District COVID updates
https://www.pghschools.org/healthandsafetyplan

District Code of Conduct
https://www.pghschools.org/domain/43
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</table>
Welcome to Pittsburgh Brookline PreK-8! The faculty and staff are looking forward to an exciting and successful school year. This handbook has been prepared to ensure consistent communication between all stakeholders and serve as a guide for students and parents. We ask for your cooperation so that we may provide you and your child a rewarding, enriching and safe educational experience.

Pittsburgh Brookline PreK-8 has been a beacon in the neighborhood for more than 113 years and we have a fine history of academic and extracurricular accomplishments. We encourage you to visit our school, attend your child’s programs, and become an active member of our Parent School Community Council or PTA. We welcome the opportunity to help your child become a successful student that is known, valued and inspired.

-Principal John Vater
Jvater1@pghschools.org
This Handbook has been prepared to provide information pertaining to school policies and student expectations. It is the responsibility of students and families to read these regulations and procedures and to ask questions about any area of confusion or concern.

There will be changes to this Handbook as school policies and procedures are modified and revised. Policy changes will be distributed to all students and parents/guardians prior to their implementation date and will posted on our website. Students are responsible for keeping up with any school policy changes sent to and/or reviewed with them. The most up-to-date version of the Student Handbook can be found at http://discoverpps.org/brookline

We welcome you to Pittsburgh Brookline PreK - 8 and are confident that if you apply yourself, you will have a successful school year.
Mission

Pittsburgh Brookline PreK-8’s mission is learning for all. With this mission, we will collaborate for the academic, emotional, and social growth of each student in a positive and supportive environment with a shared focus of promoting life-long learning and 21st Century skills.

Vision

Pittsburgh Brookline shares the district vision that all students will graduate High School, College or career ready, prepared to complete a 2 or 4 year degree or work place certification.

Goals

The common goal at Pittsburgh Brookline is to increase Literacy and Mathematics proficiency and independence at all grade levels. This is cultivated through alignment of curriculum and instruction to the Pennsylvania Common Core standards with a focus on data analysis.

Commitment to Equity

Educational equity means “raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students and (2) eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories” (Singleton & Linton, 2006). To enact Systemic Equity, “systems and individuals will habitually operate to ensure that every learner—in whatever learning environment that learner is found—has the greatest opportunity to learn, enhanced by the resources and supports necessary to achieve competence, excellence, independence, responsibility, and self-sufficiency for school and for life” (Scott, 2001, as cited in Skrla, et al, 2004, p. 137)
Effective communication is essential in providing students, teachers, parents, and the community with the necessary information to make appropriate decisions. Pittsburgh Brookline PreK-8 is committed to using communication processes and techniques to build a positive learning environment for students, staff, and parents to inspire and educate all students to succeed in becoming productive and valued citizens.

Parents who have concerns regarding their child’s progress, curriculum, homework, etc. should contact their child’s teacher/team directly. Counselors may also be helpful as a liaison between parents and the teacher/team. The administration should only be contacted after there have been discussions with the teacher/team and/or counselor. Parents and students are encouraged to check their students Schoology for assignments and announcements.
<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>(412) 529-Ext</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGALL, DOUG</td>
<td><a href="mailto:DARGALL1@PGHSCHOOLS.ORG">DARGALL1@PGHSCHOOLS.ORG</a></td>
<td>N/A</td>
<td>LIBRARIAN</td>
</tr>
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<td>ARNOLD, KATHY</td>
<td><a href="mailto:KARNOLD2@PGHSCHOOLS.ORG">KARNOLD2@PGHSCHOOLS.ORG</a></td>
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<td>BAJORAS, KATY</td>
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<td>GILIBERTO, SARAH</td>
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<td>HAWTHORNE, ALAN</td>
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<td>MAY, MATTHEW</td>
<td><a href="mailto:MMAY1@PGHSCHOOLS.ORG">MMAY1@PGHSCHOOLS.ORG</a></td>
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<td>MCGUIRE, MICHAEL</td>
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### Regular Bell Schedule

