Welcome to Pittsburgh Carmalt PreK-8 Academy of Science & Technology!

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the school faculty and the administration. This information has been carefully prepared and presented to make it of great value in helping you learn the ‘Carmalt Way’, and more so become an integral part of our school family.

The ultimate purpose of education at our school is to help each student develop the knowledge, skills, and dispositions that will allow them to be responsible, contributing members of their community and the world. Our full magnet program offers all students the opportunity to develop the 21st Century Skills needed to thrive in an ever-changing world:

1. Learning & Innovation Skills
2. Information, Technology and Media Skills
3. Career & Life Skills

21st Century Skills are critical in the success of our students’ development as young people and eventually adults as we live in a world where change is constant, and learning is never ending. More information regarding 21st Century Learning can be found using the following link: https://www.battelleforkids.org/networks/p21/frameworks-resources.

Please read this handbook together as a family and refer to it over the course of the school year. I ask that parents join us as partners in educating your child(ren), as this journey takes a village. Our commitment to equitably address the educational needs of every child who enters Pittsburgh Carmalt, will only happen when we all work together in preparing our young people for the next step in their educational experience—high school. Finally, I ask that you and your family look at this year and every new school year as an opportunity to learn and to grow. Find the opportunities every day, and if you can’t find them...create them!

Sincerely,

Alexa Tokarski Jones, Principal
Victoria Burgess-Davis, Assistant Principal
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Our Mission

We at Pittsburgh Carmalt Academy PreK-8 Academy of Science and Technology are committed to building pride and academic excellence for every student through collaboration with families, staff and community groups. This is with respect to all cultures and diverse backgrounds of our students within a safe and structured environment. This will enable them to become life-long learners and responsible citizens.

Our Vision

Our vision is to create a premier PreK-8 magnet school committed to the development of all students to become the best future-ready versions of themselves. We will pursue this by exercising our core values of mutual respect, cultural humility, high expectations and school pride.

Defining Equity in PPS

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).

PPS Roadmap to Equity
PPS Graduate Profile

Pittsburgh Public Schools’ **future-ready graduates** are lifelong learners who are academically prepared, fundamentally capable, and globally and civically engaged to complete a two- or four-year college degree or workforce certification and can contribute to the local and global community.

Guiding Belief Statements

1. All students can achieve.
2. The core work of the district is to ensure that all students are prepared to be life-long learners in college, career, and the local and global community.
3. We can raise the achievement of all of our students and eliminate racial disparities.
4. All students will have equitable access to effective teachers, rigorous, culturally-relevant, and high quality curriculum.
5. The curriculum and instruction will include rich and differentiated learning experiences inside and outside of the classroom.
6. Academic and non-academic skills and knowledge contribute to student character, integrity, and success.
7. Inclusion of parents and the community is a critical component to the success of our students.
Our School Collective Commitments

At Pittsburgh Carmalt, our collective commitments is what shapes our knowledge, disposition, and our actions. We ask that families uphold our school collective commitments when and how you enter and interact within the school building.

1. Maintain your "why" as a learner and leader in our space together.
2. Be present and engage both mentally and physically.
3. Experience discomfort: growth happens when we are challenged, not when we are comfortable.
4. Speak your truth while respecting others' opinions.

School Colors: Black and Gold
School Mascot: Carmalt Dragon

Magnet Registration

Pittsburgh Carmalt is a full magnet school. All applications and registrations are done through Pittsburgh Public Schools Magnet Office. Applications and registrations cannot be completed through the school’s main office. More information about Pittsburgh Public School’s magnet programs, please visit [https://www.pghschools.org/Page/4871](https://www.pghschools.org/Page/4871). Once a student enrolls in a magnet school, the student is expected to remain in the program for at least one school year. Mid-year transfers or withdrawals from magnet programs are not granted. The deadline to withdraw is mid-September, but a specific date will be shared in a letter sent to all families from the PPS Magnet Office. If a student is going to withdraw or transfer to another school, the parent or guardian must obtain and complete a magnet withdrawal form at the Carmalt Main Office. Prior to the student’s last day of attendance, all books, district provided technology and supplies must be returned, and any money obligations must be met at the time of withdrawal.
School Schedule

Regular School Day: 9:05 am – 3:50 pm  
Doors Open: 9:05 am  
Breakfast & Homeroom Community Time: 9:05 am – 9:35 am  
Dismissal: 3:50-4:00 pm

Two-hour Delay  
Doors Open: 11:10 am  
Homeroom: 11:25 am – 11:30 am

Half-Day Early Dismissal: 12:30 pm

Arrival Procedure  
All Pittsburgh Carmalt students must enter through the morning drop-off entrance. This entrance is the set of doors at the far end of our staff parking lot by the cafeteria and gym. All other doors are locked for the safety of our students.

*Parents who drop off students in the morning must enter from Parklyn Street and follow the traffic pattern until you arrive at the morning drop-off entrance.

