

Pittsburgh Brookline PreK-8



Student Handbook 2024-2025

Pittsburgh Brookline PreK-8
500 Woodbourne Avenue
Pittsburgh, PA 15226
Phone: (412) 529-7380
Fax: (412) 571-7386
www.pghschools.org/Brookline



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SUPERINTENDENT'S WELCOME

Dear Pittsburgh Brookline Families,



As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Brookline'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 Brookline'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 Brookline.

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 Brookline PreK-8 Community!

Welcome to Pittsburgh Brookline PreK-8 for the 2024 - 25 school year! I, along with the faculty and staff, am looking forward to an exciting school year that will be filled with engaging academics, fun activities and great memories! It is our hope that every Bobcat at Brookline will thrive mentally, socially and emotionally through their classes and the extracurricular and athletic offerings available.

This handbook has been prepared to assure clear communication between all stakeholders and to serve as a guide for students and parents. In it, you will find important contact



information, upcoming activities and events, student expectations and details about the policies and procedures that are in place. We ask that students and families take time to read this handbook and to ask questions about any area of confusion or concern.

Additionally, we encourage parents/guardians to get involved at Brookline! Consider visiting the school, attending your child's programs or becoming an active member of the Parent School Community Council (PSCC) or Parent Teacher Association (PTA). We are partners in assuring that your child grows, learns and thrives throughout the school year. Open communication is welcome, and you can reach out to me at any time with any questions or concerns you may have.

As you know, Pittsburgh Brookline PreK-8 has a rich history and has been a beacon in the neighborhood for more than 114 years. It has a fine history of academic and extracurricular accomplishments, and we anticipate the same for this school year. Our goal is to provide you and your student(s) with a rewarding, enriching and safe educational experience.

Thank you for trusting your child(ren) to us. We truly welcome the opportunity to help them become successful students who are known, valued and inspired.

Sincerely,

Mrs. Danielle Michalski
Interim Principal

SCHOOL VISION AND MISSION

Mission

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

Vision

Pittsburgh Brookline PreK-8 shares the District vision that all students will graduate high school, college or career ready, prepared to complete a two or four year degree or work place certification.

Goals

~~The common goal at Pittsburgh Brookline PreK-8 is to increase Literacy and Mathematics proficiency and independence at all grade levels. This is cultivated through alignment of curriculum and instruction to the Pennsylvania Common Core standards with a focus on data analysis.~~

SCHOOL CONTACT INFORMATION

Pittsburgh Brookline PreK-8
500 Woodbourne Ave, Pittsburgh, PA 15226

Phone: (412) 529-7380

Fax: (412) 571-7386

Email: ajones5@pghschools.org

School Office Hours: 7:30 a.m. to 4:00 p.m.

School Website: <https://www.pghschools.org/brookline>

Facebook: www.Facebook.com/PghBrooklinePreK8

Mrs. Danielle Michalski

Interim Principal

dmichalski1@pghschools.org

Mrs. Katy Bajoras

Developmental Advisor, K-4

kbajoras1@pghschools.org

Dr. LaSaune Rayzer

Counselor, 5-8

lrayzer1@pghschools.org



COMMUNICATION PROCEDURES

Effective communication is essential in providing students, teachers, parents, and the community with the necessary information to make appropriate decisions. Pittsburgh Brookline PreK-8 is committed to using communication processes and techniques to build a positive learning environment for students, staff, and parents, and to inspire and educate all students to succeed in becoming productive and valued citizens.

Parent/teacher conferences and two-way communication are a vital part of every child's education. Teachers are available for in-person, phone or virtual conferences upon request, but they may not be interrupted while instruction is occurring. Please call the teachers using their direct line or email address. Parents/guardians may also contact the Main Office at 412-529-7380 to schedule an appointment with any teacher to discuss a student's progress.

The school also uses Facebook, the District website, Let's Talk (text application) and BlackBoard to communicate with families. These methods of communication inform parents of important meetings and events. Additional forms of communication may include school notices, flyers, bulletins and mailings. Primary students will be provided with an assignment folder.

Parents who have concerns regarding their student's progress, curriculum, homework, etc., should contact their student's teacher/team directly. Counselors may also be helpful as a liaison between parents and the teacher/team. The Administration should only be contacted after there have been discussions with the teacher/team and/or counselor. Parents and students are encouraged to check the Home Access Center (HAC) and Schoology accounts for assignments and announcements.

Additionally, it is important that all parents/guardians remember to assure that their primary and emergency contact information is always updated. Having working telephone numbers on file is important for staff at Pittsburgh Brookline PreK-8 to reach families/friends in an emergency with a student or at the school. Furthermore, families should designate at least one emergency contact for a student. The emergency contact is responsible for picking up a student if a parent/guardian is unavailable. The faculty and staff will not release a student to an unknown adult.

