

Pittsburgh King PreK-8



Student Handbook 2024-2025

Pittsburgh King PreK-8
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SUPERINTENDENT'S WELCOME

Dear Pittsburgh King Families,



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

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 King Community:



Welcome to Pittsburgh King PreK-8, a Community School. Pittsburgh King promotes a safe, healthy, and equitable environment where students are encouraged by the school and community to reach their highest levels of achievement. Pittsburgh King supports a strong commitment to racial equity, innovation, and positive behavior support.

Students are instructed by highly qualified staff who push students to pursue their dreams. The K-5 staff utilizes the PPS adopted reading curriculum, Open Court and myPerspectives for students in grades 6-8. This year students in grades K-8 will dive into a new math curriculum, Imagine Learning Illustrative Mathematics (IM)! Students in grades K-8 engage in the adopted science curriculum, Carolina Biological Science; and the PPS adopted social studies curriculum, Pearson World Studies.

We have a thriving arts program that offers Instrumental Music for grades 3-8, as well as digital arts and music experiences. Additionally, all students have access to computers and iPads and utilize various computer-assisted learning programs such as IXL literacy, Smarty Ants, Achieve 3000 along with Reading Horizons.

As a Community School, Pittsburgh King is proud to have established a wide variety of providers. Among our partners are Duquesne University, Pressley Ridge, Turtle Creek Valley Mental Health Services, Mercy Behavioral Health, A+ Schools, Urban Impact, Reading Is FUNDamental, Junior Achievement, and Church Union. Pittsburgh King actively engages the community by forming partnerships to expand innovative opportunities for students, eliminate barriers to programming and support, and become a central hub for the community.

Pittsburgh King PreK-8 has a school-wide Title I program, which focuses on student achievement in reading and math. We also support and encourage parental and community involvement and look to re-engage our Pittsburgh King Parent Network. We also offer a “Let’s Talk About It” weekly parent session with school administration.

This year, our Board of Directors updated the Positive School Culture Guide, formerly known as the Student Code of Conduct, which is available on our school website. The guide outlines the academic and behavioral expectations, as well as the policies and procedures that all students are expected to follow. **As a student attending Pittsburgh King PreK-8, it is essential that you fully understand the Positive School Culture Guide.** If you have questions or want to request a printed copy of the student handbook, please contact a member of the administrative team. The Positive School Culture Guide is designed to help you stay focused on your education, maintain positive behavior, and strive to do your best!

We look forward to a positive year.

Grateful,
Principal Gordon

SCHOOL VISION AND MISSION

King Vision Statement

All students will have joy in their learning, maximize their potential and be socially and globally responsible.

King Mission Statement

Here at Pittsburgh King, we will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so they can succeed in all areas of life.

School Colors: Maroon and Gray

SCHOOL CONTACT INFORMATION

ADMINISTRATION

Dawn Gordon Principal	Dgordon4@pghschools.org	412-529-4142
Colleen Pegher Assistant Principal	Cpegher2@pghschools.org	412-529-4146

MAIN OFFICE

Bernice Wilkerson Secretary	Bwilkerson1@pghschools.org	412-529-4170
Breiona Graves SDSS	Bgraves2@pghschools.org	412-529-4161

STUDENT SERVICES

Victoria Hulton Nurse	vhulton1@pghschools.org	412-529-4167
Tanya Ashby Social Worker	Tashby1@pghschools.org	412-529-4148
Destiny Hoffman Project Assistant	Dhoffman1@pghschools.org	412-529-4157

Arrival

The doors will open at 8:05 a.m. Students in grades K-4 will enter the building through the back ramp entrance and students in grades 5-8 will enter through Stairwell 2. Students should arrive at the door with book bags open, coats unzipped, hats and hoodies removed, all electronics turned off and cell phones turned in and ready to move through the metal detectors. **Any open food or drink containers will be discarded.**

All students and adults must pass through a metal detector upon entry into the building. ADULTS must enter through the main doors located on the North Avenue side of the building.

Breakfast

Breakfast will be served from 8:05 a.m. until the last bus arrives. Students will eat breakfast in their assigned areas. Any students arriving late will be offered a grab a go breakfast up to 10:00am.

Dismissal & Early Dismissal Procedures

Dismissal time is 3:05 p.m. Students will not be permitted to change their dismissal procedures unless a **written note** is provided to the teacher and verified by the main office, PRIOR to dismissal. Verbal requests for changes will not be permitted. Early dismissals must be made before 2:00 p.m. Early **dismissal requests made after 2:00 p.m. will not be permitted unless there is a special circumstance, an emergency, and approved by an administrator.**

Students will ONLY be dismissed to those individuals listed on the emergency contact form or to individuals listed in a written note. **All individuals securing students MUST have PHOTO IDENTIFICATION.**

School Closings/Delays

If the Pittsburgh Public Schools are closed or delayed (for reasons such as heavy snowfall or icy roads) an announcement will be carried over the local radio and television stations the morning in question, or you may check www.pghschools.org. When there is a delay, school doors open at 10:00 a.m. Therefore, buses pick up students two hours later than their normal pick-up time. We ask that children do not arrive at school before 10:00 a.m. as there is NO supervision. Afterschool activities may be canceled. Please listen for an Alert Now message. No announcement means that school is in session.

Communication Procedures

Teachers have a daily responsibility to the children in their classrooms. Parents/guardians desiring to speak to a teacher are asked to leave a message with the main office at 412-529-4170. Please do not ask to be connected directly to any classroom during instructional time. All Pittsburgh King PreK-8 employees have email accounts. Please refer to the staff contact list in the handbook for correct email information.