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<tr>
<td>Free Breakfast Program</td>
<td>8:00</td>
<td>8:20</td>
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<tr>
<td>Community Time / Homeroom</td>
<td>8:25</td>
<td>8:35</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:38</td>
<td>9:23</td>
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<tr>
<td>Period 2</td>
<td>9:26</td>
<td>10:11</td>
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<tr>
<td>Period 3</td>
<td>10:14</td>
<td>10:59</td>
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<td>Period 4 + First Lunch</td>
<td>11:02</td>
<td>11:47</td>
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<td>Period 5</td>
<td>11:50</td>
<td>12:35</td>
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<tr>
<td>Period 6 + Second Lunch</td>
<td>12:38</td>
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<td>2:11</td>
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<td>Period 8</td>
<td>2:14</td>
<td>2:59</td>
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<tr>
<td>Community Time / Homeroom</td>
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### Extended Homeroom Bell Schedule

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<tr>
<td>Community Time / Homeroom</td>
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### 2 Hour Delay Bell Schedule

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<td>Period 7</td>
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<table>
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### Half Day Schedule

*LUNCH WILL NOT BE SERVED ON EARLY DISMISSAL DAYS*

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<tr>
<th>Plan A</th>
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<tr>
<td>Breakfast</td>
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<td>Period 3</td>
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<tr>
<td>Homeroom/Dismissal</td>
<td>11:15-11:30</td>
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### Plan A Dismissal Dates

| September 30, 2022 | October 28, 2022 |
| November 18, 2022  | December 16, 2022 |
| February 3, 2023   | February 17, 2023 |
| March 10, 2023     | March 24, 2023   |
Daily Schedule
⇒ Doors Open: 8:00 am
⇒ Students are not permitted to wait outside of the school before or after school hours unless accompanied by parent/guardian. Students may enter the building at 8:00 am when staff is on duty to supervise students. Students are not to report to school prior to 8:00 a.m.
⇒ Kindergarten enters through lower Woodbourne entrance
⇒ Grades 1-8 enter through main Woodbourne entrance

Daily Arrival and Dismissal Routines

SAFETY FIRST - Student safety is our first priority during drop off and pick up. Please be attentive, be patient, and drive safely! Please exercise caution as you drop off or pick up students.

Vehicle ARRIVAL (drop off) and DISMISSAL (pick up)
When dropping a student off in the morning or picking up in the afternoon, please adhere to the following guidelines:

• Obey posted “No Parking” signs. Do not park along the left side curb (read posted signage) as this is a passing lane.
• Drive Slowly!
• On Woodbourne, pull to the right (school side curb) and ahead as far as possible so that cars behind you can drop off also and traffic does not build up on Pioneer Ave.
• Permit students to exit the right side of the vehicle directly onto the sidewalk (do not have child/children exit on left or street side).
• Do not block Woodbourne Avenue, Pioneer Avenue, the bus driveway, or the alley.
• Drop or Pick-up and go only. No Standing permitted. Allow other vehicles to pass safely on your left.
• Pull away after your child exits the vehicle.

Walkers
Crossing Guards are stationed at the corner of Woodbourne and Pioneer Avenues and at Woodbourne and Castlegate Avenues. Walkers should obey all posted rules and cross at crosswalks.

Parking
Parking Lot use: Limited parking is available in the parking lot at the side of the building and in the basketball courts after school and during special events. If you are dropping off or picking up your child/children, please enter the parking lot, park in a designated parking space, and safely walk your child to / from the front entrance.
Do not park in or block the driveway leading to the parking lot and do not double park. Handicap spaces are for permitted cars only.

**Pioneer Street drop off / pick up:** Parking is not permitted *in front of or across from* the school on Woodbourne as posted. Please abide by the posted “No Parking” signs.

**Driveway (Bus/Van Drop off):** Please do not park in or block the *bus/van lane* of our driveway between Pioneer and Woodbourne. The driveway is for authorized school vehicles and/or special situations requiring assistance/support by school staff.

**Bicycles to School**
Students are now permitted to ride their bicycles to school and must adhere to the following guidelines:

- Upon arrival, students are asked to lock their bicycles at the designated area on the metal fence immediately in front of the school at the driveway. This spot is monitored by a security camera.
- Students are not permitted to leave their bicycle overnight or weekend.
- Students are not permitted to ride their bike on school grounds immediately before, during school, or at dismissal.
- Students are not permitted to bring any motorized bicycle, scooter, motorcycle, ATV, or any battery and gas powered vehicle.
- Please remember that if your child decides to bring a bicycle to school that Pennsylvania law requires that any person under the age of twelve (12) riding a bicycle, as an operator or passenger, must wear a protective bicycle helmet.