STAFF ROSTER

Name	Email Address	Extension	Position
ARGALL, DOUG	DARGALL1@PGHSCHOOLS.ORG		LIBRARIAN
ARNOLD, KATHY	KARNOLD2@PGHSCHOOLS.ORG	N/A	CLASSROOM ASSISTANT
BAJORAS, KATY	KBAJORAS1@PGHSCHOOLS.ORG	7591	DEVELOPMENTAL ADVISOR
BAKER, BRAD	BBAKER1@PGHSCHOOLS.ORG	7171	TEACHER
BALDWIN, JEFF	JBALDWIN1@PGHSCHOOLS.ORG	7044	TEACHER
BOGDANSKI, TRAVIS	TBOGDANSKI1@PGHSCHOOLS.ORG	8065	TEACHER
DENARDO, BRIEANA	BDENARDO1@PGHSCHOOLS.ORG		ART TEACHER
DE WIT LORD, CATHARINA	CDEWITLORD1@PGHSCHOOLS.ORG		CLASSROOM ASSISTANT
DURICK, WENDY	WDURICK1@PGHSCHOOLS.ORG	6845	TEACHER
GAJEWSKI, KARI	KKNIGHTGAJEWSKI1@PGHSCHOOLS.ORG	7076	TEACHER
GARDNER, PATTY	PGARDNER1@PGHSCHOOLS.ORG	6873	TEACHER
GILIBERTO, SARAH	SGILIBERTO1@PGHSCHOOLS.ORG	7412	MUSIC TEACHER
HAWTHORNE, ALAN	AAHAWTHORNE1@PGHSCHOOLS.ORG	7378	SPEECH
HOLLAND, BERNARD	BHOLLAND1@PGHSCHOOLS.ORG		TEACHER
HUSAIN, SAEEDA	SHUSAIN1@PGHSCHOOLS.ORG	N/A	PRE-K ASSISTANT
INESSO, SUZANNE	SINESSO1@PGHSCHOOLS.ORG	7125	TEACHER
JONES, AMY	AJONES5@PGHSCHOOLS.ORG	7381	SECRETARY
KOERBER, AMANDA	AKOERBER1@PGHSCHOOLS.ORG	7384	PRE-K TEACHER
LE, TINA	TLE1@PGHSCHOOLS.ORG	N/A	CLASSROOM ASSISTANT
LEWIS, SARA	SSIKORA1@PGHSCHOOLS.ORG	8091	TEACHER/SDUC LIASION
LUTTON, LISA	LLUTTON1@PGHSCHOOLS.ORG	N/A	CLASSROOM ASSISTANT
MARMARELLI, PAM	PMARMARELLI1@PGHSCHOOLS.ORG	6247	TEACHER
MCCORMICK, HOLLY	HMCCORMICK1@PGHSCHOOLS.ORG	7385	PRE-K TEACHER
MCGUIRE, MICHAEL	MMCGUIRE2@PGHSCHOOLS.ORG	8222	TEACHER
MICHALSKI, DANIELLE	DMICHALSKI1@PGHSCHOOLS.ORG	7389	PRINCIPAL
MOLINARO, JIMI	JMOLINARO1@PGHSCHOOLS.ORG	6543	TEACHER
MULLEE, MELISSA	MMULLEE1@PGHSCHOOLS.ORG	6731	TEACHER
MURPHY, GINA	GMURPHY1@PGHSCHOOLS.ORG	6458	TEACHER
NEIPOINT, JESSE	JNEIPOINT1@PGHSCHOOLS.ORG	7946	TEACHER
OWENS, MELINDA			TEACHER
PHILLIPS, ELAINE	EPHILLIPS1@PGHSCHOOLS.ORG	N/A	EDUCATIONAL ASSISTANT
RADACI, STEVE	SRADACI1@PGHSCHOOLS.ORG	7382	NURSE
RAYZER, LASAUNE	LRAYZER1@PGHSCHOOLS.ORG	7377	COUNSELOR/SAC
REINHEIMER, NICOLE	NREINHEIMER1@PGHSCHOOLS.ORG	N/A	EDUCATIONAL ASSISTANT
ROSBOROUGH, MICHELE	MROSBOROUGH2@PGHSCHOOLS.ORG	7851	TEACHER
SCHANCK, HEATHER	HSCHANCK1@PGHSCHOOLS.ORG	7106	TEACHER
SCHMIDT, COLLEEN	CSCHMIDT2@PGHSCHOOLS.ORG		
SCHMITT, MELISSA	MSCHMITT1@PGHSCHOOLS.ORG	6518	TEACHER
SKELTON, REBECCA	RSKELTON1@PGHSCHOOLS.ORG	7383	CAFETERIA MANAGER
SMITH, DIANE	DSMITH4@PGHSCHOOLS.ORG	6390	TEACHER
TOKER, TARAH	TTOKER1@PGHSCHOOLS.ORG	N/A	CLASSROOM ASSISTANT
TONERY, KATHY	KTONERY1@PGHSCHOOLS.ORG	6871	TEACHER
TORCASIO, LYNDA	LTORCASIO1@PGHSCHOOLS.ORG	8315	PE & HEALTH TEACHER/ FACE
VAITES, JOE	JVAITES1@PGHSCHOOLS.ORG	6991	TEACHER

WETZEL, HOLLY	HWETZEL1@PGHSCHOOLS.ORG	7294	TEACHER
WILLIAMS, SHAKEYA	SWILLIAMS3@PGHSCHOOLS.ORG	7381	SDSS
WOLFORD, DENNIS	DWOLFORD1@PGHSCHOOLS.ORG	N/A	PRE-K ASSISTANT
TBD			CLASSROOM ASSISTANT

