

# Carrick High School



## Student Handbook 2024-2025

### Pittsburgh Carrick High School

125 Parkfield Street

Pittsburgh, PA 15210

Phone: (412) 529-7700

Fax: (412) 885-7708

[www.pghschools.org/carrick](http://www.pghschools.org/carrick)



# TABLE OF CONTENTS

Superintendent's Welcome Message  
Principal's Welcome Message  
Introduction  
Mission, Vision  
School Contact Information  
Communication Procedures  
Staff Information  
Bell Schedules  
School Calendar

Attendance (Policy 204)  
Academics  
Academic Integrity (Policy 226)  
Athletics (Policy 119)  
Dress Code (Policy 221)  
Electronic Devices (Policy 216)  
Extra Curricular Activities (Policy 119)  
Grading (Policy 209)  
Graduation Requirements/HS ONLY (Policy 211)  
Homework (Policy 115)  
Health Services (Policy 206)  
Information Technology/Acceptable Use Policy  
Student Support Services  
Student Expectations/Procedures (Policy 212)  
Visitor Policy (Policy 1104)

Additional Information

## **SUPERINTENDENT'S WELCOME**

Dear Pittsburgh Carrick Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Carrick's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Carrick's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering

that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Carrick.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters  
Superintendent

## **PRINCIPAL'S WELCOME**

Greetings Pittsburgh Carrick Community,

Welcome to the Pittsburgh Carrick Raider Community. I am so happy to welcome you to our school community and look forward to learning and growing together during your child's time with us. Carrick High School is a comprehensive high school that serves thirteen communities in the south hills of Pittsburgh. We pride ourselves in our long legacy of dedicated staff who are committed to meeting the needs of all of our students. Our school offers a wide array of programming, including Advanced Placement courses, Career and Technical Education programs and electives, Fine Art and Musical offerings, as well as academic supports for struggling learners.

I believe that a strong partnership between families and schools is essential for our students' success. I know that by working together toward our school's vision and mission we will be able to connect your child with appropriate supports, programs, and activities that will place the on the road to post-secondary success!

Sincerely,

Angel Washington  
Principal

## **SCHOOL VISION/ MISSION/ BELIEFS**

### **Mission Statement**

We will provide students with rigorous academic programs, equitable opportunities, and inclusive experiences to prepare students to become college and career ready.

## **Vision**

The purpose of Carrick High School is to educate all students to make informed decisions in a safe, well-disciplined environment where they are valued and respected. It is the responsibility of staff, parents, and community members to provide quality educational experiences that engage all students to think creatively and to use technology to compete effectively in our global economy. All staff, parents, and community members must encourage multicultural understanding to ensure all students are successful in human relationships and contribute to the well-being of our diverse, democratic society.

## **Beliefs**

- All students can learn at a high level.
- Students must be (are) active participants in their own learning process.
- Students will utilize their educational experiences when transitioning into post-secondary opportunities.
- Teachers employ a variety of teaching techniques to actualize student learning.
- Teachers and staff create an equitable and inclusive learning environment.
- The school, the community, and its members have a shared responsibility in communicating and engaging each other for the benefit of our students.

## **School Colors & Mascot**

Carrick High School's colors are blue and gold. The school mascot is the Raider.

## **Alma Mater**

Carrick High we love you dearly;  
You're our pride and you're our joy.  
You hold a sacred spot within the heart of every girl and boy.  
We'll honor you forever,  
We'll be loyal 'till we die,  
You always can depend on us, our dear old Carrick High.

## **SCHOOL CONTACT INFORMATION**

We believe that open and direct communication is key to everyone's success to integral to the educational process. We know that questions will arise from time to time that cannot be answered via a quick trip to the Home Access Center for grades and attendance. For that reason, we ask that you contact teachers and counselors directly to attempt to answer any questions you may have. If you are uncertain who to contact, please feel free to contact our main office number (412-529-7700) where we will be happy to direct you to the appropriate staff member. We also encourage you to make sure you are signed up to receive Talking Points and Alert Now phone calls from the school, and that you follow our social media pages ("Pittsburgh Carrick High School Activities" on Facebook and Pgh Carrick HS on X.) All Carrick faculty and staff names, title, email, and phone numbers can be located on the [PPS Website](#). Choose school,

Carrick High School, and then Staff Directory. Click this [staff directory link](#) to go directly to the page.

# COMMUNICATION PROCEDURES

## Administrative Team Responsibilities

Carrick High School has an administrative team that governs the building, and it consists of a principal and two vice-principals. Although the administrative team works with all students, administrators generally work with the specific grade levels noted below:

|                               |                |
|-------------------------------|----------------|
| Ms. Washington, Principal     | Grade 12       |
| Mr. Michalski, Vice-Principal | Grades 10 & 11 |
| Ms. Fitchwell, Vice-Principal | Grade 9        |

Administrators will work with their designated grade level with respect to disciplinary issues, questions, concerns, etc., but all administrators reserve the right to work with all students, regardless of grade level.

If students have any questions about transportation, they can reach out to Mr. Michalski, and if students have any questions about lockers, they can contact Ms. Fitchwell.

## Parent/Teacher Conferences

Parent/Teacher conferences are held, school-wide, on October 18. Specific details about scheduling a conference with your student's teacher(s) will be sent home in late September. Any other parent/teacher conferences that are held throughout the year must be made by request to a student's teacher, counselor, social worker or administrator. They will be scheduled at a time that works for all parties involved. Conferences are held both in-person or virtually, depending on individual circumstances. No conferences will be held without a prior appointment.

## Safe2Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Here's how Safe2Say works:

- Submit an anonymous tip report through the Safe2SaySomething system. This can be done on the website, through the Safe2Say app or by calling 1-844-SAF2SAY.
- Crisis center reviews, assesses, and processes all submissions.
- Crisis center sends all submissions to school administration and/or law enforcement for intervention.
- If needed, crisis center may contact tipster anonymously through the app.
- You can learn more about Safe2Say by visiting their [website](#).