Parent Communication:

Our primary means of communication is via Talking Points and/or Robo Calls. Talking Points can be received via text message. To have more efficient use I strongly encourage you to download the app to your cellular device and turn on the notifications. It's important to keep your contact information up to date. If there is a number change, please contact the school immediately and provide the information to the school's SDSS.

You can access additional information regarding Pittsburg King at these links:

www.pghschools.org/king and Pittsburgh King Pre-K-8 on Facebook. Please keep a record of your child's school username and password to access class instructional materials on Schoology and your Home Access Center for your access to district enrollments. Login information will be sent home by homeroom teachers the first week of school or within the first week of a student enrolling in school.

General Communication:

Please allow our staff to respond to any calls or emails within 24-48 hours. If it is an emergency and you need to talk to someone sooner, call the school directly on 412.529.4170.

Classroom Communication:

All teachers send weekly and/or timely content classroom updates via Talking Points.

Parent Meetings:

You can request an individual scheduled meeting with a teacher via email, phone call to the school, and/or Talking Points.

Phone Messages:

Except in cases of dire emergency, messages from parent/guardian to student will be relayed during the change of classes or lunch time, not during instruction

Keeping Primary/Emergency Contact Information Up to Date

Please ensure that your primary and emergency contact information is always up to date. It is crucial for the staff at Pittsburgh King to have accurate phone numbers so we can reach you or your designated contacts in case of an emergency involving your child or the school.

Please also share our visitor procedures and school safety information with all individuals listed as emergency contacts. Your child's emergency contact is the person responsible for picking up your child if you or their primary guardian is unavailable. We take the release of any child to an unknown adult very seriously. Therefore, it is important that each of your child's emergency contacts is familiar with the following procedures when visiting our school.

- **Must show proof of identification.** A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the district's student information system.
- **Must understand the district's visitor procedures.** All visitors must use the main entrance of the school building and sign in in the main office. No visitors are permitted to visit classrooms or walk in the hallways. All visitors will be escorted by a staff member.
- **Must understand the District's Reunification procedures and know the child's school reunification location.** Each school has an alternative location for pick-up in the event of a school-based emergency. Any individual wishing to pick up a child from an alternative location must be listed as parent/guardian or emergency contact and must show proof of identification.

COMMUNICATION WITH FAMILIES DURING AN EMERGENCY

If Pittsburgh King 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 King or the District to contact families as quickly as possible through the phone messaging system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the district may also utilize its website, Facebook and twitter accounts to provide timely information to families.
- In addition to a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other information as appropriate such as

lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.

- Pittsburgh Public Schools will now follow the Standard Response Protocol. When receiving a phone call that Pittsburgh King has been directed to secure the school building due to a dangerous situation outside of the building, call a lockdown because there is dangerous situation inside the school building, evacuate the school or take shelter, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school, however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may hinder the emergency response and could jeopardize their safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If your child calls or texts you during a school emergency, please encourage him or her to remain calm and follow the directions of the teachers and staff. Also encourage your child not to post information to social media sites as it can lead to misinformation and confusion.

The district has strong partnerships with local law enforcement and will work collaboratively with City of Pittsburgh Police to respond quickly to potential threats and ensure student and staff safety at all times. Please contact the main office if you have any questions regarding these procedures.

Staff Roster

ADMINISTRATION

Dawn Gordon Principal	Dgordon4@pghschools.org	412-529-4142
Colleen Pegher Vice Principal	Cpegher2@pghschools.org	412-529-4146

Main Office

Bernice Wilkerson Secretary	Bwilkerson1@pghschools.org	412-529-4170
Breiona Graves SDSS	Bgraves2@pghschools.org	412-529-4161

Student Services

Victoria Hulton Nurse	vhulton1@pghschools.org	412-529-4167
Tanya Ashby Social Worker	Tashby1@pghschools.org	412-529-4148
Destiny Hoffman Project Assistant	Dhoffman1@pghschools.org	412-529-4157

Pre-K

Mary Rosgony	Mrosgony1@pghschools.org	412-529-4156
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Kindergarten

Hope Maizer	Hmaizer1@pghschools.org	412-529-4138
Ashley Snyder	Asnyder2@pghschools.org	412-529-4379

1st Grade

Kristy Rodriguez	Krodriguez1@pghschools.org	412-529-4415
Michele Rhodes	Mrhodes1@pghschools.org	412-529-4377

2nd Grade

Tiffany Basinger	Tbasinger1@pghschools.org	412-529-4643
Timothy Taylor	Ttaylor2@pghschools.org	412-529-4382

3rd Grade

Clinetta Jackson	cjackson6@pghschools.org	412-529-4139
Alexandria Maltis		412-529-4634

4th Grade

Enonya Green	egreen1@pghschools.org	412-529-5423
Vacancy		

5th Grade

Michelle Jennings	Mjennings1@pghschools.org	412-529-4428
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6th Grade

Vacancy		412-529-4420
Jacquilyn Smith	jsmith8@pghschools.org	412-529-4419

7th Grade

Joseph Tindal	Jtindal1@pghschools.org	412-529-4431
Sara Simmons	Ssimmons1@pghschools.org	412-529-4157

8th Grade

Leslie Maben	Lmaben1@pghschools.org	412-529-4393
David Haslett	dhaslett1@pghschools.org	412-529-4642

