

**Puzzle Pieces Learning Academy PCS: Community Partnership (CP) Program Overview and Application : all proposals sent to [infopplapcs@gmail.com](mailto:infopplapcs@gmail.com) and subject line “Community Partnership Request”**

**Puzzle Pieces Learning Academy PCS**

**Community Partnership (CP) Program and Application**

**Purpose:**

The Community Partnership (CP) Program Agreement at Puzzle Pieces Learning Academy PCS is designed to foster collaboration between the school and community organizations. Through these partnerships, we aim to provide our students and families with additional support and resources that enhance their academic, social, and emotional well-being.

**Mission Statement:**

Our mission is to provide a high-quality, inclusive, and equitable education for all students from Pre-K (age 4) through 5th grade, ensuring that every child is supported and challenged to reach their fullest potential. By implementing project-based learning (PBL), personalized student learning plans, and culturally sustaining pedagogy, we foster the academic achievement and social-emotional growth of each learner. We believe in nurturing a sense of belonging and empowerment for every student, building a strong foundation for lifelong learning and success.

**Vision Statement:**

Our vision is to create a dynamic, whole-school learning environment where students thrive academically, socially, and emotionally. We achieve this through the integration of project-based learning, social-emotional development, and inclusive practices that address each student's unique needs. By using data to drive instruction and partnering with community organizations, we support the whole child, ensuring that students develop the skills they need to become critical thinkers, creative problem solvers, and compassionate leaders. Our emphasis on culture, community, creativity, and collaboration ensures that every child is prepared to contribute meaningfully to an ever-changing world.

**Philosophy Statement:** We believe that every child deserves an education that values their unique strengths and nurtures their holistic development. Our philosophy is centered on developing the **whole child**—socially, emotionally, and cognitively—because we know that academic success is closely tied to a strong sense of identity, emotional well-being, and community support. Through inclusive practices, culturally sustaining pedagogy, and strong partnerships with families and community organizations, we strive to cultivate resilient, confident, and empathetic learners who are prepared to face life's challenges and seize opportunities for growth. Our commitment to equity, inclusion, and excellence guides everything we do, ensuring that our students are equipped with the skills and knowledge needed to thrive in an interconnected and diverse society.

**Community Partnership Agreement Requirements with Regulatory Compliance and Legal Provisions:**

Puzzle Pieces Learning Academy PCS (PPLA PCS) seeks to establish meaningful partnerships with community organizations that provide enrichment services to enhance our programming.

This agreement must comply with relevant state and local policies and include legal provisions to ensure proper alignment and protection for all parties involved.

### **1. Ongoing Participation in the Community Engagement Committee**

Community partners are required to actively participate in the Community Engagement Committee throughout the duration of the agreement. This includes attending scheduled meetings, contributing to committee initiatives, and supporting community engagement events.

**COMAR Compliance:** Participation must adhere to *COMAR 13A.01.06 (Comprehensive Planning for the Implementation of Student and Family Engagement Practices)* to ensure that community engagement aligns with state-mandated family and community involvement standards.

### **2. Service or Product Contributions**

#### **For-Profit and Nonprofit Partners:**

Each partner must provide 30% of their services or product at a reduced cost or offer one free service or product per year to the school community.

Examples:

A for-profit partner offering art classes could provide a free art consultation or discounted classes.

A non-profit offering STEM programming could provide a free product (e.g., educational kits) or a one-time service to support school initiatives.

**MSDE and Educational Law Compliance:** Any discounted or free services provided must comply with MSDE's policies on partnerships and procurement to ensure transparency and avoid conflicts of interest. Services offered must also align with *COMAR 13A.04.16 (Programs for Educational Equity)*, ensuring equitable access and inclusion for all student populations.

### **3. Exclusivity of Enrichment Service Partnerships**

This partnership agreement is only available to community partners that provide enrichment services as part of PPLA PCS's programming. This may include, but is not limited to, extracurricular activities, mentorship programs, arts, athletics, and wellness services.

Baltimore County Schools Policy: Enrichment services must be provided in accordance with *BCPS Policy 1270 (Community School Partnership)*, which outlines expectations for external partnerships in enhancing the educational experience without conflicting with core instructional services.

#### 4. Exclusion of Required Curriculum Services

Partnerships that are established to meet curriculum requirements(e.g., services provided as part of an *Individualized Education Plan (IEP)* or related service providers mandated by law) are excluded from this agreement. These services follow a different contractual process and compliance requirements.

