Pittsburgh King PreK-8

Home of the Monarchs

Welcome to Pittsburgh King PreK-8

2022-2023

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Welcome to Pittsburgh King PreK-8. Pittsburgh King promotes a safe, healthy, and equitable environment where students are encouraged by the school and community to reach their highest levels of achievement. Pittsburgh King supports a strong commitment to racial equity, innovation, and positive behavior support.

Students are instructed by highly qualified staff who push students to pursue their dreams. The K-5 staff utilizes the PPS adopted reading curriculum, ReadyGEN from SAVVAS; Houghton Mifflin Harcourt’s Go Math; and the PPS adopted science curriculum, Carolina Biological Science. The 6-8 staff utilizes the myPerspectives by SAVVAS; the PPS adopted math curriculum, Connected Math; the adopted science curriculum, Carolina Biological Science; and the PPS adopted social studies curriculum, Pearson World Studies.

We have a thriving arts program that offers Instrumental Music for grades 3-8, as well as digital arts and music experiences. Additionally, all students have access to computers and iPads, and utilize various computer-assisted learning programs such as Edmentum, Study Island, iLit and iRead.

Pittsburgh King is proud to partner with a wide variety of providers. Among our partners are Communities in Schools, Mercy Behavioral Health, A+ Schools, The United Way, Urban Impact, RIF, Junior Achievement, The National Aviary and the Carnegie Science Center. Pittsburgh King regularly seeks to engage the community by creating partnerships to expand the innovation opportunities for students.

Pittsburgh King PreK-8 has a school-wide Title I program, which focuses on student achievement in reading, math, and science. We also support and encourage parental and community involvement and look to re-engage our Pittsburgh King Parent Network. We also offer a “Let’s Talk About It” weekly parent session with school administration.

Please be reminded this handbook contains the Student Code of Conduct for Pittsburgh King PreK-8. It outlines the expected academic and behavioral expectations, policies, and procedures. **As a student attending Pittsburgh King PreK-8, you are required to demonstrate a complete understanding of the School Code outlined in this handbook.** If you have any questions about any component of the School Code, please refer your questions to a member of the administrative team. The Student Code is designed to enable you to focus on your education and behavior, and above all, to do your best!

We encourage all parents to become actively involved in our school and ask that you communicate with us consistently. We emphasize the importance of telling our students to express all concerns to an adult, rather than taking matters into their own hands. We believe that together as adults, we will continue to ensure that all of our students become Promise-Ready in providing an *Excellence for All* education.

We look forward to a positive year.

Grateful,
Principal Gordon and Assistant Principal Johnson
The Five Basic Behavioral Expectations:
The Foundation of Pittsburgh King PreK-8 is **P.R.I.D.E.**
At King, we inspire interactions that are full of **P.R.I.D.E.** all day every day!

**Positivity**
- I will have a good attitude toward adults, peers, and my schoolwork
- I will be optimistic
- I will be confident

**Responsibility**
- I am capable of being trusted
- I will be accountable for my own behavior
- I will be accountable for my classwork, education, and future

** Integrity**
- I will be honest, moral, and upright
- I will do the right thing, even when no one is watching

**Determination**
- I will persevere
- I will decide and control my own outcome
- I will have a purpose

**Equality**
- I will treat everyone fairly
- I understand that everyone has different needs
- I will celebrate the differences of others
- I will stand up against prejudice and stereotypes

Pittsburgh King will support a Positive Behavior Instruction and Support (PBIS) environment.
Pittsburgh King teachers will teach students the building expectations and rules.
Pittsburgh King will celebrate interactions full of **PRIDE** and positive behavior.
Acceptable Use Policy
All students and their parents or guardians will be required to sign the Internet acceptable use policy of the Pittsburgh Public Schools. Students may not use any school technology prior to returning this form. Students who violate this policy will be subject to disciplinary actions as presented in the Student Code of Conduct including loss of all technology use for the remainder of the school year.

Arrival & Breakfast Procedures

Arrival
The doors will open at 8:05 a.m. Students in grades K-3 will enter the building through the back ramp entrance and students in grades 4-8 will enter through Stairwell 2. Students should arrive at the door with book bags open, coats unzipped, hats and hoodies removed, all electronics turned off and cell phones turned in and ready to move through the metal detectors. Any open food or drink containers will be discarded.