BELL SCHEDULES

<u>Regular Bell Schedule</u>	Start	End
Free Breakfast Program	8:00	8:20
Community Time / Homeroom	8:20	8:36
Period 1	8:39	9:24
Period 2	9:27	10:12
Period 3	10:15	11:00
Period 4	11:03	11:48
Period 5 + First Lunch	11:51	12:36
Period 6 + Second Lunch	12:44	1:29
Period 7	1:32	2:17
Period 8	2:20	3:05

<u>Extended Homeroom Bell Schedule</u>	Start	End
Free Breakfast Program	8:00	8:20
Extended Homeroom	8:20	9:01
Period 1	9:04	9:45
Period 2	9:48	10:29
Period 3	10:32	11:13
Period 4	11:16	11:57
Period 5 + First Lunch	12:00	12:45
Period 6 + Second Lunch	12:52	1:37
Period 7	1:40	2:21
Period 8	2:24	3:05

2 Hour Delay Bell Schedule		Start	End
Schedule A	Schedule B		
Homeroom	Homeroom	10:20	10:35
Period 1	Period 2	10:40	11:20
Period 3	Period 4	11:25	12:05
Period 5	Period 5	12:10	12:50
Period 6	Period 6	12:55	1:35
Period 7	Period 7	1:40	2:20
Period 8	Period 8	2:25	3:05

Half Day Schedule

Plan A		Plan B	
Breakfast	8:00-8:20	Breakfast	8:00-8:20
Homeroom	8:20-8:30	Homeroom	8:20-8:30
Period 1	8:30-9:25	Period 2	8:30-9:25
Period 3	9:25-10:20	Period 4	9:25-10:20
Period 7	10:20-11:15	Period 8	10:20-11:15
Homeroom/Dismissal	11:15-11:25	Homeroom/Dismissal	11:15-11:25

SCHOOL AND PPS CALENDARS

District Calendar

2024–2025 District Calendar
Commencing August 26, 2024 and concluding June 10, 2025



Students first
Always, in all ways.

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
		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		

November 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

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
		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	

School Meeting Calendar

PSCC Meetings	LTF	PAC	PTA	Coffee with Administration
September 10	TBD	No Meeting	September 10	No Meeting
October 8 <i>virtual</i>	TBD	October	October 17*	October 24
November 12	TBD	November	November 12	No Meeting
December 3 FB LIVE	TBD	December	No Meeting	No Meeting
January 14	TBD	January	January 14	January 23
February 11 <i>Virtual</i>	TBD	February	No Meeting	February 27
March 11	TBD	March	March 11	March 27
April 8 <i>Virtual</i>	TBD	April	April 10*	April 24
May 13	TBD	May	May 13	No Meeting
No Meeting	No Meeting	June	Mixer	No Meeting

*Meeting is not preceded by a PSCC meeting.

ATTENDANCE PROCEDURES

PPS Policy 204

Absent / Tardy to School

Teaching begins at 8:35 a.m. Pittsburgh Brookline PreK-8 encourages attendance and promptness to school to minimize disruption to classroom instruction. Being absent or late to school has many implications. When a student is absent from or late to school, s/he/they miss valuable information, and this negatively impacts both the individual and the class. Tardiness interrupts instruction and the smooth operation of the classroom. Attendance and timeliness also form the backbone of important habits that lead to success in college and the broader workforce. Parents will be informed of excessive absences and consistent tardiness by the attendance officer. A parent conference may be held to determine a plan to provide support for either of these circumstances.

Students who are absent from school must bring an excuse to the homeroom teacher within **three days** of their absence, or the absence will be marked unexcused. This will prompt a District attendance letter notifying the parents of the unexcused absence. Parents may excuse up to 10 absences per school year. Medical excuses are not included in the 10 parent notes. Excuses may be faxed to the school at 412-571-7386 or emailed to swilliams3@pghschools.org.

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

No. of Times Absent per Report Period	Citizenship Mark Assigned	No. of Times Tardy per Report Period	Citizenship Mark Assigned
0-2	(O) Outstanding	0-2	(O) Outstanding
3-4	(S) Satisfactory	3-4	(S) Satisfactory
5-6	(N) Needs Improvement	5-6	(N) Needs Improvement
7 or more	(U) Unsatisfactory & Referral to Principal	7 or more	(U) Unsatisfactory & Referral to Principal

Early Dismissals

Early dismissals are to be kept to a minimum to assure that students are afforded the best opportunity to complete all intended learning for the day. With that in mind,

a note from the parent/guardian informing the school and teachers of an early dismissal helps to alleviate the disruptive nature of dismissals. Teachers can prepare materials ahead of time and plan for student transitions from class to homeroom.

The note from the parent/guardian must include the student name, HR number, teacher name and dismissal time. The student will present the note to his/her/their teacher, and the teacher will submit the note to the Main Office. At the time of the early dismissal, the parent/guardian can ring the bell at the Main Office, and the student will be escorted to the exit.

UNPLANNED EARLY DISMISSALS ARE NOT PERMITTED. Early dismissals after 2:30 p.m. will only be permitted IF a note was provided at the beginning of the day, OR if it is an emergency.

Please feel free to cut out and copy the notes below - OR - submit a handwritten OR doctor's note for **every** student absence.