*Both buses and parent cars will utilize the school driveway from Parklyn Street. Buses and cars will begin to line up curbside near the Loading Dock area.

*Students should be ready to exit the vehicle when they arrive at the drop off entrance. **Drivers must stay in their vehicle.** The student should have their mask on, their bags on, and be ready to exit through the right side of the vehicle to enter the building. If for any reason the student needs extra time to exit the vehicle, families must park on the sides streets and walk their child to the morning drop-off entrance.

*Pre-K student families will follow the same route but will drop off their child in the back of the driveway. Students will enter through the set of doors across from the basketball court.

*Late bus students must enter through the main office doors.

*Late students, (walkers/buses), must enter through the main office doors and are considered late after 9:35 AM.

Dismissal Procedure
The school day officially ends at 3:50 PM. **Any early dismissals must be made by 3:00 PM** to avoid blocking school buses and lanes.

**Dismissal Times:**

- Pre-K: 3:00 PM
- Walker dismissal: 3:50-3:55 PM
- Bus dismissal: 3:55-4:00 PM

*Pre-K* students will exit through the back of the building where they enter in the morning. **ONLY** Pre-K families may utilize the driveway to pick their child up in the afternoon.

*Grades K-1* students will exit through the **back door and can be picked up under the back patio**, (area across from the futsal and basketball courts behind the school building). Parents of students in Grades K-1 who are picking up must wait for their children to be brought outside along the back-driveway sidewalk.

*Grades 2-4* students will exit through the **front entrance** of the school. Parents of students in Grades 2-4 who are picking up must wait for their children to be brought outside on the island sidewalk by the flagpole.

*Grades 5-8* will exit through the **side door by the ramp/garden**. Parents of students in Grades 5-8 who are picking up must wait for their children to be brought outside by the garden.

* Busses line up along the side of the school and dismiss immediately after student-walkers. **Families with children in Grades K-8 will not be permitted to drive their vehicles through/around the school building during dismissal ONLY.**

**Bus Transportation**

If your child rides a bus, you will receive bus information from the District Transportation Department. **Please keep this bus information, (which includes your child’s bus number, stop, and bus company phone number), on hand during the year.** If you have any questions or concerns about your child’s transportation information, please call the Pittsburgh Public School’s Transportation Department at 412-529-8125. Per the Pittsburgh Public School District Transportation Policy, “Students are expected to be at the designated pick up location **10 minutes prior to pick up time and to wait until at least 20 minutes after pick up time. If the bus comes within that time period and the child misses the bus, it is the parent’s responsibility to transport the child to school. If the bus is late or does not come, refer to the bus number located on your transportation mailer and contact the bus garage for more information. If after speaking to the garage staff you are still not satisfied, contact the Transportation office at 412-529-8125.”
The Board of Education policy states that “the privilege of being transported shall be withdrawn in respect to any pupil who is unmanageable or who by his/her conduct endangers the property or safety of others.” If a violation occurs, a student may receive a suspension from transportation privileges. The ultimate penalty will be a complete loss of transportation privileges. If your child is suspended from the bus, it is your responsibility to bring your child to and from school. A bus suspension is not an excused absence.

Any school bus issues that arise during the school year, families may contact Carmalt’s Transportation Coordinator, Mrs. Kalsek, by calling 412-529-7907. If there is a need for transportation changes, such as picking up a child who normally rides the bus home, please notify the school before 3:00 PM by contacting Mrs. Kalsek at 412-529-7907. If you do not actually speak to Mrs. Kalsek, please call the main office at 412-529-7760 and notify the school secretary, Mrs. Fameli.

Additional Parking & Safety

- The parking lot is reserved for school personnel. Please do not drive into the parking lot, as it is a safety hazard. Only the one-lane driveway may be utilized when dropping off students in the morning.
- To keep everyone safe, we request that families picking up students outside continue to wear a mask when picking and dropping off their children when the community COVID-19 levels are at Medium/High.
- Please adhere to the no parking signs. Cars cannot block the flow of traffic by parking along Breining Street, making three-point turns in the middle of Breining Street to turn around, and/or park in the middle of Breining Street when dropping/picking students up. This also creates major safety concerns.
- Smoking is not permitted anywhere on school grounds. Schools are drug-free zones.
- Refrain from bringing pets to school.
- Cars are not permitted to enter thru the flag-pole entrance for dismissal.
- Only school buses are permitted to park on school property during arrival and dismissal.