Please note that all students and adults are required to pass through a metal detector upon entry to the building. ADULTS must enter through the main doors located on the North Avenue side of the building.

Breakfast
Breakfast will be served from 8:05 a.m. until the last bus arrives. Students in grades 4-8 will eat breakfast in their homerooms.

Attendance
Pittsburgh King PreK-8 holds student attendance in the utmost importance. You can only achieve if you are here! Absence is defined as non-attendance in school in an individual class, the entire school day, or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals. Pittsburgh King PreK-8 conforms to all laws, rules, and regulations in relation to attendance as prescribed by the Commonwealth of Pennsylvania and the Pittsburgh Public School District.

Attendance Related Procedures
Parents must submit excuses for absences within three school days. If a note is not submitted, the absence becomes permanently unlawful. The School District considers the following conditions to constitute reasonable cause for absence from school:

- Illness or injury that necessitates home recuperation which must be verified in writing by the parent/guardian, school nurse or physician.
- Weather emergency, impassable roads, school transportation related or quarantine.
- Religious holidays.
- Bereavement and/or to attend the funeral of a family member.
- Hospitalization.
- Principal-approved reasons for absence from school or class, i.e., field trips, activities, assemblies, service learning, counseling, mentoring, support groups, early dismissal, college/postsecondary visits, attendance at college/postsecondary courses, etc.
- Involuntary exclusions from school or class such as suspension or as mandated by legal or medical professionals.

An unexcused absence is an absence in which a student has not submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days.
- Once there is a third unexcused absence (a note has not been submitted within three days),
parents will receive a “Notice of Unlawful Absence” and a warning that they may be liable in court without further notice from the school. Parents will make an appointment to meet with school staff and establish a Truancy Elimination Plan.

- A fourth unlawful/unexcused absence (a note has not been submitted within three days) could result in a citation issued by the District Magistrate in which students will have to appear in court and face a possible fine of $300. Other consequences could occur which will be determined by the court.
- A student who is absent more than 10 days in one school year (excused or unexcused absences) will be required to submit verification that the absence was caused by illness, injury or hospitalization, impassable roads, a religious observance, or bereavement. If the student has more than 10 days absent within the school year, handwritten notes from home cannot be accepted.

**Bathroom Policy**
All students in grades K-8 have scheduled bathroom breaks and have been assigned specific areas in the building to use the restroom. Outside of scheduled breaks, students will be provided a blue corridor pass to use the bathroom. When administration receives reports of vandalism or students hanging out in the bathrooms during class time, students will then be escorted to the bathroom by a staff member.

**Bus Procedures**
At Pittsburgh King, keeping our students safe is our primary concern. It is imperative that students always behave appropriately and safely in and around buses. Students must remain seated and talk softly on the bus at all times. Windows may be opened only at the direction of the driver. Video cameras are randomly installed on school buses to ensure safety for all. Students will be disciplined and may be removed from the bus for inappropriate and unsafe behavior.

*Parents are responsible to transport their child to and from school if the student is not permitted to ride the bus.*

Our district contracts with numerous bus companies. Please keep the bus information sent to you each fall. You may contact the bus company directly regarding any of your concerns.

P.M. drop-off forms are available in the school office and with homeroom teachers, for those students who attend daycare or afterschool programs when dismissed. It takes at least one week to process, and you will be notified when the change will take place. **Students may not ride buses to which they are not assigned, and parents are not permitted to ride the school bus.** All changes in transportation for our students must be in writing. Any student caught riding a bus that is not their district assigned bus may be subject to discipline action.

**Bus and Bus Stop Rules**
- All school rules, including school discipline procedures and protections, apply when students are on the bus and at the bus stop.
- Violations that occur involving the school bus and/or incidents that occur while students are on the way to school (bus stop/neighborhood) or returning from school (bus stop/neighborhood) may result in disciplinary action.
- Students are expected to observe the following rules for safety and courtesy:
At the Bus Stop
- Arrive at the assigned stop ten (10) minutes before bus pickup.
- Stand on the sidewalk or the edge of the street by the curb.
- Stay off private property.
- Do not stand on the traveled part of the road.
- Be respectful and watchful of traffic.

When the Bus Arrives
- Allow the bus to come to a complete stop.
- Board the bus in a quiet and orderly manner.

On the Bus
- Follow direction or redirection from the bus driver and exhibit orderly conduct.
- Be courteous and respectful of people and property.
- Always remain seated.
- Keep head, hands, and feet inside the bus.
- Keep the bus clean.
- Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects or weapons and vandalism may result in disciplinary action. Criminal conduct may be referred to law enforcement.