Pittsburgh Brookline PreK-8
500 Woodbourne Avenue
Pittsburgh PA 15226
Phone 412-529-7380 Fax 412-571-7386
Brookline@Pghschools.org

Pittsburgh Brookline PreK-8
500 Woodbourne Avenue
Pittsburgh PA 15226
Phone 412-529-7380 Fax 412-571-7386
Brookline@Pghschools.org

SCHOOL ABSENCE NOTE

SCHOOL ABSENCE NOTE

Today's Date _____
My Child,

Was absent from school on (date): _____
Because: _____

Parent / Guardian Signature:

Today's Date _____
My Child,

Was absent from school on (date): _____
Because: _____

Parent / Guardian Signature:

ACADEMICS

At the Pittsburgh Public Schools, all students have access to rigorous content and course offerings in a culture of high expectations. This will help to build motivated and independent learners who can succeed beyond high school. The District is committed to keeping all students engaged, challenged and prepared for success in high school and beyond.

Students at Pittsburgh Brookline PreK-8 follow a traditional eight-period 45-minute bell schedule, and they engage in standards-based classes that are supported by differentiated instruction, social and emotional lessons and positive behavior interventions and supports. More specifically, all students utilize DreamBox Math curriculum in their Math classes. The English curriculum is Open Court Reading for students in K-5, and myPerspectives for students in 6-8. In science classes, students explore life science, earth science and physical science, and in social studies, students learn about civics and government, economics, geography and history (US and world). Students also visit the library and have art and gym. All classes are taught by certified teachers and are aligned to the PA Standards.

Special education services are also offered to students who need and qualify for them. In addition to three Autistic Support classrooms, learning support, speech and language, itinerant hearing and vision, emotional support, occupational support and physical therapy services are provided to students who qualify for them. Gifted education is also provided at the Pittsburgh Gifted Center (PGC) to students for students with a Gifted Individual Education Plan (GIEP). Pittsburgh Brookline PreK-8 students attend the Gifted Center on Wednesday's.

When students attend classes, they may receive books, supplies or other materials from their teachers. They are responsible for all books issued to them, including library books. Additionally, required books and supplies must be brought to class, including folders, homework and pencils. Being unprepared for class may result in a phone call home or a parent conference. Standard bookbags are permitted but must be placed in lockers. Students in grades 6-8 travel between demountable classrooms and can carry their bookbags during school.

ACADEMIC INTEGRITY

PPS POLICY 226

The faculty and staff of Brookline PreK-8 promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

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.

Any student who is caught plagiarizing or cheating on any assignment will meet with his/her/their teacher and counselor to discuss more effective ways of getting help with assignments. Additionally, the student's parents will be contacted to discuss supports and interventions that may be appropriate.

DRESS CODE

PPS POLICY 221

School Dress Code

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

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

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

When the students are out on the playground and at gym, it is important to remember they should wear proper footwear. For the safety of students, it is preferred they wear sneakers/tennis shoes with socks.

Additionally, please keep in mind the following:

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

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

ELECTRONIC DEVICES

PPS POLICY 216

The Brookline PreK-8 Middle School Cell Phone Policy has been created with input from students, families, Parent School Community Council (PSCC) and the PTA. Middle School students who bring a cell phone to school will be required to place it in a locked bin that is in their homeroom every morning, and the bin will be held in the Main Office during the school day. Students will receive their phone at the end of the day.

Cell phones will NOT be permitted to be taken into classrooms, but they will be locked up safely in the Main Office during the school day. If an emergency arises, a student may use the Main Office or classroom phone to communicate with family members. **If there is an emergency at home, please call the Main Office, and staff will assist in communicating with the student.**

If students do not follow the cell phone procedures, they will be asked to turn in their phone to Administration. Some examples of this include if the cell phone is visible, being used or becomes a distraction. On the first offense, a parent/guardian will be contacted, and the student will be given the phone back at the end of the day. If there are additional incidents, a parent/guardian must report to the school to retrieve the phone. Disciplinary action may also result for repeated violations.

EXTRA CURRICULAR OFFERINGS AND ATHLETICS

PPS Policy 119

Athletic participation provides healthy, supervised after-school activities for students in a safe and positive environment. Students who participate in athletics have been shown to have higher grade point averages, better attendance, lower dropout rates, fewer disciplinary problems and higher graduation rates. Participation in athletics teaches teamwork, goal setting, discipline, sportsmanship, leadership, and other valuable life-skills.

Students at Pittsburgh Brookline PreK-8 are the Bobcats, and there are several athletic offerings for students in grades 6-8. They include the following:



Fall	Winter	Spring
Co-ed Cross Country	Girls' Basketball	Girls' Soccer
Co-ed Flag Football	Boys' Basketball	Boys' Soccer

To participate in athletics, students must have a physical and CIPPE Form on file. Those files are available from the Main Office or by visiting the [District's Athletics Homepage](#).

In addition to athletic options, Pittsburgh Brookline PreK-8 also has a partnership with the Pittsburgh-based STEM Coding Lab. The STEM Coding Lab provides computer science and coding education to K-8 students who may not otherwise have access to it. This year, the STEM Coding Lab will be working with Brookline's first - eighth graders during the school day, in addition to after school, free of charge.

Finally, students at Brookline PreK-8 may have the opportunity to participate in activities that will require them to be out of the school building for a field trip. Field trips will generally be educational in nature, and parents/guardians will be notified of the dates and purpose each field trip several weeks in advance. A general permission slip must be completed and returned to the student's homeroom teacher before s/he/they may participate in any field trips.