Specials

Phys Ed	Ismael Fernandez	Ifernandez1@pghschools.org	412-529-4137
Library	Jason Burrell	Jburrell1@pghschools.org	412-529-4386
Art	Kristen Lutzik		412-529-4429
Music	Giovanni Pinto	Gpinto1@pghschools.org	412-529-4430

Special Education Teachers

Jennifer Britton		Jbritton1@pghschools.org	412-529-4383
Brandi Tagmyer		Btagmyer1@pghschools.org	412-529-4434
William McWilliams		Wmewilliams1@pghschools.org	412-529-4154
Meghan Bykowski		Mbykowski1@pghschools.org	412-529-4420
Darlene Schmitt		dschmitt1@pghschools.org	412-529-4641
Lisa Williams, emotional support classroom		Lwilliams2@pghschools.org	412-529-2902

Paraprofessionals

Floyd Edwards		fedwards1@pghschools.org	412-529-4147
Monique Lites		Mcross1@pghschools.org	412-529-4147
Brandi Thomas		bthomas2@pghschools.org	412-529-2902
Gabrialia Johnson			

Cafeteria

Cafeteria Manager	Natalia McIntosh		412-529-4168
Cafeteria Manager	Maria Gitelman		412-529-4168

Security

Lord James		Ljames1@pghschools.org	412-529-4162
Austi Williams		Awilliams6@pghschools.org	412-529-4162

BELL SCHEDULES

Pittsburgh King PreK-8 2024 – 2025 Bell Schedule

Staff ESEP	7:10 am arrival 7:15 – 7:55 am ESEP 7:55 – 8:05 am Prep time	
Arrival/Breakfast	8:05 – 8:20	
Period 1	8:20 – 9:05	Intervention/ Community Time
Period 2	9:05 – 9:50	
Period 3	9:50 – 10:35	
Period 4	10:35 – 11:20	
Period 5	11:20 – 12:05 K-2 Lunch	
Period 6	12:05 – 12:50 3-5 Lunch	
Period 7	12:50 – 1:35 6-8 Lunch	
Period 8	1:35 – 2:20	
Period 9	2:20 – 3:05	
Dismissal	3:05 Walkers 3:07 Bus Riders 3:10 Teacher dismissal	

ESEP Time: 7:15 am – 7:55 am
 HR/Community Time: 15 minutes
 Intervention: 30 minutes
 Class Times: 45 minutes

Teacher Day: 7:10 am - 3:10 pm
 Paraprofessionals: 8:10 am – 3:25pm
 Secretary/SDSS: 7:30 am – 3:30 pm
 Student Day: 8:20 am – 3:05 pm

**Pittsburgh King PreK-8
2024 – 2025
Bell Schedule
2-HOUR DELAY**

Staff ESEP	7:10 am arrival 7:15 – 7:55 am ESEP 7:55 – 8:05 am Prep time	
Arrival/Breakfast	10:05 – 10:20	
Period 1	10:20 – 10:35	Homeroom
Period 4	10:35 – 11:20	
Period 5	11:20 – 12:05 K-2 Lunch	
Period 6	12:05 – 12:50 3-5 Lunch	
Period 7	12:50 – 1:35 6-8 Lunch	
Period 8	1:35 – 2:20	
Period 9	2:20 – 3:05	
Dismissal	3:05 Walkers 3:07 Bus Riders 3:10 Teacher dismissal	

ESEP Time: 7:15 am – 7:55 am
 HR/Community Time: 15 minutes
 Class Times: 45 minutes

Teacher Day: 7:10 am - 3:10 pm
Paraprofessionals: 8:10 am – 3:25pm
Secretary/SDSS: 7:30 am – 3:30 pm
Student Day: 10:20 am – 3:05 pm

SCHOOL AND PPS CALENDARS

Monthly Parent School Community Council (PSCC) meetings are held the last Thursday of every month from 5pm – 6:30pm. To ensure the opportunity of all parents to participate in our meetings, a hybrid option will be offered.

Monthly student activities calendars will be posted on our website: www.pghschools.org/king

The full school year calendar with information on half days can be located at: www.pghschools.org

ATTENDANCE PROCEDURES

PPS Policy 204

Attendance

Pittsburgh King PreK-8 holds student attendance in the utmost importance. You can only achieve if you are here! Absence is defined as non-attendance in school in an individual class, the entire school day, or a combination of both. **Absence includes tardiness to class and/or school as well as early dismissals.** Pittsburgh King PreK-8 conforms to all laws, rules, and regulations in relation to attendance as prescribed by the Commonwealth of Pennsylvania and the Pittsburgh Public School District.

Attendance Related Procedures

Parents must submit excuses for absences within three school days. If a note is not submitted, the absence becomes permanently unlawful. The School District considers the following conditions to constitute reasonable cause for absence from school:

- Illness or injury that necessitates home recuperation which must be verified in writing by the parent/ guardian, school nurse or physician.
- Weather emergency, impassable roads, school transportation related or quarantine.
- Religious holidays.
- Bereavement and/or to attend the funeral of a family member.
- Hospitalization.
- Principal-approved reasons for absence from school or class, i.e., field trips, activities, assemblies, service learning, counseling, mentoring, support groups, early dismissal, college/postsecondary visits, attendance at college/postsecondary courses, etc.
- Involuntary exclusions from school or class such as suspension or as mandated by legal or medical professionals.

An unexcused absence is an absence in which a student has not submitted a note from home, doctor, hospital, funeral home, religious organization, or court within three days.