Leaving the Bus
- Remain seated until the bus comes to a complete stop.
- Leave the bus in an orderly manner.
- Leave at your assigned bus stop.
- Cross in front of the bus.
- Leave the bus stop in an orderly manner.

Dismissal & Early Dismissal Procedures
Dismissal time is 3:10 p.m. Students will not be permitted to change their dismissal procedures unless a written note is provided to the teacher and verified by the main office. Verbal requests for changes will not be permitted. Early dismissals must be made before 2:00 p.m. Early dismissal requests made after 2:00 p.m. will not be permitted unless there is a special circumstance, an emergency and approved by an administrator.

Students will ONLY be dismissed to those individuals listed on the emergency contact form or to individuals listed in a written note. All individuals securing students MUST have PHOTO IDENTIFICATION.

Homework Policy
Pittsburgh King follows the district homework policy as stated below:

As a parent you should:
- Help your child set a regular homework time each day and free your child of other responsibilities at
that time.

• Provide a place to work and study that is quiet, properly lighted, and equipped with the necessary materials.
• Become interested in your child’s homework by encouraging him or her to do his or her best work and complete the assignments.
• Encourage your child to complete assignments independently.
• Contact the teacher if your child has trouble with a homework assignment and cannot complete it.

**Lunch Procedures**

Students eat lunch in the cafeteria. All students will have access to a microwave to heat up their lunches during their lunchtimes. It is their responsibility to ensure they clean the microwave after each use. No food is permitted to be taken out of the cafeteria to be eating in classrooms.

**Lockers and Desks**

All school property, such as lockers, desks, etc., assigned to students is the property of the Pittsburgh Public Schools. The student is given a temporary privilege to use the property and this privilege may be revoked at any time. School property should not be used to store materials, objects, etc. that are in violation of the Code of Student Conduct, school rules, or any statutes or ordinances. The school administrator may authorize the search of school property temporarily assigned to students. Prior to a search of said property, the students involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the property contains materials that pose a threat to the health, welfare or safety of students in the school, it may be searched without prior warning. Students shall have no expectation of privacy as to lockers, desks, or other school property temporarily assigned for personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

Homeroom teachers make all locker assignments and reassignments on an as needed basis. **Students are not permitted to make locker switches or partner switches on their own.**

Students are permitted to go to their lockers in the morning, during homeroom, before and after lunch, before dismissal or with the permission of the homeroom teacher.

All valuable personal property should not be brought to school. The school and the district assume no responsibility for the loss or theft of such property.

**Loitering Policy**

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary ‘hanging around’ before school or after school. Non-students are not permitted on campus at any time unless they have been registered as an official guest in the office.

**Materials**

All materials will be provided for your student; however, it is recommended that your child bring their own book bag. Your child is permitted to bring a LIMITED number of school supplies, however at their own risk. Pittsburgh King is not responsible for lost, stolen, or damaged items.

**Missed Work**

All students will be given the opportunity to complete work missed resulting from **excused absences**, if the student has brought documentation to excuse their absence. Once proper documentation has been
verified, it is the responsibility of each student or parent to approach his or her teacher to make-up missed work. Students will have the number of days equal to the number of days of absences to complete missed work. The failure to turn in work or complete work within the timeframe provided may result in the student receiving no credit for the work missed.

**Medicine Administration**

The School District of Pittsburgh recognizes that parents have the primary responsibility for the health, care and well-being of their children. We recognize that the health of some children requires that they receive medication during the school day. When medication must be taken during school hours, the following procedures will be followed.

- All medication must be brought to the school by the parent, in the original container/box labeled by a pharmacist. The label must contain orders from the prescribing physician.
- Parents MUST sign a consent form that will be on file with the school nurse. The prescribing doctor must have written orders on file.
- Asthmatic and diabetic students must have a care plan on file.
- All medication will be secured in a locked location within the school building.
- The school nurse is the only staff member permitted to administer daily medication.
- Students are NOT PERMITTED to carry medication on them or administer their own medication. If caught students are subject to disciplinary action outlined in the Student Code of Conduct

**Nondiscrimination Policy**

**Policy 102 – Non-Discrimination in School and Classroom Practices**

Board Policy 102 states in part:

The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: [https://www.pghschools.org/nondiscrimination-policy](https://www.pghschools.org/nondiscrimination-policy)

**Parents & Visitors**

For the safety of all students and staff on campus, all visitors must enter through the main door and immediately sign in with the front office to receive a pass. All parents and visitors are to be escorted through the building by a staff member. **NO PARENTS ARE PERMITTED IN STUDENT AREAS WITHOUT A PREVIOUSLY SCHEDULED APPOINTMENT. PLEASE SEE THE SECTION ON SCHOOL SAFETY FOR ADDITIONAL INFORMATION.**
Personal Electronic Devices Policy

Students may not use personal electronic devices during the school day, all cell phones will be collected upon arrival.

1st Offense: The personal electronic device will be taken from the student by staff, student will be reminded about the school policy to turn in device and parent will be contacted.

2nd Offense: The personal electronic device will be taken from the student by staff and an adult must retrieve the phone from the main office after dismissal.

3rd Offense: The personal electronic device will be taken from the student by staff and an adult must retrieve the phone from the main office. A parent conference will be requested to resolve chronic violations of the electronic policy.

Pittsburgh King is not responsible for lost, stolen or damaged personal electronic devices. School staff will not search for lost devices.

School Dress Code

The purpose of the Pittsburgh King K-8 Uniform Policy is to facilitate a school climate and culture that promotes student learning. Please remember that any clothing or items deemed inappropriate will be confiscated and returned to the student at the end of the school day. Parents or guardians may come to the school to pick up any confiscated items, if they choose.

Student uniform policy is defined as the following:
- Students are permitted to wear ANY SOLID colored pants, skirts, shorts worn at the waist with a belt.
- Students are permitted to wear ANY SOLID colored collared polo shirts (no logos or graffiti)
- Undergarments and midriffs must not be visible at any time
- SOLID color joggers, sweatpants, or sweat shorts can be worn

Students are prohibited from wearing the following:
- Head coverings that are non-religious in nature
- No hoodies, outerwear or jackets may not be worn in the building
- Excessive jewelry, headphones or earbuds may not be worn
- Leggings may not be worn as a substitute for skirts, shorts or pants. They CAN be work UNDER a skirt or shorts and must be SOLID color.

Consequences for students not following the student dress code:

Students are expected to be clean and neat at all times. Failure to follow the code is a breach of the contract. The following list outlines the consequences for failure to conform to the dress code.

1st Infraction: Homeroom teacher will contact the student home and send a Talking POINTS message reminding the parent and student of the uniform policy. The student will also be required to change into a school uniform provided from the school uniform closet.

2nd Infraction: Parent will be required to bring a change of clothing for the student, or the student must change and return. Borrowed uniforms MUST BE RETURNED at the end of the day!

3rd Infraction: Parent will be required to bring a change of clothing for the student, or the student must change and return. Borrowed uniforms MUST BE RETURNED at the end of the day!

A parent conference will be requested to resolve chronic student dress code violations. Lunch Detention will be issued.
4th Infraction and beyond: Will be dealt with by administration on a case-by-case basis.

Pittsburgh King PreK-8 is not responsible for any lost or stolen items.

Search of Student’s Person and Metal Detectors

No student may conceal on his/her person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol or any other substance or object that is in violation of this Code, local statutes, ordinances or school rules. If the building administrator has reasonable suspicion that a student is in possession of an item that constitutes a violation of the Criminal Code or the School Code, a search of the student’s person may be authorized at any time, students may be subjected to random or daily metal detector searches upon arrival at school.

School Closings/Delays

If the Pittsburgh Public Schools are closed or delayed (for reasons such as heavy snowfall or icy roads) an announcement will be carried over the local radio and television stations the morning in question, or you may check www.pghschools.org. When there is a delay, school doors open at 10:00 a.m. Therefore, buses pick up students two hours later than their normal pick-up time. We ask that children do not arrive at school before 10:00 a.m. as there is NO supervision. Afterschool activities may be canceled. Please listen for an Alert Now message. No announcement means that school is in session.

Special Events

During the school year, there are many special events in which students participate. Some of these include concerts, field trips, family nights, celebrations, educational awards ceremonies, and sports awards ceremonies.