GRADING

PPS Policy 209

The demands of today's 21st century global society require students to learn many skills, in addition to the traditional knowledgebase. Being competitive in the work force requires that students master higher-order thinking, along with skills, such as collaboration, technology literacy, communication and work ethic. Traditional short answer or multiple-choice tests and worksheets are not the only appropriate format to gauge the knowledge or abilities of a student, and teachers are expected to utilize multiple forms of assessment in their instruction.

As a rule, all classes at Brookline PreK-8 will use the Pittsburgh Public Schools grading scale:

A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
E	59% - 50%

General Practices for implementing Equitable and Restorative Grading Practices

- Late assignments are accepted without a grade-based penalty up to the midpoint of the report period when interim reports are calculated or up to the closing of grades at the end of the report period.
- Formative assessments, such as homework, are not graded unless specifically identified in district mandated curriculum grading calculations.
- Student behavior (participation/effort) is not incorporated in a grade, unless specifically identified in district mandated curriculum grading calculations.
- Retakes and re-dos are available for all students to have additional opportunities to demonstrate their understanding, and the grades will be averaged together.

This Pittsburgh Public School District uses the eSchoolPlus gradebook (TAC) for the maintenance of student grades, and parents can access their student's grades through the Home Access Center (HAC). Teachers should update grades weekly to assure that parents/guardians have an accurate idea of how their student(s) is/are doing. Furthermore, teachers should reach out to parents/guardians if they have any concerns about a student, OR if a student is in danger of failing.

In addition to grades, the Brookline PK-8 staff believes that Citizenship marks are reflections of the teacher's impression of the general behavior, attitudes, values and habits of an individual student in the school community. Students will receive Citizenship marks in homeroom and their classes based upon attendance and tardiness.

HOMWORK PROCEDURES

[PPS Policy 115](#)

Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. The Pittsburgh Public Schools reaffirms the importance of assignment and completion of homework as an integral part of the school experience. Meaningful homework assignments assigned systematically provide additional time for learning, which contributes toward student academic growth. Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Completing homework also develops student responsibility and promotes cooperation and family relationship with the school.

Students complete homework to:

- Reinforce learning through practice, application, integration and /or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- Foster students' personal development in areas, such as time management, responsibility, perseverance, and self-confidence.
- Stimulate imagination, originality, and creativity.
- Enhance home / school communications and provide for increased curriculum understanding.
- Encourage a follow up of worthwhile school activities into permanent leisure interests.
- Involve families in the learning process of their children.

Homework Tips

- Have a regular place and time for your child to do homework
- Turn off the TV and radio
- Make sure that the child puts away all electronic devices (i.e. cell phone, iPad)
- Talk about assignments with your child
- Compliment your children on their effort and accomplishments

HEALTH SERVICES

[PPS Policy 206](#)

The school nurse is Steve Radaci, MED BSN RN CSN

Phone: (412) 529-7382

Fax: (412) 325-7765

Email: sradaci1@pghschools.org

Emergency Care Forms

All students will be given an Emergency Care Form during the first week of school. Parents/guardians are asked to complete the form and return it to school as soon as possible to assure that accurate information is on file in the Main Office.

Medication Procedure

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

Students with Special Healthcare Needs

Any student who may have specific allergies and/or health needs should contact the Main Office at 412-529-7380. Parents/guardians may also visit the [District's Health Services webpage](#) to learn more about policies and procedures that are in place to keep students healthy. They are also able to view Student Health Forms that may be needed.

INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY

[PPS POLICY 813.1 - ACCEPTABLE USE POLICY](#)

The District aims to provide a rich set of technical capabilities that are unique to each learning community within all schools. These capabilities include 1-to-1 laptops, tablets or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and District printers, scanners, and other related peripherals.

Students will receive an electronic device from their homeroom teacher during the first week of the school year. They are responsible for maintaining the device throughout the year and should tell their homeroom teacher if there is a problem with it. There are technology liaisons in the building who will address any student technology issues, whether this means fixing it or sending it to the Office of Technology for repair.

Also, all students must have an Acceptable Use Policy (AUP) on file with the school. This policy assures that parents/guardians and students are aware of the policies, procedures and expectations associated with having a school-issued device. Paper copies of the AUP are available in the Main Office, or it can be completed online by visiting the District website [here](#).

STUDENT SUPPORT SERVICES

Student Attendance and Support Services

The School Developmental advisors, Dr. LaSaune Rayzer (412-529-7377) and Mrs. Katy Bajoras (412-529-7591), provide a variety of support services to students and families. Please call the counselor's offices directly to arrange a meeting with them regarding Attendance Concerns, 504 Plans, Individual Education Plans, testing for Special Education, and Counseling or Support Services. Excessive absences will be monitored by Central Office personnel who will work to eliminate chronic absenteeism.

Social-Emotional Learning ('SEL')

It is essential for children to master important academic skills, such as reading and mathematics. That's why they go to school. But it is equally important for students to develop the "soft skills" that everyone needs to navigate the world successfully. These include things, such as how to manage feelings and emotions, how to respect others and how to build strong, positive relationships. This is called Social-Emotional Learning (SEL).

According to the Collaborative for Academic, Social, and Emotional Learning, there are five core competencies that will help individuals—both children and adults—navigate the world more successfully. They are:

- **Self-awareness:** Know your own strengths and weaknesses and have a "growth mindset."
- **Self-management:** Manage your stresses and impulses and be prepared to set and work towards goals.
- **Social awareness:** Be open to the perspectives of others and respect cultural differences
- **Relationship skills:** Work on your communication skills, your willingness to cooperate with others and accept constructive criticism.
- **Responsible decision-making:** Make good choices based on ethical standards, safety and social norms.