Once there is a third unexcused absence (a note has not been submitted within three days), parents will receive a “Notice of Unlawful Absence” and a warning that they may be liable in court without further notice from the school. Parents will make an appointment to meet with school staff and establish a Truancy Elimination Plan.

A fourth unlawful/unexcused absence (a note has not been submitted within three days) could result in a citation issued by the District Magistrate in which students will have to appear in court and face a possible fine of \$300. Other consequences could occur which will be determined by the court.

A student who is absent more than 10 days in one school year (excused or unexcused absences) will be required to submit verification that the absence was caused by illness, injury or hospitalization, impassable roads, a religious observance, or bereavement. If the student has

more than 10 days absent within the school year, handwritten notes from home cannot be accepted.

ACADEMICS

We know that by ensuring all students have access to rigorous content and course offerings in a culture of high expectations, we will help to build motivated and independent learners who can succeed beyond high school.

We believe that every child, at every level of academic performance, can achieve excellence and we are committed to keeping all students engaged, challenged and prepared for success after high school.

Curriculum

Language Arts

Grades K-5: Open Court

Core Resource-K-5 Open Court Reading: Through systematic, explicit instruction and a scope and sequence that follows a purposeful progression of skills, Open Court Reading teachers to turn the Science of Reading Research into action every day through the implementation of the 3 instructional bands: Green (Foundational Skills), Red (Comprehension), Blue (Language Arts/Writing).

Core Resource- K-5 Benson Handwriting: Students will develop legible, fluent handwriting through step-by-step instruction in letter formation and the four components of legibility (size, space, slant, strokes). Through its unique integration of reading and language arts standards, Benson Handwriting helps students develop the writing fluency they need while practicing key language arts and reading skills.

Grades 6-8: myPerspectives:

myPerspectives is a student-centered English Language Arts program that provides a diverse representation of literature, authors, characters, cultures, and themes. The program provides many opportunities for students to use their voices as they share their lived experiences, allows them to make choices in their learning, and gives them the opportunity to ask critical questions of the texts, the teacher, and each other. myPerspectives is built on the foundation of culturally responsive instruction in that the program focuses on what we do with students and how they interact with and learn from each other.

Math

We're thrilled to announce the adoption of the new Imagine Learning Illustrative Mathematics (IM) K-8 curriculum for the upcoming school year! This research-based program fosters deep conceptual understanding and critical thinking skills, preparing all students for success in math.

IM for K-8 offers:

- **Engaging, problem-based learning:** Students develop a love of math through real-world problems and collaborative activities.

- **Focus on mathematical reasoning:** Students learn to explain their thinking, justify their solutions, and make connections between concepts.
- **Rigorous content aligned to standards:** The curriculum ensures students master essential math skills and knowledge.

Supporting Families:

We understand the importance of family involvement in student learning. The Imagine Learning Family Support Hub provides families with resources to understand the curriculum and support their child's math journey at home.

Visit the Family Support Hub: [Imagine Learning Family Support Hub](#)

Science

Carolina Biological: K-12 Science pedagogy should follow the phenomena-driven, 3D approaches (Practices, Crosscutting Concepts, and Disciplinary Core Ideas). This is a drastic shift from the way science has been traditionally taught. The teaching and learning process consists of anchoring phenomena, driving question boards, and claim, evidence, and reasoning throughout the unit. The anchoring phenomena provides the anchor and focus for the entire unit of instruction. The Driving Question Board (DQB) supports students with developing questions and wonderings as it relates to the anchoring phenomena while the teacher facilitates learning. Claim, Evidence, Reasoning (CER) occurs early in the unit, but students continue to uncover evidence and develop more reasoning, related to the anchoring phenomena, and add the new learning and reasoning to their CER chart.

Social Studies

The PPS Board of Directors recently approved the adoption of McGraw Hill's custom Social Studies textbook for implementation in grades 6-7. The course will reflect the shift to study the Eastern Hemisphere in 6th grade and the Western Hemisphere in 7th grade.

ACADEMIC INTEGRITY

PPS POLICY 226

Philosophy

Pittsburgh King's Academic Honesty Policy helps students to develop several characteristics. **Principled** individuals give credit where it is due and do not take the work of others without proper attribution. Effective **Communicators** will include the sources of ideas and information expressed, so that audiences can place the work in its proper context. Those who consider themselves **Inquirers** and **Thinkers** must have a clear record of the development of their information so that they are able to **Reflect** about their work during and after its completion. No one can truly claim to be **Knowledgeable** if they are unable to explain the derivation of their opinions.

Consequences of Academic Dishonesty on all Assignments (homework, classwork, quizzes, tests, projects)

Although the first goal of our Academic Honesty Policy is not punishment, there must be consequences for students who fail to maintain their academic honesty.

First Offense:

Student completes a reflection form and is given partial credit for making up or redoing the work, if possible. Copy of reflection form is filed with administration along with referral. Parent informed of the infraction.

Second Offense:

Students complete a reflection form to be filed with administration along with a referral. No credit is given for the work. Parent informed of the infraction.

Subsequent Offenses:

Students complete a reflection form filed with administration along with a referral and no credit is given for the work. Parent informed of the infraction.

Referrals for academic dishonesty will remain on file throughout the student's career at the Pittsburgh King. At the start of each academic year, the consequences will be reset, so that if a student commits another infraction in a new academic year, it is treated as a "First Offense" in terms of repercussions, even if there are already incidents of academic malpractice on file from previous years.