Please adhere to all traffic rules and crosswalks while immediately leaving the school campus. We are committed to the safety of our staff, students & families and respectfully request your attention to this matter.
## Pittsburgh Carmalt PreK-8 Academy of Science & Technology

### STUDENT BELL SCHEDULE 2022-2023

<table>
<thead>
<tr>
<th>TIME</th>
<th>PERIODS</th>
</tr>
</thead>
</table>
| 9:05-9:35 | **Homeroom Community Time**  
            (Community Building, SEL, and Breakfast) |
| 9:35 – 10:15  
Warning Bell 10:12 | **PERIOD 1** |
| 10:15 – 10:55  
Warning Bell 10:52 | **PERIOD 2** |
| 10:55– 11:35  
Warning Bell 11:32 | **PERIOD 3** |
| 11:35 – 12:20  
Warning Bell 12:17 | **PERIOD 4**  
LUNCH - K/1st/2nd |
| 12:20 – 1:05  
Warning Bell 1:09 | **PERIOD 5**  
LUNCH – 3rd/4th/5th |
| 1:05 – 1:50  
Warning Bell 1:54 | **PERIOD 6**  
LUNCH – 6th/7th/8th |
| 1:50 – 2:30  
Warning Bell 2:27 | **PERIOD 7** |
| 2:30 – 3:10  
Warning Bell 3:07 | **Period 8**  
F.I.R.E. Time  
(Focused Intervention for Remediation & Enrichment) |
| 3:10 – 3:50  
Warning Bell 3:47 | **PERIOD 9** |
| 3:50– 3:55 | WALKER DISMISSAL |
| 3:55 – 4:00 | BUS DISMISSAL |
Pittsburgh Carmalt is an all-uniform school for Grades K-8. On all typical, non-dress-down days, students should follow the requirements below. Only the colors and styles below are considered acceptable.

**DRESS CODE TABLE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Acceptable Colors</th>
<th>Acceptable Styles</th>
<th>Unacceptable Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collared Shirts</strong></td>
<td>- White</td>
<td>Short and long sleeve. All shirts must be a solid color, collared, and without logos.</td>
<td>- Logos, writing, or embroidery.</td>
</tr>
<tr>
<td></td>
<td>- Powder Blue (Light)</td>
<td></td>
<td>- Patterns or stripes.</td>
</tr>
<tr>
<td></td>
<td>- Navy</td>
<td></td>
<td>- Sleeveless.</td>
</tr>
<tr>
<td></td>
<td>- Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Yellow (Light)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sweaters &amp; Sweatshirts</strong></td>
<td>- White</td>
<td>All sweaters and sweatshirts must be solid and worn with a collared shirt underneath.</td>
<td>- Writing or embroidery.</td>
</tr>
<tr>
<td></td>
<td>- Powder Blue (Light)</td>
<td></td>
<td>- Patterns or stripes.</td>
</tr>
<tr>
<td></td>
<td>- Navy</td>
<td></td>
<td>- Hoods worn over heads.</td>
</tr>
<tr>
<td></td>
<td>- Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Yellow (Light)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bottoms</strong></td>
<td>- Black</td>
<td>All bottoms must be solid and worn at the waist. If wearing a belt, it must be buckled.</td>
<td>- Jeans and jean/denim fabric.</td>
</tr>
<tr>
<td></td>
<td>- Navy</td>
<td></td>
<td>- Spandex.</td>
</tr>
<tr>
<td></td>
<td>- Khaki</td>
<td></td>
<td>- Jeggings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Leggings may only be worn under skirts/jumpers only, not as pants.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Cargo pants/shorts or</td>
</tr>
<tr>
<td>Jumpers &amp; Dresses</td>
<td>Jumpers and dresses <strong>must be solid and have a collar or be worn with a collared shirt underneath</strong> and must be at least finger-tip length above the knee.</td>
<td></td>
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</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black</td>
<td>Jean/denim fabric.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Navy</td>
<td>If leggings or tights are worn, they must be solid navy, black, tan, or white.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Khaki</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Socks, Tights, & Leggings | Socks, tights and leggings must be solid:  
  - Black  
  - Navy  
  - Tan  
  - White |  |
|                   | Socks should be at or below the knee and must be worn at all times.  
  - Solid tights.  
  - Solid leggings. | Inappropriate or offensive words or images. |
| Footwear | All tennis shoes and dress shoes that meet the criteria of acceptable styles, regardless of color.  
Shoes must be worn at all times. Shoes should not have a heel higher than 1 ½” and should be securely fastened to the foot.  
  - Tennis shoes.  
  - Dress shoes. |  |
|                   | Snow, rain, hiking, cowboy, or work boots.  
  - Flip-flops, slides or crocs.  
  - Sliders, Heelys, or roller shoes.  
  - Cleats.  
  - Tap, ballet, or dance shoes. |  |

Incorrect dress and appearance will be judged regarding the disruption of the school learning environment, as well as the healthy, safety, welfare, morals, and rights of students and staff. Students may be asked to change and/or have a family member report to the school to bring a change of clothes. The school administration will make the final decision of the appropriateness of student dress and appearance. If students and families are uncertain as to the appropriateness of clothing for school, they should check with the principal, assistant principal, or ITL staff before the clothing is worn to school.