To help students learn these soft skills, Brookline PreK-8 will implement SEL instruction through the Wayfinder platform. Wayfinder is a SEL program that will support the development of students' soft skills and give them an opportunity to practice them regularly. Students have access to Wayfinder through Clever, and it will be practiced each Monday.

Positive Behavioral Interventions and Supports ('PBIS')

A positive school culture is everyone's responsibility and critical to achieving academic success. Positive Behavioral Interventions and Supports, or PBIS, is meant to formally instruct students on positive behavior choices and randomly reward students for their positive behavior, thereby cultivating not only the behavioral expectations of the school, but also creating intrinsic motivation to "do the right thing." PBIS, when delivered consistently and with fidelity, should be like any other subject in school. Students will be recognized for their positive behaviors with rewards, including shopping in a school store and/or a treasure chest, and other incentives throughout the year.

Brookline PreK-8's school slogan is 'Bobcats are Respectful, Responsible and Safe.'

Students are randomly assigned points for demonstrating (both individually and as a group) the school-wide expectations of Being Respectful, Responsible, or Safe. All staff members can award points to reinforce positive behaviors. Faculty and staff hope that students become excited and energized to earn points and add points to their PBIS rewards account. These points can then be used to purchase items, trips, snacks, etc., as a reward for adding to a positive school environment and culture.

Restorative Practices

Through Restorative Practices, students learn to connect with teachers and other students to build relationships and a strong community. They develop appropriate social-emotional skills, come to understand how their actions affect others, and work to repair any harm done. It is an approach built on respect, communication, and strategies for success. Students understand that when everyone is treated with respect, classrooms are safe and healthy environments that support both teaching and learning.

Faculty and staff within the Pittsburgh Public Schools have been formally trained in Restorative Practices techniques, and they continue to engage in monthly meetings to deepen their understanding of it. The strategies that have been implemented help to build a positive school culture. More importantly, they provide faculty and staff with tools and strategies that can be utilized to build and/or repair relationships with OR among students.

Additionally, at Brookline PreK-8, a partnership with the University of Pittsburgh is in place through the Just Discipline Project to aid with Restorative Practices. Through this partnership, additional staff members (from the University of Pittsburgh) are in the building several days each week to work with students, faculty and staff in an ongoing effort to create a positive school culture and to teach students how to appropriately navigate challenging situations.

Student Envoy and Efficacy

Pittsburgh Public Schools has partnered with the Efficacy Institute since 2015, and the work focuses on introducing educators and students to academic mindsets rooted in the belief that intellectual capacity is not static and can be built-up through the sustained application of effective effort toward challenging tasks and high expectations. The Efficacy Institute defines “efficacy” as the capacity to mobilize the efforts of adults and children towards development. The development referred to is academics and character.

To support the mobilization of these efforts, the Efficacy Institute introduces staff and students to Five Levers that can be applied directly to the work already being done at Brookline PreK-8. The students are trained as Student Envoys who share their learning with others in the school and community. The Student Envoys serve as role models for the entire student body, and they engage in a variety of activities to help their peers know and understand the Five Levers of Efficacy.

Student Assistance Program (SAP)

The Student Assistance Program (SAP) helps to support students by addressing barriers to learning. The SAP Team meets regularly to identify resources both within the school and community that can help students. The team is comprised of Administration, counselors and faculty members who assist in the referral of SAP Team services. These services can range from academic assistance and counseling to referrals to community organizations. Additionally, the SAP Team provides prevention education, such as Bullying/Harassment, Drug and Alcohol Prevention, etc.

If parents/guardians would like additional information about the SAP Program at Pittsburgh Brookline PreK-8, please contact the Developmental Advisors, Mrs. Bajoras or Dr. Rayzer.







STUDENT EXPECTATIONS/PROCEDURES

Policy 212
PPS Code of Conduct

General Rules and Expectations

The Bobcats at Pittsburgh Brookline PreK-8 are Respectful, Responsible and Safe. The behavioral expectations for ALL students are outlined in the matrix below.