**Dismissal**
Parents and guardians are to meet students on the sidewalk *in front of the school* at the following areas:

- **Kindergarten** - Homeroom Teachers dismiss students directly to their parents/guardians at the Kindergarten Entrance on Woodbourne.
- **Grades 1-3:** Homeroom Teachers dismiss students directly to their parents from the main entrance sidewalk.
- **GRADES 4 & 5:** Homeroom Teachers dismiss grades 4-5 at the side steps next to the teacher’s parking lot entrance on Woodbourne.
- **GRADES 6-8:** Homeroom Teachers escort students to the Crossing Guard at Pioneer and Woodbourne.

Again, remember that student safety is our first priority during drop off and pick up. **Please be attentive, be patient, and drive safely!** Please exercise caution as you pick up students.
Absent / Tardy to School
Teaching/Instruction begins at 8:25 am. Pittsburgh Brookline Prek-8 encourages attendance and promptness to school to minimize disruption to classroom instruction. Being absent or late to school has many implications. When a student is absent from or late to school, s/he misses out on valuable information, and this negatively impacts both the individual and the class. Tardiness interrupts instruction and the smooth operation of the classroom. Attendance and timeliness also form the backbone of important habits that lead to success in college and the broader workforce. Parents will be informed of excessive absences and consistent tardiness by the attendance officer. A parent conference may be held to determine a plan to provide support for either of these circumstances.

Students who are absent from school must bring an excuse to the homeroom teacher within three days of their absence or the absence will be marked unexcused. This will prompt a district attendance letter notifying the parent of the unexcused absence. Parents may excuse up to 10 absences per school year. Medical excuses are not included in the ten parent notes. Excuses may be faxed to the school at 412-571-7386 or emailed to asmith7@pghschools.org.

A Homeroom Citizenship mark will be given to each student based on absences, tardiness, and behavior. Homeroom absences and tardiness will affect a Homeroom Citizenship mark:

<table>
<thead>
<tr>
<th>No. of Times Absent per Report Period</th>
<th>Citizenship Mark Assigned</th>
<th>No. of Times Tardy per Report Period</th>
<th>Citizenship Mark Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>(O) Outstanding</td>
<td>0-2</td>
<td>(O) Outstanding</td>
</tr>
<tr>
<td>3-4</td>
<td>(S) Satisfactory</td>
<td>3-4</td>
<td>(S) Satisfactory</td>
</tr>
<tr>
<td>5-6</td>
<td>(N) Needs Improvement</td>
<td>5-6</td>
<td>(N) Needs Improvement</td>
</tr>
<tr>
<td>7 or more</td>
<td>(U) Unsatisfactory &amp; Referral to Principal</td>
<td>7 or more</td>
<td>(U) Unsatisfactory &amp; Referral to Principal</td>
</tr>
</tbody>
</table>

Early Dismissals
Early dismissals are to be kept to a minimum to ensure that your student is afforded the best opportunity to complete all intended learning for the day. With that in mind, a note from the parent informing the school and teachers of an early dismissal helps to alleviate the disruptive nature of dismissals. Teachers can then prepare materials ahead of time and they also can plan for student transitions from class to homeroom.

The note from the parent must include the Student Name, HR Number/Teacher, and Time for dismissal. The student will present the note to their teacher and the teacher will submit the note to the main office. At the time of the Early Dismissal, the parent or guardian will ring the bell at the main office and your student will be escorted to the exit.

**UNPLANNED EARLY DISMISSALS ARE NOT PERMITTED.** Early Dismissals after 2:30 P.M will be only be permitted IF a note was provided at the beginning of the day or if it is an emergency.
- SCHOOL RULES & STUDENT EXPECTATIONS -

- SAFETY FIRST! Please be aware that random metal detector checks may occur throughout the school year.

- Keep all cell phones and electronic devices turned off and out of sight during school hours, including lunch and recess.

- Use appropriate hall, line, and stair behavior identified on our PBIS Matrix.

- Be respectful and responsible at all times to all students, adults, and families.