**COVID Mask Attire**
Currently, all students, staff and any adult entering the school building will be required to wear a mask when the COVID-19 community levels are at Medium or High. At the Low level, masks will be optional. Student makes do not need to be school colors; however, their patterns, logos, and language need to adhere to the PPS District School Dress Code.

**Additional Items Not Permitted**
- Hats, visors, sunglasses, jewelry, accessories, and adornments that pose a potential health/safety risk or are overly distracting.
- Snow or rain boots. If they are worn to school, students **must change** to tennis or dress shoes when entering the school building.

Please ensure students are dressed appropriately for the weather and interior school climate. Students should have a warm coat for outside recess and dismissal. Some classrooms may be cold; students should have a dress-code acceptable cardigan or sweater to wear during the day.

**Dress Down Days**
Students at Pittsburgh Carmalt can participate in scheduled dress down days. When dressing down, please note that the following clothing is not allowed.

- Low cut shirts
- Short skirts/skorts
- Underwear showing
- Pajamas
- Sandals, flip-flops, heelies, slippers, slides, crocs, etc.
- Hats
- Spaghetti strap tops
- Stomachs cannot be shown
- Clothes with writing that is goes directly against the District Dress Code Policy
- Sunglasses
- Ripped/torn pants or skirts
- Snow boots

Students who do not follow these guidelines will change into uniform clothing, provided by Carmalt School.

**Attendance**

Carmalt is a full magnet school. Every student must maintain **90% attendance**. Any student falling below the 90% attendance requirement will risk magnet rescission and return to their home school.
**Tardiness**
Homeroom is 9:05-9:35 AM. Students are marked tardy at 9:36 AM. After 9:36 AM students must enter through the main doors. Any student tardy after 1:00 PM will be considered absent. Should the student arrive after 1:00 PM the absence policy requiring a student to have a parent or doctor’s note must be followed for the absence to be excused. If there is not a note, the day will remain as an unexcused absence.

The result of 20 unexcused tardies will result in a court citation. Excessive amounts of unexcused tardies can be equivalent to an unexcused absence. The following are not valid for excused tardies: missed bus, overslept, alarm did not work, etc.

**Absence**
Students are expected to be in school except in cases of emergency or for reasons as explained in the PPS Code of Student Conduct. Steps to follow when absent:

- **A written excuse with the student’s full name, date(s) of absence(s), reason for absence, and signature of parent or guardian or a doctor’s note must be presented to the student’s homeroom teacher with three (3) days of the student’s return to school.**
- It is the student’s responsibility to ask their teachers for make-up assignments. Assignments that are not made up will be reflected in the student’s grade. Students must make-up all class assignments that are missed during absences. Assignments can be made up for full credit within five days of the absence, (one week). Following the one-week allowance, assignments can be submitted, but not for full credit.
- If absence is due to work, travel, or some other reason, a parent or guardian should notify the school in writing two weeks prior to the absence.

Each student may have parental notes for 10 school days after which the student is required to have a medical note. Absences after 10 days without medical notes will remain unexcused. Every unexcused absence will be followed by a state mandated unlawful unexcused letter to parent/guardian.

Four (4) unexcused absences parents must attend a student attendance improvement plan (SAIP) and will result in a court citation. Six (6) or more unexcused absences and/or excessive unexcused tardies will result in referral to Focus on Attendance program.

All student vacation requests must be made two (2) weeks or more in advance to the principal. Please note that a 5-day vacation is counted as 5 days out of the 10 days allotted for parental notes even though the absence may be outlined in one note.

The first line of communication regarding a student’s attendance is their homeroom teacher. Please contact the homeroom teacher first.

**Early Dismissal**
An early dismissal will be granted for the same reasons that are given for legal absences. For safety purposes, the main office is not permitted to accept a verbal request via the phone. **All requests must be in writing.**
Parents must give their child a note with the following: child’s name, grade and homeroom; reason for early dismissal; parent/guardian name; and the telephone number of parent/guardian whom we can contact during the school day if needed.

A parent/guardian must come into the school to pick-up and sign their child out for an early dismissal no later than 3 PM. No student will be called to the office until a parent arrives.

Everyone, including parents and guardians, picking a child up MUST present state issued photo ID. Should the parent be sending someone else to pick the child up, the person’s full name must be included on the early dismissal note or stated verbally to Mrs. Fameli or the main office staff when calling.

Early dismissals end at 3 PM. This is necessary for the safety of all students at dismissal time. After 3:00 PM, please wait for your child outside as it is imperative that all students follow the school-wide dismissal procedures.

## Cancellation or Delays

Pittsburgh Carmalt follows the Pittsburgh Public Schools district policies for cancellations or delays. In the event of inclement weather or emergency, Pittsburgh Public Schools posts delay and cancellation information on the District’s Facebook page as well as with KDKA radio, KDKA TV, KQV, WPXI and WTAE.