Pittsburgh Brookline PreK-8 Behavioral Expectations – DAILY Learning

Bobcats are...						
	Classroom 	Cafeteria 	Bathroom 	Recess 	Hallway 	Bus 
Respectful	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice. Follow directions. Eyes on the speaker. 	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice. Follow directions. We will say "please", "thank you", and "excuse me". 	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice. 	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice as you enter the building. Follow directions. 	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice. Follow directions. 	<ul style="list-style-type: none"> Keep your hands, feet, objects, and unkind words to yourself. Use your inside voice. Follow directions.
Responsible	<ul style="list-style-type: none"> Cell phones off and out of sight. Come to class prepared and ready to learn (binder, folder, book, pencil, etc.). Bring your charged device and power cord. Keep personal items with you at your seat. 	<ul style="list-style-type: none"> Sit at assigned homeroom table. Remain in your seat and raise your hand if you need help. Focus on eating and avoid playing with any food. Keep your area clean. 	<ul style="list-style-type: none"> Flush the toilet. Wash your hands with soap. Dry your hands and throw paper towel in the trash. Keep the bathroom clean. 	<ul style="list-style-type: none"> Line up at the beginning and end of recess upon signal and wait to be dismissed. Be kind, thoughtful, and share with others. Return all equipment. Keep the area clean. 	<ul style="list-style-type: none"> Stay with your teacher. Stay to the right when using stairs Keep the hallways clean. 	<ul style="list-style-type: none"> Enter and exit the bus orderly. Keep the bus clean.
Safe	<ul style="list-style-type: none"> Keep walkways clear. Walk at all times when moving in the classroom. Wear a mask when required to do so, per district policy. Practice social distancing, per district policy. 	<ul style="list-style-type: none"> Enter and exit through the correct doors and in a single file line. Walk at all times when moving in the cafeteria. Wear a mask when you are not eating, per district policy. Practice social distancing, per district policy. 	<ul style="list-style-type: none"> Leave the bathroom better than you found it. Walk in and out quickly. Wear a mask when required to do so, per district policy. Wash hands with soap and water for at least 20 seconds. Practice social distancing, per district policy. 	<ul style="list-style-type: none"> Stay in the recess area. Walk in a single file line at all times. Practice social distancing, per district policy. 	<ul style="list-style-type: none"> Stay to the right. Walk in a single file line at all times. Wear a mask when required to do so, per district policy. Practice social distancing, per district policy. 	<ul style="list-style-type: none"> Sit at assigned table Stay seated while facing forward Walk while getting on or off the bus. Wear a mask when required to do so, per district policy. Practice social distancing, per district policy.

Breakfast and Lunch Program

Breakfast and lunch are free to ALL students everyday. Parents/guardians should assure that students have a healthy start to their day. The breakfast and lunch programs begin on the first day of school. Students may carry a lunch to school OR receive a school lunch. Lunch menus will be available on the District website and attached to the monthly calendar that is sent home.

Bathroom Procedures

There should be no students in the hall for the first AND last 10 minutes of each class period. This assures that all students are safely settled into their classrooms, and the halls are clear. Grades 3-8 will maintain daily bathroom logs, and only one student is permitted to leave the room at one time. S/he/they must have the class hall pass while in the hall. Whole class bathroom breaks are in place for students in K-2. Their teachers have designated specific bathroom times for the mornings and afternoons and are monitored by a staff member during those breaks.

Class Transitions

All students will be supervised during class transitions and walk in line with their teacher. No students will be left unattended or without adult supervision at any time. When in the hall, students are expected to walk to the right of the hallway in a quiet and orderly manner. Students will also be escorted to and from the cafeteria.

Hall Passes

Each classroom has been given a standard laminated hall pass. When students leave the classroom - for any reason - they must sign out and carry the hall pass with them. It should be returned to the student's teacher upon return to the classroom.

Lockers

Students will be assigned a locker by their homeroom teacher, which they will have for the school year. They are responsible for the contents of their locker and are expected to keep it clean and organized. Students can go to their lockers at designated times during the school day: upon arrival in the morning, before and after lunch and at the end of the day. Administration reserves the right to search any student locker if necessary.

Daily Arrival and Dismissal Routines

The school doors open to students daily at 8 a.m., and they are dismissed at 3:05 p.m. Students are NOT permitted to wait outside of the school before OR after school hours, unless they are accompanied by a parent/guardian. Staff members will be available to admit students to the building at 8 a.m.

SAFETY FIRST! Student safety is the TOP priority during drop off and pick up. **Please be attentive, be patient, and drive safely!** Additionally, please exercise caution as you drop off or pick up students.

Vehicle ARRIVAL (drop off) and DISMISSAL (pick up)

When dropping a student off in the morning or picking a student up in the afternoon, parents/guardians should adhere to the following guidelines:

- Obey posted "No Parking" signs. Do NOT park along the left side curb (read posted signage), as this is a passing lane.
- Drive Slowly!
- On Woodbourne, pull to the right (school side curb) and ahead as far as possible so that cars behind you can also drop off and to avoid a traffic jam on Pioneer Ave.
- Permit students to exit the right side of the vehicle directly onto the sidewalk (*do not have child/children exit on left or street side*).
- Do not block Woodbourne or Pioneer Avenue, the bus driveway, or the alley.
- **Drop or pick-up and immediately leave. No Standing permitted. Allow other vehicles to pass safely on your left.**
- Slowly pull away after your child exits the vehicle.
- Pioneer Street drop off/pick up: Parking is NOT permitted **in front of** or **across from** the school on Woodbourne, as posted. Please abide by the posted "No Parking" signs.
- Driveway (Bus/Van Drop off): Do not park in or block the **bus/van lane** of the driveway between Pioneer and Woodbourne. The driveway is for authorized school vehicles and/or special situations requiring assistance/support by school staff.

Walkers

A Crossing Guard is stationed at the corner of Woodbourne and Pioneer Avenues. Walkers should obey all posted rules, listen to the Crossing Guard and cross at crosswalks.

Parking

Limited parking is available in the parking lot on the side of the building and in the basketball courts after school and during special events. ~~If parents/guardians are dropping off or picking up a student, please enter the parking lot, park in a designated parking space, and safely walk the student to/from the front entrance. Do NOT Park in or block the driveway leading to the parking lot, and do NOT double park. Handicap spaces are for permitted cars only.~~

Bicycles

Students are permitted to ride their bicycles to school and must adhere to the following guidelines:

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

Student Arrival

Kindergarten students enter the building through the lower Woodbourne entrance. Students in grades 1-8 enter the building through the main Woodbourne entrance. It is important that students are lined up in the proper place to assure efficient building entry procedures.

