August 2022

Dear Pittsburgh Milliones Families,

The administration, faculty, and staff of Pittsburgh Milliones 6-12 is thrilled to welcome your student back for the 2022-23 school year!! We hope you have enjoyed summer break and we are prepared to make the return to school an engaging, productive, positive experience for our students. The purpose of this letter is to provide the most essential information for the start of school. A Back-To-School Newsletter detailing ALL school items will be sent to you via Talking Points and housed on our social media platforms.

Our school made some progress last year establishing important relationships and building trust. This year, we MUST move forward with higher expectations for our students, thus we will continue using Positive Behavior Interventions and Supports (PBIS). PBIS is a system designed to encourage positive behaviors (and decrease problem behaviors) by positive recognition of students who are being prompt, responsible, and respectful. We are asking for parent support in these critical areas of focus for our school.

Positive Behavior Intervention and Supports’ Areas of Focus:

**Prompt** – Students are to arrive at school on time (7:10 AM). Chronic Absenteeism and Tardiness are challenges for our students. NO STUDENT will be admitted after 9 AM without being accompanied by a parent or with a note from a professional service provider. In addition to being prompt to school, students must be PROMPT to their scheduled class for instruction. We want students to spend less time in the halls and more time on tasks. Please discuss this key focus with your student.

**Responsible** - Every student at our school will receive a personal laptop computer to use at school and home throughout the school year. We are asking **ALL PARENTS** to support your student in being RESPONSIBLE with their laptop. Your student should **ALWAYS** have their laptop with them, **CHARGED**, and **LOGGED IN** to the district network and platforms. Schoology and Microsoft Teams are the primary platforms to be utilized for student communication with staff and accessing curriculum, projects, and assignments.

**Respectful** – **Golden Rule**: Treat others the way YOU want to be treated. Students are to follow verbal and written directions. Students are to engage in appropriate interactions and language. Use encouraging, polite, and kind words. Keep hands, feet, body, and objects to yourself. Be an active listener in class. Participate and respond appropriately.

If you have any questions, please contact us at (412) 295-8579 or tayers1@pghschools.org or egraf1@pghschools.org. It’s going to be a great year!

Blessings on your summer!

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**Mr. Eric Graf**
Principal

**Ms. Terri L. Ayers**
Assistant Principal

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The Pittsburgh Public Schools (PPS) does not discriminate on the basis of not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Support Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@pghschools.org or 412.529.HELP (4357).
Dear Pittsburgh Milliones Families,

**Helpful School Contacts**

Principal - Mr. Eric Graf  
egraf1@pghschools.org

Assistant Principal - Ms. Terri Ayers  
tayers1@pghschools.org

Secretary - Ms. Tasha Eldridge  
teldridge3@pghschools.org

Counselor (9-12) - Ms. Curisha Felder  
cfelder1@pghschools.org

Counselor (6-8) - Ms. Shandia Booker  
sbooker1@pghschools.org

Transition Counselor - Dr. Susan Stegman  
sstegman1@pghschools.org

Social Worker - Mr. Nick Bordone  
nbordone1@pghschools.org

Early College HS Coord. - Ms. Tricia Edmonds  
ttibbyedmonds1@pghschools.org

Community Schools - Mrs. Erica Roberts  
eroberts1@pghschools.org

SDSS - Ms. Vanessa Reddix  
vreddix1@pghschools.org

**Contact & Social Media**

Address: 3117 Centre Avenue, Pittsburgh, PA 15219  
Phone: 412-529-5900 (Main Office) | 412.295.8579 (Principal Cell Phone)

Website: [https://www.uprepmilliones.com/](https://www.uprepmilliones.com/)

Facebook: [https://www.facebook.com/pghuprepmilliones](https://www.facebook.com/pghuprepmilliones)

IG: [https://www.instagram.com/uprepmilliones/](https://www.instagram.com/uprepmilliones/)

**Back-to-School Event**

Thursday, September 1, 2022, from 2:15 – 5:15 pm, featuring our Community Partners and motivational speaker, Devantae Butler. There will be food, prizes and the revealing of the school murals honoring the Hill District.