Per the District website, the decision to close schools will be based primarily on the condition of district roads or other weather conditions that would jeopardize the safety of children. The Director of Transportation confers with the weather bureau, the Chief Operations Officer and the District’s bus companies, including the Port Authority about weather forecasts, available energy for heating the buildings and area road conditions. The administrators report the findings to the Superintendent who makes the final decision to have a 2-hour delay or close schools.

School is canceled only during unusual circumstances such as extreme weather, facilities or equipment failure, an environmental hazard or a public crisis that causes a significant safety risk.

If there is a 2-hour delay, Carmalt’s doors will open at 11:05 AM. Please note that there is NO breakfast served on 2-hour delay days.

If school is cancelled, all sports are cancelled for that day. If there is a 2-hour delay, after school activities will be cancelled. Any scheduled games will be determined on a game-by-game basis. Families of players will be alerted of any changes.
School Procedures

Books and Supplies
Students are responsible for all books and supplies assigned to them, including library books, musical instruments, etc. If books/supplies are damaged or lost, the student will be charged accordingly. No toys should be brought to school. All electronic games and phones must be turned in with cell phones at the beginning of the school day.

Cell Phones
In Grades K-4, students will turn cell phones into their homeroom teachers in the morning and will receive cell phones back at dismissal. In Grades 5-8, students will turn cell phones into the cell phone rack during arrival, which is secured in the school office during the school day. Phones will be retrieved by the students as they are dismissed at the end of the day. Any student who is found in possession of their cell phone will have their phone confiscated. Phones will only be returned to a parent or guardian.

Water Bottles
Students may bring water bottles to school for filling and refilling at school, as the water mouth serving portion of our fountains remains non-functioning to avoid the spread of germs and the virus. Water bottles must be brought home to be cleaned, as they will not remain at school. As a reminder any opened drinks or water bottles will be confiscated at entry and emptied.

Field Trips
Field trips provide cultural and educational enrichment for students in a supervised off-campus setting. While these trips are educational, they involve risks that are different from the normal school day. If you would like to volunteer to support your child’s field trip, please contact your child’s Homeroom teacher.

Homework
Homework is an essential part of the educational process. It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Students are expected to complete all assignments promptly and to the best of their ability. Parents are encouraged to supervise the completion of homework.

Interscholastic Sports
Students are encouraged to participate in after-school activities or sports. Students are eligible to try out for sports such as flag football, soccer, or basketball in Grades 6-8. Students should inform their parents whenever they are staying after school for any reason so that the parents do not worry when the students do not arrive home at the usual time. Rules for before and after school activities are the same as those during the school day.
Eligibility:
- Participants must have a physical exam before they try out for any team. Physicals may be performed by the school nurse or your family doctor.
- Participants and their parents must complete certain athletic forms to participate.
- Participants must have a separate physical exam for each interscholastic sport. The physical must be dated not more than two months before the first day of practice.
- Participants must maintain at least a 2.0 QPA and/or five grades of C or better in the report period in which the activity occurs.
- Participants must meet the expectations as set forth by the Carmalt PBIS FIRE Matrix to participate in games and practices.

Lockers
Students will have lockers assigned to them by their homeroom teachers. Students are not permitted to use any locker other than the one assigned to them. Due to space, students must share lockers with at least one classmate. Never leave money or other valuables in an unlocked locker. The school is not responsible for items taken from lockers. Administration reserves the right to check lockers if necessary. Food should be removed from lockers daily for sanitary and health reasons. We urge students to utilize key or combination locks on lockers. If there is a lock used on the locker, both students assigned to the locker must be able to access it at any time. This means the student who purchased the lock must share key or combination with locker partner. Teachers or authorized school personnel may request lock removal in cases of emergency or for security reasons. Students are only permitted to go to their lockers during homeroom, before and after lunch and at the end of the day.

Lost and Found
All clothing found at school, regardless of its value, is placed in the lost and found boxes in the cafeteria. Money, jewelry, glasses, or any other articles of value are turned into the office.

Telephone
The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not permitted to use the phone to make personal arrangements. Please do not ask us to get a student out of class or give a personal message.

District Technology
Each student will be issued an iPad or laptop based on their grade-level per the Pittsburgh Public School District’s Technology Plan. Pittsburgh Carmalt will continue to use these and other technologies to enhance student learning. Students will be fully responsible for all equipment they are using including devices that will need to be taken home or out of the building. All Carmalt students are expected to bring their district device to and from school daily.
Students must comply with all rules and regulations outlined in the District’s Acceptable Use Technology Policy as well as the Pittsburgh Carmalt Academy of Science & Technology expectations, which will be reviewed with all students and sent home at the start of school to be signed by students and their parent/guardian. Parents/guardians are responsible for monitoring student use of the district-provided technology access/Internet activity at home or away from school.