- Be prepared for every class; turn in homework on time.

- Keep all food, candy, beverages in cafeteria. NO CHEWING GUM.

**Student Discipline Concerns: Assistant Principal, Matthew May**

The Assistant Principal’s primary role is to promote a positive school culture and learning environment. Please call the Assistant Principal at 412-529-7376 to discuss a concern or to arrange a meeting should you have a question related to the safety of your child.

**School Dress Code**

The Brookline PreK-8 Dress Code has been created with input from students, families, Parent School Community Council (PSCC) and the PTA. The school district recognizes the right of students to their freedom of expression in speech and the wearing of apparel and our Dress Code has been established to foster a positive learning environment for all. Please be mindful of the school dress code as it applies to ALL students and reinforces the academic climate of the school.

No student shall wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

Students are expected to wear appropriate clothing at all times while at school. Clothing must not be of any style, length, or fit that is of a provocative nature. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

When the children are out on the playground and at gym it is important to remember they should wear proper footwear. For the safety of the children, we prefer they wear sneakers/tennis shoes with socks.
Additionally, please keep in mind the following:

⇒ We will adhere to District policies regarding the use of face masks and COVID-19 protocols.
⇒ Hats are not permitted to be worn in the building.

Students will not be asked to leave their classroom or school for violating dress code and school police will not respond to dress code violations. Schools will work with students whose dress is not in compliance with the dress code in a discreet manner to provide an acceptable solution (e.g., parent/guardian contact, permitting student to change into other available clothing, or have a variety of extra clothing articles available to students when their dress does not meet dress code requirements).

**Cell Phone Policy**

Middle School students who bring a cell phone to school will be required to place it in their homeroom locked bin every morning and it will be returned at the end of the day.

No cell phones will be permitted to be taken into our classrooms. Cell phones are permitted; however, they will be locked up safely in the main office during the school day. If an emergency arises, a student may use the main office phone or classroom phone to communicate with family members. **If there is an emergency at home, please call the main office and we will assist in communicating with the student.**

Students will be asked to turn in their cell phones to the administration if they don’t follow this procedure and it is visible, used, or becomes a distraction. A parent/guardian must report to the school to retrieve the phone. Disciplinary action may result for repeated violations.

**Books, Supplies, and Materials**

Students are responsible for all books issued to them, including library books. Required books and supplies must be brought to class. This includes folders, homework, and pencils. Being unprepared for class may result in a phone call home or a parent conference. Standard book bags are permitted but must be placed in lockers. Students who are in grades 6-8 and travel between demountable classrooms are permitted to carry book bags during school.

The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies.
School Programs

**Breakfast and Lunch Program**

Breakfast and lunch are free to all students every day. Please ensure your child has a healthy start to his/her day. The breakfast and lunch programs begin on the first day of school. Students may carry a lunch to school or receive a school lunch. Lunch menus will be available on the school website.

**Student Attendance and Support Services**

The School Counselor, Dr. LaSaune Rayzer, provides a variety of support services to students and families. Please call the counselor at 412-529-7377 to arrange a meeting with her regarding Attendance Concerns, 504 Plans, Individual Education Plans, testing for Special Education, and Counseling or Support Services. Excessive absences will be monitored by central office personnel who will work to eliminate chronic absenteeism.

**Student Citizenship**

We subscribe to the fact that Citizenship marks are reflections of the teacher’s impression of the general behavior, attitudes, values, and habits of an individual student in the school community and tardiness is a very important part of good citizenry. Students will receive citizenship marks in homeroom and their classes.

**Medication Procedure**

If a student must take medication during school hours, please call the nurse’s office at 412-529-7382 to secure the proper forms. A doctor’s prescription and signed release are necessary before prescription drugs can be given by the school nurse. All medications must be brought to school in the original prescription container including over the counter drugs. No other staff members are permitted to accept or distribute medications except for the school nurse.

**Inclement Weather, School Closings, and 2 Hour Delays**

The District posts school closing and 2 HOUR delay announcements on its website: [www.pghschools.org](http://www.pghschools.org). The following radio and television stations announce school closing or delays: KDKA Radio, KQV, BOB-FM, WPXI 11, WTAE 4, and KDKA 2.