ATHLETICS

Sports Participation and Spectatorship

All students must be in good academic, behavioral and attendance standing to play on a Pittsburgh King Sports team. **STUDENTS MUST HAVE UP-TO-DATE EMERGENCY CARE FORMS ON FILE and completed sports physical.** A parent or guardian must accompany all students who wish to attend the sporting event as a spectator. Students, parents, or other spectators failing to demonstrate appropriate behavior will be asked to leave the school grounds and may be subject to permanent removal from school events.

Pittsburgh King offers the following Sports for the 2024-2025 School Year

SEASON	SPORT	COACHES
FALL	FLAG FOOTBALL (CO-ED)	Coach Lord
WINTER	BASKETBALL (GIRLS & BOYS)	Coach Burrell & Coach Crenshaw
SPRING	CROSS COUNTRY (CO-ED) SOCCER (GIRLS)	Coach McWilliams VACANCY

DRESS CODE PPS POLICY 221

A school dress code creates a respectful and focused learning environment by promoting professionalism, equality, and a sense of school identity among students. Students are required to wear the school uniform daily. If students arrive at school out of uniform a parent will be expected to bring one for them to change into if the school does not have one for them to borrow.

Student uniform policy is defined as the following:

- Students must wear **ANY SOLID** colored pants, skirts, shorts at the waist with a belt.
- Students are required to wear **ANY SOLID** colored collared polo shirts (no logos or graffiti)
- Undergarments and midriffs must not be visible at any time
- **SOLID** color joggers, sweatpants, or sweat shorts cannot be worn

Students are prohibited from wearing the following:

- Head coverings that are non-religious in nature
- No hoodies with the hood pulled up, outerwear or jackets may not be worn in the building
- Headphones or earbuds may not be worn
- Leggings may not be worn as a substitute for skirts, shorts or pants. They **CAN** be worn **UNDER** a skirt or shorts and must be **SOLID** color.
- No slides or any shoes that do not have a back to support the foot in the shoe.

Consequences for students not following the student dress code:

Failure to follow the code is a violation of the school norms. The following list outlines the consequences for failure to wear the school uniform.

1st Infraction: Homeroom teacher will contact the student home and send a Talking POINTS message reminding the parent and student of the uniform policy. The student will also be required to change into a school uniform provided from the school uniform closet.

2nd Infraction: Parent will be required to bring a change of clothing for the student, or the student must change and return the borrowed uniform. Borrowed uniforms **MUST BE RETURNED** at the end of the day!

3rd Infraction: Parent will be required to bring a change of clothing for the student, or the student must change and return. Borrowed uniforms **MUST BE RETURNED** at the end of the day!

A parent conference will be requested to resolve chronic student dress code violations. Lunch Detention will be issued.

4th Infraction and beyond: Will be addressed by a member of the leadership team.

ELECTRONIC DEVICES

PPS POLICY 216

Personal Electronic Devices

Students may not use personal electronic devices during the school day, all cell phones will be collected upon arrival and returned during dismissal.

1st Offense: The personal electronic device will be taken from the student by staff, student will be reminded about the school policy to turn in device and parent will be contacted.

2nd Offense: The personal electronic device will be taken from the student by staff and an adult must retrieve the phone from the main office after dismissal.

3rd Offense: The personal electronic device will be taken from the student by staff and an adult must retrieve the phone from the main office. A parent conference will be requested to resolve chronic violations of the electronic policy.

Pittsburgh King is **not** responsible for lost, stolen or damaged personal electronic devices. School staff will not search for lost devices.

EXTRA CURRICULAR OFFERINGS

PPS Policy 119

Special Events

During the school year, there are many special events in which students participate. Some of these include concerts, field trips, family nights, celebrations, educational awards ceremonies, and sports awards ceremonies.

Field Trips

Students will have the opportunity to attend field trips throughout the year. It is a privilege to be invited to these events, not a right. To attend students must meet ALL behavior expectations.

STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARE FORM ON FILE and physical form on file with the nurse's office. Before a field trip, a permission slip will be sent home to be signed. Students will not leave the building without a signed permission slip. No verbal permission will be accepted.

Special Activities

Students will have the opportunity to participate in special activities throughout the year. It is a privilege to be invited to these events, not a right. To attend, students must meet behavior, academic and attendance expectations. Students must present themselves positively representing Pittsburgh King. Failure to do so will limit students' opportunity in future events.

GRADING

PPS Policy 209

Grading Scale

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

Late Work Procedure

Student grades should be an undiluted reflection of what they know, understand, or are able to do. At Pittsburgh King, we believe students should receive feedback in the form of next steps and grades that reflect understanding. We understand that students may turn in assignments of any kind late, we must still assess their knowledge and not their tardiness. That is just one form of dilution of grades. We support both forms of thought and believe that students need to understand the consequences of not meeting deadlines. Student work should first be assessed as if it were turned in on time, then calculated with points deducted. Both scores should be visible on student work. Thus, the King late grading protocol for students in 1st through 8th grade is as follows:

- 1-2 days late – no deduction
- 3-5 days late 1% point
- 6 days and beyond – 3% points

It is a must that all three notations be written on the assignment (original score, deduction for tardiness, and the new score). The only exception to this school wide policy is that a teacher has already established a policy of accepting late work that does not exceed a 3%-point deduction. Furthermore, all late work must be submitted to teachers no later than two weeks prior to grades closing for each quarter.