Field Trips

Students will have the opportunity to attend field trips throughout the year. It is a privilege to be invited to these events, not a right. To attend students must meet ALL behavior expectations. STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARE FORM ON FILE and physical form on file with the nurse’s office. Before a field trip, a permission slip will be sent home to be signed. Students will not leave the building without a signed permission slip. No verbal permission will be accepted. Students who are suspended off the bus are not permitted to ride a field trip bus.

Special Activities

Students will have the opportunity to participate in special activities throughout the year. It is a privilege to be invited to these events, not a right. To attend, students must meet behavior, academic and attendance expectations. Students are expected to present themselves in a manner that positively represents Pittsburgh King. Failure to do so will limit students’ opportunity in future events.

Sports Participation and Spectatorship

All students must be in good academic, behavioral and attendance standing to play on a Pittsburgh King Sports team. STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARE FORM ON FILE and completed sports physical. A parent or guardian must accompany all students who wish to attend the sporting event as a spectator. Students, parents, or other spectators failing to demonstrate appropriate
behavior will be asked to leave the school grounds and may be subject to permanent removal from school events.

**Promotion/Failure**

All schools operate under the guideline of a Retention and Promotion Policy.

### Elementary Level

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<td>Reading AND Math</td>
</tr>
<tr>
<td>SECOND GRADE</td>
<td>Reading AND Math</td>
</tr>
<tr>
<td>THIRD GRADE</td>
<td>Reading AND Math</td>
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<tr>
<td>FOURTH or FIFTH GRADE</td>
<td>Reading AND MATH AND 2 of the following</td>
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<td>ENGLISH</td>
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<td>SPELLING</td>
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<td>SCIENCE</td>
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<td>SOCIAL STUDIES</td>
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When recommending students who have **failed Grade 5** for middle grade placement in Grade 6, the student must have been in Grade 5 during the current school year **AND**:

- Will be 13 on or before September 30 of the current year, OR
- Has had two (2) retentions, OR
- Has already repeated Grade 5

### Secondary Level (Grades 6-8)

A student will be retained in his/her present grade (6th, 7th, or 8th) if the student fits into any of the following four categories:

- Fails Reading **AND** Math
- Fails Reading **OR** Math **AND** two (2) other Academic Courses
- Fails any THREE (3) Academic Courses
- Fails Math **AND** Communications (a course which combines reading and language arts and is worth two units and given one letter grade, which is double-weighted when calculating the grade point average)

When recommending students who have failed Grade 8 for secondary school placement in Grade 9, the student must have been in Grade 8 during the current school year **AND**:

- Will be 16 on or before September 30 of the current year, OR
- Has had three (3) retentions, OR
- Has already repeated Grade 8

**Note that the secondary level guidelines are to be used for 6th, 7th, and 8th Grade Students in all schools (6-8 Buildings, 6 -12 Buildings, K-8 Buildings)**
**Student Responsibilities**

Pittsburgh King PreK-8 students have specific rights and responsibilities, which are listed below. Please refer to the Student Code of conduct for a complete list of student responsibilities

- ✓ Students are responsible for following the norms, procedures, schedules, and directives of school personnel while at school
- ✓ Students are responsible for showing respect to students, staff, and school property always
- ✓ Students may not use language or exhibit behavior in a manner that would be demeaning or vulgar, or that would imply any type of prejudice or discrimination toward any student
- ✓ Students are responsible for making up work when they are absent

**Student Rights**

Please refer to the PPS Student Code of Conduct for a complete list of student rights

- ✓ Students have the right to learn in a safe environment
- ✓ Students have the right to fair and impartial treatment regardless of race, national origin, color, creed, physical handicap, or sexual orientation
- ✓ Students have the right to be informed of Pittsburgh King K-8 norms, expectations, procedures, and policies relating to school operations
- ✓ Students have the right to an education experience free of harassment, intimidation, threats, harm, assault, and humiliation
- ✓ Students have the right to nutritious meals, sanitary facilities, and a safe functional, and maintained facility
- ✓ Students have the right to proper medical attention
- ✓ Students have the right to report any problem or to register complaints regarding any aspect of the school without fear of punishment in accordance with published grievance procedures
School Safety

To ensure the safety of all students, staff and visitors, Pittsburgh King follows the District’s visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, throughout the year, students participate in various safety drills to ensure students and staff are prepared in the event of an emergency. Safety drills may include fire, lockdown, bus, and severe weather.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh King be placed in a modified lockdown, full lockdown or evacuate to an alternative site. The procedures for these actions are listed below.