**Inclement Weather Recess Policy**

Students will not be permitted to go outside when the temperature is below 32 degrees and the wind chill factor is below 32 degrees.

**Homework**

The role of the caregiver is to encourage the child by showing interest and providing a consistent place and time for the child to work. An adult should be available for explanations and, especially in the case of younger children, to make certain the child understands the direction.
Tips
⇒ Have a regular place and time for your child to do homework
⇒ Turn off the TV and radio
⇒ Talk about assignments with your child
⇒ Compliment your children on their effort and accomplishments

Field Trips
Throughout the year your child will be involved in activities that will require him or her to be out of the school building. These trips will be educational in nature. You will be notified of the dates and purpose of each field trip. A general permission slip must be completed and returned to your child’s homeroom teacher before he/she may go on any trips.

Title I Parent Involvement

Parent/Teacher Conferences and Communication
Parent/teacher conferences and two-way communication are a vital part of every child’s education. Teachers are available for in-person or phone conferences upon request, but may not be interrupted while instruction of students is occurring. Please be sure to call the teacher using his/her direct line or contact the main office at 412-529-7380 to schedule an appointment with any teacher to discuss your child’s progress. You may also email the teacher directly at any time.

The school also uses Facebook, District Website, and the Let’sTalk Text app to communicate with parents. The automated telephone message system, Facebook, and Let’sTalk are used to inform parents of important meetings and events. Additional forms of communication will include school notices/flyers and bulletins. Primary students will be provided with an assignment folder. Parents are encouraged to communicate school concerns to their child’s teacher.

In order to be correctly contacted via phone or text, we need your current phone number. You will provide this on our yearly Emergency Contact Form. If your phone number changes during the school year, please contact the office and provide the new phone number.

Classroom Observations---SUSPENDED DUE TO COVID-19 PROTOCOLS
Parents are welcome to observe in your child’s classrooms. Please schedule the visitation through the main office at 412-529-7380. The principal and teacher must be made aware of the reason for the observation and will accompany parents during an observation. A feedback meeting can be held which will include the teacher, parent, and principal.
Become a School Volunteer

We believe the efforts of ALL stakeholders make a difference in the development of every student and welcome parents to support school activities and events as volunteers. Parent volunteers support the mission of the school. To be a volunteer, one must obtain the proper clearances to work with students. This includes participating in classrooms, all field trips and chaperoning of any school event. Forms are available in the main office if you wish to become a parent volunteer. Please review our Parent Involvement Policy and School Compact for additional information.

Keys to Success:

⇒ Work with teachers to ensure the success of your child.
⇒ Contact your child’s teacher or arrange for a conference to discuss your child’s progress or obtain ideas about helping your child learn at home.
⇒ Be a positive role model.
⇒ Have a good attitude toward education and our school. You are the most powerful influence on your child.
⇒ Support the school’s efforts to maintain a safe and orderly learning environment.
⇒ Help your child be prepared for school by having materials and being on time for school.
⇒ Support school policies.
⇒ Help your child develop good study habits.
⇒ Show interest in your child’s schoolwork and homework.
⇒ Hold your child accountable.
⇒ Respond promptly to progress notices.
⇒ Become an active participant in the activities your child is involved in.
⇒ Urge your child to seek help when appropriate.
⇒ Take your child to the library for a library card. Librarians are trained to help find the right books for your child. Show interest and encourage your child’s selection of reading materials.
⇒ Read books together. Anything positive your child reads will help.
⇒ Help your child log all books read in a school issued reading log, which will support their efforts in meeting the district’s milestones for reading.
⇒ Provide educational puzzles, games, and positive learning situations in your home. This helps your child to develop good concentration and problem-solving abilities.
⇒ Attend or stream PTA meetings and parent school community council meetings on a regular basis.
⇒ Provide the school with up-to-date phone numbers so that we can contact you in case of illness, emergency, etc.
⇒ Complete and submit the school emergency contact, care and medication forms.
A positive school culture is everyone’s responsibility and critical to achieving academic success. Positive Behavioral Interventions and Supports, or PBIS, is meant to formally instruct students on positive behavior choices and randomly reward students for their positive behavior, thereby cultivating not only the behavioral expectations of the school, but also creating intrinsic motivation to “do the right thing.” PBIS, when delivered consistently and with fidelity, should be like any other subject in school. Students will be recognized for their positive behaviors with rewards including shopping in a school store and/or a treasure chest as well as other incentives throughout the year.