**COMAR and MSDE Policy Compliance:** Compliance with *COMAR 13A.05.01(Provision of Special Education and Related Services)* is required for any service tied to curriculum needs. Any such partnerships must undergo separate approval processes and meet all related service provider standards as outlined by the Individuals with Disabilities Education Act (IDEA).

#### 5. Term and Renewal of Agreement

The partnership agreement is for a term of one (1) year, starting from the date of the signed agreement.

The agreement is renewable annually based on the mutual agreement of both parties and an annual review of partnership contributions, engagement, and alignment with school priorities.

**COMAR and BCPS Compliance:** All partnership agreements must be reviewed in accordance with *COMAR 13A.03.02(Local School System Governance and Accountability)* and adhere to *BCPS Policy 3126 (Contracts and Agreements)*, ensuring that all agreements are legally binding and support the school's mission and educational priorities.

#### 6. Commitment to PPLA PCS's Mission and Values

All partners must demonstrate a commitment to PPLA PCS's mission, vision, and core values, with a focus on promoting inclusive practices, supporting diverse learners, and enhancing the academic, social, and emotional development of our students.

**Equity and Inclusion Compliance:** Services provided must support the Maryland State Board of Education's Equity and Inclusion Framework and comply with *COMAR 13A.04.05 (School Counseling and Student Support Services)* to ensure that all students, including those from diverse backgrounds, receive culturally responsive and inclusive support.

#### 7. Confidentiality Agreement

Partners must agree to maintain the confidentiality of all student, family, and staff information obtained through interactions at PPLA PCS. This includes, but is not limited to, names, addresses, contact information, and any other personally identifiable information (PII).

**COMAR Compliance:** Adherence to *COMAR 13A.08.02(Confidentiality of Student Records)* and FERPA (Family Educational Rights and Privacy Act) is required, ensuring that data is not

shared or disclosed without explicit parental consent or unless required by law.

## **8. Intellectual Property Rights**

All documents, materials, or services created or provided by community partners are considered intellectual property of the partner unless otherwise agreed upon in writing.

PPLA PCS agrees that it will not copy, alter, or reproduce any original documents, materials, or intellectual property provided by the partner without express written permission.

*This clause is in compliance with MSDE Intellectual Property Standards and Maryland Education Law, ensuring that the rights of external partners are respected.*

## **9. Indemnity Clause:**

Each partner agrees to indemnify, defend, and hold harmless Puzzle Pieces Learning Academy PCS, its board, staff, and agents from any and all claims, damages, liabilities, or expenses arising out of the performance of their services, except in cases of negligence or willful misconduct by PPLA PCS.

*This clause is aligned with BCPS Policy 2352 (Liability and Indemnification) to protect both parties and ensure a transparent working relationship.*

## **10. Restrictions on Access to Family Information and Sharing Data:**

Community Partners are required to share all collected and potential data about the students and families being serviced as this is part of our needs indicators, asset mapping and data analysis.

Community partners are prohibited from accessing or soliciting information about families, including but not limited to addresses, phone numbers, or other contact information unless such access is retained outside of school programming and based on individual family merit or request.

**No Private Solicitation:** Partners may not privately solicit services to families of PPLA PCS students unless approved in advance and conducted through a third-party, independent of the school.

This complies with COMAR 13A.08.02(Privacy of Student Records) and Baltimore County Schools' Family Privacy Policies, ensuring that families' privacy is respected and protected.

## **11. Consequences of Policy Violation**

Any partner found to be in violation of this policy will be subject to immediate termination of partnership, and may be reported to appropriate authorities for further action, including legal penalties for breach of confidentiality.

## **SECTION 1: PARTNER INFORMATION**

**Organization Name:**  
**Website (if applicable):**  
**Primary Contact Person:**  
**Name:**  
**Title:**  
**Email Address:**  
**Phone Number:**  
**Secondary Contact Person (optional):**  
**Name:**  
**Title:**  
**Email Address:**  
**Phone Number:**

## **SECTION 2: ORGANIZATION MISSION AND SERVICES:**

**Mission Statement of the Organization:**

**Brief Overview of Services Provided:**

**Describe how your services align with the goals of Puzzle Pieces Learning Academy PCS:**

## **SECTION 3: PROGRAM PARTNERSHIP PROPOSAL**

**Title of Proposed Program or Service:**

**Target Population (e.g., K-5, Pre-K, special needs students, multilingual learners, etc.):**  
**Program Description:**