Student Dismissal

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

- Kindergarten: Students dismissed directly to their parents/guardians at the kindergarten entrance (lower) on Woodbourne.
- Grades 1-2: Students dismissed directly to their parents/guardians from the main entrance sidewalk.
- GRADES 3-5: Students dismissed at the side steps, next to the teachers' parking lot entrance on Woodbourne.
- GRADES 6- 8: Students escorted to the Crossing Guard at Pioneer and Woodbourne.

VISITOR POLICY

[PPS Policy 1104](#)

All visitors to Brookline PreK-8 are required to follow the District's visitor procedures. Parents/guardians are encouraged to share these procedures with anyone listed as an emergency contact for students.

-
- If a parent/guardian is planning to visit a classroom or other area of the school building during the school day, s/he/they should call the Main Office and register for an appointment, prior to the date of the visit. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to plan for substitute coverage, as necessary.
 - Upon arrival to the school building, all visitors must report to the Main Office before proceeding to any other part of the building.
 - As part of the registration process in the Main Office, all visitors will be asked to sign the visitor register and provide their driver's license (or other state-issued photo identification), which will be held by the building office for the duration of the visit. Car or house keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
 - Once registered, the visitor will be issued a Visitor Identification Badge, which must always be displayed while the visitor remains in the school building or on school premises.
 - Visitors must always remain in approved areas only and act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises and may not be permitted to visit again.
 - Upon conclusion of the visit, the visitor must return to the Main Office, sign out and return his/her/their Visitor Identification Badge. The Main Office staff will return the visitor's driver's license, ID or keys, as applicable.

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

In addition to visiting the school, the faculty and staff encourage parents/guardians to volunteer. The efforts of ALL stakeholders make a difference in the development of every student, and parents/guardians are welcome to support school activities and events as volunteers. Parent/guardian volunteers support the mission of the school. To become a volunteer, one must obtain the proper clearances to work with students. This includes participating in classrooms, attending field trips and chaperoning any school event. Forms are available in the Main Office if parents/guardians would like to become a parent volunteer. Please review the Parent Involvement Policy and School Compact for additional information. Parents/guardians can also find additional information at <https://www.pghschools.org/community/get-involved/volunteering>.

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

School Safety

At Pittsburgh Brookline PreK-8, the safety of students and staff is the top priority. Therefore, in an emergency, School Police or Pittsburgh City Police may recommend that the school be placed on a modified lockdown, full lockdown or evacuate to an alternative site. The procedures for these actions are listed below.

Modified Lockdown

A modified lockdown means that normal instructional activities continue as much as possible; however, there are no outside events or activities (including recess) or field trips, unless they are explicitly cleared by School Police. While in modified lockdown, entry to and exit from the school will be restricted to those individuals with a pre-existing appointment. A modified lockdown may be a precautionary measure called when there is a community issue that is external to the school and not directed at the school.

Full Lockdown

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

Evacuation

Evacuation may occur if a threat, fire or other event makes the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. The Pittsburgh Brookline PreK-8 evacuation site is The Brookline Teen Outreach Center located at 520 Brookline Boulevard, Pittsburgh, PA 15226. In an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to assure all students are safely returned to their families. During a reunification, families are directed to complete the following:

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

Only approved adults with valid photo identification will be allowed to pick-up students from the evacuation location.

Standard Response Protocol (SRP)

The Standard Response Protocol (SRP) is based on the response to any given situation, not on individual scenarios. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.



Hold is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



Lockdown is followed by "**Locks, Lights, Out of Sight**" and is used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the **Hazard** and **Safety Strategy** for group and self protection.

Communication with Families During an Emergency

If Pittsburgh Brookline PreK-8 is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Brookline PreK-8 or at the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for the staff to quickly update parents, it is also important that the information that is sent is accurate. Please be aware that emergency situations are fluid and always changing, and information received from non-District sources, such as the news media and social media, may be inaccurate. Depending on the type of emergency, the District may also utilize its website, Facebook and Twitter

accounts to provide timely information to families.

- Along with a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other appropriate information, such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Brookline PreK-8 has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm, and do not attempt to come to the school. The staff understands that the first reaction of many families is to come to the school; however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may hinder the emergency response and jeopardize their own safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If a student calls or texts during a school emergency, please encourage him/her/them to remain calm, and follow the directions of the teachers and staff. Also encourage the student not to post information to social media sites, as it can lead to misinformation and confusion.

The District has strong partnerships with local law enforcement and will work collaboratively with the City of Pittsburgh Police to respond quickly to potential threats and always assure student and staff safety. Please contact the Main Office if you have any questions regarding these procedures.

Inclement Weather, School Closings and Two-Hour Delays

The District posts school closing and two-hour delay announcements on its website (www.pghschools.org). The following radio and television stations announce school closings or delays: KDKA Radio, KQV, BOB-FM, WPXI, WTAE, KDKA.

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

Additional Safety Information

Because safety is a top priority at Brookline PreK-8, please be aware that random metal detector checks will occur throughout the school year. When this happens, students will pass through a metal detector upon entry to the building, and their bag(s) will be searched by staff members.