**Policy 102**

**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)

**Title IX Procedures**

For information about our Title IX procedures, please visit: [https://www.pghschools.org/titleIX](https://www.pghschools.org/titleIX)

**Student Envoy and Efficacy**

Pittsburgh Public Schools has partnered with the Efficacy Institute since 2015. Our work with the Efficacy Institute is focused on introducing educators and students to academic mindsets rooted in the belief that intellectual capacity is not static and can
be built-up through sustained application of effective effort toward challenging tasks and high expectations.

The Efficacy Institute defines “efficacy” as—the capacity to mobilize the efforts of adults and children towards development. The development being referred to is both in terms of academics and character. To support the mobilization of these efforts, the Efficacy Institute introduces staff and students to 5 Levers that can be applied directly to the work we’re already doing within our building. Student Envoy is a group of students to be role models for the entire student body, engaging in a variety of activities to help students know and understand the 5 levers of Efficacy.

**Restorative Practices**
Restorative Practices is a positive way of living - NOT a disciplinary tool. Through Restorative Practices, students learn to connect with teachers and other students to build a strong community. They develop appropriate social-emotional skills, come to understand how their actions affect others, and work to repair any harm done. It is an approach built on respect, communication, and strategies for success. We understand that when everyone is treated with respect, classrooms are safe and healthy environments that support both teaching and learning.

Restorative Practices is not unique to Pittsburgh Public Schools. It is used successfully on college campuses, in the world of business, in counseling and social work, and in the criminal justice system. At Pittsburgh Public Schools, we start by setting expectations for students, then coupling these expectations with support and communications. Teachers and staff in all PPS schools have been formally trained in Restorative Practices techniques in order to build a positive school culture. They participate in monthly meetings to discuss how Restorative Practices is working in their school.

**School Safety**
To ensure the safety of all students, staff and visitors, Pittsburgh Brookline PreK-8 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. These may include fire, lockdown, bus, severe weather, and active shooter (ALICE) drills.

In the event of an emergency, School Police or Pittsburgh City Police, may recommend Pittsburgh Brookline PreK-8 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 (including recess) 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. The Pittsburgh Brookline PreK-8 evacuation site is The Brookline Teen Outreach Center located at 520 Brookline Boulevard, Pittsburgh, PA 15226. 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 and parking direction of reunification location.
- 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 retrieves 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 Brookline PreK-8 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 Brookline PreK-8 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 Brookline PreK-8 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 make arrangements 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 displayed at all times while the visitor remains in the school building or on school premises.
⇒ Visitors must remain in approved areas only and at all times 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 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 at all times. Having working telephone numbers is important for staff at Pittsburgh Brookline PreK-8 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 of 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 or main areas of the school without signing in.

⇒ Must understand District’s Reunification procedures and know 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.
## Family Resources

**Alliance for Community Respite Care** - 1(888) 954-2424
A collaborative network of families, providers, community members and advocates who work to ensure the availability of quality respite care.

**Allegheny Family Network (AFN)** - 1(888) 273-2361
Supports and partners with families raising children with emotional and mental health needs to improve their quality of life.
[www.alleghenyfamilynetwork.cf/sites.org](http://www.alleghenyfamilynetwork.cf/sites.org)

**Carnegie Library of Pittsburgh** - (412) 622-3114
The Carnegie library has multiple branch locations offering special services such as job career and educational centers.
[www.clpgh.org](http://www.clpgh.org)

**Child Care Information Services - CCIS of Allegheny County – City** - (412) 261-2273 or 1(800) 392-3131
CCIS serves as a primary resource to assist families with child care referrals, emergency childcare, subsidized care for qualifying families, and promotes quality child care by offering training in subjects such as early literacy.
[https://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/](https://www.dhs.state.pa.us/findfacilsandlocs/childcareinformationservices/)

**Children’s Health Insurance Program - CHIP** - 1(800) 986-5437
Pennsylvania’s program to provide health insurance to all uninsured children and teens who are not eligible for or enrolled in Medical Assistance.
[www.chipcoverspakids.com](http://www.chipcoverspakids.com)