## STAFF ROSTER

We believe that open and direct communication is key to everyone's success to integral to the educational process. We know that questions will arise from time to time that cannot be answered via a quick trip to the Home Access Center for grades and attendance. For that reason, we ask that you contact teachers and counselors directly to attempt to answer any questions you may have. If you are uncertain who to contact, please feel free to contact our main office number (412-529-7700) where we will be happy to direct you to the appropriate staff member. We also encourage you to make sure you are signed up to receive Talking Points and Alert Now phone calls from the school, and that you follow our social media pages ("Pittsburgh Carrick High School Activities" on Facebook and Pgh Carrick HS on X.) All Carrick faculty and staff names, title, email, and phone numbers can be located on the [PPS Website](#). Choose school, Carrick High School, and then Staff Directory. Click this [staff directory link](#) to go directly to the page.

## BELL SCHEDULES

### Normal Bell Schedule:

Student Arrival: 7:15 – 7:40

(Students who arrive after 7:40 will remain in the cafeteria until the bell rings for period 2)

Period 1 7:40 – 8:24 (1 minute for morning announcements)

Period 2 8:28 – 9:11

Period 3 9:15 – 9:58

Period 4 10:02 – 10:45

Period 5 10:49 – 11:32

Period 6 11:36 – 12:19

HR – 11:36 - 11:49 Lunch 11:49 – 12:19

Period 7 12:23 – 1:06

HR – 12:23 - 12:36 Lunch 12:36 – 1:06

Period 8 1:10 – 1:53

Period 9 1:57 – 2:40

Teacher Dismissal 3:00

\*Students arriving to school during a class period, will be asked to remain in the transition room until the next class period begins so that they do not interrupt instruction.

### SNOW DELAY SCHEDULE:



Student Arrival: 9:15 – 9:40

(Students who arrive after 9:40 will remain in the cafeteria until the bell rings for period 2)

Period 1 9:40 – 10:10

Period 2 10:14 – 10:42

Period 3 10:46 – 11:14

Period 4 11:18 – 11:46

Period 5 11:50 – 12:18

Period 6 12:22 – 12:57

HR – 12:22 – 12:27 Lunch 12:27 – 12:57

Period 7 1:01 – 1:36

HR – 1:01 – 1:06 Lunch 1:06 – 1:36

Period 8 1:40 – 2:08

Period 9 2:12 – 2:40

Teacher Dismissal 3:00

\*Students arriving to school during a class period, will be asked to remain in the transition room until the next class period begins so that they do not interrupt instruction.

### Half Day Schedules:

#### Day 1

(September 20, November 15, February 7, March 7)

|                     |              |        |
|---------------------|--------------|--------|
| <b>HR</b>           | 7:40 – 8:03  | 23 min |
| <b>Per 1</b>        | 8:07-- 8:30  | 23 min |
| <b>Per 2</b>        | 8:34 – 8:57  | 23 min |
| <b>Per 3</b>        | 9:01 – 9:24  | 23 min |
| <b>Per 4</b>        | 9:28 – 9:51  | 23 min |
| <b>Raider Rally</b> | 9:55 – 10:55 | 60 min |

Day 2

(October 25, December 13, February 21, March 21)



|                     |              |        |
|---------------------|--------------|--------|
| <b>Per 5</b>        | 7:40 – 8:03  | 23 min |
| <b>Per 6</b>        | 8:07-- 8:30  | 23 min |
| <b>Per 7</b>        | 8:34 – 8:57  | 23 min |
| <b>Per 8</b>        | 9:01 – 9:24  | 23 min |
| <b>Per 9</b>        | 9:28 – 9:51  | 23 min |
| <b>Raider Rally</b> | 9:55 – 10:55 | 60 min |

# SCHOOL AND PPS CALENDARS

Monthly School Activities Calendars will be posted on our Social Media pages, as well as sent home via Talking Points. These calendars are specific to Carrick High School and contain the most up-to-date information including all athletics/activities/and school meetings. Pittsburgh Carrick High School follows the district calendar which is below and can also be found [here](#):

## 2024–2025 District Calendar

Commencing August 26, 2024 and concluding June 12, 2025

### August 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
|    |    |    |    |    | 3  |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### September 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### October 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

### November 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

### December 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

### January 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### February 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

### March 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

### April 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

### May 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### June 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

### July 2025

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    |    |
|    |    |    |    |    |    |    |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**Calendar Key** *(All dates may be subject to change.)*

|  |   |   |   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li><span style="color: #002060;">■</span> First/Last Days of School</li> <li><span style="color: #800080;">■</span> Professional Development Days</li> <li><span style="color: #90EE90;">■</span> All PPS Employee Holidays</li> <li><span style="color: #FFD700;">■</span> School Only Vacation Days</li> <li><span style="color: #FF0000;">■</span> Clerical Days</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: #FF8C00;">■</span> Parent-Teacher Conference Days</li> <li><span style="color: #000000;">■</span> Monday, October 14, 2024</li> <li><span style="color: #000000;">■</span> 8-12, High School, Special, 8:15- Friday, October 18, 2024</li> <li><span style="color: #000000;">■</span> School Board Meetings</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: #FFD700;">■</span> Quarter Interim Progress Report</li> <li><span style="color: #000000;">■</span> Report Card Distribution</li> <li><span style="color: #000000;">■</span> High School Graduation</li> <li><span style="color: #000000;">■</span> Snow Make-Up Days: TBD</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: #000000;">●</span> Pay Date: 12-Month Semimonthly</li> <li><span style="color: #000000;">●</span> Pay Date: Bi-weekly</li> <li><span style="color: #000000;">▲</span> Pay Date: Non-Administrator Semimonthly</li> </ul> |
|--|---|---|---|

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, 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 reasonable accommodations to the Boy Scouts and other organized youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title IX Coordinator at 311 S. State/4th Avenue, Pittsburgh, PA 15222, 412-329-3850, TitleIXCoordinator@ppschools.org or 412-329-HELP-0430.

## ATTENDANCE PROCEDURES

[PPS Policy 204](#)

## **Attendance Procedures**

Consistent school attendance directly correlates with positive academic success in high school as well as post-secondary school. Students should maintain 90% or better to receive The Pittsburgh Promise funds. Suspensions and unexcused absences count against a student when determining eligibility for the Promise Scholarship. Plus, teachers are only required to allow a student to make up work if the absence is excused.