Policies and procedures for devices that are not working and/or damaged devices will be set forth by the Pittsburgh Public School District and Pittsburgh Carmalt. These procedures will be communicated and updated with all student families. Any unethical or inappropriate behavior and/or mishandling of devices or district-provided student email or internet applications will be handled on a case-by-case basis. Any event could result in disciplinary actions or revocation of network or device privileges.

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**FIRE – Positive Behavior Interventions & Supports**

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Pittsburgh Carmalt supports the positive behavioral interventions supports (PBIS) model. As a way to encourage appropriate behavior through clear expectations, modeling, and positive reinforcement, Pittsburgh Carmalt Dragons are on
FIRE! The FIRE Matrix has been developed and taught at all grade levels in our school to support students in being Friendly, showing Integrity, being Responsible, and being Engaged.

RP- Restorative Practice
The Pittsburgh Carmalt school community leads and learns with a restorative nature. At Pittsburgh Carmalt staff, students and families are expected to engage in the various restorative practices that support the fundamental premise that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things with them, rather than to them or for them.

Restorative practices focus on:
- Developing and maintaining strong relationships
- Building a healthy community in which every individual is a valued member
- Addressing misbehavior and harm in a way that strengthens relationships
- Looking at misbehavior as an offense against people and relationships, not breaking rules
- Giving voice to the person harmed, to influence the resolution
- Collaborating to solve problems, asking the community to identify challenges and propose solutions
- Enhancing responsibility, requiring individuals to understand the impact of their actions on others
Parent Engagement and Volunteering

First-Time Volunteering
In accordance with changes to State law, beginning in the 2015-16 school year, the District has adopted changes to the current Volunteer Clearance Policy. Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to the school's main office. Upon receipt, the packet will be forwarded to the Pittsburgh Public Schools Legal Department for approval. You will be notified by phone of the decision.

- In-Take Form for volunteers
- PA State Criminal History Report
- Child Abuse Certification
- FBI Criminal History Report – This document requires fingerprinting; cost: $21.35 paid at fingerprinting site (if you have list in PA for 10 consecutive years, a PA Resident Form AND Waiver Request can be submitted)
- TB Test if volunteering in PreK classrooms

* There may be a fee if you have requested free clearances already within 5 years.

** When requesting clearances be sure to do it through the PA Department of Education (PDE). Links to all forms and directions can be found on District’s website at https://www.pghschools.org/Page/3958. If you have any questions regarding clearances, please call or email Mrs. Gagliardi in the main office at 412-529-7760 or dgagliardi1@pghschools.org.

First-Time Volunteering
If cleared for volunteering prior to the 2014-2015, the FBI Criminal History Report or PA Resident form and Waiver Request to your school or the Title Programs Office to meet the current Volunteer Clearance Policy.

School Communication
At Pittsburgh Carmalt, in addition to District communication, attempts to help families remain updated and engaged through various means of communication. Each month a calendar of school events, activities, and special days is sent home with the students. On the back of the calendar each month are important reminders such as inclement weather procedures or staff contact information. Timely information is sent to parents and guardians via blast emails, robo-calls, and Talking Points. If you are not receiving any of these updates, please log into your Home Access Center (HAC) on the Pittsburgh Public Schools website to update emergency contact information. If you have further questions, please contact the school office at 412-529-7760.

In October, Pittsburgh Public Schools has parent/teacher conferences. Teachers schedule to meet with parents and guardians to discuss their student’s progress during these conferences. Each year beginning in October the last Tuesday is open parent-teacher
conferences. Additionally, teachers communicate with parents and guardians regarding classwork and student success and growth as needed. Please be sure contact information is updated in the Home Access Center (HAC).

We encourage our families to check the District’s website and Carmalt Discover Website via the Pittsburgh Public School District Web Page weekly. Additionally, we encourage families to join and like the school Facebook pages. Please see below for relevant links, pages, and groups to join for receiving ongoing information and updates.

- Pittsburgh Public School District Website: [www.pghschools.org/](http://www.pghschools.org/)
- Carmalt District Website: [https://pghschools.org/carmalt](https://pghschools.org/carmalt)
- Carmalt School Facebook Page- [https://www.facebook.com/PPSCarmalt](https://www.facebook.com/PPSCarmalt)
- Carmalt School PSCC Facebook Page- Search for the group, Pittsburgh Carmalt PSCC
- Carmalt School PTSA Page- Search for the group, Carmalt PTSA (Official)

**Home/School Compact**

Success in the Pittsburgh Public Schools depends upon the responsibility of students, teachers, parents and staff to adhere closely to the agreements below.

We, the undersigned, endorse and agree to the following principles which comprise the philosophy governing student and stakeholder conduct. This compact will be updated with family feedback during our annual Title 1 meeting in October.