**Family Resources** - (412) 363-1702
Family Resources offers many services to help parents and children improve their relationship along with youth enrichment activities at its centers.
[www.familyresourcesofpa.org](http://www.familyresourcesofpa.org)

**The Mentoring Partnership of Southwestern Pennsylvania** - (412) 281-2535
Helps mentoring programs by providing training, recruiting, quality assistance, and support to increase the number of mentors in the community.
[www.mentoringpittsburgh.org](http://www.mentoringpittsburgh.org)

**Parent Education & Advocacy Leadership (PEAL) Center** - (412) 281-4404
The PEAL Center is an organization of parents of children with disabilities reaching out to assist other parents and professionals.
[www.pealcenter.org](http://www.pealcenter.org)

**Pittsburgh Public Schools** - (412) 529-4357 (Parent Hotline)
The Pittsburgh Public Schools believes in regular, two-way, meaningful communication connecting student academic learning and other school activities; to this end the Parent Hotline is one of a number of resources to assist parents and families in engagement.
[www.pps.k12.pa.us](http://www.pps.k12.pa.us)

**Right to Education Task Force –** (412) 529-2300
The Local Task Force provides opportunities for parents, guardians and community members to ask questions about special education services as well as address concerns that affect students with disabilities in the Pittsburgh Public School District.
Program for Students with Exceptionalities  PSE/Oliver
2323 Brighton Rd.
Pittsburgh, Pa.  15212
ltf2pgh@gmail.com
United Way of Allegheny County - 211 (HelpLine), (412) 261-6010
United Way of Allegheny County provides information to families through their online resource Help Connections; agency funding, planning, and community problem solving for health and human services agencies operating within Allegheny County.
www.unitedwaypittsburgh.org

Children's Services

Achieva - (412) 995-5000
A world-renowned leader in the field of disabilities, known for its innovative programs, and dedication to children with disabilities and their families.
www.achieva.info

Alliance for Infants and Toddlers - (412) 885-6000
This program provides service coordination, screenings, assessments, family support services, and early intervention service coordination to families with children between the ages of birth to three years of age.
www.aft.org

Big Brothers Big Sisters of Greater Pittsburgh - (412) 363-6100
Big Brothers Big Sisters increases the self-confidence of children and the probability that they will become fully integrated members of society, leading productive and rewarding lives through mentoring and enrichment programs.
www.bbbspittsburgh.org

Boys and Girls Clubs - (412) 782-5710
The BGC is a unique organization consisting of 8 Club facilities, a Charter H.S., Outlet Connection retail venture, Campfire USA, and extension programs. Our goal is to provide every child with the essential tools needed for a successful & bright future.
www.bgcwpa.org

Catholic Charities, Child Care Support Services - (412) 456-6999
Catholic Charities provides counseling, refugee resettlement, respite care, utility assistance, emergency relief, tangible assistance services and makes referrals for clients. In 2007 it expanded services by opening a Free Health Care Center.
www.ccpgh.org

Children's Institute - (412) 420-2400
The Children's Institute is a nonprofit pediatric rehabilitation facility which provides education services for children ages two to 21 with cognitive or physical disabilities with in-home services for children and families with special needs.
www.amazingkids.org

Girl Scouts - Trillium Council - (412) 566-2570 or 1(800) 248-3355
The Girl Scouts inspires girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.
www.gswpa.org

Greater Pittsburgh Council Boy Scouts of America - (412) 471-2927
The Boy Scouts trains young people in citizenship, service, and physical fitness through the Cub Scouting, Boy Scouting, Venturing programs, & more.
www.gpc-bsa.org

Junior Achievement of Southwest PA Inc. – (412) 208-4747
JA's purpose is to educate and inspire young people to value free enterprise and understand business & economics to improve the quality of their lives.
https://www.juniorachievement.org/web/ja-westernpa

Parks and Recreation - (412) 255-2539
Parks and Recreation offers a wide variety of recreational programs and facilities for use by Pittsburgh citizens.
Pittsburgh Toy Lending Library - (412) 682-4430
The Pittsburgh Toy Lending Library, a cooperative run by volunteers, is an indoor play-space for children, pre-kindergarten, and their caregivers.
www.pgtoys.org