Excused, or legal, absences are classified by the following: illness, weather emergency/impassable roads, religious holidays recognized by the Board of Education, bereavement (temporary excuse for the death of a family member), health care (doctor's note needed), principal approved reasons for absence (i.e. field trips, educational vacations, counseling, mentoring, support groups) and involuntary exclusion (i.e. suspension from school or court summons).

Absences that are not classified as legal include thinking it's a holiday, a family emergency, malfunctioning alarm clock, vacation, not feeling like attending, babysitting a younger family member or work.

A student is permitted to have up to 10 days excused by a parent note. Any absence beyond 10 REQUIRES A DOCTOR'S NOTE OR COURT DOCUMENTATION SHOWING THE ABSENCE WAS LEGAL. Funerals, court obligations, medical absences and religious absences (verified by documentation) will not count toward the 10-day total. Excessive tardy to school, missed classes and early dismissals can add up to days missed as well. The school can take legal action after a student's third unexcused absence and students/parents may receive a truancy citation after 6 unexcused absences. Parents and guardians are encouraged to closely monitor their student's attendance to assure that they are in school, learning, every day.

Absence notes must be received in the Guidance Office within three school days after your child returns to school, or the absence will still be considered illegal. When writing an excuse, please remember to include the following information: student's first and last name, the date written, the date(s) of absence, parent phone number, parent signature and reason for the absence. You may also download and print the Parent/Guardian Absence Excuse Form by visiting [here](#).

## **CTE Attendance**

Any student from a neighboring school must comply with all the policies and procedures of Carrick High School.

## **Early Dismissals**

Any student who needs an early dismissal must bring a parent/guardian note with the following information: student's name, parent/guardian name and a phone number where a parent/guardian

can be reached to verify the dismissal request. Students are not permitted to write their own notes, and *no early dismissals will be granted over the phone*. Students can also be dismissed if a parent/guardian visits the school to sign them out. The adult picking the student up must be on the emergency contact list and should be prepared to show their ID. This is for the safety of your child.

### **Tardy Policy**

Students are expected to be at school by 7:40 am. If a student arrives after 7:45 am, or after first period has begun, they will be required to remain in the tardy room (in the cafeteria) until the bell rings to dismiss for second period. Any student who arrives after second period begins (or any class thereafter) will be asked to remain in the intervention room until the bell rings. This is to minimize interruptions to instruction and congestion in the halls.

Additionally, students are permitted to enter the building, unaccompanied by a parent or guardian, until the end of first period, 8:24 am during a normal school day. Any student arriving to school between 8:24am and 9:11am (or 2<sup>nd</sup> period), unaccompanied by a guardian, may be subject to disciplinary action. After 9:11 am on a normal school day (or 2<sup>nd</sup> period on a delay or half day), any student entering the building may be asked to be accompanied by a parent or guardian. Furthermore, students who arrive with a court or medical note from that day's morning appointment will be permitted to enter without a parent and go to class. Parent notes are not accepted for student tardies.

Please note that no late students and/or any visitors will be admitted to the building during class transitions. They will be admitted once the bell rings and security has cleared the halls. This is to assure the safety of all students, staff and visitors. Additionally, these times are for our Normal Bell Schedule, and are adapted to match the ½ day and delay schedules as needed.

# ACADEMICS

## **Change of Schedule**

Students who wish to make a schedule change must make an appointment with their counselor on the designated days PRIOR to the beginning of the school year. Students who do not make an appointment with their counselor will not be able to make any changes once the school year starts, and no exceptions will be made. Students who are enrolled in Advanced Placement (AP) courses can see their counselor for contract information.

## **Credit Recovery/Period 10**

Any student who fails a course must earn the credit to be eligible for graduation. The district offers an opportunity for students to earn those credits through the Period 10 program. The program is a virtual opportunity for students to complete courses in the Edgenuity software. It runs Monday – Thursday for 10 weeks in both the fall and spring semesters. Additionally, the district offers a virtual Summer School program for students who need to earn up to four credits. Seniors who need to earn additional credits can also enroll in the Special 12 session that is offered.

Additional information about all credit recovery options can be discussed in more detail with your student’s counselor.

## **Graduate Profile**

Carrick High School’s Graduate Profile was made in accordance with the district’s profile, which can be found [here](#).

A graduate of Carrick High School will be college and career ready, personally prepared, and civically engaged.

***College and Career Ready*** students will possess:

- the ability to solve problems through critical, creative, and authentic thinking.
- personal discipline, professionalism, time management skills and flexibility.
- knowledge and competencies in diverse academic programs, including areas of interest and passion.

***Personally Prepared*** students will possess:

- interpersonal skills needed to collaborate with diverse groups to advance thinking and problem solving.
- physical, mental, social and emotional well-being, allowing the ability to adapt for the future.
- intellectual curiosity that results in searching, questioning, and internalizing new knowledge.

***Civically Engaged*** students will possess:

- a strong sense of purpose and self.

- a sense of altruism for others to advocate for equality, equity, diversity, and opportunity within their communities.
- an understanding of the interconnected social, political, and economic systems, realizing they have the ability to impact the evolving global community.

**Graduation Requirements**

PPS graduation requirements can be found on the district website or at this [link](#).

To graduate, students must meet the following requirements:

- 1.) Students must successfully complete 26.5 academic credits.

| <b>Content Area</b>   | <b>Non-CTE Students</b> | <b>CTE Students</b> |
|---|-------------------------|---------------------|
| English   | 4 credits               | 4 credits           |
| Science   | 4 credits               | 3 credits           |
| Mathematics ( <i>3 required credits: Algebra 1,2 and Geometry</i> )   | 4 credits               | 4 credits           |
| Social Studies<br><i>(with a minimum of 3 credits in Social Studies, the 4th credit may be satisfied by a level 3 course in World Language)</i> | 4 credits               | 3 credits           |
| Electives: Academic, Art, Career Development an/or Physical Education   | 7 credits               | 9 credits           |
| Health  | 1 credit                | 1 credit            |
| Physical Education  | 2 credits               | 2 credits           |
| Graduation Project  | .5 credits              | .5 credits          |

- 2.) Each student is required to complete a graduation project that highlights accomplishments in all subject areas and focuses on a particular career field. The project begins during junior year and continues through senior year.
- 3.) Students must be proficient on their Keystone Exams (Algebra, Literature and Biology). Proficiency is the demonstration of knowledge of key concepts in a particular subject area on an assessment. Keystones have a 4-point scale: 4=Advanced, 3=Proficient, 2=Basic, 1=Below Basic. To demonstrate proficiency, students must score a 3 or 4.