Missed Work

All students will be given the opportunity to complete work missed resulting from **excused absences**, if the student has brought documentation to excuse their absence. Missed schoolwork will be posted on Schoology for students to access. Once proper documentation has been verified, it is the responsibility of each student or parent to approach his or her teacher to make-up missed work. Students should submit missed work promptly or what is agreed upon with the teacher. The failure to turn in work or complete work within the timeframe provided may result in the student receiving no credit for the work missed.

Graduation Requirements/HS ONLY

PPS Policy 211

Promotion/Failure

All schools operate under the guidelines of a Retention and Promotion Policy.

Elementary Level

For promotion from	A student must pass
FIRST GRADE	Reading AND Math
SECOND GRADE	Reading AND Math
THIRD GRADE	Reading AND Math
FOURTH or FIFTH GRADE	Reading AND MATH AND 2 of the following ENGLISH SPELLING SCIENCE SOCIAL STUDIES

When recommending students who have **failed Grade 5** for middle grade placement in Grade 6, the student must have been in Grade 5 during the current school year **AND**:

- Will be 13 on or before September 30 of the current year, **OR**
- Has had two (2) retentions, **OR**
- Has already repeated Grade 5

Secondary Level (Grades 6-8)

A student will be retained in his/her present grade (6th, 7th, or 8th) if the student fits into any of the following four categories:

- Fails Reading **AND** Math
- Fails Reading **OR** Math **AND** two (2) other Academic Courses
- Fails any **THREE** (3) Academic Courses
- Fails Math **AND** Communications (a course which combines reading and language arts and is worth two units and given one letter grade, which is double-weighted when calculating the grade point average)

When recommending students who have failed Grade 8 for secondary school placement in Grade 9, the student must have been in Grade 8 during the current school year **AND**:

- Will be 16 on or before September 30 of the current year, **OR**
- Has had three (3) retentions, **OR**
- Has already repeated Grade 8
-

** Note that the secondary level guidelines are to be used for 6th, 7th, and 8th Grade Students in all schools (6-8 Buildings, 6 -12 Buildings, K-8 Buildings) **

Homework Procedures

[PPS Policy 115](#)

Pittsburgh King follows the district homework protocol as stated below:

As a parent you should:

- Help your child set a regular homework time each day and free your child of other responsibilities at that time.
- Provide a place to work and study that is quiet, properly lighted, and equipped with the necessary materials.
- Become interested in your child's homework by encouraging him or her to do his or her best work and complete the assignments.
- Encourage your child to complete assignments independently.
- Contact the teacher if your child has trouble with a homework assignment and cannot complete it.

Health Services

PPS Policy 206

Medication Administration

The School District of Pittsburgh recognizes that parents have the primary responsibility for the health, care and well-being of their children. We recognize that some children's health requires medication during the school day. When medication must be taken during school hours, the following procedures will be followed.

- All medication must be brought to the school by the parent, in the original container/box labeled by a pharmacist. The label must contain orders from the prescribing physician.
- Parents **MUST** sign a consent form that will be on file with the school nurse. The prescribing doctor must have written orders on file.
- Asthmatic and diabetic students must have a care plan on file.
- All medication will be secured in a locked location within the school building.
- The school nurse is the only staff member permitted to administer daily medication.
- Students are **NOT PERMITTED** to carry medication on them or administer their own medication. If caught students are subject to disciplinary action outline in the Student Code of Conduct

Information Technology/Acceptable Use Policy **PPS POLICY 813.1**

All students and their parents or guardians must sign the Internet acceptable use policy of the Pittsburgh Public Schools. Students may not use any school technology prior to returning this form. Students who violate this policy will be subject to disciplinary actions as presented in the Student Code of Conduct including loss of all technology use for the remainder of the school year.

Click the link below to complete the form online:

[PPS Technology Acceptable Use Form](#)

Student Support Services

Student Services at Pittsburgh King are designed to help students thrive intellectually, emotionally, socially, and morally. These services aim to assist students in self-understanding, alleviate tension and anxiety, and remove distractions from learning. A team of competent professionals, including homeroom teachers, team leaders, guidance counselors, social workers, school and district administrators, and medical personnel, develop and implement these services.

The Pennsylvania Student Assistance Program (SAP) is a systematic team process that mobilizes school resources to remove barriers to learning. SAP identifies issues such as alcohol, tobacco, other drugs, and mental health concerns that hinder student success. Pittsburgh King's SAP team, which includes teaching staff, school social workers, and mental health providers, meets bi-monthly to discuss referrals.

Any staff member, parent, or student can refer themselves or others to the SAP Program. Once parent permission is obtained, a mental health screener is completed by our SAP Liaison mental health provider, and recommendations are shared with SAP team members and the family.