Urban League of Greater Pittsburgh - (412) 227-4802
The Urban League is the largest social and educational service provider and advocacy agency devoted to empowering African Americans to enter the economic and social mainstream community in Pittsburgh through its diverse programs.
www.ulpg.org

YMCA - (412) 227-3800
YMCA serves America’s children, families and communities by “building healthy spirit, mind and body for all.”
www.ymcaofpittsburgh.org

YouthPlaces - (412) 434-0851
YouthPlaces promotes the positive cognitive, social, physical, emotional and moral development of youth by providing a safe place for them to engage in a range of activities.
www.youthplaces.org

YouthWorks Inc. - (412) 281-6629
YouthWorks builds a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities.
www.youthworksinc.org

YWCA Greater Pittsburgh - (412) 391-5100
YWCA works to improve our community by increasing the status of women, girls, families and advancing racial justice by tackling homelessness, childcare needs, unemployment, fair housing and civil rights issues.
www.ywcapgh.org

Cultural Organizations
The August Wilson Center - (412) 258-2700
The August Wilson Center for African American Culture is a not-for-profit organization that presents performing, visual and education programs that celebrate the contributions of African Americans within the region and the impact of cultural expression from Africa to the African Diaspora.
https://culturaldistrict.org/venues/august-wilson-center

Carnegie Museums of Pittsburgh - (412) 622-3131 Natural History & Art, (412) 237-3400 Science Center, (412) 237-8300 Andy Warhol
A collection of four dynamic, distinctive museums, and the Pittsburgh region’s home for great art and science exploration.
www.carnegiemuseums.org

Children’s Museum of Pittsburgh - (412) 322-5058
Children’s Museum of Pittsburgh provides innovative museum experiences that inspire joy, creativity and curiosity.
www.pittsburghkids.org

Fort Pitt Museum - (412) 281-9284
Through exhibits and programs, the museum also addresses the important role of Fort Pitt during the American Revolution and the early development of the city of Pittsburgh.
https://www.heinzhistorycenter.org/fort-pitt/

The History Center - (412) 454-6000
The Senator John Heinz History Center is an affiliate of the Smithsonian Institution and the largest history museum in the state of Pennsylvania.
www.heinzhistorycenter.org
Manchester Craftsmen’s Guild - (412) 322-1773
Manchester Craftsmen’s Guild is a multi-discipline, minority directed, center for arts and learning that employs the visual and performing arts to foster a sense of accomplishment and hope in the urban community.
www.mcgyouthandarts.org

National Aviary - (412) 323-7235
The National Aviary is America’s only independent indoor nonprofit bird zoo. It is home to 600+ birds of more than 200 species.
www.aviary.org

Phipps Conservatory and Botanical Gardens - (412) 622-6914
Encounter the wonders of the natural world. Tour through the jewel-like Conservatory and visit exotic lands and ancient worlds with vivid colors, natural oddities, and surprises around every corner of the botanical gardens.
www.phipps.conservatory.org

Pittsburgh Zoo & PPG Aquarium - (412) 665-3640
The Pittsburgh Zoo & PPG is a 77-acre facility that is home to thousands of animals representing hundreds of diverse species. The Pittsburgh Zoo & PPG Aquarium is one of only six major zoo and aquarium combinations in the country.
www.pittsburghzoo.org
SCHOOL ABSENCE NOTE

Today's Date _____________________

My Child, _________________________

Was absent from school on (date): __________________________

Because: ____________________________________

____________________________________________

____________________________________________

Parent / Guardian Signature: _____________________________

Please feel free to cut out and copy these notes — or— submit a handwritten or doctor’s note for every student absence.
# Request for Approved Absence

**Directions:** Please complete the following information and submit to the main office at least ONE WEEK PRIOR to the first day of absence. Absences should be avoided during major exams and events.

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade and Homeroom</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Absences</td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Absence:**

- [ ] Arts Related
- [ ] Family Obligation
- [ ] Medical Absence
- [ ] Religious
- [ ] Other

**BRIEFLY DESCRIBE THE NATURE OF THE ABSENCE:**

_________________________    __________________    _______________

Parent Signature    Phone Number    Date

It is the STUDENT’S RESPONSIBILITY to obtain schoolwork in advance prior to any approved extended absence and to complete that work in a timely manner.