**First Day of School**

Monday, August 29 – ALL STUDENTS

**Arrival and Dismissal**

HS and MS students will enter the school via the 4th Floor main entrance.  
HS Students will be dismissed from school via 1st Floor Lower Entrance.  
MS students and students with Door to Door transportation will exit the school via the 4th Floor main entrance.  
All approved early dismissal and/or late arrivals will utilize the 4th Floor main entrance.

**Building Access**

The building will open at 6:50 AM for student entry. For the safety and security of our students, metal detectors will be used at all entrances. **Hand washing must occur and sharing of materials will be prohibited as much as possible and cleaned between uses.** Please note that water fountain bubblers will be turned off, but bottle filling stations will remain on.

**Entrance Procedures for all students being dropped off by a parent**

Following breakfast time, all parent drop-offs will take place at the 4th Floor main entrance after 8:00 AM.

**Arriving Late to School**

After 8:00 AM, all late students must enter through the 4th Floor main entrance. After 9:00 AM, all students must be accompanied by a parent or guardian or have a note from

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Transportation
All Pittsburgh Milliones regular education students will use Pittsburgh Regional Transit for the 2022-2023 school year. Students receiving specialized transportation per their IEP will continue to receive those services. To prepare for the change, visit www.portauthority.org to review route information and health and safety protocols. Download one or more of the following apps (Transit, Pgh Transit, Moovit) to a Smartphone for route information in real time. These apps are all free and provide students with the time and location of their desired bus route. Students will receive a student photo ID on the first day of school that will serve as their Port Authority daily pass. All PPS students will ride free on their first day of school.

Cell Phones, Headphones, Air Pods and Other Electronic Devices
We will continue to basic policy of making our school a phone-free space to improve teaching and learning, but this year we will transition to a new system called Yondr. Yondr has been implemented in over 1,000 schools across 21 countries to facilitate an engaged learning environment.

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

Phones are not to be used during school. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

As students Arrive to School, they will:
1. Turn their phone off.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones at the security intake or in the Main Office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School
• If a student damages their Pouch or is caught on their phone, Administration will collect the phone/pouch and call home for a Parent Pickup.
• Repeated violations will utilize progressive discipline including Community Service, Detention, AND/OR $10 fee for a replacement Pouch.

Examples of damage:
Forgotten Pouch
If a student forgets their Pouch, their phone will be collected, and Admin will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal. If a student consistently forgets their Pouch, it is considered Lost and subject to the additional discipline outlined above.

Laptops
Every student at our school will receive a personal laptop computer to use at school and home throughout the school year. Schoology and Microsoft Teams are the primary platforms to be utilized for student communication with staff and accessing curriculum, projects, and assignments. Laptops will be distributed to students on the first day of school onsite.

Student Schedules
Student schedules will be made available to families through the eSchoolPlus. Home Access Center (HAC) during the week of August 22 - 26.