**Please describe the specific services, activities, or programs you will**

**offer: Proposed Program Duration and Schedule:**

**Frequency (weekly, monthly, one-time event, etc.):**

**Duration (start/end dates, hours of service):**

**Location of Services (on-site or virtual) \*\*must provide staff member from your team to facilitate:**

**Is funding required from Puzzle Pieces Learning Academy PCS? If yes, please provide a detailed budget breakdown:**

**How will your program support the exempt purposes of the school (e.g., educational, health, social-emotional development)?**

#### **SECTION 4: PROGRAM OUTCOMES:**

**List the intended outcomes of the program:**

**What are the measurable goals of this partnership?**

**How will success be evaluated (pre- and post-assessments, surveys, etc.)?**

#### **SECTION 5: LEGAL AND COMPLIANCE:**

**Do you have any required certifications (e.g., background checks, child**

protective services clearance) for your staff? Please provide details:

**Insurance Information:**

Do you have liability insurance coverage for your organization? Please provide details, including the insurance provider, coverage amount, and expiration date and attach document:

**SECTION 6: SIGNATURES**

**12. Annual Review and Agreement**

By signing below, you agree to abide by the policies and regulations set forth by Puzzle Pieces Learning Academy PCS and to work collaboratively in the best interest of students, staff, and the community. Also understanding that this does not constitute a financial commitment but a commitment in partnership.

**Authorized Signature (Partner Organization):**

**Name:**

**Title:**

**Date:**

**Authorized Signature (Puzzle Pieces Learning Academy PCS):**

**Name:**

**Title:**

**Date:**

**PUZZLE PIECES LEARNING ACADEMY PCS: COMMUNITY PARTNERSHIP  
COMMITMENT & MEMORANDUM OF UNDERSTANDING (MOU)**

**Commitment Agreement**

This Commitment Agreement is made and entered into on November 1st, 2024 by and between Puzzle Pieces Learning Academy PCS, a charter school operating under the laws of the State of Maryland (hereinafter referred to as "PPLA"), and [Partner Organization Name] (hereinafter referred to as "Partner").



**Purpose:**

In furtherance of PPLA's mission to provide a high-quality, inclusive, and equitable education for all students, PPLA and Partner agree to work collaboratively to enhance the educational experience of PPLA students. This agreement is designed to foster collaboration between the school and community organizations to provide students and families with additional support and resources that enhance their academic, social, and emotional well-being.

**Partner agrees to the following commitments:**

- Actively participate in the Community Engagement Committee throughout the duration of the agreement, including attending scheduled meetings, contributing to committee initiatives, and supporting community engagement events. Participation must adhere to COMAR 134.01.06 (Comprehensive Planning for the Implementation of Student and Family Engagement Practices) to ensure that community engagement aligns with state-mandated family and community involvement standards.
- Provide services or products as outlined in the attached Scope of Work. Each partner must provide 30% of their services or product at a reduced cost or offer one free service or product per year to the school community. Any discounted or free services provided must comply with MSDE's policies on partnerships and procurement to ensure transparency and avoid conflicts of interest. Services offered must also align with COMAR 134.04.16 (Programs for Educational Equity), ensuring equitable access and inclusion for all student populations.
- Comply with all applicable laws, regulations, and PPLA policies, including but not limited to those outlined in this agreement.
- Maintain the confidentiality of all student and family information obtained through interactions at PPLA. This includes, but is not limited to, names, addresses, contact information, and any other personally identifiable information (PII). Adherence to COMAR 13A.08.02 (Confidentiality of Student Records) and FERPA (Family Educational Rights and Privacy Act) is required, ensuring that data is not shared or disclosed without explicit parental consent or unless required by law.
- Demonstrate a commitment to PPLA's mission and values, with a focus on promoting inclusive practices, supporting diverse learners, and enhancing the academic, social, and emotional development of students. Services provided must support the Maryland State Board of Education's Equity and Inclusion Framework and comply with COMAR 134.04.05 (School Counseling and Student Support Services) to ensure that all students, including those from diverse backgrounds, receive culturally responsive and inclusive support.
- Share all collected and potential data about the students and families being serviced as this is part of PPLA's needs indicators, asset mapping, and data analysis. ● Refrain from accessing or soliciting information about families, including but not limited to addresses, phone numbers, or other contact information unless such access is retained outside of school programming and based on individual family merit or request. No private solicitation

of services to families of PPLA students is allowed unless approved in advance and conducted through a third party, independent of the school. This complies with COMAR 13A.08.02 (Privacy of Student Records) and Baltimore County Schools' Family Privacy Policies, ensuring that families' privacy is respected and protected.

**PPLA agrees to the following commitments:**

- Provide Partner with reasonable support to fulfill its commitments.
- Communicate effectively with Partner regarding student needs and program feedback.
- Recognize Partner's contributions to PPLA's mission.