**Modified Lockdown:** A modified lockdown means that normal instructional activities continue as much as possible; however, no outside events, field trips or outside activities occur unless explicitly cleared by School Police. While in modified lockdown, entry and exit to the school will be restricted and only individuals with a pre-existing appointment are permitted to enter the school facility. A modified lockdown may be called when there is a community issue that is external to the school and not directed at the school.

**Full Lockdown:** In the event of a lockdown, all exterior doors and windows will be locked and no one aside from emergency/administrative crisis team personnel will be permitted to enter or exit the school facility. During full lockdown, students will be kept safe in individual secured classrooms during the event and are not permitted to go outside or attend outside activities or field trips. School Police or school leadership will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when City of Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

**Evacuation:** Evacuations may occur in the case of a threat, fire or other event making the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. Pittsburgh King evacuation site is Alliance Church. In the event of an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to ensure all students are safely returned to their families. During a reunification, families are directed to:

- Bring a valid form of Identification (ID)
- Follow signage
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student’s grade.
- Provide school personnel at the check-in table with a valid form of photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieve and escorts your student to you.

Only approved adults with valid photo identification will be allowed to pick-up students from the evacuation location.
COMMUNICATION WITH FAMILIES DURING AN EMERGENCY

If Pittsburgh King is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh King or the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook and twitter accounts to provide timely information to families.
- In addition to a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other information as appropriate such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh King has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school, however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may actually hinder the emergency response and could jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If your child calls or texts you during a school emergency, please encourage him or her to remain calm and follow the directions of the teachers and staff. Also encourage your child not to post information to social media sites as it can lead to misinformation and confusion.

The District has strong partnerships with local law enforcement and will work collaboratively with City of Pittsburgh Police to respond quickly to potential threats and ensure student and staff safety at all times. Please contact the main office if you have any questions regarding these procedures.

Visitor Procedures

All visitors to our school are required to follow the District’s visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child.

- If you are planning to visit a classroom or other area of the school building during the school day, you should call the building office and pre-register for an appointment prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to plan for substitute coverage, as necessary.
- Upon arrival at the school building, all visitors must register in the main office before proceeding to any other part of the building.
- As part of the registration process in the main office, all visitors will be asked to sign the visitor register and provide their driver’s license or other state-issued photo-identification, which will be
held by the building office for the duration of the visit. Car or house keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.

- Once registered, the visitor will be issued a Visitor Identification Badge, which must be always displayed while the visitor remains in the school building or on school premises.
- Visitors must always remain in approved areas only and act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the main office, sign out on the Visitor Register and return the visitor badge. Once the visitor has checked out, staff in the main office will return the visitor's driver's license, ID or keys, as applicable.

The District reserves the right to deny an individual entry to any school building, when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment.

**Keeping Primary/Emergency Contact Information Up to Date**

Please remember to ensure your primary and emergency contact information is up to date always. Having working telephone numbers is important for staff at Pittsburgh King to be able to reach you or your designated family or friends in the event of an emergency with your child or at the school. Please share our visitor procedures and school safety information with all the individuals you designate as an emergency contact. A child's emergency contact is the person who is responsible for picking up your child in the event you or your child’s additional guardian is unavailable. As a school, we take the releasing of any child to an unknown adult very seriously. Therefore, it is important to make sure each of your child's emergency contacts know the following when visiting our school.

- **Must show proof of identification.** A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the District’s student information system.
- **Must understand the District’s visitor procedures.** All visitors must use the main entrance of the school building and sign-in in the main office. No visitors are permitted to visit classrooms or walk hallways. All visitors will be escorted by a staff member.
- **Must understand the District's Reunification procedures and know the child's school reunification location.** Each school has an alternative location for pick-up in the event of a school-based emergency. Any individual wishing to pick-up a child from an alternative location, must be listed as parent/guardian or emergency contact and must show proof of identification.
After reviewing the Student Handbook, please sign and return this sheet to your child’s Home Room Teacher.

Success in the Pittsburgh Public Schools depends upon the responsibility of the students, teachers, parents, and staff to adhere closely to the guidelines of the student handbook. We, the undersigned, endorse and acknowledge that we have read and understand the 2022-2023 Pittsburgh King Student Handbook.

Student Name____________________________________________________

Grade Level _____________ Home Room ____________________________

Student Signature ________________________________________________

Parent Signature _________________________________________________

Date_______________________________