2022 – 2023 Bell Schedule

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:50 am</td>
<td>7:12 am</td>
<td>BREAKFAST</td>
<td>*** All students are to remain in the cafeteria</td>
</tr>
<tr>
<td>7:15 am</td>
<td>7:59 am</td>
<td>Period 1 44 minutes</td>
<td></td>
</tr>
<tr>
<td>8:02 am</td>
<td>8:46 am</td>
<td>Period 2 44 minutes</td>
<td></td>
</tr>
<tr>
<td>8:49 am</td>
<td>9:33 am</td>
<td>Period 3 44 minutes</td>
<td></td>
</tr>
<tr>
<td>9:36 am</td>
<td>10:20 am</td>
<td>Period 4 44 minutes</td>
<td></td>
</tr>
<tr>
<td>10:23 am</td>
<td>11:07 am</td>
<td>Period 5 (TAC 5/6) 44 minutes</td>
<td>5th (10:23 – 10:37) - Homeroom 11/12 only 6th (10:37 – 11:07) – 11/12 Lunch</td>
</tr>
<tr>
<td>11:10 am</td>
<td>11:54 am</td>
<td>Period 6 (TAC 7/8) 44 minutes</td>
<td>7th (11:10 – 11:24) - Homeroom 9/10 only 8th (11:24 – 11:54) – 9/10 Lunch</td>
</tr>
<tr>
<td>11:57 am</td>
<td>12:41 pm</td>
<td>Period 7 (TAC 9/10) 44 minutes</td>
<td>9th (11:57 – 12:11) - Homeroom 6-8 only 10th (12:11 – 12:41) – 6-8 Lunch</td>
</tr>
<tr>
<td>12:44 pm</td>
<td>1:28 pm</td>
<td>Period 8 (TAC 11) 44 minutes</td>
<td></td>
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**Code of Student Conduct**
A copy of the Code of Student Conduct can also be found on the district website at [https://www.pghschools.org/Page/48](https://www.pghschools.org/Page/48). A.pdf of the code of conduct will also be housed on our school website. It is very important that students and families familiarize themselves with this document.

**Special and Gifted Education**
Middle and high school special education delivery is completely aligned with that of the district, focusing on inclusion and support. Our PSE teachers are responsible for the development of student Individual Education Plans (IEP’s) and ensure that teachers are implementing the specially designed instruction. Special programs for academic support are available to students in certain grade levels, and not exclusive to students with identified special needs. Additionally, students may use their activity period for additional academic support if needed.

Pittsburgh Milliones 6-12 will provide gifted education services designed to meet the individual needs of each identified student. Instead of attending the Pittsburgh Gifted Center, students will receive gifted services within the school. Specially designed instruction based on each student’s interests and strengths will be offered on an ongoing basis. Gifted Individualized Educational Plans (GIEPs) will be written prior to school starting and in the fall by CAS facilitators at the school.

**Attendance**
Pittsburgh Milliones 6-12 is committed to academic excellence and preparing our students for the global market. Regular on time school attendance is fundamental to academic scholarship and success in the world. Absence and tardiness of any kind is not tolerated behavior. To prevent failure of a class due to excessive tardiness or absences, it is imperative that students report to school and class on time.

In the event of an absence, you must submit an excuse to the main office within three (3) school days of the absence. If the school does not receive a written explanation within three (3) school days of any absence, the absence will be permanently counted as Unexcused. Parents may write no more than ten (10) notes per school year for absences. Please note the following:

- **No student will be permitted to enter Pittsburgh Milliones 6-12 after 9:00 AM unless accompanied by a parent or guardian.** Exceptions will be made for students with a note from a physician or another legal agency (not from home) covering an appointment.
- **Tardiness that results in a student missing class without a written excuse will be considered an Unexcused Absence.**
- **A student shall be permitted to make up any assignments, homework or exams missed due to an Excused Absence.**
- **Students who are absent from class or school will not be permitted to make up any missed assignments, homework or exams if the absence is Unexcused.**
- **Students will receive a zero on any assignments missed due to an unexcused absence.**
• All work completed and grades earned by students assigned to school suspension, or another temporary alternative placement will be included in calculating the student’s report period grade. Students are responsible for turning in assignments completed during their absence from class.

• Students participating in school approved activities will be permitted to make-up any missed assignments or exams. Prior to missing class, students are responsible for collecting assignments missed during these school approved activities and completing them in the time frame allotted by the teacher.

Leaving School Unlawfully
Students who leave school without permission are subject to the following disciplinary action:

• Parents/Guardians notified immediately by phone
• Letter sent home verifying day, time, date, and circumstances
• Students are not permitted to return to school until accompanied by a parent/guardian.