**Home Access Center**

Parents and guardians are able access students’ grades and attendance at any time by utilizing the Home Access Center (HAC). Usernames and passwords will be mailed to families at the beginning of the school year. Any questions about the HAC can be directed to the district via the parent helpline (412-529-HELP) or by submitting a Let’s Talk! ticket on the district’s website, which can be accessed by clicking [here](#).

**Homeless Students**

Education for Children and Youth Experiencing Homelessness: The McKinney-Vento Homeless Assistance Act was established in 1987 and was amended by the Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed,

regular and adequate nighttime residence. The federal mandates ensures that homeless children and youth have access to the same free and appropriate education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin. Please reach out to the social workers if you believe that your child qualifies for this service. You can also find additional information about it [here](#).

### **Interim Reports**

Students will receive an interim (progress report) half-way through each quarter (nine weeks). Interim reports will contain a student's grade, along with comments from each teacher. Parents and/or guardians can use the interim reports to work with their child and the teachers to ensure student success.

### **Keystone Exams**

Keystone Exams (Algebra, Literature and Biology) are administered twice a year. The administrations of each test are as follows:

- Winter: usually held in January and is a retest for all students who did not earn proficiency on prior test administrations. First time test takers also take the exams.
- Spring: usually held in May and is administered to all students who are enrolled in Biology, Algebra 1, & English 2 as well as did not earn proficiency on prior attempts.

The only exception is that first-time ninth graders do not take the Literature exam.

Students must earn proficiency on all three exams to be eligible for graduation (see E. Graduation Requirements on page 8).

### **Naviance Requirements**

Naviance is a comprehensive college and career readiness software that the Pittsburgh Public Schools uses to help students find their strengths and interests, in addition to connect to post-secondary goals. All students at Carrick have access to Naviance at home and at school, and they will work with their counselors to learn how to access online resources, match their interests to careers, explore colleges and technical schools, search for scholarships, in addition to archive important documents, such as test scores, letters of recommendation and more.

Students are assigned various tasks to complete within Naviance, depending on their grade level. These tasks range from goal setting to creating cover letters and resumes and applying to college. Students work with their counselor to complete these tasks by an assigned deadline and use them to establish plans for success.

Additional information about Naviance, including links to helpful documents and the Scope and Sequence, can be found by clicking [here](#).

### **Parent/Teacher Conferences**



Parent/Teacher conferences are held, school-wide, on October 18. Specific details about scheduling a conference with your student's teacher(s) will be sent home in late September. Any other parent/teacher conferences that are held throughout the year must be made by request to a student's teacher, counselor, social worker or administrator. They will be scheduled at a time that works for all parties involved. Conferences are held both in-person or virtually, depending on individual circumstances. No conferences will be held without a prior appointment.

### **Remote Learning Procedures (Inclement Weather/Heat Days)**

All instruction at Carrick High School is in-person; however, if students must transition to remote learning, the expectation is that students will engage in synchronous instruction with each of their teachers. This means that students will log on to their district-issued devices at the regular times their class meets. If students fail to do so, they will be marked absent for any classes they do not attend remotely. Live instruction will be provided to students, and assignments will be uploaded to Schoology for students to complete.

If the district has designated a day to be an asynchronous learning day, this means that students will log on to Schoology and complete assignments that are provided by their teachers. Assignments are to be completed during school hours and submitted for credit.

Students who are on an extended medical leave and/or long-term suspension will be able to access their assignments via Schoology each day. Specific details will be discussed with students and their families when this occurs.

Aside from the circumstances outlined above, the expectation is that ALL students attend school in-person daily. A full-time remote learning option at Carrick High School does not exist.

Additional information about Remote Learning expectations can be found in the Code of Student Conduct. The most recent version of it can be accessed [here](#).

### **Report Cards**

Student report cards will be issued at the end of each quarterly report period (nine weeks). They will be mailed to the parent/guardian whose address is on file with the main office; therefore, it is imperative that parents/guardians keep their addresses current. Parents/guardians should review report cards with students and reach out to teachers with any questions or concerns. If students are not demonstrating success, or are in danger of failing a course, parents/guardians should reach out to the student's counselor to discuss credit recovery options.

### **Teams & Schoology**

Microsoft Teams will be utilized when Carrick High School engages in remote learning. All students will have access to Teams on their district laptops and will use it to log in to their classes at their regularly scheduled times. Students will engage in live, synchronous meetings



with teachers, counselors, and administrators, just as they would in person. Assignments will be posted and accessed through Schoology. Each teacher will host a Schoology page that will contain assignments and information relevant to class. Students will be able to utilize Schoology for the access, completion, and submission of assignments.

Specific information about how to access Teams and Schoology, including how-to guides and troubleshooting tips, can be found [here](#).

# **ACADEMIC INTEGRITY**

## *PPS POLICY 226*

PPS School Board Policy 226 defines academic integrity the following way: “A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects and assignments.”

Academic dishonesty is addressed in the Code of Student Conduct and students who demonstrate academic dishonesty may be referred to their administrator and subject to disciplinary action.