Mental Health supports available at Pittsburgh King

Human Service Administration Organization (HSAO) (case management services)

Mercy Behavioral Health (school-based therapy)

Pressley Ridge - Community School Based Behavioral Health Team (comprehensive school, home and community support)

Sanant Counseling and Wellness (small group and crisis services)

Turtle Creek Mental Health Services (SAP Liaison)

Student Expectations/Procedures

Policy 212 *PPS Code of Conduct*

Student Responsibilities

Pittsburgh King PreK-8 students have specific rights and responsibilities, which are listed below. Please refer to the Student Code of conduct for a complete list of student responsibilities

- ✓ Students are responsible for following the norms, procedures, schedules, and directives of school personnel while at school
- ✓ Students are responsible for showing respect to students, staff, and school property always
- ✓ Students may not use language or exhibit behavior in a manner that would be demeaning or vulgar, or that would imply any type of prejudice or discrimination toward any student
- ✓ Students are responsible for making up work when they are absent

Student Rights

Please refer to the PPS Student Code of Conduct for a complete list of student rights

- ✓ Students have the right to learn in a safe environment
- ✓ Students have the right to fair and impartial treatment regardless of race, national origin, color, creed, physical handicap, or sexual orientation
- ✓ Students have the right to be informed of Pittsburgh King K-8 norms, expectations, procedures, and policies relating to school operations
- ✓ Students have the right to an education experience free of harassment, intimidation, threats, harm, assault, and humiliation
- ✓ Students have the right to nutritious meals, sanitary facilities, and a safe functional, and maintained facility
- ✓ Students have the right to proper medical attention
- ✓ Students have the right to report any problem or to register complaints regarding any aspect of the school without fear of punishment in accordance with published grievance procedures

The Five Basic Behavioral Expectations:

The Foundation of Pittsburgh King PreK-8 is **P.R.I.D.E.**

At King, we inspire interactions that are full of **P.R.I.D.E.** all day every day!

Positivity

- I will have a good attitude toward adults, peers, and my schoolwork
- I will be optimistic
- I will be confident

Responsibility

- I am capable of being trusted
- I will be accountable for my own behavior
- I will be accountable for my classwork, education, and future

Integrity

- I will be honest, moral, and upright
- I will do the right thing, even when no one is watching

Determination

- I will persevere
- I will decide and control my own outcome
- I will have a purpose

Equality

- I will treat everyone fairly
- I understand that everyone has different needs
- I will celebrate the differences of others
- I will stand up against prejudice and stereotypes

Pittsburgh King will support a Positive Behavior Instruction and Support (PBIS) environment. Pittsburgh King teachers will teach students the building expectations and rules. Pittsburgh King will celebrate interactions full of **PRIDE** and positive behavior.

Bus Procedures

At Pittsburgh King, keeping our students safe is our primary concern. It is imperative that students always behave appropriately and safely in and around buses. Students must always remain seated and talk softly on the bus. Windows may be opened only in the direction of the driver. Video cameras are randomly installed on school buses to ensure safety for all. Students will be disciplined and may be removed from the bus for inappropriate and unsafe behavior.

Parents are responsible for transporting their child to and from school if the student is not permitted to ride the bus.

Our district contracts with numerous bus companies. Please keep the bus information sent to you each fall. You may contact the bus company directly regarding any of your concerns.

P.M. drop-off forms are available in the school office and with homeroom teachers, for those students who attend daycare or afterschool programs when dismissed. It takes at least one week to process, and you will be notified when the change takes place. **Students may not ride buses to which they are not assigned, and parents are not permitted to ride the school bus.** All changes in transportation for our students must be in writing. Any student caught riding a bus that is not their district assigned bus may be subject to discipline action.

Bus and Bus Stop Rules

- All school rules, including school discipline procedures and protections, apply when students are on the bus and at the bus stop.
- Violations that occur involving the school bus and/or incidents that occur while students are on the way to school (bus stop/neighborhood) or returning from school (bus stop/neighborhood) may result in disciplinary action.
- Students are expected to observe the following rules for safety and courtesy:

At the Bus Stop

- Arrive at the assigned stop ten (10) minutes before bus pickup.
- Stand on the sidewalk or the edge of the street by the curb.
- Stay off private property.
- Do not stand on the traveled part of the road.
- Be respectful and watchful of traffic.

When the Bus Arrives

- Allow the bus to come to a complete stop.
- Board the bus in a quiet and orderly manner.

On the Bus

- Follow directions or redirections from the bus driver and exhibit orderly conduct.
- Be courteous and respectful of people and property.
- Always remain seated.
- Keep your head, hands, and feet inside the bus.
- Keep the bus clean.
- Use of profane language, eating, drinking, smoking, throwing objects, unsafe objects or weapons and vandalism may result in disciplinary action. Criminal conduct may be referred to law enforcement.

Leaving the Bus

- Remain seated until the bus comes to a complete stop.

- Leave the bus in an orderly manner.
- Leave at your assigned bus stop.
- Cross in front of the bus.
- Leave the bus stop in an orderly manner.

Visitor Policy

PPS Policy 1104

For the safety of all students and staff on campus, all visitors must enter through the main door and immediately sign in with the front office to receive a pass. All parents and visitors are to be escorted through the building by a staff member. **NO PARENTS ARE PERMITTED IN STUDENT AREAS WITHOUT A PREVIOUSLY SCHEDULED APPOINTMENT. PLEASE SEE THE SECTION ON SCHOOL SAFETY FOR ADDITIONAL INFORMATION.**

Visitor Procedures

All visitors to our school are required to follow the district's visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child.

- If you plan to visit a classroom or other area of the school building during the school day, call the building office and pre-register for an appointment before the visit date. 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 at the school building, all visitors must register in the main office before proceeding to any other part of the building.
- As part of the registration process in the main office, all visitors will be asked to sign the visitor register and provide their driver's license or other state-issued photo-identification, which will be held by the building office for the duration of the visit. Car or house keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be always 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. Anyone engaged in uncooperative or disruptive behavior must leave the premises.
- Upon conclusion of the visit, the visitor must return to the main office, sign out on the Visitor Register and return the visitor badge. Once the visitor has checked out, staff in the main office will return the visitor's driver's license, ID or keys, as applicable.

