Elementary	2400 Windsor Ave.	21216	410-396-0764
89	Rognel Heights Elementary/Middle	4300 Sidehill Rd.	21229	410-396-0528

SCHOOL AND PROGRAM DIRECTORY

School No.	School Name	Street Address	Zip Code	Telephone No.
233	Roland Park Elementary/Middle	5207 Roland Ave.	21210	410-396-6420
379	Roots and Branches School (elementary)	1807 Harlem Ave.	21217	443-642-2320
63	Rosemont Elementary/Middle	2777 Prestman St.	21216	410-396-0574
98	Samuel F.B. Morse Elementary	424 S. Pulaski St.	21223	410-396-1355
73	Sarah M. Roach Elementary	3434 Old Frederick Rd.	21229	410-396-0511
314	Sharp-Leadenhall Elementary	150 W. West St.	21230	410-396-4325
248	Sinclair Lane Elementary	3880 Sinclair Lane	21213	410-396-9117
181	Southside Academy High	2700 Seamon Ave.	21225	410-545-3528
328	Southwest Baltimore Charter Elementary (elementary/middle)	1300 Herkimer St.	21223	443-984-3385
15	Stadium School Middle	1300 Gorsuch Ave.	21218	443-984-2682
4	Steuart Hill Academic Academy (elementary/middle)	30 S. Gilmor St.	21223	410-396-1387
855	Success Academy Program	200 E. North Ave.	21202	443-642-2101
13	Tench Tilghman Elementary/Middle	600 N. Patterson Park Ave.	21205	410-396-9247
232	Thomas Jefferson Elementary/Middle	605 Dryden Dr.	21229	410-396-0534
84	Thomas Johnson Elementary/Middle	100 E. Heath St.	21230	410-396-1575
373	Tunbridge Elementary (elementary/middle)	5504 York Rd.	21212	410-323-8692
374	Vanguard Collegiate Middle (middle/high)	5000 Truesdale Ave.	21206	443-642-2069
226	Violetville Elementary/Middle	1207 Pine Heights Ave.	21229	410-396-1416
429	Vivien T. Thomas Medical Arts Academy High	100 N. Calhoun St.	21223	443-984-2831
418	W.E.B. DuBois High	2201 Pinewood Ave.	21214	410-396-6435
134	Walter P. Carter Elementary/Middle	820 E. 43rd St.	21212	410-396-6271
51	Waverly Elementary/Middle	3400 Ellerslie Ave.	21218	410-396-6394
407	Western High	4600 Falls Rd.	21209	410-396-7040
225	Westport Academy Elementary/Middle	2401 Nevada St.	21230	410-396-3396
24	Westside Elementary	2235 N. Fulton Ave.	21217	410-396-0628
263	William C. March Middle	2050 N. Wolfe St.	21213	443-984-3699
83	William Paca Elementary	200 N. Lakewood Ave.	21224	410-396-9148
28	William Pinderhughes Elementary/Middle	701 Gold St.	21217	410-396-0761
301	William S. Baer School	2001 N. Warwick Ave.	21216	410-396-0833
87	Windsor Hills Elementary/Middle	4001 Alto Rd.	21216	410-396-0595
23	Wolfe Street Academy Elementary	245 S. Wolfe St.	21231	410-396-9140
205	Woodhome Elementary/Middle	7300 Moyer Ave.	21234	410-396-6398
219	Yorkwood Elementary	5931 Yorkwood Rd.	21239	410-396-6364
858	Youth Opportunity Academy (high)	1510 W. Lafayette Ave.	21217	410-962-1905

DISTRICT OFFICE DIRECTORY

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For the most up-to-date information—including announcements of school closings and delays, telephone numbers and website addresses for individual schools and more—visit the City Schools website at www.baltimorecityschools.org.

The district office is located at the Dr. Alice G. Pinderhughes Administration Building, 200 East North Avenue, Baltimore, MD 21202. *To contact the main district office, select a department from the list below or call City Schools Connect at 443-984-2000.*

Achievement and Accountability Office	410-396-8962
Associated Student Congress of Baltimore City	443-642-5500
Chief Academic Officer	410-396-8810
Chief Executive Officer	410-396-8803
Chief Financial Officer	410-396-8745
Chief Legal Officer	410-396-8542
Chief of Staff	410-396-8805
Engagement Office	410-545-1870
Enrollment, Choice and Transfers Office	410-396-8600
Fraud Hotline	800-679-0185
Human Capital Office	410-396-8885
Information Technology Office	410-396-8501
Operations Office	410-396-8721
Parent/Community Response Line	443-984-2020
Safety Hotline	410-396-7233
School Board Office	410-396-8709
School Support Network Office	443-642-4040
Special Education Office	410-396-8900
Student Support and Safety Services	410-396-8672
Teaching and Learning Office	443-642-3990
Title I/Federal Programs Office	410-396-8937
Transportation Office	410-396-7440

GREAT KIDS
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BALTIMORE CITY
PUBLIC SCHOOLS

Andrés A. Alonso, Ed.D.
Chief Executive Officer

Neil E. Duke, Esq.
Chair, Baltimore City Board of School Commissioners