# DRESS CODE

## PPS POLICY 221

### Dress Code

At Pittsburgh Carrick High School, **we take pride in the appearance of our students** and have adopted an appropriate dress policy. Appropriate dress reflects the quality of the school conduct. We encourage students to dress in an appropriate way and to realize that inappropriate dress can be distracting. With regard to inappropriate dress, the following dress code will be enforced:

- Headgear, including hats, bonnets, hoods, do-rags, bandanas, etc., are not permitted. Scarves and headbands that allow hair to come through the top or back are permissible.
- Ski masks and balaclavas are not permitted, under any circumstances, and they will be confiscated when seen.
- Revealing or sheer clothing is not permitted.
- Clothing with any of the following is not permitted: drugs, alcohol, nudity, R.I.P/R.W.G, or profanity.
- Bare midriffs are not permitted (crop tops, tube tops, cut-out t-shirts, etc.)
- See-through apparel, low-cut shirts and shirts with plunging necklines that reveal cleavage are not permitted. Garments with see-through sections and/or cutouts in inappropriate areas are not permitted.
- 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 should be worn at the waistline.
- Clothing with holes or slashes in them must be an appropriate length and placement so as to not be revealing, and meet the length requirements, as well as the midriff requirements. Any holes or slashes cannot be revealing (approx. no higher than a dollar bill's length from the knee) and must cover the midriff.
- Accessories, such as, but not limited to, chains, pocket chains, metal spike jewelry, sunglasses, goggles, and other unnecessary eye coverings are not permitted. Metal accessories that are considered dangerous will be confiscated by school security.
- Coats should not be worn in the classroom during the school day. Coats should be placed in the lockers at the start of the school day. Students should keep a sweatshirt or hoodie in their locker in the event the temperature in the building is cooler than they like.
- Masks must be worn in compliance with the district's Health and Safety Plan. They will be provided to students who need them.

**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, Honor Society inductions, 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) or appropriately rectify the issue and/or be sent home to change and return properly dressed. Should a student defy the dress code and refuse to remedy the dress code infractions, they will be considered in violation of the Code of Student Conduct, and appropriate disciplinary action will be taken.

## ELECTRONIC DEVICES

### PPS POLICY 216

#### Cell Phone Policy

Carrick High School follows a Cell Phone Policy that is included below. Any questions can be directed to the Administrative Team.

Concurrent with the Pittsburgh Public Schools' Code of Conduct, Pittsburgh Carrick High School believes that cell phones can cause a significant safety risk and can potentially infringe on the privacy of others. Therefore:

- Cell phones should be off and out of sight during class time.
- Cell phones can be used during breakfast and lunch times in the cafeteria ONLY.

Violations of these rules will result in the following:

| 1 <sup>st</sup> infraction  | 2 <sup>nd</sup> infraction  | 3 + infractions  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Student will be warned and asked to put the cell phone away.</li> <li>• Student will have the chance to give the phone to his/her teacher.</li> <li>• Parent will be notified by the teacher.</li> <li>• If student does not give phone to teacher for the period, they will be referred, and have to relinquish the phone to an administrator for the remainder of the day. Refusal will result in further consequences.</li> </ul> | <ul style="list-style-type: none"> <li>• Student will be warned and asked to put the phone away.</li> <li>• Student will have the chance to give the phone to his/her teacher.</li> <li>• Parent will be notified by the teacher.</li> <li>• Student will be referred to administration, where the phone will be confiscated until a parent comes to retrieve the phone.</li> </ul> | <ul style="list-style-type: none"> <li>• Student will be warned and asked to put the phone away.</li> <li>• Student will have the chance to give the phone to his/her teacher.</li> <li>• Parent will be notified by the teacher.</li> <li>• Student will be referred to administration, where the phone will be confiscated until a parent comes to retrieve the phone.</li> <li>• Further consequences for chronic defiance/disruption will take place.</li> </ul> |

- **The rubric is applied each report period.** To allow students an opportunity to change their behavior, all students will start each report period with 0 incidents.
- **Carrick High School is not responsible for any cell phones that are lost, damaged or stolen.**

#### Recording without Permission

Students are expected to engage in learning during their classes; therefore, it is the expectation that no student should be recording any students or staff members without their permission. Any student who is caught recording anyone in the school building without permission will face disciplinary action.

## EXTRA CURRICULAR OFFERINGS

### PPS Policy 119

### **Clubs/Activities**

Students can participate in several clubs/activities at Carrick High School. Clubs/activities are sponsored by various teachers and staff members in the building and will meet according to the standards set forth by the moderators. Some clubs have participation requirements (i.e. National Honor Society), but the majority of clubs/activities are open to all students. Any student who participates in an after-school club or activity is responsible for providing transportation home from the meeting. The school will not provide a bus or bus tickets to students. A list of clubs and activities is published by the Activities Office each fall. Students can inquire about them at any time.

# GRADING

## PPS Policy 209

### **Grading Procedures, Scales & Reporting**

Evaluation of a student's classroom performance and progress will be based upon a variety of assignments and assessments conducted in each class. All assignments and assessments will be assigned a point (and possibly a weight value) and converted to a percent and letter grade. The following scale will be used by all teachers when converting points to a percent and letter grade:

90 – 100% A    80 – 89% B    70-79% C    60-69% D    59% or less E

The minimum percent for passing is 60 percent. The percent range given at the end of any nine-week grading period will be a 50 – 59% so as to prevent the likelihood of destroying a student's motivation. Modifications to the grading process can be made based on individual student circumstances, when appropriate and accompanied by documentation.

Additional district-wide information for each content area can be found [here](#). Furthermore, information about all teachers' individual grading policies and procedures can be found in their course syllabus, which is shared with students and families during the first week of school.

### **Grade Reporting**

Grades will be issued to students at the conclusion of each quarterly grading period (nine weeks). Student report cards will be mailed home to parents (See M. Report Cards on page 10 for additional information). The following procedures will be used to determine student report card grades.

#### *Quarterly Grades*

To calculate quarterly (nine week) grades, points earned in each class will be totaled and converted to a percentage. In some circumstances, quarterly grades may be weighted, which will be communicated by teachers. Quarterly grades comprise 40% of a student's semester grade.

Along with regular classwork and assessments, students will take mid-terms (in January, at the end of the first semester) and final exams (in June, at the end of the second semester)

#### *Mid-Term Exams*

Students will take a mid-term exam for each class in January. The mid-term exam will account for 20% of a student's semester grade.

#### *Final Exams*

Students will take a final exam for each class in June. The final exam will account for 20% of a student's semester grade.