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### PITTSBURGH CARMALT ACADEMY PREK-8

**2022-2023 HOME/SCHOOL COMPACT**

Success in the Pittsburgh Public Schools depends upon the responsibility of students, teachers, parents and staff to adhere closely to the agreements below. We, the undersigned, endorse and agree to the following principles which comprise the philosophy governing student and stakeholder conduct.

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<table>
<thead>
<tr>
<th>As a student, I agree to:</th>
<th>As a parent, I agree to:</th>
<th>As a staff member, I agree to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend school daily and on time.</td>
<td>Honor and encourage timely regular attendance.</td>
<td>Abide by professional standards with regard to attendance, punctuality, and school and parent communications. Communication will be translated for those students for whom home language is not English.</td>
</tr>
<tr>
<td>Accept to all classes on time and prepared.</td>
<td>Talk daily with my child about classroom activities. Schedule classroom observations visits with individual teachers to observe my child's classroom activities. I will complete paperwork provided by the school at the beginning of the year to qualify as a school volunteer as evidenced.</td>
<td>Provide relevant and appropriate assistance. Send progress reports every quarter to the distribution of report cards to reflect student learning, behavior and overall progress.</td>
</tr>
<tr>
<td>Follow PBIS Matrix expectations to maintain a safe and supportive learning environment.</td>
<td>Hold my child accountable for following the PBIS Matrix through supportive and affirmative collaboration with teachers and administration.</td>
<td>Provide a learning environment for all students that promotes self-esteem and respect and support for others through supportive and equitable practices.</td>
</tr>
<tr>
<td>Respect the rights of others by holding students accountable for acts, such as violence and harassment.</td>
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</tr>
<tr>
<td>Hold my child accountable for completing assigned work to the best of their ability. Attend parent-teacher conferences at the beginning of the school year and provide a schedule of the first 4 weeks of the month to hold my child accountable for their academic progress.</td>
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**Parent & Family Engagement Policy**

Our [Parent School Community Council (PSCC)](https://pghschools.org/carmalt) meets once a month to discuss school and community issues. It is an open forum to discuss and receive school, Title I reports, and [Parent, Teacher, Student Association (PTSA)](https://pghschools.org/pittsburgh) updates. All stakeholders for this school are welcome to attend as we endeavor to build positive relationships among all
of the entities that service our school. Notifications of all meetings are on the monthly calendar and emailed home each month.

All parents are urged to become members and to actively participate. Meetings will be held monthly, starting in September. The PTSA will sponsor several money-making projects that will allow the PTSA to fund many important activities at the school. With the help of all parents/guardians, these projects can be very successful.

Student Health Information

**Medication, Illness, and Injury**
Pittsburgh Carmalt has a full time Certified School Nurse. A student must have a hall pass to see the nurse. The school nurse should be utilized when a child becomes sick or injured at school. Please do not send a child to school sick to see the nurse. This spreads illness from the sick child to all they come into contact with.

**Guidelines for Medication Administration**
Parents should make every effort to give medication at home as only essential prescribed medicines will be given at school. No AM prescribed medicine will be given at school. **All medications must be brought to the school and picked up by an adult.**

- All medication taken at school must have parental consent for administration, a medical order, and be in the original pharmacy labeled container. A photo of the student will be taken and attached to the student’s medicine log.
- Only a nurse can administer medicine at school.
- Staff may administer rescue medications (inhalers, Epi Pens) at school when nurse is not available.
- A parent/guardian must complete a permission form issued by the school for ALL medication given at school.
- All medication orders and parent permission will be valid for the current school year only. **ALL MEDICATIONS** must have a new doctor’s order and parent permission submitted each school year.
- All medications are locked in a double-locked cabinet in the school nurse’s office.

**Field Trip Medications**
Teachers may not administer daily medications on field trips. Only a nurse can administer daily/routine medications.

Teachers may administer emergency rescue medications (Epi-Pens and Inhalers) while on field trips. Parents of children who receive daily medicine during school hour may choose to have their child not receive his/her medication on the day of the field trip. Any
questions about daily or emergency rescue medications should be directed to the school nurse.

**Early dismissal/Half days:**
Daily/routine medications will be addressed on an individual basis depending on the time of dismissal and time of the scheduled medication. Any questions should be directed to the school nurse.

**Illness - When to keep your child home from school**
Children with diarrhea, vomiting and/or fever should stay home from school for 24 hours after their symptoms have stopped.

Strep infections or other illnesses requiring antibiotics—Child will need to have at least 1 dose of antibiotic and have no diarrhea, vomiting and/or fever for 24 hours before returning to school. Sometimes this requires the child to miss the day after diagnosis as well.