Early Dismissals
Follow the procedures below for all early dismissals:

• Students must submit a written note from parent/guardian to the Main Office by 8:00 AM.
• The note must include student name, grade, and reason for request, time of dismissal, parent/guardian signature, and active contact number. The school will verify the dismissal via the contact number provided on the note. No alternative numbers permitted.
• Once the dismissal is verified, students are to return to the main office for a dismissal slip.
• Accepted reasons for early dismissals: Medical appointment, job interviews, college interviews, mandated court appearances, funerals, illness and other specific reasons preapproved by administration.

In the event of an emergency, an approved Assistant Principal or Principal verification is required for the student to exit the school lawfully.

It is important to note that the Pittsburgh Promise uses attendance as one of several criteria when determining eligibility for scholarships. Suspensions and unexcused absences shall count against a student when determining eligibility for the Pittsburgh Promise. All excused absences are not counted against a student in determining eligibility for the Promise.

Parent School Community Council (PSCC) Meetings
The purpose of Pittsburgh Milliones 6-12 PSCC is to provide ongoing communication between the school and parents, guardians and community groups regarding issues that are important to the success of our students. PSCC meetings will be held on the 3rd Thursday of every month. Please see the PSCC Flyer and school social media sites for additional information.

Communicating with Teachers
All teachers have their own phone extensions, voicemail, and email. Teachers will provide all their contact information to their students at the beginning of the school year. Additionally, the district approved platform TalkingPoints will be used to text important school updates and information to your phone. All teachers have access to TalkingPoints and monitor it regularly for communication with parents.
Technology Use
A technology acceptable use policy (AUP) will be shared with students once the school year begins. Given that Pittsburgh Milliones 6-12 utilizes technology as a learning tool, communication of the AUP is incredibly important so that all students are aware of the policy. In the student handbook there is a section titled “Laptop Program Guidelines and Agreements” that clearly outlines the acceptable use of technology at Pittsburgh Milliones 6-12. A copy of the District’s AUP is available @ https://www.pghschools.org/Page/4291

Immunization and Health Information
The health and well-being of our students is very important. Please don’t hesitate to inform our school nurse practitioner of any medical concerns that you may have about your student's health throughout the school year. Ms. Patricia James, the school nurse practitioner, will be available to answer all health-related questions beginning August 25, 2021. Ms. James can be reached by email at pjames1@pghschools.org, phone at 412-529-5901, and forms may be faxed to 412-622-5925. All voice mail messages will be responded to within 24 hours.

Additional information regarding immunization information will be shared with all families. Please keep in mind that students entering 7th grade are required to submit documentation to the school health office of the meningococcal (MCV) and TDap vaccines. All 12th grade students are required to have written proof of a 2nd dose of the meningococcal vaccination (MCV).

All 6th and 9th grade students are required to have a physical examination. Any physical completed by your student’s health care provider dated on or after April 1, 2022 will be accepted. A copy of your student’s physical examination is due in the school health office by October 12th, 2022. It is also recommended that a copy of any annual physical be provided to the school nurse practitioner to keep your student’s health records updated. All 7th grade students are required to have a dental examination. This examination will be performed at school unless a completed dental form has been submitted. All physical, dental and medication forms may be found on the parent portion of the school district website by selecting Health Services and Student Health Forms.

If your student requires the administration of prescription or over the counter medication during the school day, a completed medication administration form is required on the first day of school. All medication must be in the original prescription labeled container to be administered by the school health office.

Student Lockers
Each student will be assigned a locker for the storage of books and other belongings. It is the student’s responsibility to see that his/her locker is secured at all times. The school will not be responsible for lost or stolen property. Students must only use their assigned lockers. Good judgment should be used in what you bring to school. Lockers are school property and may be searched at any time if a reasonable cause exists to do so. Students will be issued a lock by the school.

Pictures
All students must have their picture taken as they are used for student ID’s. Students and their families will have the opportunity to purchase various picture packages from the photography company. The date for School Picture Day for students in grades 6-11 and senior pictures is TBD. Information will be forthcoming.