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

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

Bathroom Protocol

All students in grades PreK-8 have scheduled bathroom breaks and have been assigned specific areas in the building to use the restroom. Outside of scheduled breaks, students will be provided with a blue corridor pass to use the bathroom. When administration receives reports of vandalism or students hanging out in the bathrooms during class time, students will then be escorted to the bathroom by a staff member.

Bus Procedures

At Pittsburgh King, keeping our students safe is our primary concern. It is imperative that students always behave appropriately and safely in and around buses. Students must always remain seated and talk softly on the bus. Windows may be opened only at the direction of the driver. Video cameras are randomly installed on school buses to ensure safety for all. Students will be disciplined and may be removed from the bus for inappropriate and unsafe behavior.

Parents are responsible for transporting their child to and from school if the student is not permitted to ride the bus.

Our district contracts with numerous bus companies. Please keep the bus information sent to you each fall. You may contact the bus company directly regarding any of your concerns.

P.M. drop-off forms are available in the school office and with homeroom teachers, for those students who attend daycare or afterschool programs when dismissed. It takes at least one week to process, and you will be notified when the change takes place. **Students may not ride buses to which they are not assigned, and parents are not permitted to ride the school bus.** All changes in transportation for our students must be in writing. Any student caught riding a bus that is not their district assigned bus may be subject to discipline action.

Lunch Procedures

Students eat lunch in the cafeteria. All students will have access to a microwave to heat up their lunches during their lunchtimes. It is their responsibility to ensure they clean the microwave after each use. No food is permitted to be taken out of the cafeteria to be eaten in classrooms.

Lockers and Desks

Use of School Property

All school property, including lockers, desks, and other items assigned to students, belongs to Pittsburgh Public Schools. Students are granted the temporary privilege of using this property, which may be revoked at any time. School property must not be used to store items that violate the Code of Student Conduct, school rules, or any laws.

School administrators have the authority to search school property assigned to students. Before a search, students will be notified and given the opportunity to be present. However, if there is reasonable suspicion that the property contains materials that could threaten the health, welfare, or safety of students, it may be searched without prior notice. Students should not expect privacy regarding lockers, desks, or other school property temporarily assigned for personal use. School personnel may remove any prohibited or disruptive items found in lockers or desks.

Locker Assignments and Use

- Homeroom teachers are responsible for all locker assignments and reassignments as needed.
- Students are not allowed to switch lockers or locker partners on their own.
- Students may access their lockers in the morning, during homeroom, before and after lunch, before dismissal, or with the permission of their homeroom teacher.

Personal Property

- Valuable personal items should not be brought to school.
- The school and district assume no responsibility for the loss or theft of such items.

Loitering

Students should leave the school and school grounds promptly after classes or activities are

dismissed. There is to be no unnecessary ‘hanging around’ before school or after school. Non-students are not permitted on campus at any time unless they have been registered as an official guest in the office.

Materials

All materials will be provided for your student; however, it is recommended that your child bring their own book bag. Your child can bring a LIMITED number of school supplies, but at their own risk. Pittsburgh King is not responsible for lost, stolen, or damaged items.

Search of Student’s Person and Metal Detectors

No student may conceal on his/her person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol or any other substance or object that is in violation of this Code, local statutes, ordinances or school rules. If the building administrator has reasonable suspicion that a student is in possession of an item that constitutes a violation of the Criminal Code or the School Code, a search of the student’s person may be authorized at any time, students may be subjected to random or daily metal detector searches upon arrival at school.

School Safety

To ensure the safety of all students, staff and visitors, Pittsburgh King follows the district’s visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, throughout the year, students participate in safety drills to ensure students and staff are prepared in an emergency. Safety drills may include fire, lockdown, bus, and severe weather.

In an emergency, the School Police or Pittsburgh City Police may recommend Pittsburgh King secure the school building, go into lockdown, evacuate to an alternative site or take shelter. The procedures for these actions are listed below.

Secure: When the school is instructed to secure, all doors to the outside are secured and locked. Normal instructional activities continue as much as possible; however, no outside events, field trips or outside activities occur unless explicitly cleared by School Police. While in **SECURE**, entry and exit to the school will be restricted and once the situation has been assessed a controlled release of students to parents may occur. The school may need to be **SECURED** when there is a dangerous situation outside of the school or near the school.

Lockdown: In the event of a **lockdown**, all exterior doors and classroom doors will be locked. No one will be permitted to enter or exit the school facility. During **lockdown**, students will be kept safe in individual secured classrooms, teachers will turn off the lights and get out of sight.

School Police or school leadership will place a school on lockdown to minimize student/staff exposure to a threat inside the school building.

Evacuation: Evacuations may occur in the case of a threat, fire or other event making the school building unsafe. Students and staff will be evacuated to a designated **evacuation** site when leaving the building is the safest alternative. Pittsburgh King evacuation site is Pittsburgh Allegheny School, and the alternative is Allegheny Center Alliance Church. 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 ensure all students are safely returned to their families. During a reunification, families are directed to:

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

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

After reviewing the Student Handbook, please sign and return this sheet to your child's Home Room Teacher.

Success in the Pittsburgh Public Schools depends on the students, teachers, parents, and staff's responsibility to adhere closely to the student handbook's guidelines. We, the undersigned, endorse and acknowledge that we have read and understand the 2024-2025 Pittsburgh King Student Handbook.

Student Name _____

Grade Level _____ Home Room _____

Student Signature _____

Parent Signature _____

Date _____