**COVID Related**
To ensure everyone’s safety, we will continue to have daily COVID protocols in place that are aligned to the PPS District’s Safety Plan. As we anticipate students returning, it is critical that we all work together and follow the school safety expectations for maintaining our community’s health. First and foremost, all students are required to wear masks when entering any PPS building or property at the Medium/High COVID-19 community levels for Allegheny County. Masks will be optional when the COVID-19 community levels are LOW. This does include while riding district transportation. Masks do not need to be school uniform colors but cannot have any images or patterns that do not align to the District Dress Code for students in Grades PreK-12. Second, all students must follow social distancing protocols when possible and enforced.

We ask that families communicate transparently with the school regarding if their child is experiencing COVID-like symptoms, has tested positive for the virus, and/or has been exposed to another person with COVID-like symptoms or who tested positive for the virus. We ask that families please communicate this information to the school and follow the recommendations provided by the district and school to keep our community as safe and healthy as possible. Furthermore, we ask that families continue to use the District Daily Self-Screener with their children prior to sending them to school. You may access the screener and the District Safety Plan by using the following link:

- **PPS COVID-19 Procedures**
School Safety

School Safety Drills
In order to ensure our students and staff are prepared for all situations, we regularly conduct safety drills. Safety drills include monthly fire drills, emergency school bus evacuations and annual security drills. The goal of practicing these drills is to help our students feel safe at school and to know what to do should an emergency arise.

A fire drill plan is posted in each room. Students will practice the plan with their teacher and become familiar with how to exit the building for safety reasons. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and lights are to be turned off. No one is to pass another or break the line. Running is not permitted. The first student to reach the outside doors is to hold them open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. Students or staff are permitted to return to the building until the principal or assistant principal gives the signal.

During the school security/lockdown drills students and staff will shelter in classrooms. This drill will help students practice the steps needed if in the event of an intruder in the building or unsafe event occurring outside of a school within the community. Talking to a child of any age about school and/or community violence can be difficult. Children feel most safe when there is an established sense of normalcy and security, and when adults listen and talk with them about their fears. Below are a few things to keep in mind when talking with your child:

- Safety drills are a way to practice unsafe events
- Reassure children that they are safe; schools are safe, and adults are there to keep them safe.
- Make a connection; identify adults at school, neighborhood, and community who are safe.
- Validate your child’s feelings. All feelings are ok. School/community violence is scary and confusing. Let children talk about their feelings.

If you have concerns or questions about your child participating in the school security/lockdown drills, please contact the school’s main office directly at, 412-529-7760.

Daily Security Search
Each school day students in Grades 5-8 will enter through metal detectors and will have their belongings checked for any unprohibited items. As a reminder the following are prohibited items and will be confiscated upon search:

- Toys, cards, games
- Excessive money
• Aerosol perfumes (Aerosol deodorants are acceptable)
• Glass bottles
• Opened liquid containers
• Over-the-counter/prescription medications
• Drugs
• Vapes
• Any weapons/dangerous objects
• Fake weapons/toy weapons
• Lasers

Parent Visitors, Volunteers & School-Based Service Providers

• All visitors must sign in near the main office and wear a visitor’s badge.
• Parents are not permitted to be in the hallways or classrooms without a visitor badge and an escort by a teacher or administrator.
• Any meeting with a parent/guardian will continue to be virtual unless the meeting must occur in-person at the school due to its purpose in nature.
• Parents wishing to meet their child’s teacher or visit their child in class, must make an appointment with the child’s teacher 24 hours prior to the desired visit. Once the appointment is scheduled, please notify the main office. Teachers will need to schedule the appointment so that they/another available staff member can escort the parent/visitor to the location.
• No visitor will be sent to a classroom without an escort.
• Parents wishing to volunteer in the classroom, at lunch, or to chaperone activities and field trips must have the appropriate clearances through the board. Please refer parents that wish to volunteer to the school secretary for assistance.
• School-based partnerships will continue to enter the building in order to provide face-to-face services for students.

Community Resource Guide

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.
www.classcommunity.org/how-we-help/alliance-community-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.cfsites.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

**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.
http://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

**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

**Greater Pittsburgh Food Bank** - (412) 460-3663
The mission of Greater Pittsburgh Community Food Bank is to feed people in need and mobilize our community to eliminate hunger. The organization provides assistance to Pittsburgh Carmalt and our families in need of food.
https://www.pittsburghfoodbank.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

**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

**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 several resources to assist parents and families in engagement.
www.pghschools.org

**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
http://on.fb.me/1vtwvYK

**United Way of Allegheny County** - 211 (Help Line), (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.afit.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
**Brookline Teen Outreach** - (412) 254-4590
The BTO is an organization that provides quality resources free of charge to youth ages 10-18 in the Greater Pittsburgh area to maximize their potential through educational and social programming, life skills workshops, tutoring, community service opportunities, and licensed counseling.
https://www.brooklineteenoutreach.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.
http://pittsburghpa.gov/citiparks/

**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.pghtoys.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.ulpgh.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.
http://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

Policy 102 – Non-Discrimination in School and Classroom Practices

Board Policy 102 states in part:

The Board declares it to be 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

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