Grade calculations with a mid-term/final exam:

- Semester 1: Average of quarters 1 and 2 percentages (80% of the first semester grade); mid-term is 20% of the semester grade
- Semester 2: Average of quarters 3 and 4 percentages (80% of the first semester grade); final is 20% of the semester grade

- Final Grade: Average of the final percentages for semesters 1 and 2  
Semester and final grades are reported on a student's transcript, which is used for all post-secondary opportunities students may explore.

#### Grade Point Average

A student's grade point average is calculated after each semester – two times annually.

Therefore, a student who finishes a credit recovery course or any other obligations will not notice a change in GPA or grade-level status until the semester change in January or at the end of the school year.

# GRADUATION REQUIREMENTS

[PPS Policy 211](#)

## Graduation Requirements

PPS graduation requirements can be found on the district website or at this [link](#).

To graduate, students must meet the following requirements:

- 1.) Students must successfully complete 26.5 academic credits.

| Content Area  | Non-CTE Students | CTE Students |
|---|------------------|--------------|
| English   | 4 credits        | 4 credits    |
| Science   | 4 credits        | 3 credits    |
| Mathematics ( <i>3 required credits: Algebra 1,2 and Geometry</i> )   | 4 credits        | 4 credits    |
| Social Studies<br>( <i>with a minimum of 3 credits in Social Studies, the 4th credit may be satisfied by a level 3 course in World Language</i> ) | 4 credits        | 3 credits    |
| Electives: Academic, Art, Career Development<br>an/or Physical Education  | 7 credits        | 9 credits    |
| Health  | 1 credit         | 1 credit     |
| Physical Education  | 2 credits        | 2 credits    |
| Graduation Project  | .5 credits       | .5 credits   |

- 2.) Each student is required to complete a graduation project that highlights accomplishments in all subject areas and focuses on a particular career field. The project begins during junior year and continues through senior year.
- 3.) Students must be proficient on their Keystone Exams (Algebra, Literature and Biology). Proficiency is the demonstration of knowledge of key concepts in a particular subject area on an assessment. Keystones have a 4-point scale: 4=Advanced, 3=Proficient, 2=Basic, 1=Below Basic. To demonstrate proficiency, students must score a 3 or 4.



# HOMework PROCEDURES

## [PPS Policy 115](#)

PPS School Board Policy 115 defines homework the following way: “**Homework** is defined as any independent work planned/approved and assigned by the teacher to be completed by the student with or without support outside of the regular classroom without the immediate and direct supervision of the teacher.”

Homework is an important way for students to practice skills they have learned in class. It is also an important way that teachers can assess if a student has learned a skill or needs extra support. Each teacher/class has a homework policy that is explained in their class-specific syllabus. If a parent has any questions about homework for a specific class, they should first reach to the teacher for that class. This direct contact is the best way to have any questions answered in the most efficient way. Parents/Guardians can also reach out to their child’s counselor, who is a good resource for many questions who may be able to help facilitate a conversation regarding homework.

## HEALTH SERVICES

### [PPS Policy 206](#)

#### Nurse Policies/Procedures

Students who become ill during the school day should report to class and ask their teacher to issue a hall pass to the Nurse's Office. If the student cannot make it to the Nurse's Office, the teacher can call for security to escort the student OR ask for the nurse to report to the classroom. Students will not be seen without a hall pass. The nurse will assess students and decide to whether they should remain in school or go home for the day. Parents/guardians must sign the student out in the main office.

If the nurse is addressing an emergency, and students who need to be seen for a non-emergency, they will be directed to their counselor.

Any student who must take a medication during school hours must comply with the following procedures:

- 1.) Turn the medication over to the school nurse in the original container. Under no circumstance should students carry medication with them to school each day. Medications will be stored in the Nurse's Office in a locked cabinet.
- 2.) Parents/guardians must complete the appropriate paperwork, giving the nurse permission to administer the medication. This paperwork will be completed annually.

No student or staff member is permitted to dispense any prescribed or over-the-counter medicines to other students. Failure to comply with this policy will result in disciplinary action in accordance with the [The Code of Student Conduct](#).

## INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

### [PPS Policy 813.1](#)

#### Technology Use/Policy

*The information below is taken directly from the District's Acceptable Use Policy. The complete policy, which must be signed by a parent/guardian before a student is able to receive a computer, can be found by clicking here: [Pittsburgh Public Schools Office of Information Technology Acceptable Use Form](#)*

The Pittsburgh Public Schools (PPS) is pleased to offer the students at Carrick High School a safe, stable, relevant, and productive technical experience with the use of all district technologies. 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. Misuse of PPS equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful

disregard for equipment resulting in damage or loss will be the responsibility of the student and their family, and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment, which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community. Every student in PPS will have access to the district computer network resources, electronic mail, and the Internet.

Additional information about technology guidelines can be found [here](#).

# STUDENT SUPPORT SERVICES

## Student Services/Guidance Counseling

All students at Carrick High School are assigned to a guidance counselor and social worker. Students can see their counselors with any questions they may have about scheduling, credit recovery, post-secondary planning or other concerns they may have. Social workers can assist students with issues pertaining to attendance or any other concerns they may have. In order to see their counselor or social worker, students must have an appointment OR a signed pass from a staff member. Exceptions will be made for any student who is in crisis.

| Counselors           | Caseload Students        | Phone Number |
|----------------------|--------------------------|--------------|
| Terry Cowden-Bolster | Last names A-L           | 412-529-7742 |
| Amy Hand             | Last names M-Z           | 412-529-7731 |
| Antionietta Pollaro  | Transition Counselor A-L | 412-529-7717 |
| Taylor Lacey         | Transition Counselor M-Z | 412-529-7720 |
| Social Worker        |                          |              |
| Barbara Rubinstein   | All Students             | 412-529-7719 |

## Student Assistance Program (SAP)

The Student Assistance Program (SAP) is mandated in all public secondary schools in Pennsylvania. The purpose of it is to assist school personnel to identify issues (such as alcohol, drugs, depression, anxiety, etc.) that may impede student learning and to offer supports to help students work through them. Any staff member, parent, or student is able to refer a student to the SAP team (which consists of administrators, counselors and social workers) to determine a plan for student success.

When a SAP referral is made, students meet with their social worker and parents/guardians are contacted. Each student's plan for success is unique to their circumstances and will be shared with parents/guardians.