**Term and Termination:**

This Commitment Agreement shall be effective as of the date first written above and shall remain in effect for a period of one (1) year. This Agreement may be terminated by either party upon 45 days' written notice to the other party. The agreement is renewable annually based on the mutual agreement of both parties and an annual review of partnership contributions, engagement, and alignment with school priorities. All partnership agreements must be reviewed in accordance with COMAR 134.03.02 (Local School System Governance and Accountability) and adhere to BCPS Policy 3126 (Contracts and Agreements), ensuring that all agreements are legally binding and support the school's mission and educational priorities.

**Disclaimer:**

This Commitment Agreement does not constitute a financial commitment but a commitment in partnership.

**Signatures:**

Partner Organization:

Signature:

Printed Name:

Title:

Date:

Puzzle Pieces Learning Academy PCS:

Signature:

Printed Name:

Title:

Date:

## **Memorandum of Understanding (MOU)**

This Memorandum of Understanding (MOU) is made and entered into in November 1st, 2024 by and between Puzzle Pieces Learning Academy PCS (hereinafter referred to as "PPLA") and Community Partnership or Vendor (hereinafter referred to as "Partner").

### **Purpose:**

The purpose of this MOU is to establish a collaborative partnership between PPLA and Partner to provide enrichment services that enhance PPLA's programming. This may include, but is not limited to, extracurricular activities, mentorship programs, arts, athletics, and wellness services. Enrichment services must be provided in accordance with BCPS Policy 1270 (Community School Partnership), which outlines expectations for external partnerships in enhancing the educational experience without conflicting with core instructional services.

### **Responsibilities of Partner:**

- List specific responsibilities of the Partner, including the specific services, activities, or programs to be offered, the target population, the program duration and schedule, and the location of services.] **\*\*see community partnership application**
- Provide a detailed budget breakdown if funding is required from PPLA. ● Describe how the program will support the exempt purposes of the school (e.g., educational, health, social-emotional development).
- List the intended outcomes of the program and describe how success will be evaluated (pre- and post-assessments, surveys, etc.).
- Provide details on required certifications (e.g., background checks, child protective services clearance) for staff.
- Provide liability insurance coverage information for the organization, including the insurance provider, coverage amount, and expiration date.

### **Responsibilities of PPLA:**

- **Provide Partner with reasonable support to fulfill its commitments.** This could include providing space for programs, access to students, and necessary resources.
- **Communicate effectively with Partner regarding student needs and program feedback.** This would involve ongoing communication and collaboration with partners to ensure that programs are meeting the needs of PPLA students.
- **Recognize Partner's contributions to PPLA's mission.** This could involve acknowledging partners in school publications, events, or on the school website. ● **Review partnership agreements annually** to ensure that they are still aligned with the school's

priorities and that partners are meeting their obligations.

- **Ensure that all partnership agreements comply with relevant state and local policies and legal provisions.** This includes adhering to COMAR regulations, BCPS policies, and other applicable laws.
- **Protect the privacy of student and family information.** This includes ensuring that partners comply with confidentiality agreements and data privacy regulations. ●

#### **Mutual Responsibilities:**

- Maintain open communication and collaboration.
- Share relevant information and resources.
- Respect each other's intellectual property rights. All documents, materials, or services created or provided by community partners are considered intellectual property of the partner unless otherwise agreed upon in writing. PPLA agrees that it will not copy, alter, or reproduce any original documents, materials, or intellectual property provided by the partner without express written permission. This clause is in compliance with MSDE Intellectual Property Standards and Maryland Education Law, ensuring that the rights of external partners are respected.
- Each partner agrees to indemnify, defend, and hold harmless Puzzle Pieces Learning Academy PCS, its board, staff, and agents from any and all claims, damages, liabilities, or expenses arising out of the performance of their services, except in cases of negligence or willful misconduct by PPLA. This clause is aligned with BCPS Policy 2352 (Liability and Indemnification) to protect both parties and ensure a transparent working relationship.

#### **Term and Termination:**

This MOU shall be effective as of the date first written above and shall remain in effect for a period of one (1) year. This MOU may be terminated by either party upon 45 days' written notice to the other party.

#### **Disclaimer:**

This MOU is not a legally binding contract but rather an expression of mutual understanding and intent to collaborate.

#### **Signatures:**

Partner Organization:

Signature:

Printed Name:

Title:

Date:

Puzzle Pieces Learning Academy

PCS: Signature:

Printed Name:

Title:

Date:

SAMPLE