Dress Code
At Pittsburgh Milliones 6-12, we take pride in the appearance of our students and adopted an appropriate dress policy. Appropriate dress reflects the quality of the school and school conduct. We encourage students to dress in an appropriate way and to
realize that inappropriate dress can be distracting. Regarding inappropriate dress, the following information will be helpful.

- Headgear (hats, scarves, bonnets, do-rags, bandanas etc.), revealing clothing, sunglasses, and chains are not permitted.
- The length of shorts, skirts, and dresses for any student should be no higher than six inches above the knee (approximate length of a dollar bill).
- Pants, shorts, and skirts are not to sag below the waistline so that bare-midriff and/or underwear can be seen.
- Tank type jerseys, muscle shirts, sleeveless shirts, halters, spaghetti straps, off-the-shoulder shirts, netting shirts and bare midriff tops are prohibited. Shirt sleeves must have a seam and two inches of material that cover the shoulders. See-through apparel and low-cut shirts are not permitted. Shirts with plunging necklines that reveal cleavage are not permitted.
- Clothing with holes or slashes in inappropriate places is not permitted. This includes holes in pants. Please make sure any holes/slashes are not above the “dollar bill” length.
- Tight, revealing, or sheer clothing are never appropriate for school.
- Objects that are sharp or protruding are prohibited. This specifically includes, but is not limited to, spikes on collars, jackets, shoes and wristbands.
- Hats (including hoods), headbands, bandanas wave caps and women’s scarves are not to be worn or carried during school hours. These items must be placed in a student’s locker at the start of the school day. If students refuse to place their headgear in a locker, it may be confiscated by administration.
- Coats are not to be worn in the classroom during the school day. Coats should be placed in lockers at the start of the school day.
- Pajama pants, shirts and slippers are not permitted.
- Pocket chains, metal spike jewelry or other heavy metal paraphernalia are dangerous and present problems at the metal detectors. These items will be confiscated by Milliones 6-12 security.
- **Students participating in school activities are expected to adhere to The Appropriate Dress Policy.** Failure to follow the policy will exclude an individual from the activity. These activities include award assemblies, student performances, recognition programs, and other school sponsored events.
- Administrative discretion will resolve all questions of appropriate dress. Any inappropriately dressed student will be asked to remove the item(s) and/or be sent home to change and return properly dressed. If a student defies the dress code and refuses to comply, the student will be considered defiant and disciplined.

**Expectations of Dress for Physical Education Class:**

All students are expected to fully participate in physical education class wearing the following appropriate attire:

- Athletic shorts or pants - Must be of appropriate length and worn at one's hips
- T-shirt or sweatshirt - Long enough to cover the top of pants even when arms are raised above head
- Socks and athletic shoes - Boots, sandals, or dress shoes will not be allowed

**Family Volunteers**

We recognize that a great school has great family support and engagement. We are working on developing a strong and active group of family volunteers to help sustain the collaboration among staff members and our families. If you are interested in volunteering, please contact the community schools site manager or administration.

**Athletics**

Pittsburgh Milliones 6-12 students who are interested in participating in athletics have the opportunity to do so with our partner schools through a cooperative sponsorship. This is
the arrangement that has been utilized the last four school years and many of our students have taken advantage of these opportunities. Mr. Michael Harlacher serves as our athletics liaison with these schools and can be contacted at mharlacher1@pghschools.org or 412-529-5901.

Grades 9-12
Our high school students partner with Pittsburgh Obama and Sci Tech for varsity athletics. Our students may participate in any sport that is offered. Students can only tryout or participate in practice after submitting a completed physical.

Grades 6-8
Our middle school student’s partner with Sci-Tech and information regarding the middle school athletic program will be available after the start of school. The location of all practices and games will be primarily at University Prep but will be determined on a sport-by-sport basis.

Non-discrimination Policy

Policy 102 – Non-Discrimination in School and Classroom Practices
Board Policy 102 states in part:
The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.
The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.
For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit: https://www.pghschools.org/nondiscrimination-policy
Title IX Procedures

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