Some signs and symptoms of students who may be referred to the SAP include, but are not limited to the following: decline in grades/academic performance; poor attendance; change in attitude, friends or behavior; increased disciplinary referrals/incidents; alcohol or other drug use; traumatic event (i.e. death of a loved one, violence, etc.); sharing information about suicide or suicidal thoughts; and eating, sleeping or grooming changes.

More information about the Student Services Department, as well as many resources for students and families, as well as information about Special Education Programs, Services for Protected Handicapped Students (504), and services for Gifted Students by clicking the following link:

[PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](http://pghschools.org)

### **Pittsburgh Promise/Promise Coaches**

In an effort to encourage students to take advantage of post-secondary opportunities, the Pittsburgh Promise Scholarship program is available to them. To qualify for the Pittsburgh Promise, students must meet the following criteria:

- 1.) Be enrolled in Pittsburgh Public Schools\*, or one of its charters, continuously, since at least the beginning of 9th grade,
- 2.) Be residents of the City of Pittsburgh, continuously, since at least the beginning of 9th grade, and
- 3.) Graduate from a PPS high school with a minimum cumulative, unweighted grade point average of 2.50 and an attendance record of 90% or above.

*\* Students who live in Wilkinsburg, graduate from Pittsburgh Public Schools, and meet all other requirements are eligible to receive Promise scholarships beginning with the graduating class of 2017.*

Students can learn more about the Pittsburgh Promise by visiting their [website](#), or by meeting with a counselor or Promise Coach in the building. They will review students' promise eligibility and establish plans to get them on the path to earning the promise.

## **Student Expectations/Procedures**

[Policy 212](#)

[PPS Code of Conduct](#)

### **After School Procedures**

If students are staying after school for any after school meetings, activities, or athletics, they are not permitted to leave and re-enter the building (the only exception to this is if there is a fire drill or evacuation). Upon dismissal, students are to report directly to their meeting or activity location and are to remain with the adult responsible for them until they are dismissed from the building. Failing to remain with the adult in the designated area may result in disciplinary action. Additionally, students who stay after school, for any reason, are responsible for arranging their own transportation home. The school will not provide transportation or bus tickets to any students.

### **Announcements**

Announcements are made over the public address system each morning. All announcements must be submitted, in writing, by a club sponsor or teacher, the day prior to when it is to be announced. All announcements must be submitted for approval. Flyers and/or posters must be approved through the Activities Office.

### **Bag Check**

Upon entry to the building, all students and visitors will have to pass through security and have their bags checked. All bags and purses will be placed on a table, with all compartments unzipped/opened, when students enter the building, and they will be checked by school security and other staff members. Any items that violate the district's Student Code of Conduct or school rules will be confiscated, and disciplinary action will be taken. Furthermore, student snacks that are not contained within a lunchbox or brown bag as part of a lunch will be confiscated.

Students are permitted to bring sealed bottles of water, Gatorade and Powerade. They are also permitted to bring *empty* reusable bottles that can be filled with water from the school's water bottle filling stations.

### **Bullying/Harassment**

Bullying is defined as intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.

Any student who is victimized by bullying must report it to a trusted staff member to assure that proper steps are taken to address the concern. Upon a report, an investigation will be conducted, and findings will be reported to everyone involved.

Additional information about the bullying/harassment policies within the Pittsburgh Public Schools can be found by visiting this [link](#).

### **5/5 Rule and Closed Periods**

At Carrick High School, learning is a priority for all students. Keeping with this idea, no students will be permitted in the halls during the first AND last five minutes of each class period. This is to ensure that the halls are cleared, and students are in class. Additionally, periods 1, 6, 7 and 9 are closed periods. No hall passes will be issued to students during those periods unless there is an emergency.

### **Hall Passes**


To maintain an environment conducive to student learning, students are expected to be in their assigned area at all times during the school day. If students need to visit any office or staff member, for any reason, they are to request a pass from their teacher. The pass will allow students to go where they need to go and return to their assigned area in a reasonable amount of time. Teachers will issue passes at their discretion. Students must show the pass upon arrival at their destination, and it will be returned to them before they return to their assigned location.

Students may be asked to show their pass to security or staff members while in the hall. Failure to comply may result in disciplinary action. Additionally, any student who has blank or forfeited passes will face disciplinary action. Finally, any student who is continually seen without a hall pass, or is found within an unauthorized location, will be referred to Administration for disciplinary action.

Students are not permitted to acquire hall passes (unless it is an extreme emergency) during the following periods: 1, 6, 7, 9. These periods are generally busy with arrivals/dismissals and lunches. Additionally, students will not be issued hall passes during the first or last five minutes of class. This provides time to clear the halls and to sanitize the restrooms.

### **PRIDE/PRIDE Matrix**

Carrick PRIDE is the way students are expected to conduct themselves each day. PRIDE stands for Prompt, Respectful, Inclusive, Dressed Appropriately and Engaged. Students who are ‘caught’ engaging in positive PRIDE behaviors will be recognized with incentives and prizes that are given weekly and monthly.



|   | Hallway   | Classroom<br>(including<br>technology)  | Cafeteria  | Social<br>Media   | Special<br>Event Areas   |
|---|---|---|--|---|--|
| <b>PROMPT</b><br>TO SCHOOL AND EACH CLASS                     | <ul style="list-style-type: none"> <li>✓ Walk with a purpose.</li> <li>✓ Keep moving.</li> <li>✓ Arrive on time (or even early)!</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Be in the classroom and ready to learn when the bell rings.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Arrive and depart at the appropriate times through the designated entrances.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Use social media only at appropriate times and not during school hours.</li> </ul>                                       | <ul style="list-style-type: none"> <li>✓ Transition quickly and quietly.</li> <li>✓ Be there for the start.</li> </ul>   |
| <b>RESPECTFUL</b><br>OF SELF, PEERS, STAFF AND SCHOOL         | <ul style="list-style-type: none"> <li>✓ Walk on the right.</li> <li>✓ Use appropriate language AND kind words to students and staff.</li> <li>✓ Remove air pods so that you know what is happening around you.</li> <li>✓ PDA free!</li> </ul> | <ul style="list-style-type: none"> <li>✓ Listen carefully to adults and peers.</li> <li>✓ Your opinion matters AND so do the opinions of others.</li> <li>✓ Use appropriate language AND kind words to students and staff.</li> <li>✓ Do not record others without permission.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Wait patiently in line.</li> <li>✓ Clean up after yourself in the cafeteria.</li> <li>✓ Use appropriate language AND kind words to students and staff.</li> </ul>                                     | <ul style="list-style-type: none"> <li>✓ Treat others respectfully in your posts.</li> <li>✓ Make posts before or after school – never during the day.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Be attentive.</li> <li>✓ Be engaged.</li> <li>✓ Use appropriate language AND kind words to students and staff.</li> <li>✓ Remove air pods so that you do not miss any important information.</li> </ul> |
| <b>INCLUSIVE</b><br>OF OTHER CULTURES, RACES, AND BELIEFS     | <ul style="list-style-type: none"> <li>✓ Help anyone who may not know where to go.</li> <li>✓ Treat others the way you want to be treated.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Consider the needs, rights and perspectives of others, including those of different races, genders and sexual orientations.</li> <li>✓ Respect the opinions of others.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Respect choices of others.</li> <li>✓ Respect the property of others.</li> <li>✓ Consider the perspectives of others, including those of different races, genders and sexual orientations.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Always post positively.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Treat others the way you want to be treated.</li> </ul>   |
| <b>DRESSED APPROPRIATELY</b><br>ACCORDING TO DRESS CODE       | <ul style="list-style-type: none"> <li>✓ Follow the approved CHS dress code.</li> <li>✓ Wear a mask when you are required to do so, per district policy.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Follow the approved CHS dress code.</li> <li>✓ Wear a mask when you are required to do so, per district policy.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Follow the approved CHS dress code.</li> <li>✓ Wear a mask when you are required to do so, per district policy.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Keep your pictures college and career appropriate.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Follow the approved CHS dress code.</li> <li>✓ Wear a mask when you are required to do so, per district policy.</li> </ul>  |
| <b>ENGAGED</b><br>IN LEARNING WITHOUT ELECTRONIC DISTRACTIONS | <ul style="list-style-type: none"> <li>✓ Smile and greet others.</li> <li>✓ Heads up (Watch where you walk!)</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Actively listen – remove air pods.</li> <li>✓ Contribute positively during all class activities.</li> <li>✓ Attend regularly.</li> <li>✓ Be accountable for your grade.</li> <li>✓ Put your cell phone away.</li> </ul>                          | <ul style="list-style-type: none"> <li>✓ Use electronics appropriately (no recording or making videos).</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Use social media only at appropriate times and not during school hours.</li> </ul>                                       | <ul style="list-style-type: none"> <li>✓ Respond appropriately as an audience.</li> <li>✓ Speak at appropriate times to the appropriate people.</li> </ul>   |

### **Progressive Discipline/Student Code of Conduct**

The Administration of Carrick High School utilizes a progressive discipline approach to student discipline. The goal of progressive discipline is to prevent inappropriate student behaviors from continuously occurring by identifying the root cause of them and connecting students with interventions that will lead to success. Any time a student is involved in any event that results in disciplinary action, they meet with their Administrator who addresses the concern after consulting the Student Code of Conduct. The Code of Conduct provides a structure to enforce discipline based on a student’s infractions and disciplinary history. More information about the Student Code of Conduct, including the Code itself, can be accessed by clicking [here](#).

# **VISITOR POLICY**

[PPS Policy 1104](#)

## **Visitors' Policy**

No visitors will be permitted to visit Carrick High School without a scheduled appointment 24 hours in advance. Any unannounced visitors will not be granted access to the building for any reason. Upon arrival, visitors must pass through security and report to the main office to sign in and obtain a visitor's pass. Visitors will be met and escorted by the staff member with whom they have the meeting, and they will not be left unsupervised at any time. Visitors must promptly exit the building at the conclusion of their appointment.

Anyone who needs to conduct business without an appointment can visit the main office window on the ramp leading to the main entrance. Please note that no students or visitors will be admitted to the building during class transitions.

## **Volunteer Policy**

Any parent/guardian who wishes to volunteer at Carrick High School must reach out to the Family and Community Engagement (FACE) Coordinator for information regarding paperwork and clearances that must be acquired. No one is permitted to volunteer in the building without obtaining the proper clearances, and no exceptions will be made.



## ADDITIONAL PPS DISTRICT POLICIES

- Please click on the link below to learn more about our District's Code of Conduct
- [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)
  
- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)

## **ADDITIONAL SCHOOL INFORMATION**

### **Transportation**

All students who live beyond the district-determined walk zone are eligible for transportation provided by the district. Carrick High School is not responsible for determining students who are eligible for transportation, nor is it responsible for making arrangements with families. All transportation questions can be directed to the district's Transportation Office at 412-529-8125. Additional transportation information can be found on the PPS website under Student Supports or [here](#).

### **Work Permits**

Any student who wishes to obtain a Work Permit may visit the Pittsburgh Public Schools website for specific instructions about the process. The information can be found at <https://www.pghschools.org/workpermits>. If families are having difficulty accessing this information, please reach out to your student's guidance counselor.

### **Student IDs**

All students will be issued a student ID at the beginning of the school year or upon enrollment to Carrick High School. Students are expected to bring their IDs to school daily, as they will need them to scan into the building each day upon arrival, scan into the cafeteria when entering lunch, and scan in to use the bathrooms during the day. If students do not have their ID card with them. Students will also be required to scan into the cafeteria during their assigned lunch period.

If a student loses an ID, they can purchase a new one from the Activities Office for a fee. Students are not required to have the money at the time of replacement, but they must pay the fee before participating in any activities or field trips.

### **Student Parking**

Carrick High School does not provide any student parking. Any student who parks in the staff lot (behind the building) may receive a ticket/fine and/or be towed. Students who drive to school can park on the streets in the immediate vicinity of Carrick High School but do so at their own risk. Students must also adhere to all city parking ordinances that are in place. Carrick High School is not responsible for any student vehicles that are parked near school property.